



QAD Enterprise Applications

# **User Guide**

# **Enterprise Asset Management**

Introduction  
Navigation  
Maintenance  
Inventory  
Purchasing  
Finance  
Project Accounting  
General  
Analysis  
System Administration  
QAD ERP Interface to EAM  
System Setup

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# Introduction

This section discusses overview information about Enterprise Asset Management (EAM).

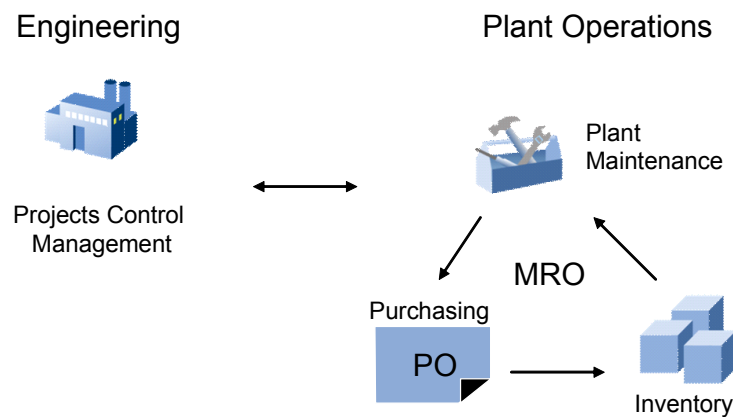
***Asset Lifecycle Management***    **2**

***EAM Modules***    **4**

## Asset Lifecycle Management

Use QAD Enterprise Asset Management (EAM) to effectively manage your organization's physical assets. The EAM suite of applications maximizes manufacturing equipment use and minimizes 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 maintenance, repair, and operation (MRO) including inventory and purchasing. EAM is fully integrated with the Manufacturing and Financial modules in QAD ERP.

**Fig. 1.1**  
EAM



### EAM Business Areas

EAM consists of three primary business areas:

- MRO
- Project Controls
- Plant Maintenance

### MRO Inventory and Purchasing

Storeroom managers use MRO Inventory to determine the critical parts to stock, minimizing production downtime and inventory investment. A company cannot stock all potential spare parts that may be required, because of the sheer number and cost.

Buyers use MRO Purchasing to quickly and easily identify the appropriate supplier with the best price. A small manufacturing plant may purchase thousands of MRO items from hundreds of potential suppliers. The electronic authorization process enables managers to review purchase requests and current spending against budget to determine whether to fill the requisition.

## Project Controls Management

Expanding or upgrading manufacturing capabilities is one of the most important annual investments a manufacturing company makes. Bringing projects in on-time and within budget is critical to ensure that the asset generates a return on investment. Project engineers use EAM to track and manage spending against a project's budget and authorized spending authority. With real-time information, managers know how much has been spent and how much it will cost to complete a project.

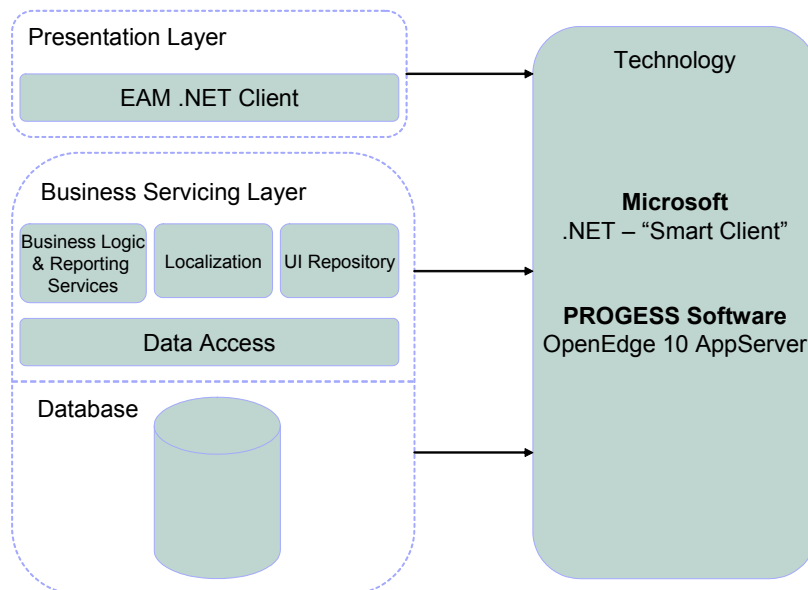
## Plant Maintenance

After the project is complete and plant operations takes control of the asset, maintenance planners use EAM to set up preventive maintenance schedules to properly maintain equipment. The EAM work order system records any repairs and associated cost against equipment. With this information, maintenance managers can determine how best to allocate resources.

## EAM Application Framework

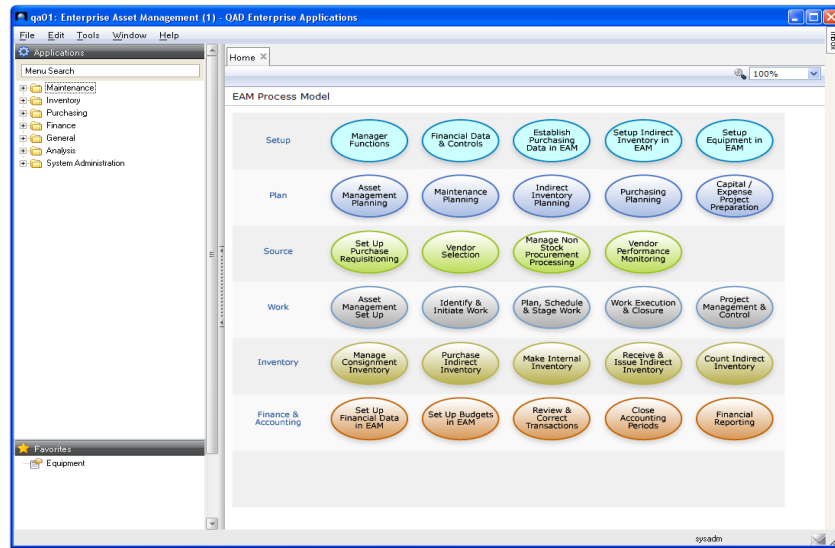
The EAM application framework is an Open Edge Reference Architecture (OERA) compliant system divided into three primary tiers, or layers. The topmost layer, or presentation layer, is a relatively thin client .NET executable designed to run on Windows XP and newer operating systems. The middle layer is based on OpenEdge technology and hosts all business services. The final layer represents databases and any other data source.

**Fig. 1.2**  
EAM Architecture



The presentation layer is a series of generic form, menu, browse and action engines that render nearly every aspect of the user interface at runtime.

**Fig. 1.3**  
EAM

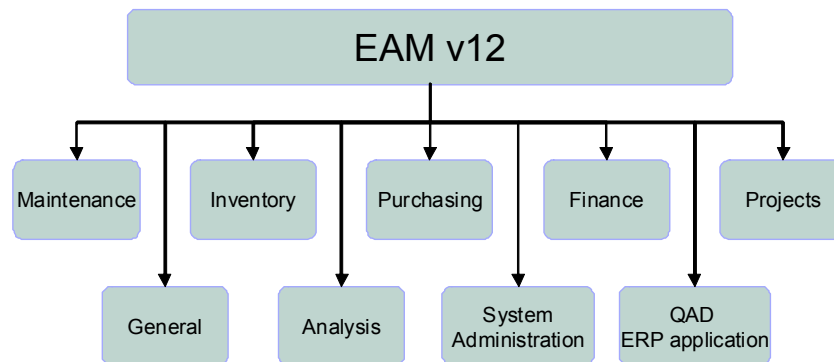


## EAM Modules

EAM groups related functionality into modules.

- Maintenance
- Inventory
- Purchasing
- Finance
- Project Controls Management
- General
- Analysis
- System Administration

**Fig. 1.4**  
EAM Modules



## Maintenance

Use Maintenance to drive work order functionality for maintenance and repair operations (MRO).

- Equipment
- PM/PdM
- Work Orders
- Service Requests
- Labor History
- Codes
- Documents

## Inventory

Use Inventory to manage parts (stock and non-stock) across single or multiple plants, analyzing usage and reserves and improving cost effectiveness

- Inventory
- Physical Inventory
- Stock Replenishment
- Stores Requisition Lists
- Stores Requisition Approval Groups
- Rebuild Locations
- UOM Conversion
- Codes
- Documents

## Purchasing

Use Purchasing to manage indirect purchasing (stock, non-stock, services).

- Purchase Orders
- Requisitions
- Routing Substitutions
- Vendors
- Standard Clauses
- Currency
- Approval Groups
- Codes
- Documents

## Finance

Use Finance to manage accounting, taxes, overhead, and any money-related aspects of EAM operations.

- Accounting
- Projects
- Tax
- Overhead
- Groups
- Codes
- Documents

### Project Accounting

Use Project Accounting under Finance to plan, track and control detailed project budgeting for capital, expense, or customer funded or engineer-to-order (ETO) projects, making status information on the entire budget or each job/phase of the budget readily available, visible by job spending limit or budget level.

- Codes
- Employees
- Groups
- Documents

### General

Use General to set up common system properties.

- Codes
- Employees
- Groups
- Descriptor
- Languages

### Analysis

Use Reporting to display key information in an easy-to-use graphic format.

- Equipment
- Inventory
- Labor
- PM
- Project
- Purchasing
- Service Requests
- Work Orders



## System Administration

Use System Administration to alter menus, user permissions, roles, and system-wide configurable features.

- Users
- System Control
- Roles
- ERP Interface
- User Defined Fields

## EAM and Other QAD Applications

EAM trades certain types of information with QAD's enterprise resource planning (ERP) applications, which are hosted through an easily-accessible common .NET interface called the App Shell. Your EAM installation integrates seamlessly into the App Shell.



# Navigation

This section discusses the following navigation topics:

***Navigation Introduction*** 10

***Logging in to EAM*** 10

***Process Maps*** 11

***EAM Display Elements*** 12

***Title Bar*** 13

***Menu*** 14

***Status Bar*** 16

***Toolbar*** 16

***Vertical Menu*** 18

***Mail*** 20

***Tabs*** 21

***Browses*** 21

***Record Filters*** 27

## Navigation Introduction

EAM is a flexible, powerful, customizable tool. You can specify views with browses, filters, column display, sort, grouping, selection criteria, form design, and security settings. You can search for and update records, view reports, export to Excel spreadsheets, and print data.

## Logging in to EAM

You may use multiple logins, depending on your responsibilities. Login credentials determine access privileges.

Several conditions determine your level of security.

- The user ID determines permissions. For instance, a system administrator accesses more EAM system features than an inventory clerk does.
- The currently active site has security settings associated with it.
- Security settings may differ if you log onto multiple sites.

**Note** Your monitor display may differ from the images in this documentation due to security settings.

1 Double-click the EAM desktop icon.

2 Enter a user ID.

**Note** Password is case-sensitive, but user ID is not.

3 Enter a password.

4 Accept the default domain.

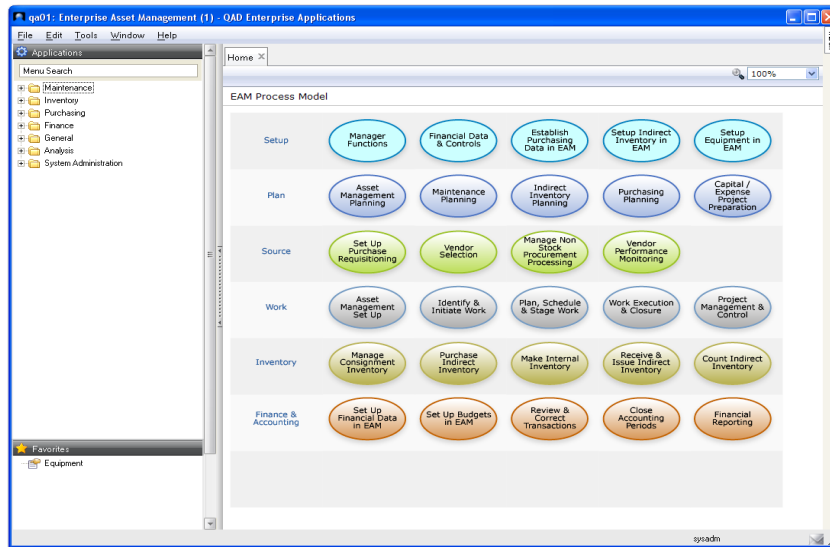
5 Click OK.

**Fig. 2.1**  
EAM Login



The EAM main window opens.

**Fig. 2.2**  
EAM Main Interface



## Process Maps

Process maps are interactive flow charts. They link to programs, browses, related documents, and other process maps using advanced features of .NET technology. Process maps diagram EAM best practices in hierarchical order. Swim lanes, the gray stripes on the background, visually separate functional areas, such as conceptual (Setup) or departmental (Purchasing).

To access lower-level maps:

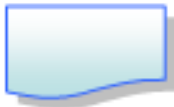
- Click a node
- Click a swim lane.

**Fig. 2.3**  
EAM Home Process Map



## Process Map Nodes

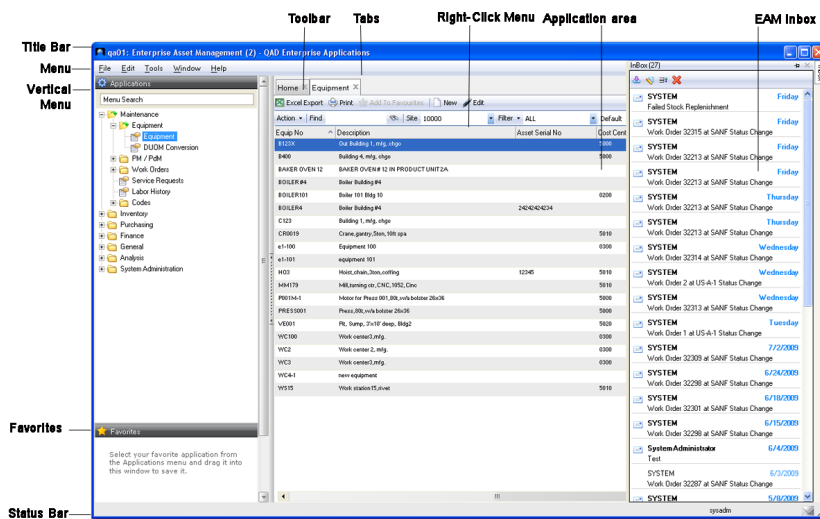
There are six types of process map nodes in EAM.

| Symbol                                                                              | Type                 | Definition                                               |
|-------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------|
|    | Menu                 | Links to a program on the menu.                          |
|    | Other Process Map    | Links to other process maps.                             |
|    | Menu Item Collection | Links to groups of programs such as browses.             |
|   | Manual Step          | Indicates that the task does not link to the software.   |
|  | Decision             | Denotes where a map may flow in one of two directions.   |
|  | Document             | Denotes link to documents or files relevant to the task. |

## EAM Display Elements

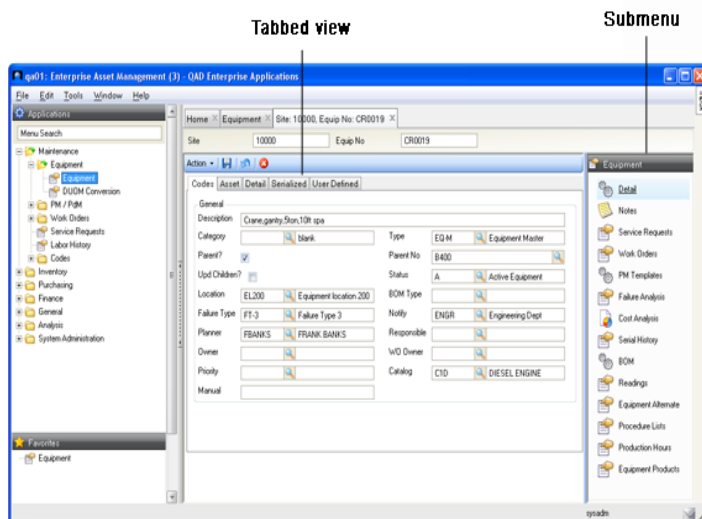
EAM modules use standard display and navigation elements. Each display has a title bar, vertical menu bar, a status bar, a menu, a toolbar, and an application area.

**Fig. 2.4**  
EAM Elements Display



When adding or editing a record, a submenu displays.

**Fig. 2.5**  
EAM Tabbed Elements



## Title Bar

The title bar displays the name of the database you are logged into + Enterprise Asset Management, for instance: *Production: Enterprise Asset Management*.

Minimize, maximize, and exit buttons are standard controls for Windows. These tools enlarge, compress, or close the current window. Click exit to close the window and automatically log out the session.

**Note** To log out, you can also use File|Exit in the Menu.

**Fig. 2.6**  
Title Bar



## Menu

The menu is underneath the title bar near the upper left of the window. The menu display may vary, as it contains commands specific to the open module. Sometimes an option in the menu does the same thing as a button on the toolbar.

**Fig. 2.7**  
EAM Menu



## File

File options include Log off, Page Setup, Print Preview, Recent files list, and Exit.

## Edit

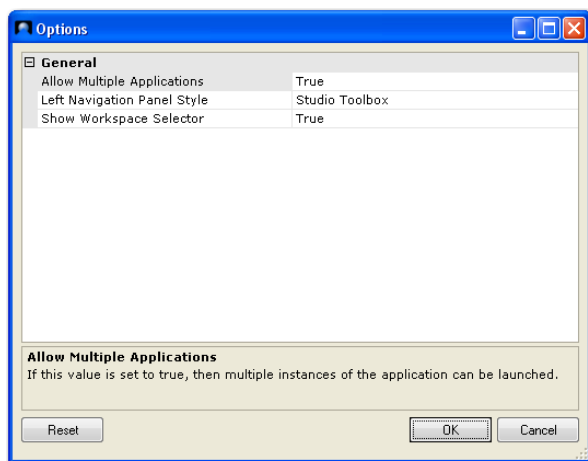
Options are Cut, Copy, Paste, and Menu Search.

## Tools

Options are Options, Internet Properties, and Manage Workspaces.

Set workspace options such as whether to allow multiple instances of the application to run, display the left navigation panel, and display multiple workspaces.

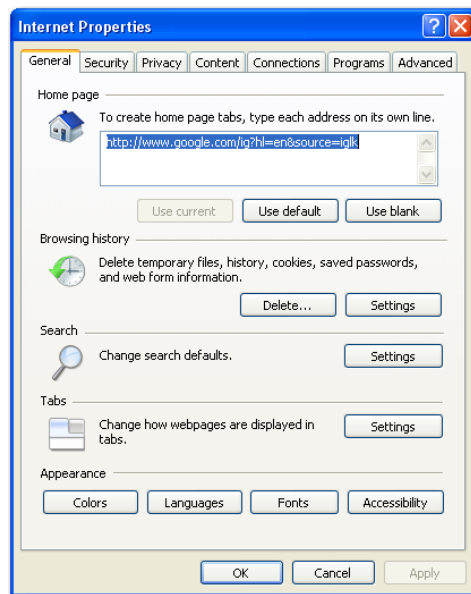
**Fig. 2.8**  
Tools|Options



Internet properties displays settings from Internet Explorer.



**Fig. 2.9**  
Internet Properties



Use Manage Workspaces to display or hide QAD applications running in the App Shell.

## Window

Options are Close All Windows, Open Windows list.

## Help

The Help menu contains options that display details about the QAD Enterprise .NET User Interface, EAM, and client installation.

### User Interface Help

The system offers online help for modules, processes, and fields regarding the general .NET UI, including navigation, programs, browses, and process map information.

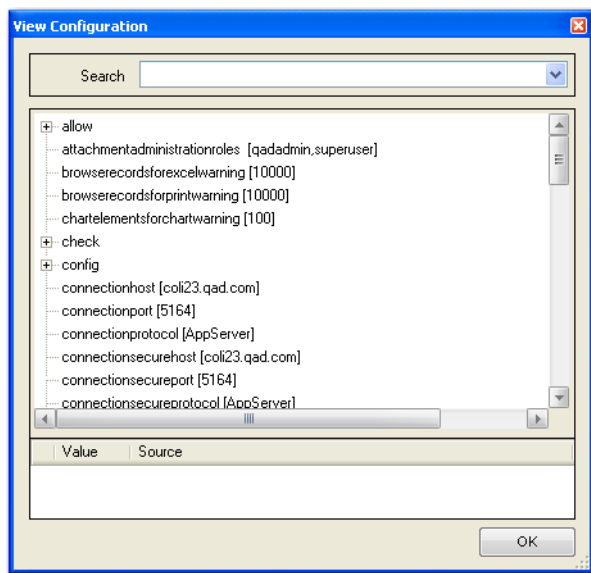
### Application Help

Application help displays help specific to the application you are running. For questions about programs and fields in EAM, use application help.

### View Configuration

Use View Configuration to see system settings for your EAM installation. You cannot change anything from this window, but you can locate objects in the code. With the correct credentials, you can make changes from within the system.

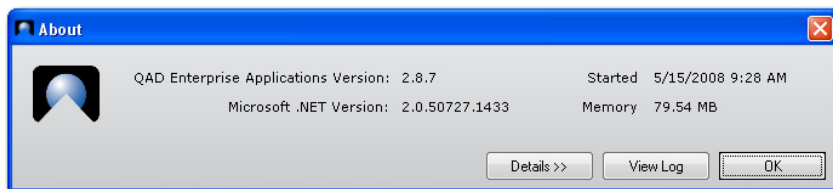
**Fig. 2.10**  
Help|View Consideration



## About

About displays the current QAD .NET version, date last started, and memory in use. Click Details to access client details, and click Log to access the build log with details about when the application was installed to your machine.

**Fig. 2.11**  
Help|About



## Status Bar

The status bar is at the bottom of the window. It displays your logged-in user ID, and the active site. If the lower right corner of the window displays a dotted triangle, then you can resize the EAM window by clicking it and dragging.

**Fig. 2.12**  
EAM Status Bar



## Toolbar

The toolbar contains standard functions, and functions unique to EAM modules. Tools that display on the toolbar may vary by module and display.

**Fig. 2.13**  
Toolbar



| Button           | View              | Image                                                                               | Purpose                                                                                     |
|------------------|-------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Excel Export     | Browse            |    | Exports and opens the browse as formatted into an Excel spreadsheet.                        |
| Print            | Browse            |    | Prints the selected record or group of records to a printer.                                |
| Add to Favorites | Browse            |    | If the browse is open in a separate browser window, you can save it to your Favorites list. |
| New              | Browse            |    | Creates a new record.                                                                       |
| Edit             | Browse            |    | Edits a record or group of records. Global Edit displays a list of fields to edit at once   |
| Action           | Browse and Tabbed |   | Opens a list of actions you can perform on this record or group of records.                 |
| Find             | Browse            |  | Find a record that starts with letter or numbers you specify.                               |
| Site             | Browse            |  | Lists all sites to which you have access.                                                   |
| Filter           | Browse            |  | Lists all filters to which you have access.                                                 |
| Group            | Browse            |  | Enables you to group records by column headings.                                            |
| Refresh          | Browse            |  | Refreshes your display.                                                                     |
| Copy             | Browse            |  | Opens an editable copy of the record.                                                       |

| Button | View              | Image                                                                             | Purpose                               |
|--------|-------------------|-----------------------------------------------------------------------------------|---------------------------------------|
| Delete | Browse and Tabbed |  | Deletes a record from the database.   |
| Note   | Browse            |  | Adds a note to the selected record.   |
| Save   | Tabbed            |  | Saves changes to the current record.  |
| Undo   | Tabbed            |  | Undoes the action you just performed. |

## Vertical Menu

The vertical menu contains all available EAM modules. Vertical menu items may include:

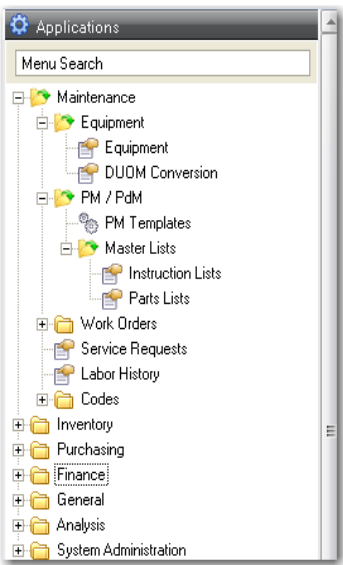
- Home
- Maintenance
- Inventory
- Purchasing
- Finance
- General
- Analysis
- System Administration

## Opening a Module

Use Menu Search to find a specific module within the menu. The system displays matching options as you type.

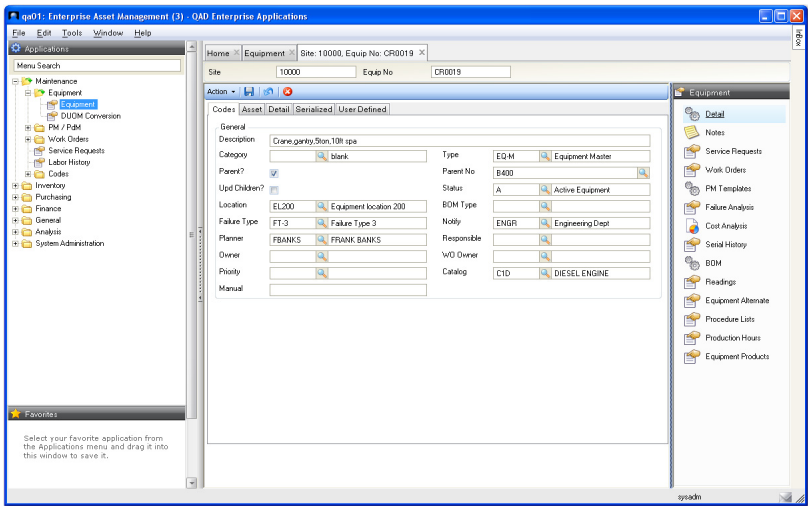
Double-click a vertical menu folder or click the plus sign, to expand its display options. Double-click an option to open a browse or list.

**Fig. 2.14**  
EAM Vertical Menu



Double-click a record in a browse or click Edit to open tabs for an existing record. Click New to open tabs for a blank record.

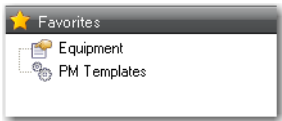
**Fig. 2.15**  
EAM Submenu and Record Tabbed View



## Favorites

The Favorites pane is a custom menu you create using menu options or drag-and-drop techniques.

**Fig. 2.16**  
EAM Favorites



## Adding Favorites

Add favorites in the following ways:

- Right-click a menu folder or menu item in the Applications pane and choose the Add to Favorites option. The menu appears at the bottom of the list in the Favorites pane.
- Select the menu folder or item you want and drag it from the Applications pane to the Favorites pane.
- Drag-and-drop URLs from Internet Explorer or Mozilla Firefox to the Favorites pane, where the link will be saved as a favorite.
- Drag-and-drop an item from the file system (for instance, from Windows Explorer) to the Favorites pane, where a link to the item will be saved as a favorite. You can drag-and-drop programs (executables) as well.

You can add a menu more than once.

EAM stores favorites on the server rather than on client computers. When you log on to the system from a different computer than your usual client computer, you still see your favorites. Additionally, having your favorites on the server protects them from any disk problems that might occur on your client computer.

**Warning** If several users share the same user ID, favorites can become corrupted.

## Organizing Favorites

Organize your favorites into folders and subfolders, rename menu items and folders, rearrange the order of folders and items, and remove menu items you no longer want.

To organize menus into a hierarchy, right-click in the menu space and choose Create New Folder. You can then drag the folder to any position and drag menu items or other folders into it.

To rename or remove a menu item, right-click the item and choose the option you want. You can also display properties and enter design mode for enabled programs.

To change the icon of a menu item, right-click the item and choose Change Icon. browse to a graphics file and select it.

To collapse the display of all open folders, right-click any item and choose Collapse Menus.

When you right-click a folder, you can also create a new subfolder within the currently selected folder.

You can launch a group of menu items organized under a folder together. Right-click the folder and select Menu Collection. The folder icon changes to a collection icon. Click on the icon to launch all the functions at the same time.

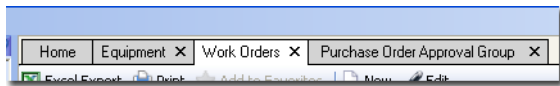
## Mail

EAM includes an internal mail system. This system facilitates communication between users or sends system messages for authorization routing or re-routing, status changes on work orders, failed processes, and so on. To integrate it with your corporate email, such as Outlook or Lotus Notes, select SMTP in the system control module.

## Tabs

Each open module or submodule displays a tab near the top of the EAM display. For instance, you are working from a work order with a PO assigned to it. You can keep both forms open and work with them as needed. Click a tab to activate its display. The active tab is white and displays data in the application area, and the inactive tabs are gray.

**Fig. 2.17**  
EAM Tabs



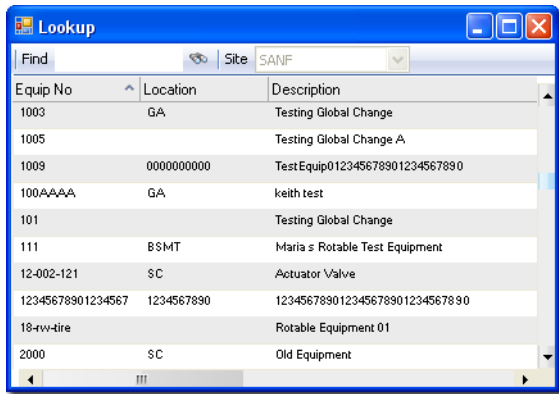
## Using Keyboard Keys

Press the Tab key to jump from field to field in a tab. Tabbing goes from left to right, top to bottom.

## Lookups

Use lookups to search for codes or records. Some tabbed views include lookups associated with fields. Lookup buttons have a magnifying glass icon. Click the magnifying glass to open a window that contains all records of a type. Type information in the Find field if you know the beginning of the record or code. Click the button with the binoculars to run the search.

**Fig. 2.18**  
Lookup Window



## Browses

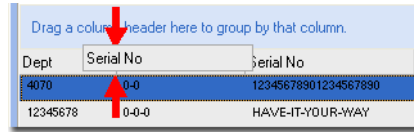
A browse lists the records that meet specified site criteria in the current module. EAM browses look and function like Excel spreadsheets. Column headers provide flexible, dynamic display options through ordering, hiding, showing, sorting, and grouping records. All users can view a browse. You can add a browse to your favorites directory.

If your security settings permit reporting, you can export data to Excel.

## Ordering Columns

Drag a column heading to move it to the right or left in the display. Red arrows indicate where the column will go when you release the mouse button.

**Fig. 2.19**  
Ordering Columns

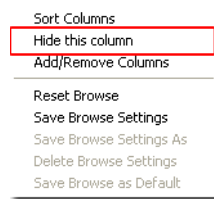


## Hiding a Column

Use this option to remove individual columns from the display.

- 1 Right-click a column heading.
- 2 Scroll down to the Hide this column option.
- 3 Release the mouse button. The column no longer displays in the browse. The data is still stored in the system.

**Fig. 2.20**  
Hiding a Column

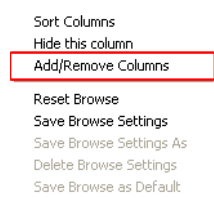


## Adding Columns

Use this option to add or remove columns.

- 1 Right-click a column heading.
- 2 Scroll down to the Add/Remove Columns option.

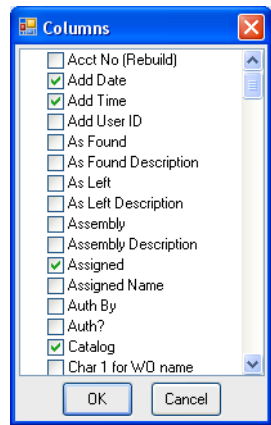
**Fig. 2.21**  
Add/Remove Columns



This option displays a list of all possible columns for the current record type.



**Fig. 2.22**  
Adding Columns



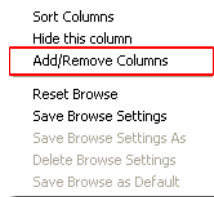
- 3 Select the check box to add a column to the display.
- 4 Click OK.

## Removing Columns

Use this option when you want to remove multiple columns from the display.

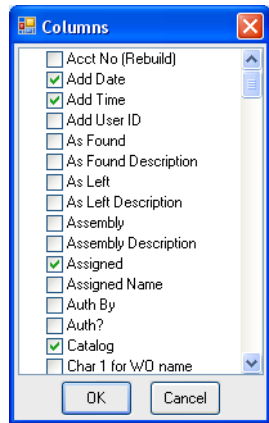
- 1 Right-click a column heading.
- 2 Scroll down to the Add/Remove Columns option.

**Fig. 2.23**  
Add/Remove Columns



This option displays a list of all possible columns for the current record type.

**Fig. 2.24**  
Removing Columns



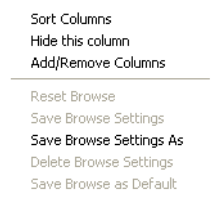
- 3 Clear the check box to remove the column from the display.
- 4 Click OK.

## Saving a Custom Browse

Save changes to a default browse for future use. A saved custom browse is associated with your user ID. Use the browse from any computer.

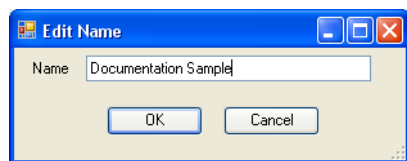
- 1 Right-click over the column heading.
- 2 Select the Save Browse Settings option.

**Fig. 2.25**  
Save Browse As



- 3 Enter the name of your custom browse in the window.
- 4 Click OK.

**Fig. 2.26**  
Naming Custom Browse

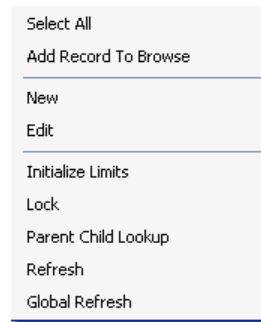


From the right-click menu, delete the custom browse or set it as the default view.

## Right-Clicking a Browse Record

Right-click over a record to open the right-click menu. Right-click menu options differ between programs. Right-click menus contain administrative functions and the active Action menu.

**Fig. 2.27**  
Record Right-Click Menu



## Group

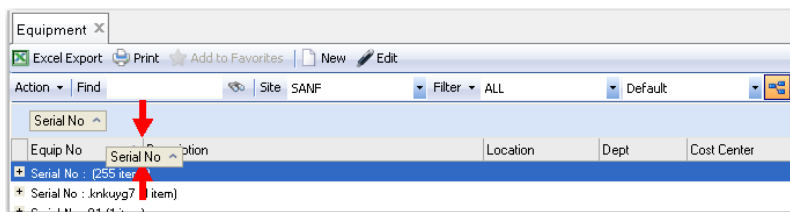
Group looks like a flowchart and is located in the Toolbar.

**Fig. 2.28**  
Group



- 1 Click Group.
- 2 Drag the column header to group records. For instance, a planner groups by Equipment number, then by Priority.
- 3 Click Group or drag the columns back into place to ungroup.

**Fig. 2.29**  
Grouping Records



## Sorting a Single Column

Click a column heading to sort all by ascending or descending. If the column contains both alphabetical and numerical data, the system sorts by numbers first, then letters. The currently-sorted column displays an arrowhead pointing upwards (for ascending sort) or downwards (for descending sort).

**Fig. 2.30**  
Sorting a Single Column

Drag a column header here to group by that column.

| Dept | Equip No | Serial No |
|------|----------|-----------|
| 4000 | civic    | dfq       |

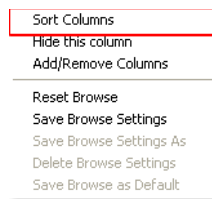
**Note** If a column contains large amounts of data, EAM may issue a time warning.

## Sorting Multiple Columns

Specify up to three column headings to sort, each by ascending or descending order.

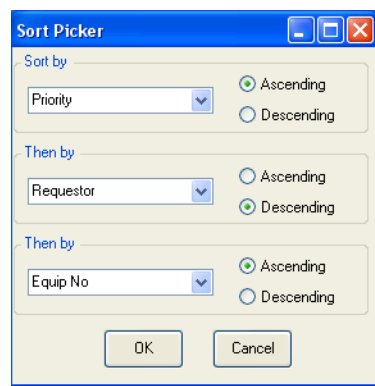
- 1 Right-click a column heading in the current browse.
- 2 Select the Sort Columns option.

**Fig. 2.31**  
Sorting Columns



The Sort Picker lists display all column headings in the current browse. The application sorts first on the top heading in the list. If there are multiple records with the same sort criteria, for instance, Priority 1, then you can further sort by Requestor, and then by Equipment Number. Click OK to sort the browse view.

**Fig. 2.32**  
Sorting Multiple Columns



## Viewing the Current Record

The highlighted line in the list on the browse tab refers to the selected record. The bold text on the modules field identifies the currently highlighted or selected equipment record by displaying its unique identifier and description.

## Selecting a Record

There are several ways to select and highlight records in the browse:

- Double-click the highlighted record.
- Use the Find feature.
- Use the record filter.

## Action Menus

Each browse includes an Action menu. Access it in two ways:

- from the dropdown over the browse
- in the right-click menu.

## Find

Use Find to search for a specific record. Find searches the column on the far left.

## Site

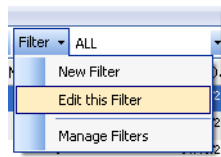
If your user ID has access to multiple sites, you can change the active site to work with records.

## Record Filters

Use a filter to specify the information display on a specific browse. Each module has a number of fields that can establish the criteria for filtering a browse list.

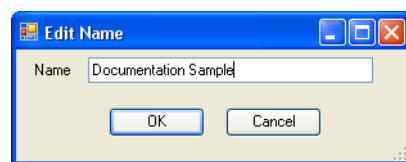
- 1 Click the arrow beside the Filter option on the Toolbar to access the options. To build a new filter, select the New Filter option.

**Fig. 2.33**  
Filter Menu Options



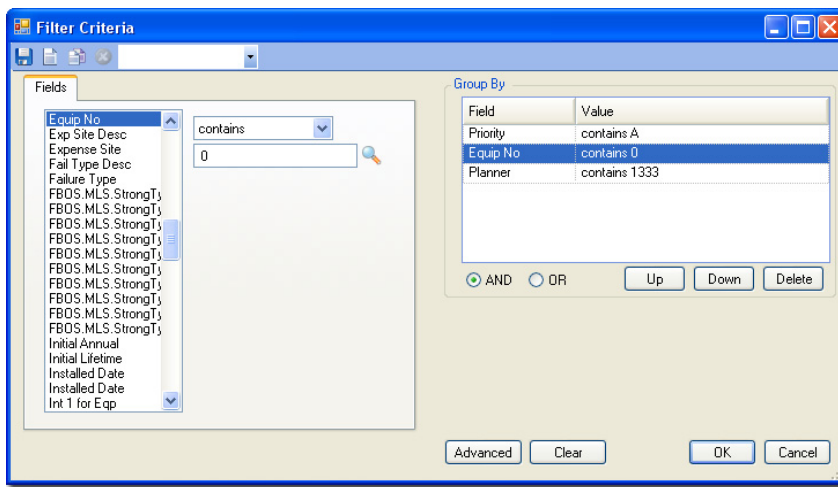
- 2 Name the new filter.
- 3 Click OK.

**Fig. 2.34**  
Name New Filter



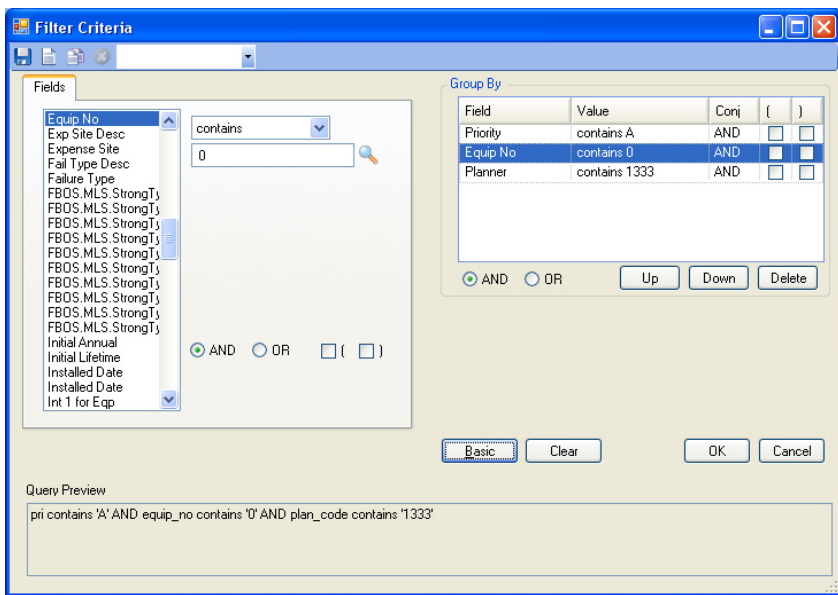
The Filter Criteria window opens.

**Fig. 2.35**  
Basic Record Filter Manager



An advanced user can use the Advanced view. Click Advanced to open more query options in the fields list. Create more complex filters by grouping data with and/or and parenthetical statements.

**Fig. 2.36**  
Advanced Record Filter Manager



## Entering Fields in the Filter Manager

The Fields list displays all possible fields in the database entry associated with the current module. Click one to move it to the Group By list. Specify the value in the list; for instance, to filter records by this month, enter:

this month

past 30 days

The system can process plain language commands, such as past year (versus 365 days) or your name (versus user ID). When adding multiple Group By criteria, select AND to indicate that the filter records must meet all criteria. Select OR to indicate that the filter records may meet any one of the Group By criteria.

Another filtering mechanism is parentheses. Enclose parts of the filter Group by criteria in parenthesis to indicate that this is the first, and most important, filter criteria. The system follows mathematical progression when filtering records (criteria in parentheses first, then AND, then OR from left to right).

Use the Up and Down buttons to change the filter priority. Click Delete to move the criteria from the Group By list. Fields removed from the Group By remain in the database.

For instance, a planner filters by all equipment associated with a specific user ID, with a Status 1 or 2, and by cost center.

## Printing

Print the records in the browse list. Use the Print button in the toolbar or the Print option in the File menu.

**Fig. 2.37**  
Print







# Maintenance

This section discusses the following Maintenance module topics:

***Maintenance Introduction***    32

***Equipment***    33

***Preventive/Predictive (PM/PdM) Maintenance***    46

***Master Lists***    59

***Work Orders***    66

***Service Requests***    83

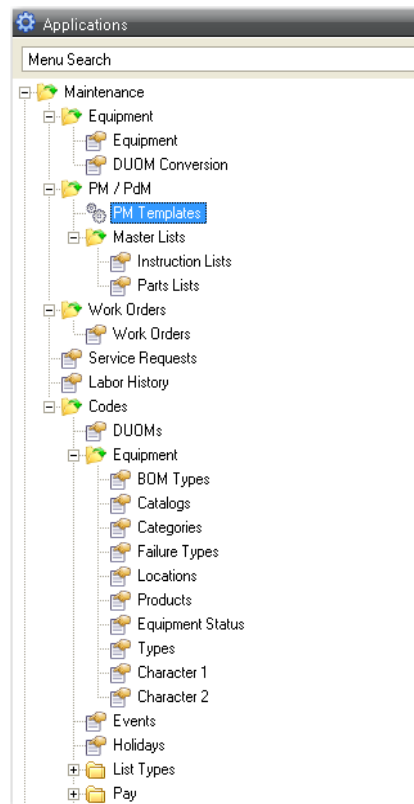
***Labor History***    89

***Codes***    90

## Maintenance Introduction

Use Maintenance to drive the work order process for maintenance and repair operations. This application includes all Preventive/Predictive maintenance (PM/PdM), plus planned and unplanned work to keep equipment operating at capacity.

**Fig. 3.1**  
Maintenance Menu



The Maintenance Menu includes the following submenus:

- “Equipment” on page 33
- “Preventive/Predictive (PM/PdM) Maintenance” on page 46
- “Work Orders” on page 66
- “Service Requests” on page 83
- “Labor History” on page 89
- “Codes” on page 90

## Equipment

Use Equipment to store and track the following information: cost analysis, failure analysis, bill of materials (BOM), driving units of measurement (DUOM), serialized components, tracking, and service requests. Track regularly scheduled work and breakdowns while collecting repair and maintenance cost information for each piece of equipment.

Most cumulative data in equipment records originates in:

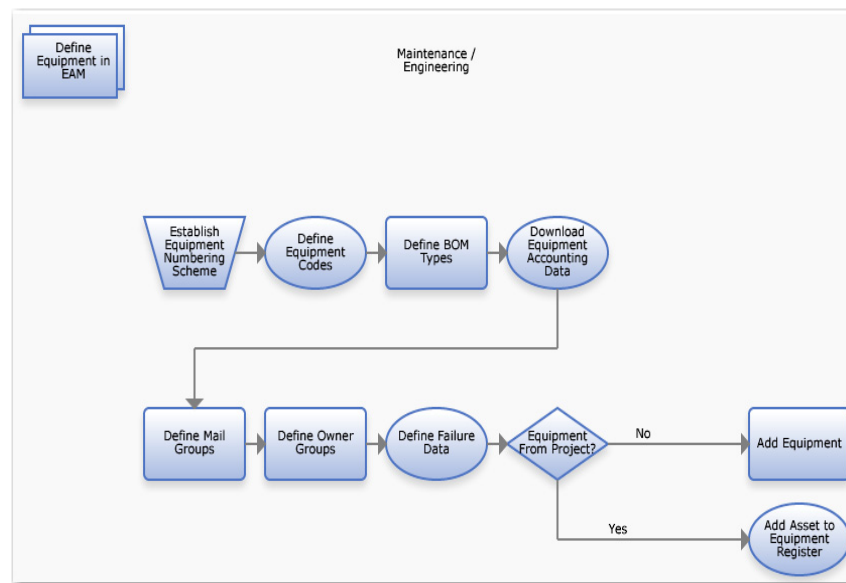
- Work Order
- Inventory
- Purchasing
- Labor

System-wide information feeds back into the equipment record. Equipment reports present this stored data. Historical data also triggers preventive work orders for equipment associated with metering data and failure analysis.

Associate systems and assemblies with equipment for more detailed cost and failure analysis.

## Setting Up Equipment

**Fig. 3.2**  
Set Up Equipment Process Map



- 1 Establish equipment numbering scheme.
- 2 Add equipment codes and BOM types.
- 3 Download equipment accounting table from the QAD ERP application.
- 4 Define mail and owner groups.
- 5 Define failure data.

## Equipment Browse

Access this browse from Maintenance|Equipment|Equipment. Use it to organize and display records, to access supporting functions, and to edit or create new records.

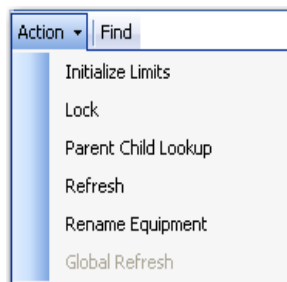
**Fig. 3.3**  
Equipment Browse

| Equip No      | Description                               | Asset Serial No | Cost Center | Dept | Location | Parent?                             | Parent No | Status |
|---------------|-------------------------------------------|-----------------|-------------|------|----------|-------------------------------------|-----------|--------|
| 00            | new equipment                             |                 |             |      | EL100    | <input type="checkbox"/>            |           |        |
| B122X         | One Building 1.mfg, chgs                  |                 | 5000        | PROD | EL100    | <input type="checkbox"/>            |           | 0      |
| B400          | Building 4.mfg, chgs                      |                 | 5000        | PROD | EL100    | <input type="checkbox"/>            |           | F      |
| BAKER OVEN 12 | BAKER OVEN# 12 IN PRODUCT UNIT12A         |                 |             |      | EL100    | <input checked="" type="checkbox"/> | e100      | A      |
| BOILER101     | Boiler 101 Bldg 10                        |                 | 0200        |      | EL200    | <input type="checkbox"/>            |           | A      |
| BOILER4       | Boiler Building#4                         | 243424234       |             |      | EL200    | <input type="checkbox"/>            |           | A      |
| C123          | Building 1.mfg, chgs                      |                 | 5000        | PROD | EL100    | <input type="checkbox"/>            |           | F      |
| CR8819        | Crate, gassy, 5000, 100, sps              |                 | 5010        |      | EL200    | <input checked="" type="checkbox"/> | B400      | A      |
| e1-100        | Equipment 100                             |                 | 0300        |      |          | <input type="checkbox"/>            |           |        |
| e1-101        | equipment 101                             |                 |             |      |          | <input type="checkbox"/>            |           |        |
| H03           | House, chain, 20m, config                 | 12345           | 5010        |      | EL200    | <input checked="" type="checkbox"/> | B400      | A      |
| Boiler#101    | Boiler Building#4                         |                 |             |      | EL200    | <input type="checkbox"/>            |           | A      |
| M0479         | M479, turning or, CNC, 1052, Cnc          |                 | 5010        | PROD | EL100    | <input checked="" type="checkbox"/> | WC2       | A      |
| P00104        | Motor for Press 001.00, m/b, boiler 20x08 |                 | 5000        |      | A1       | <input checked="" type="checkbox"/> | PRES001   | F      |
| PRES10001     | Press 001, m/b, boiler 20x08              |                 | 5000        |      | A1       | <input type="checkbox"/>            |           | F      |
| V0801         | PL, Pump, 7.5/10, deep, 800g              |                 | 5020        | PROD | EL200    | <input checked="" type="checkbox"/> | WC2       | A      |
| WC100         | Work center 1.mfg.                        |                 | 0300        | PROD | EL200    | <input type="checkbox"/>            |           | A      |
| WC2           | Work center 2.mfg.                        |                 | 0300        | PROD | EL200    | <input checked="" type="checkbox"/> | B400      | A      |
| WC3           | Work center 3.mfg.                        |                 | 0300        | PROD | EL200    | <input type="checkbox"/>            |           | A      |
| WC15          | Work station 15, mfg.                     |                 | 5010        | PROD | EL200    | <input type="checkbox"/>            |           |        |

## Equipment Action Menu

Choices available on this menu vary depending on context. Access the Action menu from the toolbar or right-click menu.

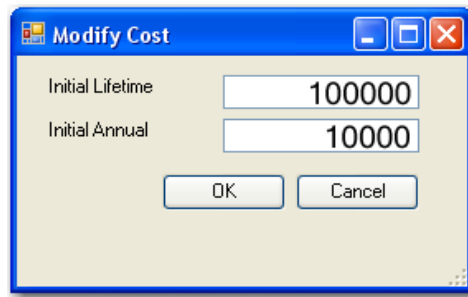
**Fig. 3.4**  
Equipment Action Menu



## Initialize Limits

Enter the initial lifetime and annual maintenance costs to record expenses pre-dating creation of a new equipment record. Entries display in the Lifetime Basis and Annual Basis fields on the Detail tab.

**Fig. 3.5**  
Equipment Modify Cost



The 'Modify Cost' dialog box has a blue title bar with standard window controls. It contains two text input fields: 'Initial Lifetime' with the value '100000' and 'Initial Annual' with the value '10000'. Below these fields are two buttons: 'OK' and 'Cancel'.

**Note** Refresh the Equipment record to display changes.

#### Lock

As equipment ages and goes out of service, you can prevent any additional charges, such as inventory issues and labor distribution, against the equipment ID by locking it.

#### Parent Child Lookup

Use the graphical lookup to see which pieces of equipment are parents and what pieces of equipment are their children.

**Note** When you click the Parent Child Lookup option, the parent/child tree displays regardless of the Parent Lookup setting on the System Site Maintenance screen.

#### Refresh

Use Refresh to display the most recent equipment cost figures on the Detail tab.

#### Rename Equipment

Use Rename Equipment to assign a new name to a piece of equipment. EAM updates all records that include this equipment, retaining the history. After verifying the Site and Old Equip No, enter the New Equip No.

**Fig. 3.6**  
Rename Equipment



The 'Rename Equipment' dialog box has a blue title bar with standard window controls. It contains a warning message: 'Warning: This routine will change the Equip No of every relevant record from Old Equip No to New Equip No. It may take a long time.' Below the warning are three text input fields: 'Site:' with the value 'SANF', 'Old Equip No:' with the value '0-0-0 Copy Test', and 'New Equip No:' with the value '00001 Conveyor'. At the bottom are two buttons: 'OK' and 'Cancel'.

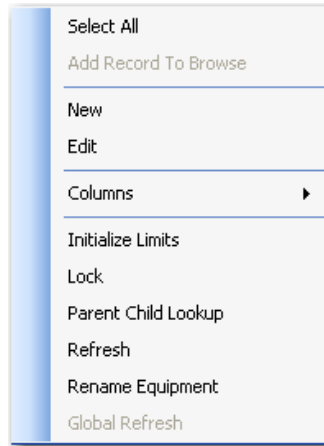
#### Global Refresh

Use Global Refresh to update all or a group of selected records in the current browse.

## Equipment Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 3.7**  
Equipment Right-Click Menu



### New

Use New to open the equipment record detail to create a new record.

### Edit

Use Edit to open the equipment record detail to edit the selected record.

Initialize Limits, Lock, Parent Child lookup, Refresh, Rename Equipment, and Global Refresh are options from the Action menu.

## Equipment Record Detail

The record detail contains all information about this equipment. The equipment number and current site display over all associated tabs.

**Fig. 3.8**  
Equipment Record Detail

A screenshot of the Equipment Record Detail window. The window has a title bar with 'Home' and 'Site: 10000, Equip No: CR0019'. Below the title bar are input fields for 'Site' (10000) and 'Equip No' (CR0019). A tabbed interface shows 'Asset' as the active tab, with other tabs being 'Detail', 'Serialized', and 'User Defined'. The 'Asset' tab contains a form with two columns of fields. The left column includes: General, Description (Crane, gantry, 5ton, 10ft spa), Category (blank), Parent? (checked), Upd Children? (unchecked), Location (EL200), Failure Type (FT-3), Planner (FBANKS), Owner, Priority, and Manual. The right column includes: Type (EQ-M), Parent No (B400), Status (A), BOM Type (ENGR), Responsible, W/O Owner, and Catalog (C1D). To the right of the form is a sidebar titled 'Equipment' with a 'Detail' sub-header and a list of links: Notes, Service Requests, Work Orders, PM Templates, Failure Analysis, Cost Analysis, Serial History, BOM, Readings, Equipment Alternate, Procedure Lists, Production Hours, and Equipment Products.

## Creating an Equipment Record

- 1 Click New to open a blank equipment record.
- 2 Assign the equipment number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Editing an Equipment Record

- 1 Double-click a record from the browse or click Edit to open the equipment record detail.
- 2 Verify the equipment number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Equipment Tabs

Equipment contains five tabs: Codes, Asset, Detail, Serialized, and User Defined.

### Equipment Tab: Codes

Use this tab to group equipment by type or category. It includes a brief description and individuals or groups associated with the equipment and parent/child data.

**Fig. 3.9**  
Equipment: Codes Tab

|                     |                          |
|---------------------|--------------------------|
| Codes               |                          |
| General Description | equipment 101            |
| Category            | blank                    |
| Parent?             | <input type="checkbox"/> |
| Upd Children?       | <input type="checkbox"/> |
| Location            | EL100                    |
| Failure Type        |                          |
| Planner             | bjones                   |
| Owner               | ABRADY                   |
| Priority            |                          |
| Manual              |                          |
| Type                |                          |
| Parent No           |                          |
| Status              | 8                        |
| BDM Type            |                          |
| Notify              | 2                        |
| Responsible         | Robert Watkins           |
| W/O Owner           |                          |
| Catalog             |                          |

**Description.** This field contains a brief description of equipment.

**Category.** This field indicates the most general equipment code. Use it to designate ownership or virtual equipment.

**Type.** This field groups equipment by functional application or classification.

**Status.** This field displays the status of the equipment or machine. A code shows the current standing of equipment; for instance: A - Active, I - Inactive, O - Obsolete, or M - Moved.



**Parent?** This field prompts you to make this piece of equipment a Child to another and attach it to a Parent piece of equipment. For instance:

Parent - Production Line (a Virtual piece of equipment)

Children - Blow mold machine, formers, labelers, ink jet printer, conveyors, palletizers, and so on.

**Parent No.** This field displays the associated parent equipment of the component.

**Upd Children?** Select this check box to update the equipment DUOM when the parent's current reading changes. Any children conversions set up in DUOM Conversion are calculated.

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

**BOM Type.** The BOM type is a grouping of system and assembly codes unique to a specific type of equipment, building or facility.

**Failure type.** Use this field to group selected failure and repair codes for the equipment. When the failure or repair lookup runs from the Work Order Maintenance screen, the system filters to those codes linked to the failure type of the equipment.

**Location.** This field describes the physical location of a piece of equipment.

**Catalog .** Use this field to designate the class or group structure of the equipment.

**Planner.** Indicate the employee responsible for planning the maintenance on a piece of equipment. EAM validates your selection against the list of designated planners. Planner copies to associated PM templates and work orders.

**Notify.** Enter the user or group of users to notify with e-mail when a piece of equipment reaches its spending limits.

**Responsible.** Indicate the employee who is responsible for the equipment.

**Owner.** This field displays the user or group of users 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. Unlike most fields that appear on the Equipment Maintenance screen, copying an equipment record does not copy the owner.

**WO Owner.** If a WO owner is added to the equipment record, only the owner or owner group members can edit any work orders for that equipment.

**Priority.** This editable code indicates the priority level for the piece of equipment. It automatically copies to service requests and work orders added for this equipment.

### Equipment Tab: Asset

Use this tab for equipment that is not serialized. It includes details about the equipment acquisition and its name plate data, the information typically found on the equipment, and fixed asset data from finance.

**Fig. 3.10**  
Equipment Tab: Asset

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

**Job No.** Use the lookup to select a valid job number, associated with the project.

**PO Number.** This field indicates the original purchase order number used to purchase the equipment.

**Job Cost Center.** The default job cost center from Finance|Projects displays.

**Acquisition Cost.** This field indicates the original purchase cost of the equipment.

**Job Sub-account Number.** The default job sub-account number from Finance|Projects displays.

**Vendor No.** This field represents the vendor from whom the equipment was purchased. EAM validates this number against the Vendor table.

**Job Capitalize Date.** The job's capitalize date from Finance|Projects displays. You cannot modify it.

**Manufacturer.** This field indicates the manufacturer for a piece of equipment. There is a lookup available for this field.

**Model No.** This is a reference field for storing the equipment or machine's model number.

**Yr Made.** This field indicates the year the equipment was built.

**Weight.** This field indicates the weight of the asset or equipment usually represented by the GVWR (Gross Vehicle Weight Rating), information widely used in the construction and fleet industry.

**Weight UOM.** This field indicates the weight unit of measure. There is a lookup table available for this field.

**Asset Serial Number.** This field indicates the serial number of the equipment or machine. Serial number is for reference purposes only and has no other functionality within EAM.

**Purchased Date.** This field indicates the purchase date of a piece of equipment.

**Tax Auth Loc.** Use the lookup to select a tax authorization location.

**Profile ID.** Use the lookup to select a profile ID.

**Installed Date.** This field indicates the date a piece of equipment was installed.

**Replacement Value.** This field indicates the cost of replacing this piece of equipment.

**Retired Date.** This field indicates the date a piece of equipment was removed from service.

**Book Value.** This amount represents the calculated worth of the equipment. Accounting can update the field and use it for insurance purposes.

**Fixed Asset No.** Asset number cross-references the equipment with the equipment fixed asset or tag number from your finance department.

**Life Expectancy.** This field indicates the life expectancy of a piece of equipment in years. This field is for reference purposes only.

**County.** This field refers to the county where the equipment resides.

**Asset Create Date.** EAM displays the date this asset was recorded into the database.

**New Asset?** Select this check box to add this equipment to EAM for the first time.

**Update Asset?** Select this check box to update this equipment in the EAM database.

**Asset Last Update.** View a list of prior updates to the equipment.

**Quantity.** Enter a quantity for this asset.

## Equipment Tab: Detail

Use this tab to enter information about an equipment record.

**Fig. 3.11**  
Equipment Tab: Detail

| Accounting   |      |
|--------------|------|
| Expense Site | SANF |
| Cost Center  |      |
| Dept         |      |

| Labor       |      |
|-------------|------|
| Acct No     | 1000 |
| Sub Acct No | 0001 |

| Material    |      |
|-------------|------|
| Acct No     | 1000 |
| Sub Acct No | 0001 |

| Contractor  |      |
|-------------|------|
| Acct No     | 1040 |
| Sub Acct No |      |

| Spending Limits    |                  |
|--------------------|------------------|
| Lifetime Basis     | 0                |
| Annual Basis       | 0                |
| W/D Basis          | 0                |
| Current (Lifetime) | 0                |
| Current (Annual)   | 0                |
| Last Refreshed     | 11/23/2008 17:25 |

| Production      |     |
|-----------------|-----|
| Production Sch  |     |
| Lost Oppor Rate | 100 |

**Expense Site.** This field defaults to the current site, but you can charge expenses for this equipment to another site.

**Department.** Accounting does not assign 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 Acct No /Sub Acct No.** The account number assigned to a piece of equipment to collect internal labor costs. The sub-account number allows for further details associated with an account number.

**Matl Acct No /Sub Acct No.** These fields display the account and sub-account numbers assigned to a piece of equipment to collect material costs. The sub-account number allows for further detail associated with an account number.

**Cont Acct No / Sub Acct No.** This field displays the account and sub-account number assigned to a piece of equipment to collect contractor costs. The sub-account number allows for further details associated with an account number.

**Lifetime Basis/Current.** These values track the expense limit and the maintenance costs charged to equipment during its lifetime. The Current value requires no setup. You can use the Initialize Limits option in Actions to record expenses pre-dating a new equipment record. This field displays transaction costs from other areas of EAM, specifically when labor, parts, or contractor costs are charged to a piece of equipment.

**Annual Basis/Current.** These values track the expense limit and the expenses charged to equipment during the year.

For the warning message and automatic e-mail to Notify to work properly, use Refresh periodically. If the annual basis has been exceeded, EAM displays the message, “Equipment has exceeded the Annual Limits.”

**WO Basis.** This field displays a limit on expenses charged to a piece of equipment per work order. This field is for reference only.

**Last Refreshed.** This field displays when the current (lifetime) and current (annual) fields were last refreshed.

**Production Schedule.** This text field displays the code for the production schedule.

**Lost Opportunity Rate.** This field displays the per-hour cost to the company of having the equipment down.

### Equipment Tab: Serialized

Use this tab to track serialized components. Purchase and stock serialized equipment in inventory. For each serialized component, track maintenance repair costs, and schedule PM's.

If selected equipment is not serialized, the tab is blank.

Establish an equipment component and connect it to a parent. An equipment designation represents a location for the type of equipment indicated. Serial-numbered parts issue from inventory to the equipment, which is charged the current value of the issued serial-numbered part. The system updates this field during serialized parts issue and return.

**Fig. 3.12**  
Equipment Tab: Serialized

**Serial No.** This field displays the serial number of the component or machine. The serial number creates a unique record or component.

**PO Number.** This field displays the original purchase order number used to purchase the component.

**Acquisition Cost.** This field displays the original purchase price of the component.

**Life Expectancy.** This field displays the life expectancy of a component in years. This field is for reference purposes only.

**Purchased Date.** This field displays the purchase date of a component.

**Installed Date.** This field displays the date a component was installed. The system updates it during issue and serialized part return to the equipment.

**Model Number.** This field displays a reference field for storing the issued serialized part's model number.

**Asset No.** This field cross-references the equipment with the Equipment Fixed Asset or Tag number.

**Manufacturer.** This field displays the manufacturer of a component.

**Vendor Number.** This field represents the vendor from whom the component was purchased.

### Equipment Tab: User Defined

Use the Equipment User Defined tab to track information against specific equipment in EAM. There are ten user-defined fields.

**Fig. 3.13**  
Equipment Tab: User Defined

**Character 1/2.** These are user-defined character fields, validated against tables that you add.

*Character 3/4.* These are free-form user-defined character fields, not validated against tables.

*Decimal 1/2.* These are user-defined decimal fields for equipment.

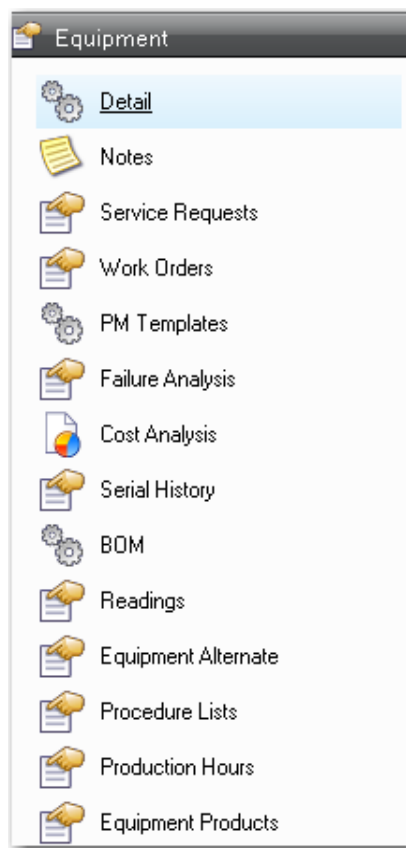
*Integer 1/2.* These are user-defined integer fields for equipment.

*Enable/Disable Logic.* This is a user-defined check box.

## Equipment Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Detail for the highlighted equipment record.

**Fig. 3.14**  
Equipment Menu



| Equipment Menu Option | Purpose                                                                                                                              |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Detail                | This option opens the tabbed view.                                                                                                   |
| Notes                 | Use this option to add notes about the equipment.                                                                                    |
| Service Requests      | Use this option to create requests for service needed on any piece of equipment. You can convert approved requests into work orders. |
| Work Orders           | Use this option to display a list of all work orders associated with a piece of equipment.                                           |
| PM Templates          | Use this option to display a list of all PM templates associated with a piece of equipment.                                          |

|                       |                                                                                                                                                                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Failure Analysis      | Equipment Failure Analysis is based on work order history and failure codes associated with a piece of equipment's work orders. It provides reliability data and predicts future problems.                                                                         |
| Cost Analysis         | Use this option to view cumulative and detailed labor, material and contractor cost of maintenance for individual pieces of equipment.                                                                                                                             |
| Serial History        | Displays a history of where the serialized part has been and when.                                                                                                                                                                                                 |
| BOM                   | EAM can automatically build the bill of material (BOM) as parts initially issue to equipment. Each piece of equipment can also have system and assembly structures. Reference parts to a system/assembly at issue.                                                 |
| Readings              | Use this option to view runtime data for an equipment record. Use readings to schedule PM work orders. Readings come from equipment work orders or from an outside data collection source.                                                                         |
| Equipment Alternative | 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.                                                                                |
| Procedure Lists       | Attach any number of MILs designated as safety procedures to a piece of equipment. When a work order is created for the piece of equipment, these safety procedures automatically copy to the work order.                                                          |
| Production Hours      | View a list of equipment production hour readings here. Add production hour readings manually or through a batch process                                                                                                                                           |
| Equipment Products    | Use this option to associate a list of products made by this piece of equipment. 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 product being produced. |

## DUOM Conversion

Access this browse from Maintenance|Equipment|DUOM Conversion. Alter the browse, refresh the window, or delete the record. Update the Driving Units of Measure (DUOM) for subordinate (child) equipment based on the parent equipment DUOM update. Set up a record to establish the equation to convert one DUOM type to another DUOM type. For example, 1 stroke by parent equipment may drive 5 rotations on the child. Use a multiplier of 5 to define the relationship of the From DUOM (strokes) and the To DUOM (rotations). If this exact relationship is unique to a particular child DUOM, then specify that child as the To Equipment No.

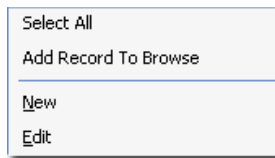
**Fig. 3.15**  
Equipment DUOM Conversion Defined

| From DUOM | To DUOM | To Equip No | Multiplier |
|-----------|---------|-------------|------------|
| 222       | 7777    | 0012 test   | 1          |
| 222       | burps   | 0012 test2  | 0          |
| 234567    | 7777    |             | 0          |
| 234567    | aunits  | 0012 test2  | 0          |

## DUOM Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 3.16**  
Equipment DUOM Right-Click Menu



### New

Use New to open the DUOM Tabs to create a new record.

### Edit

Use Edit to open the DUOM Tabs to edit the selected record.

**Note** Select the parent equipment Upd Children? check box to use these conversions. Select Current Reading for the equipment's DUOM to automatically update the DUOMs for subordinate equipment.

## Preventive/Predictive (PM/PdM) Maintenance

Use Preventive Maintenance (PM) templates to produce work orders, based on a number of scheduling methods. A PM template addresses several methods including calendar frequency, equipment DUOM, special events, and a combination of calendar and equipment DUOM.

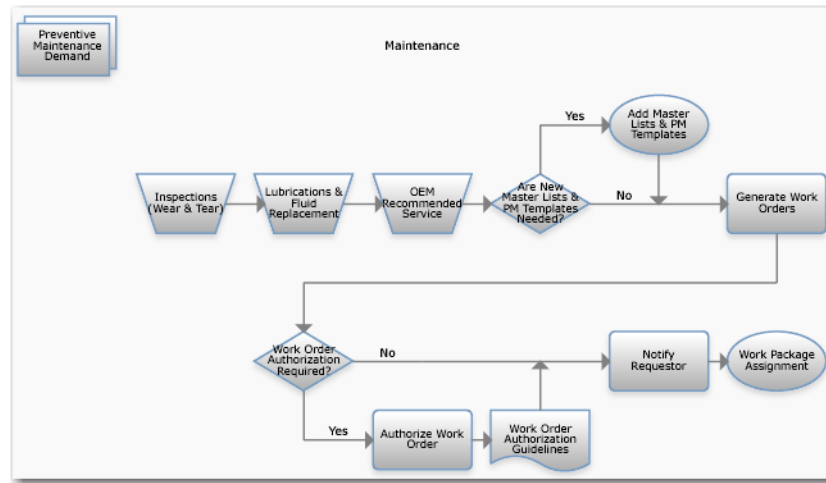
PM templates can specify the piece of equipment to work on. The PM module stores many different operations. Add, copy, and edit a PM template with one or more instructions, parts, or tool lists. Associate safety procedures and drawings with the PM template. When generating a PM work order from a template, all of the instructions, parts, tools, safety procedures, and attached files associated with the PM are copied to the new work order.

The PM template can link to various responsible people or departments, as well as with specific account numbers, cost centers, or projects to charge.



## Performing Preventive Maintenance

**Fig. 3.17**  
Preventive Maintenance Process Map



- Perform inspections.
- Lubricate equipment and replace fluids.
- Perform manufacturer-recommended service.
- Develop PM templates and lists.
- Generate work orders. Click the node to open Maintenance|Work Orders|Work Order.
- Authorize work orders if required.
- Notify requestors when work orders are authorized. Click the node to open Maintenance|Work Orders|Work Order.

## Instructions

The Master Instruction List (MIL) is a header record. It contains the master instruction list number, the kind (instruction or safety), a user-defined type code (for classification and sorting), a description, a procedure number, and a revision number.

An MIL displays the steps necessary to complete a task. Each step includes a craft and skill code, as well as time and cost involved.

- 1 Write the steps for a PM.
- 2 Add one or more MILs to a PM template. You can add the same MIL to multiple PM templates.
- 3 The system copies MILs to a work order when it issues the PM template.

## PM Template Record Browse

Use the browse to organize and display records, to access supporting functions, and to edit or create new records.

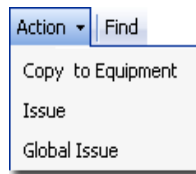
**Fig. 3.18**  
PM Templates Browse

| Action | Find                         | Description | Equip No   | Next Date | Next Failure | Cost Center | Event Next Issue | Precautions         | Problem               |
|--------|------------------------------|-------------|------------|-----------|--------------|-------------|------------------|---------------------|-----------------------|
| 1412   | checking the PM & Insurement | BOILER4     | 07/04/2009 |           |              |             |                  |                     |                       |
| 1414   |                              | 00          | 07/01/2009 |           |              |             |                  |                     |                       |
| 1415   | boiler4 PM                   | boiler4     | 06/01/2009 |           |              |             |                  |                     |                       |
| 1429   | Test for PM Due from RJS     | BOILER4     | 03/19/2009 |           |              |             |                  |                     |                       |
| 1430   | M1 CUI Boiler                | BOILER4     | 10/06/2009 |           |              |             |                  |                     | Monthly PM            |
| 1442   | M1 CUI BOILER                | BOILER4     | 04/05/2009 |           |              |             |                  |                     | MONTHLY PM            |
| 1460   | M1 CUI BOILER                | BOILER101   | 12/02/2008 | 0300      |              |             |                  |                     | MONTHLY PM            |
| 1465   | DV C & H 140 Machine PM      | M4173       | 06/06/2009 | 5010      |              |             |                  |                     | PERFORM ASSIGN        |
| 1456   | M1 C & L                     | VS15        | 04/16/2009 | 5010      |              |             |                  | Required shut cycle | Follow all Safety Pro |
| 1457   | M2 Fluid Replacement         | VS15        | 03/05/2009 | 5010      |              |             |                  | Required shut cycle | Follow all Safety Pro |
| 1460   | M Press stop time check      | VCS         | 08/11/2009 | 0300      |              |             |                  |                     | PERFORM THE AS        |
| 1461   | 3000 HR CUI Boiler           | BOILER4     | 05/04/2009 |           |              |             |                  |                     | 3000 HR PM            |
| 1462   | 3000 CUI                     | VCS         | 10/04/2009 | 0300      |              |             |                  |                     |                       |

## PM Templates Action Menu

Choices available on this menu vary depending on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 3.19**  
Equipment Action Menu



### Copy to Equipment

Use Copy to Equipment to copy the PM template to a piece of equipment, which creates a new PM template.

### Issue

Use Issue to create a single work order from a PM template.

**Fig. 3.20**  
PM Issue

**Note** The Multiple Issue option displays only if you select Global Issue.

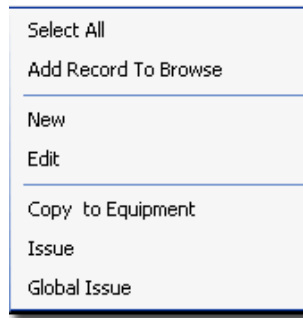
## Global Issue

Use Global Issue to create multiple work orders. Select a single PM template for multiple issues or multiple PM templates. Select multiples manually or by filtering. If you select multiple PMs, use this option to schedule them for issue. Issue multiples from a PM template up to the end date.

## PM Templates Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 3.21**  
PM Right-Click Menu



### New

Use New to create a new record and open the PM templates screens.

### Edit

Use Edit to open the PM templates screens to edit the selected record.

For more information, see “PM Templates Action Menu” on page 48.

Copy to Equipment, Issue, and Global Issue are options from the PM templates Action menu.

## PM Template Record Detail

The record detail contains all information about this PM Template. The template number and current site display over all associated tabs.

**Fig. 3.22**  
PM Template Record Detail

## Creating a PM Template

- 1 Click New to open a blank PM template record.
- 2 EAM assigns the next PM template number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Editing a PM Template

- 1 Double-click a record from the browse or click Edit to open the PM template record detail.
- 2 Verify the PM template number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## PM Tabs

PM templates contains five tabs: Equipment, Issue Method, Codes, Detail, and User Defined.

### PM Tab: Equipment

Use the PM Equipment tab to review default information about the record you selected from the PM template browse. If you are creating a new PM template, use the lookup feature to find the correct piece of equipment. Select a piece of equipment to copy record data such as the location and catalog fields.

**Fig. 3.23**  
PM Tab: Equipment

| Equipment   |                                                                                                         |          |                              |
|-------------|---------------------------------------------------------------------------------------------------------|----------|------------------------------|
| Equipment   |                                                                                                         |          |                              |
| Description | M Press stop time check                                                                                 | Catalog  | 1TH12B BRASS HEAD            |
| Equip No    | WC3  Work center3.mfg. | Location | EL200 Equipment location 200 |
| Problem     | PERFORM THE ASSIGNED PM TASKS PER INSTRUCTIONS                                                          |          |                              |
| Precautions |                                                                                                         |          |                              |

**Description.** This field contains a brief description of what the PM is, such as: “Monthly ball bearing replacement.”

**Equip No.** Equipment originates in the Maintenance|Equipment module. The field must contain a valid equipment number in the current site. EAM displays a warning message if the equipment is locked.

**Catalog.** EAM copies catalog data from the equipment record. Use cataloging to report differences in equipment operating characteristics, such as cost and failures.

**Location.** Location indicates the geographic location of the piece of equipment.

**Problem.** This field contains a detailed description of issues with the equipment, such as “Be sure no knives are on the conveyor before starting the line,” or general information such as “Monthly PM, perform all tasks on the attached work orders.” Data in this field prints on the PM work order document.

**Precautions.** Indicate any special precautions to take while maintaining this piece of equipment, such as “Let this conveyor belt sit idle for 20 minutes before touching the motor, as it is very hot”.

#### PM Tab: Issue Method

There are four different ways to schedule PMs:

- Calendar (for instance, every 6 months)
- DUOM or Driving Unit of Measure (for instance, change the car’s oil every 3,000 miles)
- Both Calendar and DUOM (for instance, change the car’s oil every 3,000 miles or every 3 months, whichever comes first)
- Event (for instance, a holiday or shutdown, such as the end of a production run)

### Calendar PM Scheduling Method

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.

- 1 Select an Issue Method. If you select the Calendar option, indicate Day, Week, Month or Year in the issue cycle field.
- 2 Enter the frequency in the No of Cycles field. For instance, 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 6 months, select a monthly issue cycle. The number of cycles is 6.
- 3 Set the Next Issue date as the starting point. If you do not enter a date, EAM defaults to today's date. EAM calculates the PM Due Date based on the issue cycle and number of cycles.
- 4 Enter a lead day to calculate a PM due date prior to the PM actually being due. EAM backs up the PM due date by the number of days entered here.
- 5 Indicate reset options on the Due Date with the Sliding option.
  - Select the Sliding check box to leave the next PM due date open until the open work order for this PM template has been closed.
  - Clear the Sliding check box to automatically recalculate the due date based on the issue method and number of cycles.

### DUOM PM Scheduling Method

Meters accumulate measurements, such as hours or miles. Define these measurements on Maintenance|Codes|DUOMs and establish them on relevant equipment records. The term for defined metering is Driving Unit of Measurement (DUOM). Select one from a list of valid DUOMs for the equipment. The DUOM cycle equals the number of cycles between PM due dates.

**Note** You must first link DUOMs (count, hours, hits, and so on.) to the Equipment record before it is available in the PM template.

- 1 Select DUOM as the issue method.
- 2 Activate the DUOM field.
- 3 Select the DUOM for this PM template.
- 4 Enter the number of cycles.
- 5 Enter at what count.

**Note** You only need to set the starting point for this PM template. Once readings start, it resets incrementally based on the DUOM cycle.

The current reading field is read-only. It displays the current reading for the selected equipment. EAM calculates an estimated due date after there is data from two readings.

### Both

With issue method “Both,” establish a PM template to issue based either on calendar or DUOM, whichever comes first.

## Event PM Scheduling Method

Events are on-demand PM work orders. This PM occurs on a specific event date established under event maintenance. Events can be annual, such as an annual plant shutdown (which may not always fall on the same date). Events may represent opportunities to perform maintenance on equipment. For instance, if production brings down a line or piece of equipment, maintenance can use unscheduled downtime to perform predefined preventive maintenance that is not dated.

**Fig. 3.24**  
PM Tab: Issue Method

**Issue Method.** Options under Issue Method include Calendar, DUOM, Both, or Event-based.

**Issue Cycle.** Options under the Issue cycle include Day, Week, Month, and Year.

**No of Cycles.** This field displays the number of cycles between PMs.

**Next Issue.** This field displays the next scheduled issue date. Label changes to Last Issue when Sliding Sch? is selected and an open WO references the PM number.

**Status.** This field displays Active or Inactive, depending on the setting from the Detail tab. If you set Sliding Sch? to yes, and there is an open work order from this PM template, then status is open.

**Sliding Sch?.** Clear the checkbox to issue PM work orders regularly, regardless of the status of existing work orders. Select the check box to recalculate the next PM issue after the previous work order reflects the status in WO status. Sliding PMs sets the status to F for finished or C for closed.

**Lead Days.** This field displays the number of days prior to the actual due date, used for planning purposes. This field is active only when the issue method is calendar or both.

**Last Day of Month.** Select the check box if the last issue falls on the last day of the month, and you want subsequent PMs to 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.

**Monitor DUOM.** Select the check box to monitor the DUOM.

**DUOM Cycle.** Indicate the number of cycles or units between PMs, used only for meter-based PMs.

**Next DUOM Issue.** A PM is due when the meter reaches the reading value in this field. Enter it when you create the PM. EAM generates it automatically for subsequent PMs based on the DUOM cycle.

**Current Reading.** Displays the current DUOM reading for the equipment.

**Est Due Date.** EAM calculates the estimated due date with this formula:  $\text{Today} + ((\text{next DUOM cycle} - \text{current reading}) / \text{average unit per day usage})$ .

**Max High.** When using monitor plus temperature as the DUOM, this is maximum number of high alarm readings allowed in a set period of time before needing a PM / current number of high alarm readings.

**Actual High.** When using monitor plus temperature as the DUOM, this is actual number of high alarm readings allowed in a set period of time before needing a PM / current number of high alarm readings.

**Max High Time Interval.** When using temperature as the DUOM, this is the time interval in a set period of time before needing a PM / current number of high alarm readings.

**Max High Time Unit.** When using temperature as the DUOM, this is the time unit used (i.e., minutes, hours, days) before needing a PM / current number of high alarm readings.

**Max Low.** When using temperature as the DUOM, this is the maximum number of low alarm readings allowed in a set period of time before needing a PM / current number of low alarm readings.

**Actual Low.** : When using temperature as the DUOM, this is the actual number of low alarm readings allowed in a set period of time before needing a PM / current number of low alarm readings.

**Max Low Time Interval.** When using temperature as the DUOM, this is the time interval in a set period of time before needing a PM / current number of low alarm readings.

**Max Low Time Unit.** When using temperature as the DUOM, this is the time unit used (i.e., minutes, hours, days) before needing a PM / current number of low alarm readings.

**Event.** This option displays the selected event.

**Event Next Issue.** This read-only field displays the next issue date if the issue method is event.

**PM Due.** EAM calculates this value with this formula:  $\text{next issue date} - \text{lead days}$ .

**Next Failure.** This read-only field displays the next statistical failure date for a defined failure code associated with the current PM template. EAM predicts a future failure date.

**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 check box, then EAM creates the PM work order. EAM adjusts the Requested Start Date to the next available work day. If this field is set to No, then EAM issues the PM work order based on the Next Issue date.

## PM Tab: Codes

Use this tab to work with employees, users, and codes.

**Fig. 3.25**  
PM Tab: Codes

| Employees |                       | Assigned |                            |
|-----------|-----------------------|----------|----------------------------|
| Planner   | FBANKS FRANK BANKS    | bjones   | Bob Jones                  |
| Notify    | ENGR Engineering Dept | Owner    | HGROUP H Engineering Group |
| WO Owner  |                       |          |                            |

| Codes         |                      | Pri Craft |                     |
|---------------|----------------------|-----------|---------------------|
| Priority      |                      | ELEC1     | ELECTRICIAN 1       |
| Crew          | SB Sirseh's Crew     | Shift     | LS Late Shift       |
| Class         | 3 Planned Corrective | Clearance | U Unit must be down |
| System        |                      | Assembly  |                     |
| Est Hrs Labor | 8.00                 |           |                     |

**Planner.** This field displays the assigned planner's name. A lookup filters planners at the current site.

**Assigned.** This field displays the person responsible for the PM. A lookup filters eligible employees at the current site.

**Notify.** Indicate who to notify with e-mail when this PM is due. A lookup filters users in the user and mail groups.

**Owner.** Enter a user name for the user or group.

**WO Owner.** This field contains a valid owner (user or group). A lookup filters personnel in the user and owner groups. When the PM template issues, the WO is restricted to the owner.

**Priority.** Priority displays a valid priority from the standard priorities defined for your system.

**Pri Craft.** This field contains a valid craft from the standard craft codes defined for your system.

**Crew.** Identify a group of technicians by a crew code. The crew code is associated with the PM template. When the PM is issued and a work order is created that crew number or crew code is copied to the designated work order.

**Shift.** This field contains a valid shift from the standard shifts defined for your system. There is a lookup available for this field.

**Class.** This field contains a valid word order class from the standard classes defined for your system. There is a lookup available for this field.

**Clearance.** This field contains a valid clearance level from the standard clearances defined for your system. There is a lookup available for this field.

**System.** This field contains a valid system code from the standards defined for your system. There is a lookup available for this field. If the equipment has a BOM type, the lookup filters by the equipment's BOM type system codes.

**Assembly.** This field contains a valid assembly code from the standards defined for your system. There is a lookup available for this field. If the equipment has a BOM type, the lookup filters by the equipment's BOM type system codes.

**Est Hrs Labor.** This field contains the estimated hours of labor to perform this PM.

**Est Hrs Down.** This field contains the estimated hours of equipment downtime required to perform this PM.

## PM Tab: Details

Use this tab to apply expense information from PM templates to work orders.

**Fig. 3.26**  
PM Tab: Details

**Active?.** Select this check box to indicate that the PM is currently active. Clear the check box to set Status on the Issue Method tab to Inactive.

**Planned?.** This setting is copied to the work order at issue. Planners use it to track the amount of planned and unplanned work.

**Lock Lists?.** Special security applies to any lists copied to work orders created from this PM template. EAM locks all lists copied to the work order on issue. Users can add new lists, but they cannot edit or delete locked lists.

**Link to Equip?.** Linking to equipment populates these fields: expense site, department, cost center, labor account number, labor sub-account, material account, sub-account, cont account, and sub-account associated with the equipment record.

**Project No.** This field displays a project number in the current site.

**Job No.** This field displays a valid job number from the current site. Use job numbers to break down large jobs into component parts for better cost analysis. All jobs in a PM template copy to corresponding work orders.

**Expense Site.** This field defaults to the current site, but you can charge expenses for this PM template to another site.

**Dept.** Set up the expense site department in the equipment record and use it in the PM.

**Cost Center.** Charge any materials, internal labor, or outside contractor cost to the specific cost center. EAM uses the default cost center attached to a piece of equipment for the PM template. All expense accounting data in the PM template defaults to the work order created from the PM template.

**Labor Account No.** Use this field to charge the labor records.

**Labor Sub Account.** EAM uses this expense sub-account number when this PM template creates a work order.

**Matl Acct No .** This field displays an expense account number to use when material cost is charged directly to a work order or the associated equipment.

**Matl Sub Acct.** This field displays an expense sub-account number to use when material cost is charged directly to a work order or the associated equipment.

**Cont Acct No.** This field contains an expense account number automatically used by EAM when contractor cost is charged directly to a work order or is charged directly through a purchase order receipt.

**Cont Sub Acct.** This field contains an expense sub-account number automatically used by EAM when contractor cost is charged directly to a work order or is direct charged through a purchase order receipt.

### PM Tab: User Defined

Use these tabs to track information against specific PM Templates or work orders in EAM. There are ten user-defined fields. Any user-defined data added to a PM Templates copies to its Work Orders.

**Fig. 3.27**  
PM Tab: User Defined

| User Defined |                                     |
|--------------|-------------------------------------|
| W0 Char 1    | <input type="text"/>                |
| W0 Char 2    | <input type="text"/>                |
| W0 Char 3    | <input type="text"/>                |
| W0 Char 4    | <input type="text"/>                |
| W0 Dec 1     | <input type="text" value="0"/>      |
| W0 Dec 2     | <input type="text" value="0"/>      |
| W0 Int 1     | <input type="text" value="0"/>      |
| W0 Int 2     | <input type="text" value="0"/>      |
| W0 Date      | <input type="text" value="(none)"/> |
| W0 Logical   | <input type="checkbox"/>            |

**Character 1/2.** These are user-defined character fields, validated against tables that you add.

**Character 3/4.** These are free-form user-defined character fields, not validated against tables.

**Decimal 1/2.** These are user-defined decimal fields for PM Templates or word orders.

**Integer 1/2.** These are user-defined integer fields for PM Templates or word orders.

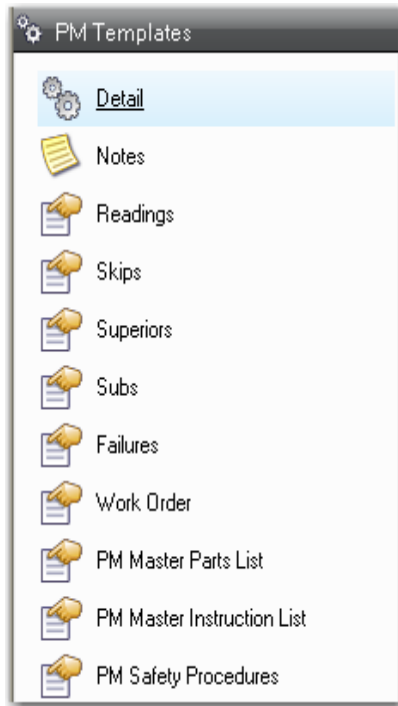
**WO Date name.** Name the user-defined date field for PM Templates or word orders.

**Logic for WO name.** Select this check box to add a logical field to the PM Templates or word orders.

## PM Templates Submenu

The currently active option displays an underlined text label. For instance, the active option below is Detail for the highlighted PM Template.

**Fig. 3.28**  
PM Templates Submenu



| PM Submenu Option | Purpose                                                                                                                                                                                                                                     |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Detail            | This option opens the tabbed view.                                                                                                                                                                                                          |
| Notes             | Use this option to add notes about the PM Template.                                                                                                                                                                                         |
| Readings          | Use this option to view or update the current meter reading for the DUOM and equipment in the PM. In the Equipment module, indicate what type of DUOM to track.                                                                             |
| Skips             | Use this option to put in a range of dates (start date and end date) to make the PM inactive. During this time, EAM does not create work orders for that PM. You can associate an unlimited number of start and end dates with a single PM. |
| Superiors         | Superiors prevent excessive maintenance by linking multiple levels of PMs.<br>This option displays PMs superior to the current record.                                                                                                      |
| Subs              | Subordinates (subs) link multiple levels of PMs together.<br>This option displays PMs subordinate to the current record.                                                                                                                    |
| Failures          | Associate an unlimited number of failure codes with a record. Use them to ascertain whether the PM prevents those failures from occurring. You may decide to increase the frequency of the PM or to change the PM parts or procedures.      |

|                            |                                                                                                                                                                                                 |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work Order                 | Use this option to list all past work orders created from the PM template.                                                                                                                      |
| PM Master Parts Lists      | Add any number of Master Parts Lists (MPLs) to a PM template.                                                                                                                                   |
| PM Master Instruction List | Add any number of Master Instruction Lists (MILs) to a PM template.                                                                                                                             |
| PM Safety Procedures       | Add any number of Master Safety Procedures (MSPs) to a PM template. An MSP identifies all safety instructions that are attached to a particular PM identified on the Master Maintenance screen. |

## Master Lists

Use Master Instruction and Parts Lists to develop work procedures and work order parts lists to perform work on equipment. Depending on your permissions, you can add or edit existing records.

### Instruction List

Use Master instruction lists to develop any number of work procedures to perform on equipment. These procedures are stored in the instruction list module. You can associate one master instruction list with a number of PM Templates or copy it to corrective maintenance work orders.

**Fig. 3.29**  
Master Instruction List Browse

| Mstr Inst No | Kind        | Description | Type                     | Procedure | Owner  |
|--------------|-------------|-------------|--------------------------|-----------|--------|
| 16           | Instruction | 3000        | Engine Overhaul          |           |        |
| 17           | Instruction | LUINS       | Lubrication Instructions | LUB1.1    |        |
| 18           | Instruction | LUINS       | Lubrication Instructions |           |        |
| 19           | Instruction | 20000       | Electrical Motor Rebuild |           |        |
| 20           | Instruction | LUINS       | Lubrication Instructions |           |        |
| 21           | Instruction | 20000       | Electrical Motor Rebuild |           |        |
| 22           | Instruction | 20000       | Electrical Motor Rebuild |           | BGROUP |
| 23           | Instruction | 20000       | Electrical Motor Rebuild |           |        |
| 24           | Instruction | 20000       | Electrical Motor Rebuild |           |        |
| 25           | Instruction | 3000        | Engine Overhaul          |           |        |
| 26           | Instruction | LUINS       | Lubrication Instructions |           |        |
| 27           | Instruction | LUINS       | Lubrication Instructions |           |        |
| 28           | Instruction | LUINS       | Lubrication Instructions |           |        |
| 29           | Instruction | LUINS       | Lubrication Instructions |           |        |

| Step | Qty | Craft | Skill | Std Hrs | Cost | Description                |
|------|-----|-------|-------|---------|------|----------------------------|
| 1    | 1   | MECH  |       | 1       | 25   | remove the oil plug        |
| 2    | 1   | MECH  |       | 1       | 25   | Clean any oil on parts     |
| 3    | 1   | MECH  |       | 1       | 25   | Lubricate all moving parts |
| 4    | 1   | MECH  |       | 1       | 25   | Replace all filters        |

### Instruction List Record Detail

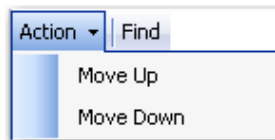
The master instruction list consists of a header record with the master instruction list number, the kind, a user-defined type code, a description, a procedure number, and an owner.

**Fig. 3.30**  
Instruction List Header Record Detail

### Instruction List Steps Action Menu

Choices available on this menu vary depending on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 3.31**  
Instruction List Steps Action Menu



#### Move Up

Highlight a step in the list and move it up to perform it earlier in the sequence.

#### Move Down

Highlight a step in the list and move it down to perform it later in the sequence.

### Creating an Instruction List

- 1 Click New to open a blank instruction detail record.
- 2 EAM assigns the master instruction list number.
- 3 Enter information in relevant fields on the general tab.
- 4 Click Save.

### Editing an Instruction List

- 1 Double-click a record from the browse or click Edit to open the instruction record detail.
- 2 Verify the master instruction number.
- 3 Enter information in relevant fields on the general tab.
- 4 Click Save.

## Instruction List General Tab

Use this tab to record instruction list information.

**Fig. 3.32**  
Instruction List Header Record Detail

**Kind.** Select either Instruction or Safety.

**Type.** Use the lookup for a user-defined grouping of instruction lists, by function, such as inspect and repair or lubrication.

**Description.** Use this field to explain the purpose of the master instruction list.

**Procedure.** Use this field as a cross-reference to another application, such as a quality system that may identify this master instruction list.

**Owner.** This field adds security to each individual master list by limiting record modification to the user or group specified here.

## Instruction List Steps

Add individual steps for a list in the lower browse.

**Fig. 3.33**  
Instruction List Step

| Mstr Inst No | Kind        | Description | Type                 | Procedure | Owner  |
|--------------|-------------|-------------|----------------------|-----------|--------|
| 1758         | Instruction | LUBE        | 8H Mill Mach Lube PM | AB1234-01 | HGROUP |

| Step | Qty | Craft | Skill | Std Hrs | Cost  | Description                               |
|------|-----|-------|-------|---------|-------|-------------------------------------------|
| 1    | 1   | MECH  | EXP   | 10.5    | 262.5 | IF A CHECK LIST IS DESIRED, PRINT OUT THE |

## Creating an Instruction List Step

- 1 Click New to open a blank instruction step record for the master instruction list highlighted in the upper browse.
- 2 EAM assigns the instruction step number.
- 3 Enter information in relevant fields on the step tab.
- 4 Click Save.
- 5 Click the red X on the PM Inst No, Step tab to return to the browse.

- 6 Repeat the process to add additional steps.

### Editing an Instruction List Step

- 1 Double-click a record from the lower browse or click Edit to open the instruction detail record.
- 2 verify the instruction step number.
- 3 Enter information in relevant fields on the step tab.
- 4 Click Save.
- 5 Click the red X on the PM Inst No, Step tab to return to the browse.

### Instruction List Step Tab

**Fig. 3.34**  
Instruction Step Tab

| Step         |                 |
|--------------|-----------------|
| Detail       |                 |
| Craft        | CW              |
| Qty          | 1               |
| Hours        | 1               |
| Std Hrs      | 1.5             |
| Reg Pay Rate | 10              |
| Skill        |                 |
| Minutes      | 30              |
| Cost         | 15              |
| Description  |                 |
| Description  | WAX SHUTTLE BUS |

**Craft.** Select the specific craft needed to complete this step from a validated table of user-defined codes.

**Reg Pay Rate.** Enter the craft's hourly rates, used in the calculation of the estimated cost for a step on a master instruction list.

**Qty.** Enter the number of craft persons needed to complete that step. Calculate the cost per instruction step by multiplying the quantity by the time and its craft rate.

**Skill.** Select a skill level from a validated table of user-defined codes.

**Hours.** Enter the estimated amount of time in whole hours needed to complete this individual step.

**Minutes.** Enter the estimated amount of time in whole minutes needed to complete this individual step.

**Std Hrs.** EAM displays the calculated amount of time in whole and fractional hours needed to complete this individual step.

**Cost.** EAM displays the calculated cost to complete this individual step.

**Description.** Enter text to describe the specific steps or procedures associated with this individual step.



**Note** Including all the step costs in a master instruction list calculates the estimated total planned cost of the master instruction list.

## Parts List

Use master parts lists to build a standard list of parts for a preventive maintenance or repair work order. You can create multiple parts lists, group them by user-defined type fields, provide descriptions, and cross reference other quality systems procedures. Associate one master parts list with a number of PM Templates or copy it to corrective maintenance work orders.

## Parts List Browse

Two browses comprise the master parts list. The upper browse lists all the master parts lists for all sites. Use the filter to reduce this list to a specific site. Highlight a master parts list in the upper browse to add or delete a part or edit the quantity required for the parts.

**Fig. 3.35**  
Parts List Browse

| Mstr Pts No | Type  | Description               | Procedure        | Source Site | Owner  |
|-------------|-------|---------------------------|------------------|-------------|--------|
| 1           | 359   | Facilities Mtoe Supplies  | New Procedure    | WHSE        | 1000   |
| 2           | FACMT | Facilities Mtoe Supplies  | K                | SANF        | BGROUP |
| 4           | FACMT | test 300 changes          | Procedure A...   | SB-01       |        |
| 5           | FORKL | test 400s                 | Procedure 101111 | SANF        | sysadm |
| 6           | HVAC  | HVAC SYSTEM MTCE SUPPLIES | TEST             | SANF        |        |
| 7           | HVAC  | HVAC SYSTEM MTCE SUPPLIES | This is a test   | SANF        |        |
| 8           | VEHMT | Vehicle Mtoe Supplies     | VMH1.020         | SANF        |        |
| 9           | VEHMT | Vehicle Mtoe Supplies     | VM10.1.....      | SANF        |        |
| 10          | VEHMT | Vehicle Mtoe Supplies     | VM10.5           | SANF        |        |
| 11          | 30000 | Carb Rebuild Kits         |                  | SANF        |        |
| 12          | ELECT | Electric motors and parts | E12.25           | SANF        |        |
| 13          | FORKL | Fork lift maintenance     |                  | SANF        |        |
| 15          | 10000 | FORKLIFTS 100             | test 100         | SANF        | BGROUP |
| 18          | 359   | FUME CONTROL MTCE         |                  | SANF        |        |
| 19          | 20000 | Generator Rebuild Kits    |                  | SANF        |        |

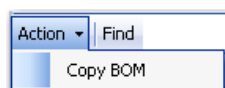
  

| Part No    | Part Description        | Qty | Total Cost |
|------------|-------------------------|-----|------------|
| EDGER      | 1000 big motor          | 1   | 75         |
| LAWN BAGS  | 1000 big motor          | 2   | 50         |
| LAWN MOWER | TORO                    | 1   | 275        |
| RAKE       | LEAF, STANDARD METAL    | 1   | 18         |
| SPRAYER    | WEEK KILLER DISPENSER   | 1   | 25         |
| SPREADER   | DRY CHEMICALS DISPENSER | 4   | 40         |
| WK         | WEED KILLER             | 2   | 5          |

## Parts List Action Menu

Access the Action menu from the toolbar or right-click menu.

**Fig. 3.36**  
Parts List Action Menu



## Copy BOM

Copy the BOM for the equipment to the parts list.

## Parts List Record Detail

The master parts list contains a header record that includes the master parts list number, the source site, a user-defined type code (for classification and sorting), a description, a procedure number (which corresponds with a quality systems number), and an owner.

**Fig. 3.37**  
Parts List Header Record Detail

Mstr Pits No: 7

General

Detail

Type: HVAC

Description: HVAC SYSTEM MTCE SUPPLIES

Procedure: This is a test

Source Site: SANF

Owner:

## Creating a Parts List

- 1 Click New to open a blank parts detail record.
- 2 EAM assigns the master parts list number.
- 3 Enter information in relevant fields on the general tab.
- 4 Click Save.

## Editing a Parts List

- 1 Double-click a record from the browse or click Edit to open the parts record detail.
- 2 Verify the master parts number.
- 3 Enter information in relevant fields on the general tab.
- 4 Click Save.

## Parts List General Tab

Use this tab to record parts list information.

**Fig. 3.38**  
Parts List Header General Tab

General

Detail

Type: HVAC

Description: HVAC SYSTEM MTCE SUPPLIES

Procedure: This is a test

Source Site: SANF

Owner:

**Type.** Select from a user-defined grouping for parts lists: parts associated with specific pieces of equipment or certain types of repairs.

**Description.** Enter the purpose of the given master parts list.

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

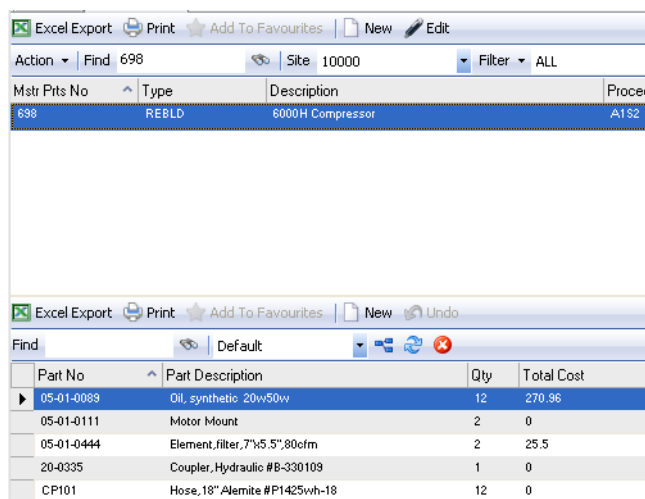
**Source Site.** Select the site from which this master parts list sources its parts. The part lookup filters to the specified source site.

**Owner.** Select an owner from the lookup. This field limits record modification to the user or group specified here.

## Parts List Parts

Add individual parts for a list in the lower pane.

**Fig. 3.39**  
Parts List Parts



| Mstr Pts No | Type  | Description      | Proced |
|-------------|-------|------------------|--------|
| 698         | REBLD | 6000H Compressor | A1S2   |

| Part No    | Part Description                | Qty | Total Cost |
|------------|---------------------------------|-----|------------|
| 05-01-0089 | Oil, synthetic 20w50w           | 12  | 270.96     |
| 05-01-0111 | Motor Mount                     | 2   | 0          |
| 05-01-0444 | Element, filter, 7"x5.5", 80cfm | 2   | 25.5       |
| 20-0335    | Coupler, Hydraulic #B-330109    | 1   | 0          |
| CP101      | Hose, 18" Alemite #P1425vwh-18  | 12  | 0          |

## Adding Parts to a List

- 1 Click New to open a blank record for the master parts list highlighted in the upper browse.
- 2 Enter a part number or click on the lookup icon to select one. You can only add parts in the Inventory module.
- 3 Enter the quantity.
- 4 EAM displays the Part Description and Issue UOM, and calculates the Total Cost.
- 5 The system automatically saves the new entry.
- 6 Repeat the process to add additional parts.

## Editing a Parts List

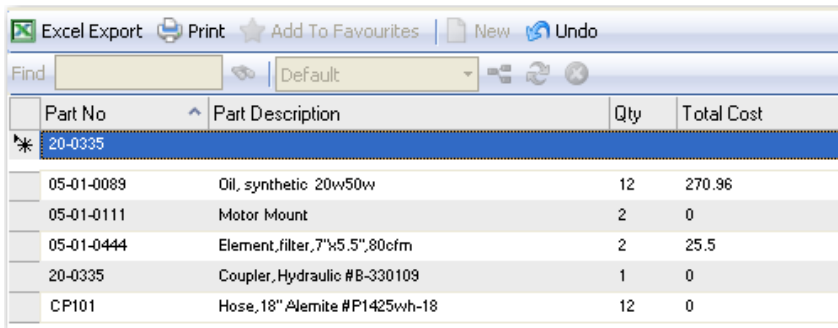
- 1 Highlight a record from the lower browse to update the quantity or delete the part number.
- 2 Enter information in the quantity field.

- 3 Click the red X to delete this part.

## Parts List Part Detail

The parts list part record displays stored information about a part.

**Fig. 3.40**  
Parts List Part Detail



| Part No    | Part Description             | Qty | Total Cost |
|------------|------------------------------|-----|------------|
| 20-0335    |                              |     |            |
| 05-01-0089 | Oil, synthetic 20w50w        | 12  | 270.96     |
| 05-01-0111 | Motor Mount                  | 2   | 0          |
| 05-01-0444 | Element,filter,7"x5.5",80cfm | 2   | 25.5       |
| 20-0335    | Coupler,Hydraulic #B-330109  | 1   | 0          |
| CP101      | Hose,18" Alemite #P1425wh-18 | 12  | 0          |

**Source Site.** EAM displays the site from the upper browse on this master parts list. The part lookup filters to the specified source site.

**Part No.** EAM displays the part number from the inventory module. Enter a valid part number, or use the lookup.

**Part Description.** EAM displays the part description from the part record.

**Issue UOM.** EAM displays the issue unit of measure from the part record.

**Total Cost.** EAM calculates cost by multiplying the part's current cost by the planned quantity in the parts list.

## Work Orders

Use Work Orders to create and store work order records. A work order outlines upcoming maintenance. After the work is complete, update the work order with summary information. By the time it closes, a work order contains valuable data for historical reporting and analysis.

Work orders can contain the following information: the equipment ID, a statement of work to be done, any precautions, the employees responsible for doing the labor, the scheduling information, the expense accounting structure and the recipient of the expense. Also, you can attach instruction lists, stores requisition lists, and safety procedures.

When the work is complete, technicians can record the type of failure that caused the event and the type of repair made. They can associate it 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.

Charge parts from stores against this work order, and attach purchase requisitions to perform work. With this information, all the costs associated with this event combine in one work order, giving management a better understanding of the cost for this or similar past events.

Create work orders:

- From PM templates
- From Service Requests
- For Corrective Maintenance (CM) work orders

Issue PM templates manually or globally to create work orders. You can convert a Service Request to a CM Work Order. Add Corrective Maintenance work orders directly in the Work Order module.

Use the Work Order module to manage three special types of work orders:

- Product number
- Serialized part
- Fabricated inventory order

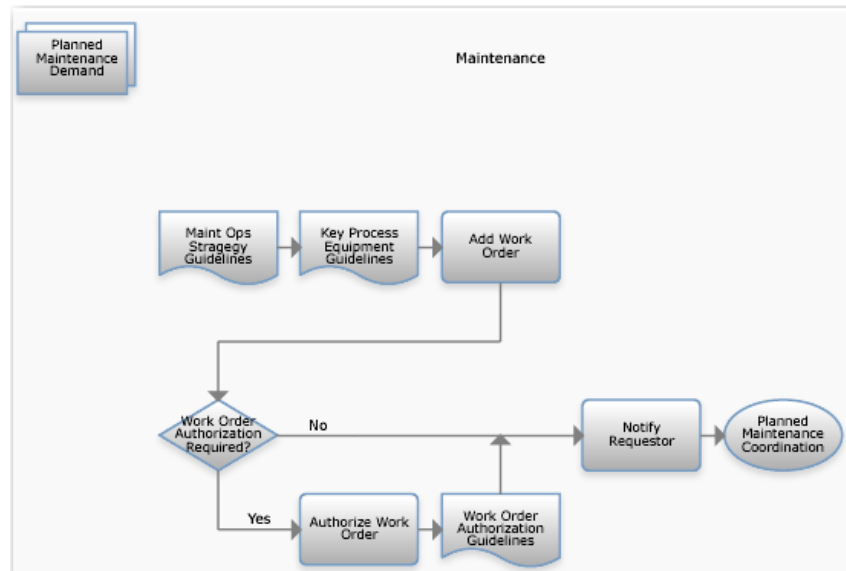
For instance, use product number for tooling maintenance. You can configure one tool to make different product numbers. This applies maintenance activities to the tool (equipment) ID, and to the product it was configured to make at the time of repair.

A serialized part is a rotatable equipment component, such as a motor, with a serial number. Issue it to a rebuild location, then create a work order to internally repair and return it to inventory. You can also return it to the equipment from which it was removed.

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

## Performing Planned Maintenance

**Fig. 3.41**  
Planned Maintenance Process Map



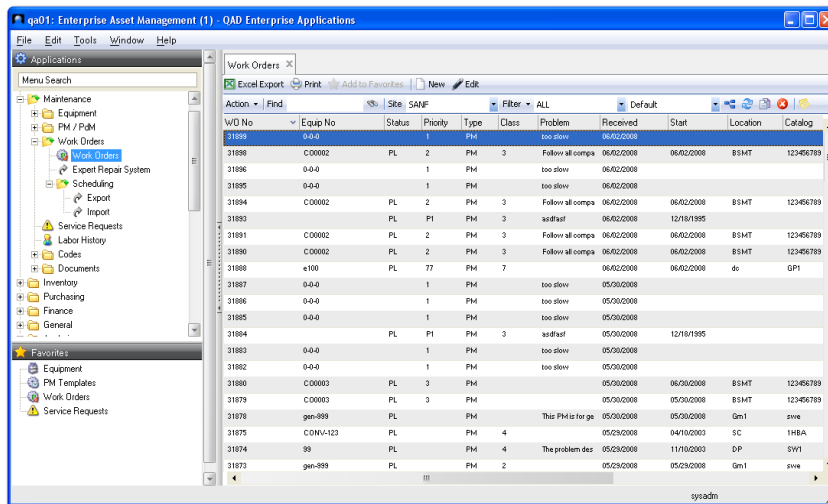
- 1 Review the maintenance strategy and key process equipment guidelines.
- 2 Add a work order. Click the node to open Maintenance|Work Orders|Work Order.

- 3 Authorize the work order if required.
- 4 Notify the requestor.
- 5 Coordinate planned maintenance.

## Work Order Browse

Use the browse to organize and display records, to access supporting functions, and to edit or create new records.

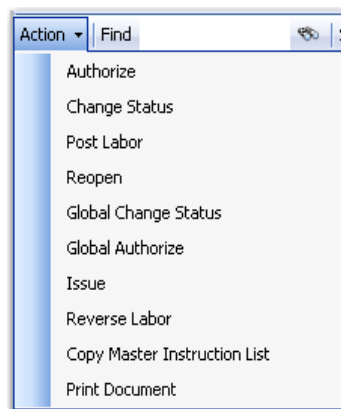
**Fig. 3.42**  
WO Browse



## WO Action Menu

Choices available on this menu vary depending on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 3.43**  
WO Action Menu



## Authorize

If WO Auth? is selected on the General|Business Units|Domains|Maint tab, work orders must be authorized before you can initiate any parts, labor, or receipts against a PO tied to the work order. Enter your credentials and take action to authorize this work order.

## Change Status

Use Change Status to change the status of a work order during the work management process. Once selected, the possible work order statuses display. Select the current status of the work order. Within work order status maintenance, the system administrator can add or delete different Status codes. Defaults can trigger e-mail or prompt for data when a work order changes status.

## Post Labor

Use Post Labor to charge employees' time against the highlighted work order.

**Fig. 3.44**  
Post Labor

**Date.** The editable date of the labor transaction defaults to today's date.

**Employee No.** This field displays the number of the employee who performed labor on the work order. You must identify an employee for a labor transaction. This employee number copies any corresponding information such as pay add rate, employee rate, and overhead group.

**Time.** This field displays the amount of time (in hours and minutes) the employee worked on the activity for which labor is being charged.

**Pay Add Code.** This field 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 field 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.

**OH Group.** This field displays the employee's overhead group.

**Defaults:** If posting labor from the Employee Module, employee's OH group; if it is a blank or not posting from the Employee Module, defaults to the site's OH group (System Administration|System Control|Sites)

**Total Cost.** EAM calculates the total cost of a particular labor transaction.

**Comment.** Enter a textual message that is attached to the labor record and can display in the Labor History browse.

**To Site.** This field displays the site where the labor was performed.

**Expense Site.** This field defaults to the current site, but you can charge labor expenses to another site.

**WO Number.** EAM displays the work order number.

**Dept.** This field displays the department against which the cost on the labor record is charged.

**Equip Number.** This field displays the unique equipment number linked to work order defaults.

**Cost Center.** This field displays the cost center against which the cost on a labor record is charged.

**Rebuild.** Use this field for work orders associated with rebuildable components.

**Acct Number.** This field displays the account number associated with a particular labor transaction.

**Serialized Part.** This is the serialized part to which labor is charged.

**Sub Acct No.** This field displays the sub-account number used with an account number to charge the costs on the labor record.

**Serial No.** This field displays the serial number of the part with which the work order is associated.

**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.

**Project No.** If the labor transaction is associated with a project, identify that project here.

**Assembly.** This field displays a second code, the system code being established first, identified with a labor transaction associated with a piece of equipment after labor is distributed to that equipment.

**Job No.** This field displays the number by which a specific job is identified in a labor transaction.

## Reopen

Use Reopen to adjust the status of a closed work order.

## Global Change Status

EAM comes with standard work order statuses, such as closed, finished, and canceled.



You cannot delete these codes; however, you can add status codes to a Work Order Status table. These statuses can contain specific functionality. Determine the default status when creating a corrective or preventive maintenance work order.

You can also determine in the Status code table, if an e-mail should be generated to the user or group to notify when the Work Order Status changes to that specific status. Use this action to manage more than one work order at a time, such as when closing a large group of completed and reviewed work orders.

### Global Authorize

Use this action to authorize all or a group of selected work orders in the current browse.

### Issue

Use this option to issue parts directly to a work order.

**Fig. 3.45**  
Issue

The screenshot shows a software window titled "WO Issue". It contains two main sections: "Issue To" and "Issue From".

**Issue To Section:**

- \* WO No: 32322
- \* Equip No: e109
- Rebuild: (empty)
- Serialized Part: (empty)
- Serial No: (empty)
- \* Requestor: 1333
- Project No: (empty)
- \* Job No: (empty)
- System: (empty)
- Assembly: (empty)
- Expense Site: SANF
- \* Dept: 3010
- \* Cost Center: 0150
- \* Matl Acct No: 1039
- \* Matl Sub Acct: 7061

**Issue From Section:**

- Source Site: SANF
- Qty: 0.0000
- Location: (empty)
- On Hand (Company): 0
- Date: 8/10/2009
- Part No: (empty)
- UOM: (empty)
- OH Group: CHEM
- UOM Cost: 0
- Warranty Date: (none)

### Issue To

**WO No.** EAM displays the default work order number to which to directly charge the part.

**System.** If you issue the part transaction against a piece of equipment with corresponding system codes, you can charge the part to this system as well as to the piece of equipment.

**Equipment Number.** EAM displays the default equipment number to which to directly charge the part.

**Assembly.** A second code, the system code being established first, identified with a part issue transaction associated with a piece of equipment after the part is issued to that equipment.

**Rebuild.** If you expense this issue transaction to a serialized part, you must also identify the current rebuild location of the part.

**Expense Site.** This field defaults to the site on the work order.

**Serialized Part.** This field displays the serialized part receiving the issued part.

**Department.** This field displays the department against which to charge the cost on the part expense.

**Serial Number.** This field displays the serial number of the serialized part to which a part is issued.

**Cost Center.** This field displays the cost center used when issuing and expensing the part.

**Requestor.** This field displays the user ID of the person requesting the part.

**Matl Acct No.** This field displays the account number used when issuing the part.

**Project Number.** This field displays the capital or expense project number to which to issue the part.

**Sub Account Number.** This field displays the sub-account number used with an account number when issuing the part.

**Job Number.** This field displays the job number (within a capital or expense project) to which to issue the part.

#### Issue From

**Source Site.** This editable field displays the current site.

**Part Number.** This field identifies the part number to be issued to this work order.

**Quantity.** Enter the quantity of parts to issue.

**UOM.** This field displays the unit of measure in which the selected part is issued.

**Location.** Select the location from where the part is issued. If there is more than one location available for this part, a list displays all the valid locations.

**Overhead Group.** This field displays the part's overhead group. Use it only if your issuing procedure includes selecting the overhead group. Select the overhead group to automatically add the pre-determined cost to the part.

**On Hand.** This field displays how many of this part are currently available.

**UOM Cost.** This field displays this part's cost per unit.

**Date.** This field displays today's date.

**Warranty Date.** If a part has a warranty, you can add this date to the issue transaction. You can issue a warranty date to a piece of equipment. EAM creates a warranty record in the work order's equipment.

**Comment.** Enter comments about this action.

#### Reverse Labor

Reverse labor expenses charged to this work order.

#### Copy Master Instruction List

Use the lookup to select a master instruction list to copy to the work order. You can edit the list for this work order.

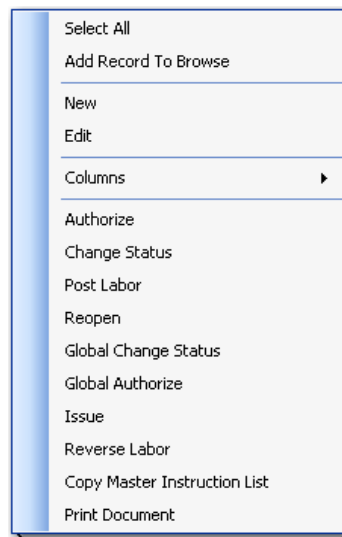
## Print Document

Use Print Document to print the work order package for the highlighted work order.

## WO Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 3.46**  
WO Right-Click Menu



## New

Use New to open the WO screens to create a new record.

## Edit

Use Edit to open the WO screens to edit the selected record.

For more information, see “WO Action Menu” on page 68.

Authorize, Change Status, Post Labor, Reopen, Global Change Status, Global Authorize, Issue, Reverse Labor, Copy master Instruction List, and Print Document are options from the WO Action menu.

## Work Order Record Detail

The record detail contains all information about this work order. The work order number and current site display over all associated tabs.

**Fig. 3.47**  
Work Order Record Detail

Home x Work Orders x Site: 10000, WO No: 96 x

Site: 10000 WO No: 96

Action ▾

Equip Codes Text Detail User Defined

General

Equip No: boiler4 Boiler Building #4: Requestor: 1333 Janie Dixon

Assigned: Planner: nmajure Nancy Majure

Notify: 999 mike scarbrough Alert:

Product No:

Problem

Problem: Service No: 930 Originator: Janie

Dates

Received: 7/1/2008 \* Start: 5/12/2009

Closed:

Status

Priority: Status: 0

Delay: Class:

Work Order

- Detail
- Notes
- Equipment
- Assigned
- Labor History
- Instruction Lists
- Stores Req Lists
- Requisitions
- Cost Analysis

## Creating a Work Order

- 1 Click New to open a blank work order record detail.
- 2 EAM assigns the work order number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Editing a Work Order

- 1 Double-click a record from the browse or click Edit to open the work order record detail.
- 2 Verify the work order number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Work Order Tabs

Work orders contains five tabs: equipment, codes, text, detail, and user-defined.

## WO Tab: Equipment

Use the Equipment tab to review default information about the record you selected from the work order browse. To assign equipment to the work order, enter an equipment code or use the lookup feature to find the correct equipment.

**Fig. 3.48**  
WO Tab: Equipment

The screenshot shows a software interface for the 'WO Tab: Equipment'. It features a tabbed menu at the top with 'Equip' selected. The form is divided into several sections:

- General:** Contains fields for 'Equip No' (MM179), 'Assigned' (lookup), 'Notify' (jrosinto), 'Product No' (lookup), 'Requestor' (AANT), 'Planner' (FBANKS), and 'Alert' (lookup).
- Problem:** A text area containing 'Unplanned Maintenance on Mill, Service No: 1004, Originator: aant'.
- Dates:** Includes 'Received' (8/27/2009), 'Closed' (lookup), and '\* Start' (8/27/2009).
- Status:** Includes 'Priority' (2), 'Delay' (lookup), 'Status' (0), and 'Class' (lookup).

**Equip No.** All equipment has a unique alphanumeric identifier. If a piece of equipment is selected on the work order, the equipment's default cost centers department accounts and sub-accounts display in the WO's accounting fields.

**Requestor.** This field displays the individual who is requesting work to be performed.

**Assigned.** Select an employee to assign to the work order. If a number of employees have been assigned through the scheduling module, the first employee in the list displays in this field.

The Assigned Employee lookup displays employees designated to assignable in Employee Maintenance.

**Planner.** Select a planner from the lookup or use the default planner from the equipment record.

**Notify.** The notify field represents a person or mail group. This field is used as a distribution list for EAM Notification and Response System (NRS). Several events on a work order can trigger e-mail; work order status, as-left code and part status (parts on-order, due date changes and part receipts). The person or mail group in the Notify field receives e-mail associated with an event on the work order.

**Alert.** Use the lookup to select a User ID to receive pager text messages about this work order.

**Product Number.** Select the product number from the list.

**Problem.** Use this text input area to describe the problem the work order addresses.

When manually adding a work order, you can enter free-form text in this box. When service requests convert into work orders, some information from the service request automatically copies to the problem field. You can edit this text in modify mode.

**Received.** This field displays the date and time the work order was created on the system. Changes to the received date or time create work order revisions if applicable. On both add and copy, the date defaults to the current date. You can update the date.

**Start.** This field displays the requested work order start date. The start date defaults to today's date when the work order is first created. You can update the date when modifying the WO.

**Closed.** This field displays the date when the work order status was changed to C for Closed, an indication that all work is complete and no further charges or changes should be made.

**Priority.** Priority denotes the rank or importance of the work order. Use it to sort or filter records.

If the equipment number is specified when adding a new work order, EAM defaults the work order's Priority from the equipment. If the equipment number changes on an existing work order, EAM prompts the user with the question "Pull in equipment defaults?" If yes, EAM defaults the priority from the equipment. If no, the priority does not change. In modify mode, you can change the priority on the work order.

**Status.** This field displays the work order status. The change status action in the work order updates the status. Status denotes where the work order is in its life cycle. The work order's current status can be one of the following: (R)equested, (P)lanned, (S)cheduled, (F)inished, (C)losed, or (X)anceled.

For instance, Requested is the initial status of a new work order. Use Planned if a work order is set up but not expected to be complete until a certain date. Use Schedule when employees have been assigned for specific days. Use Finished when technicians have completed the work, and the work order now waits for a supervisor's approval. You cannot make changes or modifications to a closed work order. You cannot charge against or modify a canceled work order.

**Delay.** This field displays a list of predefined reasons why a work order has not been completed.

**Class.** This field displays a user-defined table to group common types of work orders. Sample class codes are Unplanned corrective, Planned corrective, Breakdown, Safety/Health, and Preventive Maintenance.

### WO Tab: Codes

Use this tab to group work orders by type or classification.

**Fig. 3.49**  
WO Tab: Codes

**Failure.** Indicate the major reason for equipment failure.

The failure code updates the Failure Analysis Module associated with the equipment record. Failure codes are also 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.

**Repair.** This field explains the type of repair made to the equipment. Use it to further analyze specific types of repairs made against specific types of failures. If a failure type is associated with the piece of equipment on the work order, EAM only offers repair codes associated with the specific failure type.

**System.** This field denotes a specific area or component of the equipment. All costs charged to the work order default to the equipment and the system code identified on the work order. This enhances reporting capabilities.

**Assembly.** The assembly ties to the system code and the specific piece of equipment associated with the work order. You can use or associate only assemblies associated with the system and the equipment on the work order with a specific work order.

**As Found.** Use the as-found code with the as-left code. Together they address mechanical integrity issues, such as “How did I find the equipment?” or “How did I leave the equipment?” The purpose is to store the equipment condition as part of the work order history before performing the work.

**As Left.** Use the as-left code to deal with mechanical integrity issues.

Use this field to store, as part of the work order history, the condition the equipment was in at the completion of the work order.

An as-left notes additional work to perform. The maintenance manager or supervisor then knows to create a new WO to repair an additional problem identified during the last work order. You can configure an as-left code to send e-mail to the equipment’s notify or mail group.

**Primary Craft.** The primary craft is a user-defined lookup to indicate skills needed to perform this work. PM Templates with an associated primary craft include that information by default on generated work orders.

**Owner.** This field adds security to each work order. In add and modify mode, you can modify the owner field. The lookup data comes from the user and owner group tables. The copy option does not copy the owner. Once an owner is populated, only that owner can make modifications to that record.

**Crew.** The crew defines a group of technicians who can be assigned to a work order.

**Shift.** This field designates the specific time during the day when the work order is planned. Shift does not impact the list of employees in the scheduling module.

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

**Planned.** Use this information to track the amount of planned work orders versus unplanned work orders.

**Fabricated.** Indicate whether the work order is for an internally sourced fabricated part. The check box is clear by default. Use the Create Requests action in Stock Replenishment to automatically create work orders for fabricated or internally sourced parts.

**Stock Run No.** This field identifies the stock run number for the fabricated part. It displays on the work order for planning. The planner tracks the status of the fabricated parts with this number, to better determine if the work order will proceed.

**Source Site.** You can source the part from one site and expense it to another, creating an inter-company part. For instance, when parts built for one site expense against another, this field indicates the inventory site for which the part is being made. The source site's inventory account is credited and the expense account in the work order's expense site is debited when the fabricated part enters inventory from the work order.

**Part No.** This field displays the fabricated part number.

**Qty to Build.** This field displays the quantity of parts to fabricate.

**Part UOM.** This field displays the unit of measure in which fabricated parts are typically issued.

**Date Due.** The estimated due date is calculated by the following formula: Today + Lead Days.

**Qty Received.** EAM displays the quantity of fabricated parts received into inventory. The planner uses this data to know when all the parts are built and received.

**Rebuild.** This field displays a location to send rebuildable components. A work order can be associated with a rebuild location and part serial number. Use a rebuild location when it is associated with a part serial number; otherwise, the cost does not flow to any specific item.

**Cost Center (Rebuild).** The Cost Center identifies where to expense cost such as issuance of materials, internal labor, or outside contract costs. It displays a list of valid cost centers.

**Serialized Part.** This field displays the part's serial number for a component that can be rebuilt.

**Acct No / Sub Acct No (Rebuild).** These fields are the rebuild area's inventory account and sub-account number, stored in the rebuild area record. Defaults to the value from the rebuild record.



Issuing parts to a rebuild area is equivalent to moving the part from one inventory to another. The serialized part, once repaired, returns to inventory at the cost of the repair. The inventory value increases by the repair cost. When a part is issued to a rebuild area, the inventory account is lowered (credited) and rebuild inventory is increased (debited). When a part is returned to inventory, the rebuild inventory is decreased (credited) by the repair cost and inventory is increased (debited) by the repair cost. The repair cost will be expensed out of inventory when the part is issued from stores.

If a piece of equipment is associated with the work order and that equipment has a defined cost center, then the equipment's cost center becomes the default in the work order cost center field. However, you can override the cost center to expense the specific cost on that work order to a different cost center.

**Serial No.** This field displays the part's serial number for a rebuildable component. A work order cannot have both an equipment number and a rebuild location and serial number.

**Dept (Rebuild).** This field displays the rebuild area's inventory department, which is stored in the rebuild area record.

Issuing parts to a rebuild area is equivalent to moving the part from one inventory to another. The serialized part, once repaired, returns to inventory at the cost of the repair. The inventory value increases by the repair cost.

### WO Tab: Text

Use this tab to add precautions and notes about work performed.

**Fig. 3.50**  
WO Tab: Text

The screenshot shows a software interface for a work order. At the top, there is a tab labeled 'Text'. Below the tab, the interface is divided into two main sections. The first section is titled 'Precautions' and contains a large, empty rectangular text area. The second section is titled 'Work Performed' and also contains a large, empty rectangular text area. The interface has a clean, professional look with a light gray background and blue text for the section titles.

**Precautions.** This field displays all warnings when a work order is created.

A printed copy of the work order includes all precautions. Warnings are defined as service requests and equipment spending limits.

**Work Performed.** Use this field to note repairs made to the equipment.

**WO Tab: Detail**

Use this tab to enter accounting information, estimates, and work order source data.

**Fig. 3.51**

WO Tab: Detail

The screenshot shows the 'WO Tab: Detail' form. At the top, there are tabs for 'Home', 'Work Orders', and 'Site: SANF, WO No: 32341'. Below the tabs, there are input fields for 'Site' (SANF) and 'WO No' (32341). The main form area has a tabbed interface with 'Equip', 'Codes', 'Text', 'Detail', and 'User Defined'. The 'Detail' tab is selected, showing the following sections:

- Expense Information:** Project No (1000C), Expense Site (10000), Cost Center (0200), Job No, and Dept (4020).
- Account Information:** Matl Acct No (1036), Cont Acct No (1040), Labor Acct No (1037), Matl Sub Acct, Cont Sub Acct, and Labor Sub Acct.
- Estimates:** Labor Estimate (5000), Cont Estimate (5000), Est Hrs Labor (5.0000), Matl Estimate (2000), and Est Hrs Down (3.0000).
- Detail:** Type (CM), PM Template No (0), PM Run No (0), Auth?, and Auth By.

**Project No.** A project may represent a capital project where a specific work order captures cost against that project.

If a work order is associated with a project, any planned costs that are created and attached to the work order display in the Project Module as part of the planned costs.

**Job No.** Use this field to break a larger project down into more discrete components, enhancing cost analysis.

You can associate cost with a project and specific job number within the project. Use the job to define or reduce a larger project such as a construction project into multiple phases. You can associate estimated cost, budgets and track actual costs in each phase.

**Expense Site.** This field defaults to the current site, but you can charge expenses for this work order to another site. In add or modify mode, the drop-down menu for this field displays only your accessible sites. If the expense site differs from the source site or piece of equipment's site, expenses for the work order flow through inter-company accounts set up under Inter-Company Account Maintenance.

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

**Cost Center.** This field identifies where to expense cost such as issuance of materials, internal labor, or outside contract costs. It displays a list of valid cost centers. Typically, expense accounting data originates from the equipment or project associated with the work order.

**Matl Acct No/Sub Acct.** This field displays the account and sub-account numbers assigned to a piece of equipment to collect material costs. Use the sub-account number to store more detail associated with an account number.

**Cont Acct/Sub Acct.** Use these numbers when contractor cost charges directly to a work order through a purchase order receipt. If a purchase order is received, the system automatically expenses the contractor account number on the work order.

**Labor Acct No /Sub Acct No.** The account number assigned to a piece of equipment to collect internal labor costs. The sub-account number allows for further details associated with an account number.

**Labor Estimate.** Enter a cost estimate for labor on the work order. Use it to compare estimated cost with actual cost.

**Matl Estimate.** Enter a cost estimate for materials on the work order. Use it to compare estimated cost with actual cost.

**Cont Estimate.** Enter a cost estimate for contract work on the work order. Use it to compare estimated cost with actual cost.

**Est Hours Down.** Enter the estimated amount of time the equipment will be down for this work order. Define time from the point when the equipment stops working to the time it returns to production.

**Est Hours Labor.** Enter the estimated hours of labor the equipment will require for this work order.

**Type.** This field denotes the type of work order: PM (Preventive Maintenance) or CM (Corrective Maintenance).

**Auth.** This field indicates whether the work order has been authorized.

**PM Template No.** This field displays the PM template number if the work order originated from a PM template.

**Auth By.** This field displays the user who authorized the work performed on a work order.

**PM Run No.** This field displays a number assigned automatically when PM Templates are globally issued.

The number in Sequence Maintenance is the last number used, and EAM assigns the next sequential number when you globally issue PM Templates.

## WO Tab: User Defined

Use the WO User Defined tabs to track information against specific EAM work orders. There are ten user-defined fields. Service Request and PM Template modules share the WO user-defined fields. Data displayed here could come from entries in those modules.

**Fig. 3.52**  
WO Tab: User Defined

The screenshot shows a software window titled "WO Tab: User Defined" with a tabbed interface. The "User Defined" tab is selected. Below the tabs, there is a section labeled "User Defined Fields" containing ten input fields arranged in two columns. The fields are:

- WO Char 1: Text input field with a search icon.
- WO Char 2: Text input field with a search icon.
- WO Char 3: Text input field.
- WO Char 4: Text input field.
- WO Dec 1: Numeric input field with a value of 0.0000.
- WO Dec 2: Numeric input field with a value of 0.0000.
- WO Int 1: Integer input field with a value of 0.
- WO Int 2: Integer input field with a value of 0.
- WO Date: Dropdown menu with "none" selected.
- WO Logical: Checkmark input field.

*Character 1/2/3.* These are user-defined character fields, validated against tables that you add.

*Character 3/4.* These are free-form user-defined character fields, not validated against tables.

*Decimal 1/2.* These are user-defined decimal fields for the work order.

*Integer 1/2.* These are user-defined integer fields for the work order.

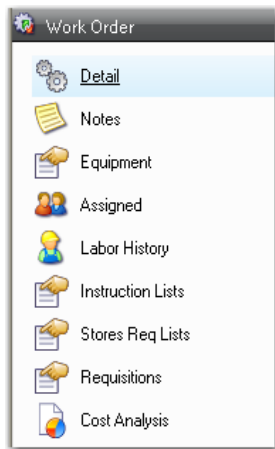
*Logic for WO name.* This is a user-defined check box.

*WO Date name.* This field displays a user-defined date label for when the work order is requested to be done.

## WO Submenu

The currently active option displays an underlined text label. For instance, the active option below is Detail.

**Fig. 3.53**  
WO Submenu



| PM Submenu Option   | Purpose                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Detail              | Detail displays the tabbed view of the active record.                                                                                 |
| Notes               | Associate textual descriptions with records on the browse. Use notes to add additional information to any procedures.                 |
| Equipment           | To check on DUOM, service requests, and descriptors, select equipment. Equipment filters to the equipment record for this work order. |
| Assigned            | Select multiple employees to assign to the work order. The first employee in the list displays in this field on the Equip tab.        |
| Labor History       | Use labor history to display a browse of labor records, displaying both posted and reversed records.                                  |
| Instruction Lists   | Use instruction list to create a detailed list of step-by-step procedures for technicians to use to perform the work.                 |
| Stores Requisitions | Use Stores requisitions lists to create a detailed list of parts for technicians to use to perform the work.                          |

|               |                                                                                     |
|---------------|-------------------------------------------------------------------------------------|
| Requisitions  | Use requisitions to display a list of requisitions associated with this work order. |
| Cost Analysis | This option displays the estimated and actual cost associated with the work order.  |

## Service Requests

Use Service Requests to consolidate requests and improve communication through automated e-mail between requestors and the maintenance department.

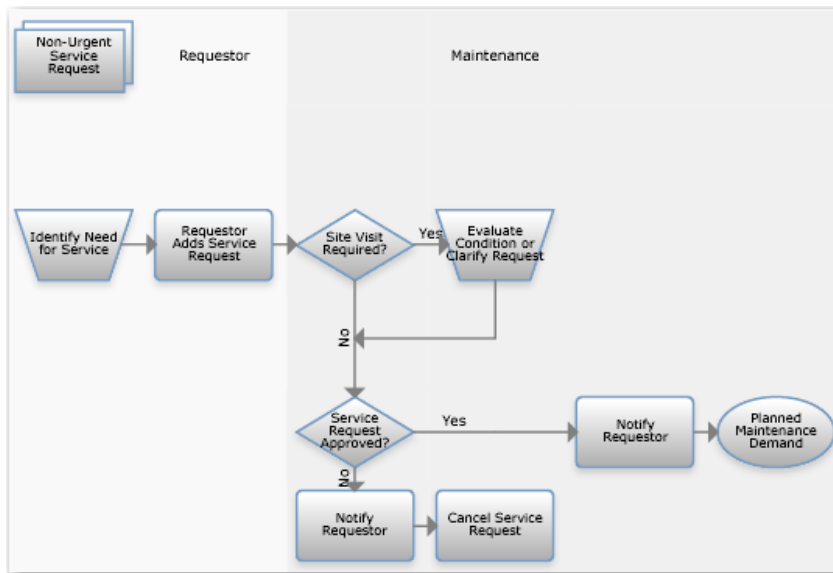
If a piece of equipment has several associated service requests, you can consolidate them into a single work order. Service Requests also lists duplicate requests, enabling maintenance to cancel duplicates. If open service requests are not assigned to a work order, include them to address multiple issues on just one work order.

All users in a plant can use service requests. A receptionist can request light outage replacement. A technician can note a problem on a production line. Service requests are an easy way to request maintenance.

EAM notifies the requestor by e-mail when a work order is assigned and completed. If a work order exceeds a period of time, EAM sends a reminder to maintenance to take action.

### Performing a Non-Urgent Service Request

**Fig. 3.54**  
Non-Urgent Service Request Process Map



Perform the following steps:

- 1 Add a service request. Click the node to open Maintenance|Service Requests.
- 2 Visit the site to evaluate the condition or clarify the request, if needed.

- 3 Notify the requestor about rejected, cancelled, or approved service requests. Click the node to open Maintenance|Service Requests.
- 4 Maintenance adds a work order for approved requests. Click the node to open Maintenance|Service Requests.

## Service Request Browse

Use the browse to organize and display records, to access supporting functions, and to edit or create new records.

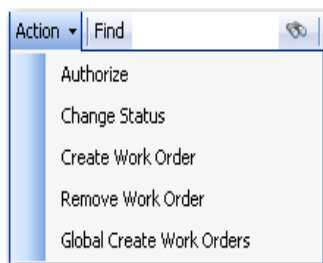
**Fig. 3.55**  
Service Request Browse

| Service No | Equip No      | Status | Priority | Type | Problem                             | Dig Date   | Originator | W/O No | Class Description |
|------------|---------------|--------|----------|------|-------------------------------------|------------|------------|--------|-------------------|
| 930        | boiler4       | 0      |          |      | It needs service                    | 07/01/2009 | janie      | 96     |                   |
| 926        | boiler        | 0      |          |      | Over temp inaccurate.               | 06/25/2009 | jed        | 97     |                   |
| 920        | BAKER OVEN 12 | 0      |          |      | Over temp inaccurate.               | 06/19/2009 | 2          | 40     | Call Out          |
| 919        | BAKER OVEN 12 | 0      | NZ       |      | Over temp heating                   | 06/18/2009 | ADavis     | 20     | Call Out          |
| 909        | BOILER4       | 0      | 2        |      | Boiler is making an unhealthy noise | 06/09/2009 | JRoosmaeki | 21     | Call Out          |
| 881        | BOILER4       | 0      |          | REPL | Fix it                              | 04/21/2009 | zyeddm     | 19     |                   |
| 34         | CR6019        | NE     |          |      | Crane making funny noise            | 05/07/2009 | 2          | 0      |                   |
| 33         | CR6019        | 0      |          |      | Debris falling from Crane.          | 05/07/2009 | janietoo   | 94     |                   |
| 32         | CR6019        | 0      |          |      | Crane needs grease.                 | 05/07/2009 | janietoo   | 95     |                   |
| 30         | VS15          | 0      | 2        | SFTY | Guard rail is missing               | 03/18/2009 | 999        | 67     | Health & Safety   |
| 29         | VS15          | 0      |          |      | Making humming noise                | 03/17/2009 | 2          | 65     |                   |
| 28         | VS15          | 0      |          |      | Check electrical connections        | 03/17/2009 | janietoo   | 65     |                   |
| 27         | VS15          | 0      | 2        | REPL | Check electrical                    | 03/16/2009 | janietoo   | 63     | Class 7           |
| 26         | VS15          | 0      |          |      | Check lighting                      | 03/06/2009 | janietoo   | 62     |                   |
| 25         | VS15          | 0      |          |      | Check instrumentation               | 03/06/2009 | janietoo   | 62     |                   |
| 23         | VC2           | 0      |          |      | Replace hydraulic fluid             | 02/24/2009 | van        | 54     | Call Out          |
| 22         | VC2           | NE     | 2        | SFTY | CHECK VIBRATION IN vsc2             | 02/23/2009 | janietoo   | 0      | Class 7           |
| 21         | H01           | NE     |          |      | CHAIN MAKING NOISE.                 | 02/23/2009 | janietoo   | 0      |                   |
| 20         | H01           | 0      | 2        | SFTY | CHAIN IS NOT MOVING SMOOTHLY.       | 02/18/2009 | janietoo   | 50     | Class 7           |
| 19         | C123          | NE     |          |      |                                     | 02/02/2009 | janie      | 0      |                   |
| 17         | BAKER OVEN 12 | NE     |          |      | Making a loud noise.                | 11/19/2009 | janietoo   | 0      |                   |
| 16         | BOILER4       | 0      |          |      | Check boiler element                | 09/19/2009 | BJONES     | 40     |                   |
| 15         | BOILER4       | 0      | 2        |      | Fix it                              | 09/19/2009 | zyeddm     | 66     | Health & Safety   |
| 14         | a-1-101       | 0      |          |      |                                     | 07/21/2009 | jed        | 39     |                   |
| 12         | boiler4       | NE     |          |      |                                     | 07/14/2009 | jed        | 0      |                   |

## Service Request Action Menu

Choices available on this menu vary depending on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 3.56**  
Service Request Action Menu



### Authorize

The Authorize function is optional. Use Authorize before adding to or converting a service request into a work order. If a Service Request is “Closed” or “Canceled”, you cannot authorize. If the Service Request is not yet authorized, then you cannot Create Work Order. Create a work order after the service request receives Authorization.

### Change Status

Use Change Status to change the status of the Service Request. EAM displays the list of user-defined Work Order Statuses. Set defaults to trigger e-mail and automatic print routines when a work order changes from one status to another. If a work order already has a service request assigned to it, you cannot change the status from the Service Request module. Instead, use the Work Order Module. That status update reflects back on the Service Request.

### Create Work Order

Use Create Work Order to create a new work order and associate it with the current service request. A work order serves as an outline of maintenance work to be done. When the work is complete, update the work order with summary information. A completed work order gathers valuable data for historical reporting and analysis.

### Remove Work Order

Use this option to remove the association between the current service request and the assigned work order. EAM automatically notes the service request removal, user ID, and date in the problem description on the work order. This service request no longer has an association with the original work order. Assign a new work order. You can assign the service request to a new work order.

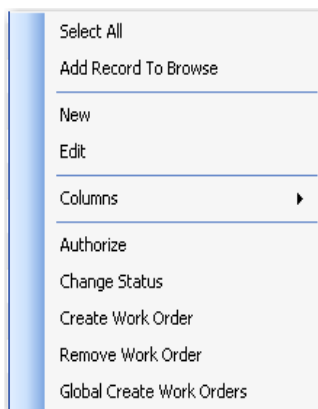
### Global Create Work Order

Use this option to globally create work orders to the filtered list of services requests. EAM combines service requests onto one work order for all service requests referencing the same equipment number.

## Service Request Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 3.57**  
Service Request Right-Click Menu



### New

Opens the service request screens to create a new record.

## Edit

Opens the service request screens to edit the selected record.

Authorize, Change Status, Create Work Order, Remove Work Order, and Global Create are options from the Service Request Action menu.

## Service Request Record Detail

The record detail contains all information about this service request. The work order number and current site display over all associated tabs.

**Fig. 3.58**  
Service Request Record Detail

The screenshot displays the 'Service Request Record Detail' form. At the top, there are tabs for 'Home', 'Service Requests', and 'Service No: 964, Site: SANF'. Below this, the 'Service No' is 964 and the 'Site' is SANF. The form is divided into two main sections: 'General' and 'User Defined'. The 'General' section contains fields for 'Originator' (jrosinto), 'Orig Date' (2/23/2009), 'Equip No' (555C), 'Priority', 'Class' (5), 'Problem' (CHECK SAFETY SWITCHES), 'Status' (0), 'W/O No' (32159), and 'Start' (2/23/2009). The 'User Defined' section contains fields for 'Notify' (FMunger), 'Type' (SFTY), and 'Auth By'. A right-hand sidebar shows a 'Service Request' menu with options for 'Detail', 'Notes', 'Work Orders', and 'Equipment'.

## Creating a Service Request

- 1 Click New to open a blank service request record.
- 2 EAM assigns the service request number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Editing a Service Request

- 1 Double-click a record from the browse or click Edit to open the service request record detail.
- 2 Verify the service request number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.



## Service Request Tabs

Use Service Request to report an equipment problem that may not need a work order immediately. When you create a work order for a piece of equipment with open service requests, the system prompts you to consider attaching those service requests. Attach any number of service requests, or none at all. Service requests ensure that all needed work happens at the same time. The service request originator receives notifications about status changes. Service requests improve the flow of information among employees.

### Service Request Tab: General

Use this tab to view or change information about the service request origin, equipment and problem details, status, and authorization.

**Fig. 3.59**  
Services Tab: General

The screenshot shows the 'General' tab of a 'Service Request' form. At the top, there are two tabs: 'General' and 'User Defined'. The 'General' tab is active. The form is organized into several sections:

- Origin:** Contains fields for 'Originator' (sysadm, System Administrator), 'Orig Notify' (333, Janie's 333 group), and 'Orig Date' (8/31/2009).
- Detail:** Contains fields for 'Equip No' (0012 test 3, More testing), 'Location' (C, Casting Plant), 'Notify' (12345678901, 123456789012345 1234567), 'Priority' (3, Planned), 'Service Type', 'Class' (3, Planned Corrective), and 'Problem' (Building Wfs, need multiple SRs).
- Status:** Contains fields for 'Status' (0), 'W/O No' (32342), 'Assigned', and 'Start' (8/31/2009).
- Authorization:** Contains fields for 'Auth?' and 'Auth By'.

**Originator.** This field displays the employee who created the service request, which defaults to the current user. You can overwrite this field.

**Orig Notify.** This field identifies who receives automatic e-mail notification when the service request is created and saved. When the requestor enters a new service request, the original notify supervisor receives notification.

**Original Date.** This field displays the date the service request was created. It defaults to the date the record is created. This can be overwritten.

**Equip No.** Enter the identification number for the problematic piece of equipment. The system displays a warning message if the equipment is locked. It displays the equipment description and defaults the user or group to notify from the equipment record.

**Location.** EAM displays the physical location from the equipment record.

**Notify.** This field displays the designated user or group of users who receive notification about the service request. This notify defaults from the equipment record.

**Priority.** This field indicates the importance of the service request. The priority code defaults from the equipment record. You can manually enter it.

**Service Type.** This field displays a lookup that displays codes representing the category of service requested.

**Class.** This field displays the class code for this service request. You can use it to classify the type of work required.

**Problem.** Enter a description of the problem.

**Status.** This field identifies where the service request is in its life cycle.

**WO Number.** This field displays the identifying number of the work order that has been assigned to this service request.

**Assigned.** This field displays the employee assigned to the work order associated with the service request.

**Start.** Enter the date when the requestor or planner wants to start the work.

**Auth?.** This field indicates whether the service request has been Authorized.

**Authorized By.** This field displays the user ID of the person who authorized the work order.

### Service Request Tab: User Defined

Use the Service Request User Defined tab to track information against specific equipment in EAM. There are ten user-defined fields.

**Fig. 3.60**  
Services Tab: User Defined

The screenshot shows a software window titled "General" with a sub-tab "User Defined". Under the heading "User Defined Fields", there are ten input fields arranged in two columns. The left column contains: "WO Char 1" (text field with a search icon), "WO Char 3" (text field), "WO Dec 1" (decimal field with "0.0000" and a spinner), "WO Int 1" (integer field with "0" and a spinner), and "WO Date" (dropdown menu showing "(none)"). The right column contains: "WO Char 2" (text field with a search icon), "WO Char 4" (text field), "WO Dec 2" (decimal field with "0.0000" and a spinner), "WO Int 2" (integer field with "0" and a spinner), and "WO Logical" (checkbox).

**Character 1/2.** These are user-defined character fields, validated against tables that you add.

**Character 3/4.** These are free-form user-defined character fields, not validated against tables.

**Decimal 1/2.** These are user-defined decimal fields for service requests.

**Integer 1/2.** These are user-defined integer fields for service requests.

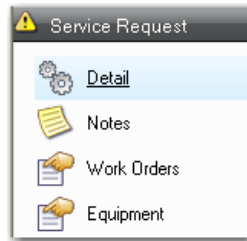
**Logic for WO name.** This is a user-defined check box.

**WO Date name.** This field displays a user-defined date label for when the work order is requested to be done.

### Service Request Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Detail.

**Fig. 3.61**  
Service Request Submenu



| Service Request Submenu Option | Purpose                                                                                                                        |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Detail                         | Service Request tabs display when you select Detail. Use the tabs to access an existing record.                                |
| Notes                          | You can associate textual descriptions with records on the browse. Use Notes to add additional information to any procedures.  |
| Work Orders                    | Displays work order details. Opens the Work Order Maintenance window filtered to the Service Request's associated work orders. |
| Equipment                      | Displays equipment records associated with this service request.                                                               |

## Labor History

Use Labor History to display a browse of labor records, including both posted and reversed records. Reversals show a negative number of hours and negative cost; postings show positive hours and costs.

### Labor History Browse

Use the browse to organize and display records.

**Fig. 3.62**  
Labor History Browse

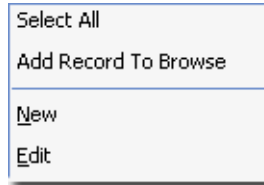
 A screenshot of the 'Labor History' window. On the left is a navigation tree with 'Labor History' selected. The main area displays a table with columns: Date, Emp No, Name, Time, Total Cost, W/O No, Project No, Job No, To Site, Equip No, Rebuild, and Serial. The table contains multiple rows of labor history data, including entries for employees like FRANKS, RAGH RODGERS, and MFGPRO.
 

| Date       | Emp No | Name            | Time   | Total Cost | W/O No | Project No | Job No | To Site | Equip No      | Rebuild | Serial  |
|------------|--------|-----------------|--------|------------|--------|------------|--------|---------|---------------|---------|---------|
| 04/01/2009 | 10000  | Bob Jones       | 8.15   | 175.0      | 50     |            |        | 10000   | W01           |         |         |
| 05/01/2009 | FRANKS | FRANK BANKS     | 8.15   | 245.44     | 50     |            |        | 10000   | W01           |         |         |
| 05/01/2009 | 12145X | Ralph Rodgers   | 10.20  | 474.6      | 57     |            |        | 10000   | W01           |         |         |
| 05/06/2009 | MFGPRO | MFGPRO Employee | 10.00  | 2100       | 100    | 1047W-01   |        | 10000   |               |         |         |
| 05/26/2009 | MFGPRO | MFGPRO Employee | 111.00 | -2100      | 100    | 1047W-01   |        | 10000   |               |         |         |
| 05/26/2009 | 10000  | Bob Jones       | 5.00   | 225        | 100    | 1047W-01   |        | 10000   |               |         |         |
| 05/26/2009 | FRANKS | FRANK BANKS     | 2.30   | 130.75     | 100    | 1047W-01   |        | 10000   |               |         |         |
| 05/26/2009 | FRANKS | FRANK BANKS     | 111.30 | -83.25     | 100    | 1047W-01   |        | 10000   |               |         |         |
| 05/06/2009 | 10000  | Bob Jones       | 1.00   | 40.32      | 60     |            |        | 10000   | W02           |         |         |
| 05/06/2009 | 12145X | Ralph Rodgers   | 3.30   | 86.1       | 95     |            |        | 10000   | CR0019        |         |         |
| 05/04/2009 | 12145X | Ralph Rodgers   | 1.15   | 30.75      | 83     |            |        | 10000   | W01           |         |         |
| 05/04/2009 | FRANKS | FRANK BANKS     | 2.30   | 114.3      | 83     |            |        | 10000   | W01           |         |         |
| 05/04/2009 | 12145X | Ralph Rodgers   | 2.30   | 64.08      | 83     |            |        | 10000   | W01           |         |         |
| 05/04/2009 | FRANKS | FRANK BANKS     | 5.15   | 156.19     | 83     |            |        | 10000   | W01           |         |         |
| 04/20/2009 | FRANKS | FRANK BANKS     | 2.30   | 74.38      | 81     | 1047W-01   |        | 10000   |               |         |         |
| 04/20/2009 | MFGPRO | MFGPRO Employee | 2.30   | 267.5      | 81     | 1047W-01   |        | 10000   |               | TS1     |         |
| 04/17/2009 | FRANKS | FRANK BANKS     | 3.30   | 243.39     | 70     |            |        | 10000   | CR0019        |         |         |
| 03/02/2009 | FRANKS | FRANK BANKS     | 5.00   | 140.75     | 57     |            |        | 10000   | W01           |         |         |
| 03/02/2009 | 10000  | Bob Jones       | 10.20  | 250.3      | 47     |            |        | 10000   | BAKER OVEN 12 |         |         |
| 02/27/2009 | 10000  | Bob Jones       | 10.00  | 246        | 55     |            |        | 10000   |               |         | area 54 |
| 02/16/2009 | FRANKS | FRANK BANKS     | 10.00  | 310.4      | 54     |            |        | 10000   | W02           |         |         |

### Labor History Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 3.63**  
Labor History Right-Click Menu



## Codes

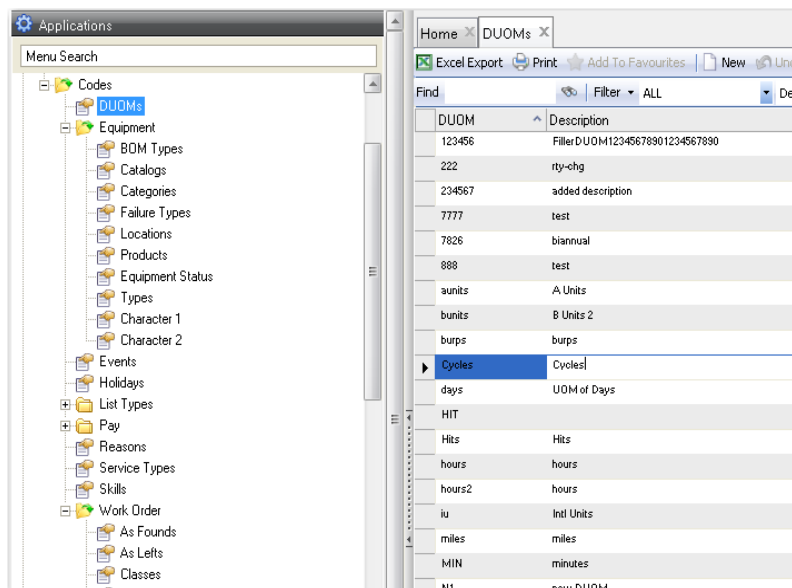
Use Codes to view or add supporting data to lists of codes, such as equipment locations, events, holidays, priority, failure repair, and others critical to the Maintenance Module. Depending on your permissions, you can add or edit existing records.

### DUOMs

The DUOMs lookup displays in the Maintenance|PM/PdM module. You can add or edit codes from the code form. Set up DUOM codes in Maintenance|Codes|DUOM.

Associate DUOMs with equipment in Maintenance.

**Fig. 3.64**  
Codes: DUOMs



#### Adding a DUOM Code

- 1 Click New.
- 2 Enter the DUOM and description. The system automatically saves the new code.

## Editing a DUOM Code

- 1 Double-click the code to edit.
- 2 Update the DUOM description. The system automatically saves the updated code.

## Equipment Codes

Equipment codes include BOM Types, Catalogs, Categories, Failure Types, Locations, Products, Statuses, Types, Character 1 and Character 2. Access Equipment codes in Maintenance|Codes|Equipment.

### BOM Types

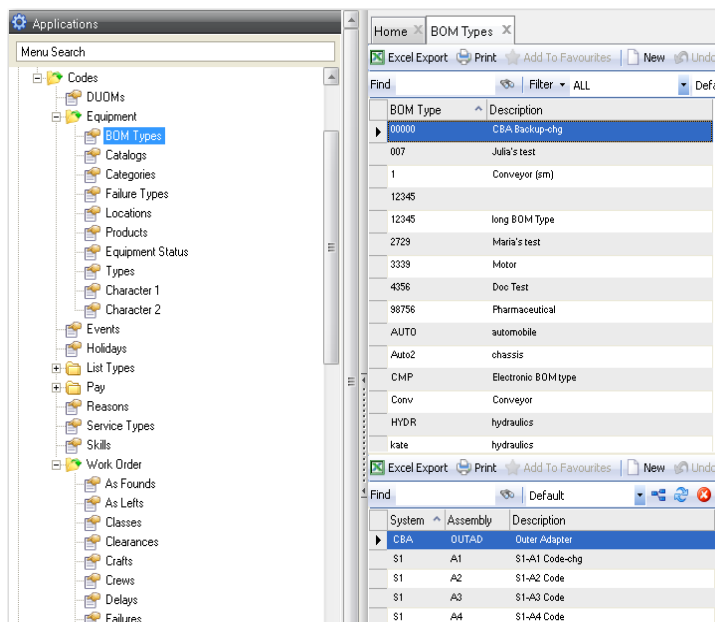
The BOM Types lookup displays in Maintenance, Inventory, and Purchasing. You can add or edit codes in Maintenance|Codes|Equipment|BOM Types.

Use BOM type to set up a default or standard system and assembly structure for equipment.

The BOM type is only associated with a piece of equipment. Equipment with a BOM type receives a structure of systems and assemblies under systems associated with that specific equipment. Any type of transaction such as material issuances, labor distribution, or purchases can be made not only against the equipment name, but also to a specific system code or an assembly code attached to the equipment.

BOM type enables the system to generate a more detailed analysis of where repairs were made on a piece of equipment.

**Fig. 3.65**  
Codes: BOM Type



### Adding a BOM Type Code

- 1 Click New.
- 2 Enter the BOM type and description.
- 3 Right-click New in the lower pane to add a system and assemblies for the system. EAM automatically saves the new code.

### Editing a BOM Type Code

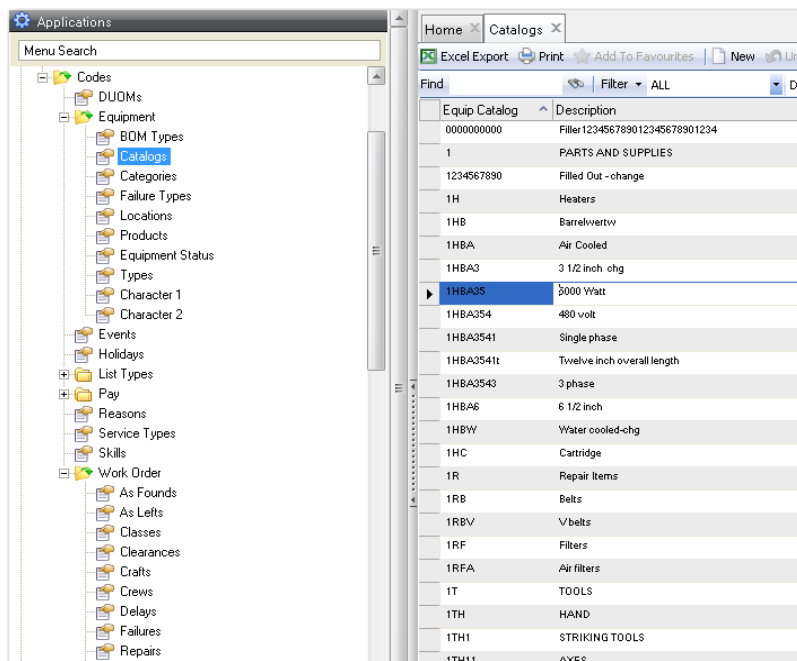
- 1 Double-click the code to edit.
- 2 Update the BOM type description.
- 3 Right-click Edit in the lower pane to edit a system or an assembly. The system automatically saves the updated code.

## Catalogs

The Catalogs lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Catalogs.

Use Catalogs to group common equipment under a single code, for better reporting and filtering capabilities.

**Fig. 3.66**  
Codes: Catalogs



### Adding a Catalog Code

- 1 Click New.
- 2 Enter the equipment catalog and description. The system automatically saves the new code.

### Editing a Catalog Code

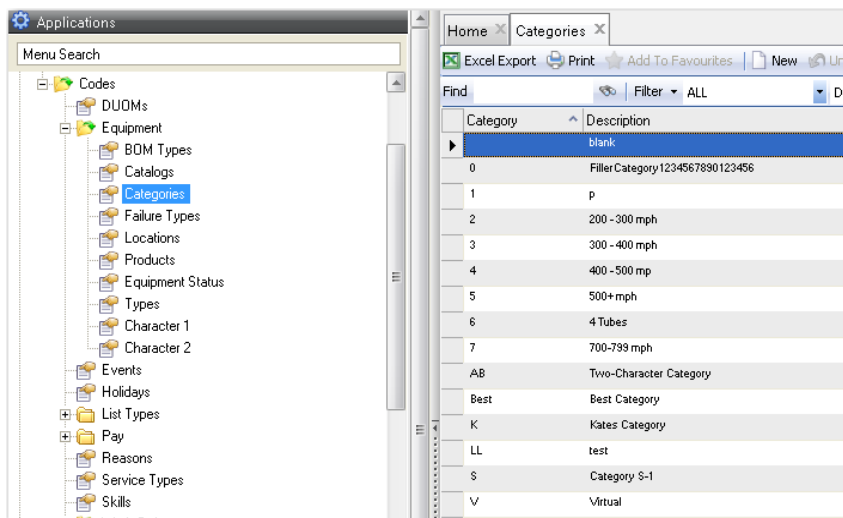
- 1 Double-click the code to edit.
- 2 Update the equipment catalog description. The system automatically saves the updated code.

## Categories

The Categories lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Categories.

Use Category to group equipment in broad categories or types. It is a double-digit alphanumeric field for doing reporting and for filtering equipment.

**Fig. 3.67**  
Codes: Categories



### Adding a Category Code

- 1 Click New.
- 2 Enter the category and description. The system automatically saves the new code.

### Editing a Category Code

- 1 Double-click the code to edit.
- 2 Update the category description. The system automatically saves the updated code.

## Failure Types

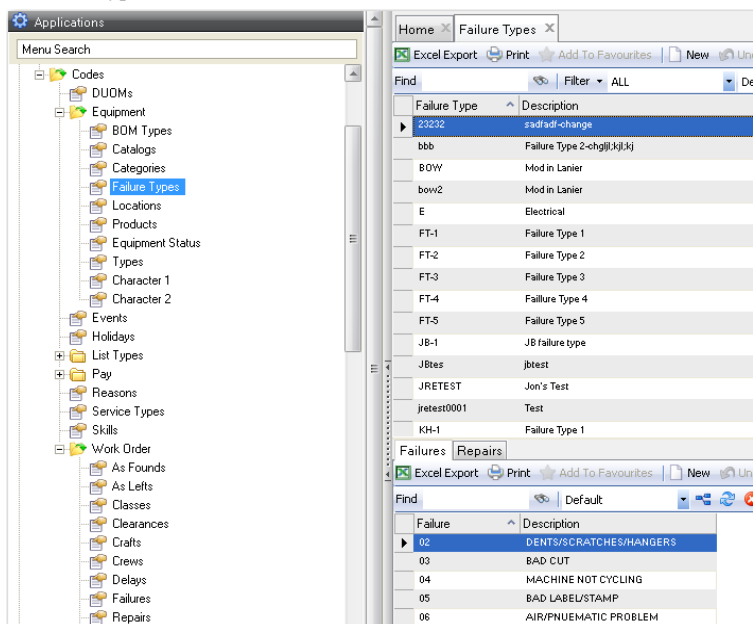
The Failure Types lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Failure Types.

Use Failure Types to create a grouping of failure codes based on a type of equipment. For instance, “mechanical” is a failure type, and “motor burn out” is a failure code. Track failures on work orders for equipment to analyze the current PM program’s effectiveness. If PMs are designed to prevent a certain type of failure, but it is occurring prior to the PM due date, then you should modify the PM to come due more frequently.

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

EAM e-mails warnings about PMs whose failure frequency exceeds PM frequency.

**Fig. 3.68**  
Codes: Failure Types



### Adding a Failure Types Code

- 1 Click New.
- 2 Enter the failure type and description.
- 3 Enter failure. The system automatically saves the new code.
- 4 Right-click New in the lower pane to link a failure code to the failure type highlighted in the upper pane.
- 5 Click the Repairs tab.
- 6 Right-click New to select a repair code form the lookup.
- 7 Link it to the failure type highlighted in the upper pane. EAM automatically saves the record.



### Editing a Failure Types Code

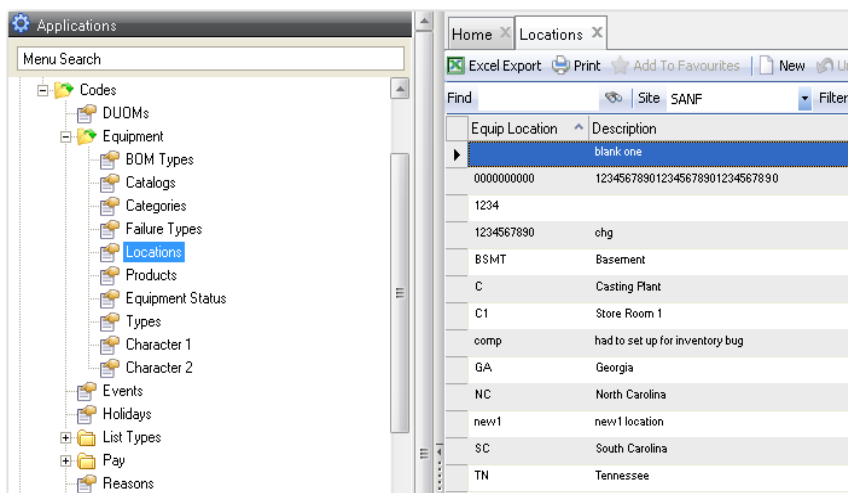
- 1 Double-click the code to edit.
- 2 Update the failure type description. The system automatically saves the updated code.
- 3 Right-click New in the lower pane to link a failure code to the failure type highlighted in the upper pane.
- 4 Click the Repairs tab.
- 5 Right-click New to select a repair code form the lookup.
- 6 Link it to the failure type highlighted in the upper pane. EAM automatically saves the record.

### Locations

The Locations lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Locations.

Equipment, Work Orders, and Preventive Maintenance use locations. Location is the physical location of the equipment from a user defined table of valid locations. Use these locations for reporting and for filtering.

**Fig. 3.69**  
Codes: Locations



### Adding a Location Code

- 1 Click New.
- 2 Enter the equipment location and description. The system automatically saves the new code.

### Editing a Location Code

- 1 Double-click the code to edit.
- 2 Update the equipment location description. The system automatically saves the updated code.

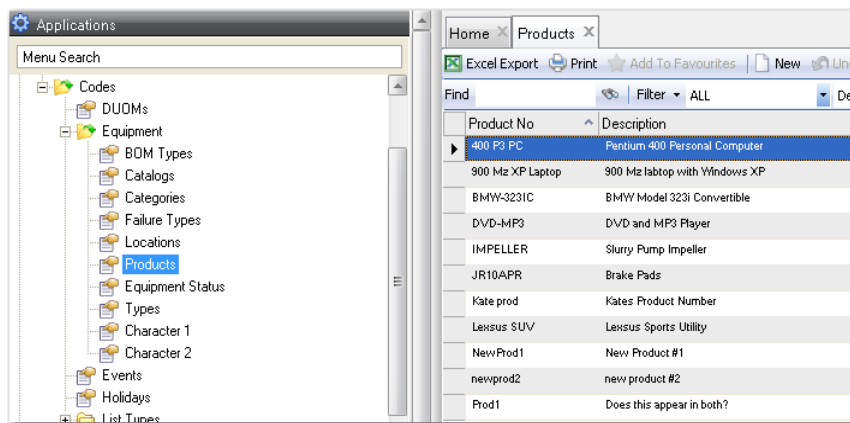
## Products

The Products lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Products.

Use Products to create product number codes. Each code refers to a product produced by a piece of equipment established in EAM; for instance, a die used in a press.

Associate the product number with the equipment record. You can specify what was being produced on work orders for equipment with associated products. You can run Management reports on the product the piece of equipment produces.

**Fig. 3.70**  
Codes: Products



### Adding a Product Code

- 1 Click New.
- 2 Enter the product number and description. The system automatically saves the new code.

### Editing a Product Code

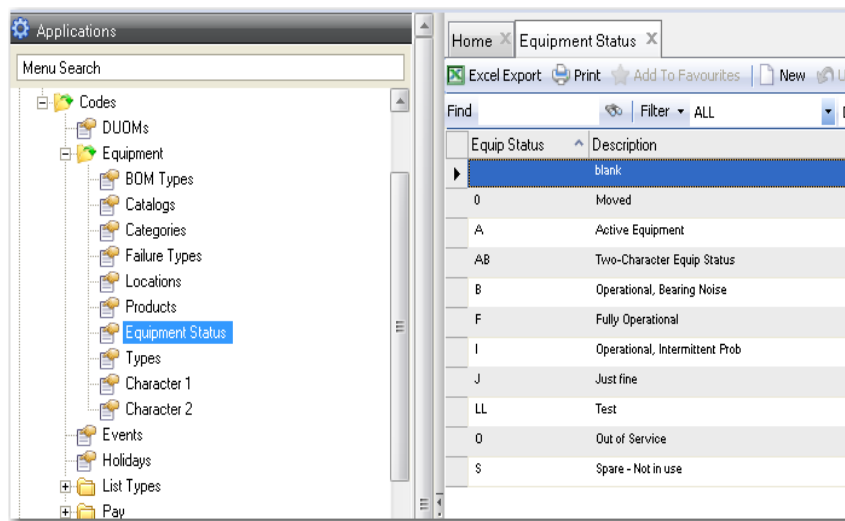
- 1 Double-click the code to edit.
- 2 Update the product number description. The system automatically saves the updated code.

## Equipment Status

The Equipment Status lookup displays in the Maintenance module. You can add or edit codes in Maintenance|Codes|Equipment Status.

Create, maintain, and modify status codes. Equipment uses the status table for reporting and filtering equipment.

**Fig. 3.71**  
Codes: Equipment Status



### Adding an Equipment Status Code

- 1 Click New.
- 2 Enter the equipment status and description. The system automatically saves the new code.

### Editing an Equipment Status Code

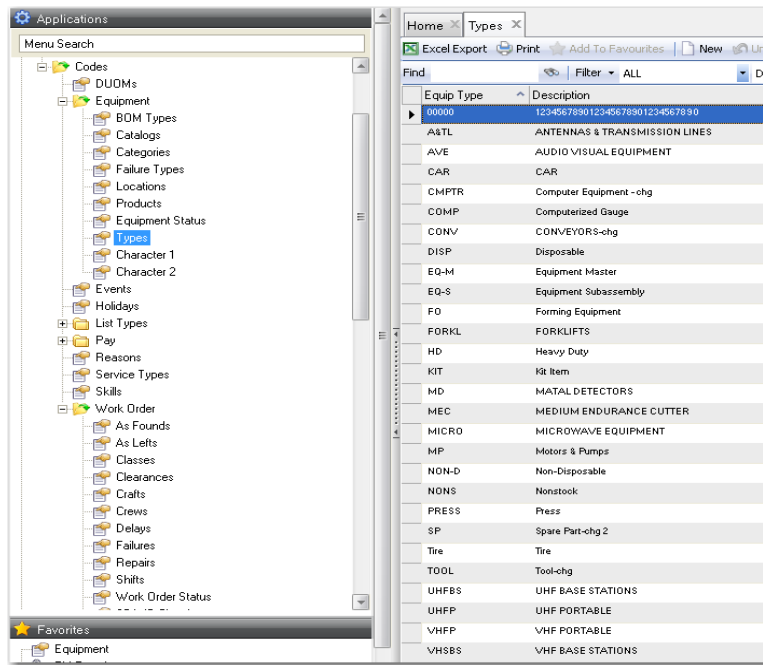
- 1 Double-click the code to edit.
- 2 Update the equipment status description. The system automatically saves the updated code.

### Types

The Types lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Types.

Types contains general classifications or types of equipment. Use the type table for reporting and filtering purposes in the Equipment module only.

**Fig. 3.72**  
Codes: Types



### Adding a Type Code

- 1 Click New.
- 2 Enter the type and description. The system automatically saves the new code.

### Editing a Type Code

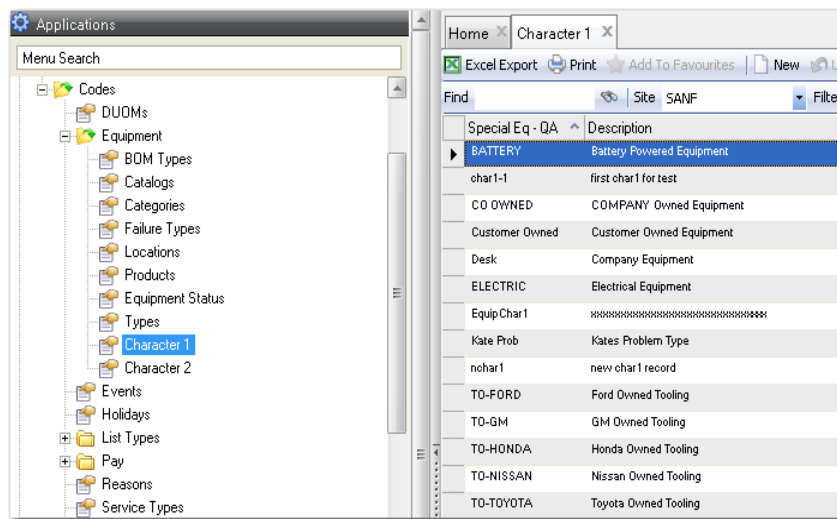
- 1 Double-click the code to edit.
- 2 Update the type or description. The system automatically saves the updated code.

### Character 1

The Character 1 lookup displays only in Equipment. You can add or edit codes in Maintenance|Codes|Equipment|Character 1.

Define the Character 1 code for custom data, for instance, legacy cost center data.

**Fig. 3.73**  
Codes: Equipment Character 1 Code



### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the item and description. The system automatically saves the new code.

### Editing a Character 1 Code

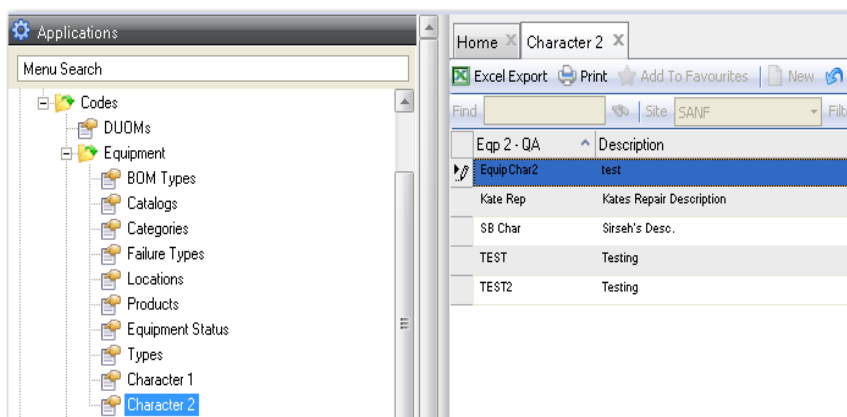
- 1 Double-click the code to edit.
- 2 Update the item description. The system automatically saves the updated code.

## Character 2

The Character 2 lookup displays only in Equipment. You can add or edit codes in Maintenance|Codes|Equipment|Character 2.

Define the Character 2 code for custom data, for instance, level.

**Fig. 3.74**  
Codes: Equipment Character 2



### Adding a Character 2 Code

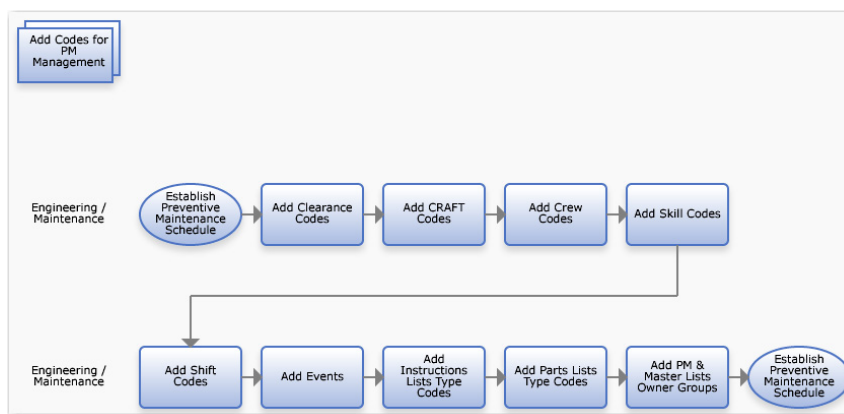
- 1 Click New.
- 2 Enter the item and description. The system automatically saves the new code.

### Editing a Character 2 Code

- 1 Double-click the code to edit.
- 2 Update the item description. The system automatically saves the updated code.

## Adding Codes for PM Management

Fig. 3.75 Adding Codes for PM Management Process Map



- 1 Add clearance codes.
- 2 Add craft codes.
- 3 Add crew codes.
- 4 Add skill codes.
- 5 Add shift codes.
- 6 Add events.
- 7 Add Instructions List Type codes.
- 8 Add PM and Master Lists Owner Groups.

## Events

The Events lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Events.

Add user-defined event codes to create on-demand PM work orders. The Event table lookup lists these codes. 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 the user requests PMs for a specific event, such as summer shut-down.

**Fig. 3.76**  
Codes: Events

| Event      | Description                      | Starting Date | Ending Date |
|------------|----------------------------------|---------------|-------------|
| 1234567890 | Filler Event 1234567890123456789 | 01/01/2002    | 12/31/2002  |
| 2          | Christmas Shutdown, 1995         | 12/18/1995    | 01/02/1996  |
| 5          | Christmas Shutdown, 1996         | 12/23/1996    | 01/06/1997  |
| 6          | ISO Audit                        | 08/07/1995    | 08/11/1995  |
| bdown      | Baler Breakdown                  | 08/12/1993    | 08/15/1993  |
| Jb         | jbtest                           | 07/08/2004    | 07/23/2004  |
| July-4     | July 4th Shutdown                | 07/10/2008    | 07/14/2008  |
| LD         | Labor Day                        | 09/01/2008    | 09/03/2008  |
| ND         | Set up for Next Day              | 04/10/2008    | 04/10/2008  |
| SUMMER     | End of Summer Shutdown, 2003     | 06/01/2008    | 08/31/2008  |
| THANKS     | THANKSGIVING SHUTDOWN            | 11/22/1993    | 11/25/1993  |
| VAC        | Spring Vacation                  | 03/17/1997    | 03/21/1997  |
| WE         | Weekend day                      | 04/26/2008    | 04/27/2008  |
| wedding    | Brian's Wedding in Boston        | 04/17/1997    | 04/18/1997  |
| X-MAS      | CHRISTMAS SHUTDOWN               | 12/21/1993    | 01/07/1994  |

### Adding an Event Code

- 1 Click New.
- 2 Enter the event and description. The system automatically saves the new code.

### Editing an Event Code

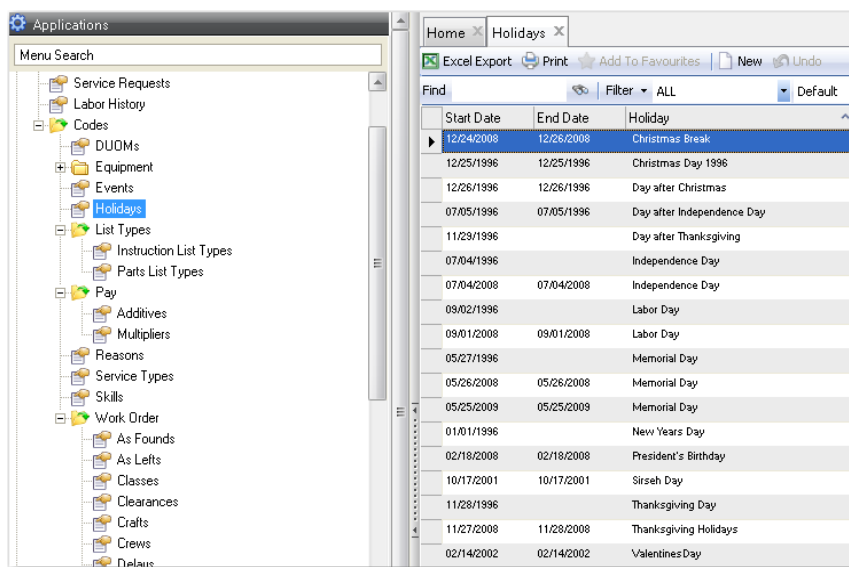
- 1 Double-click the code to edit.
- 2 Update the event description. The system automatically saves the updated code.

### Holidays

The Holidays lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Holidays.

Use Holidays to set up specific days during the year when the company is closed for a designated holiday. The Work Order module uses this information to schedule employees to work orders. When a work order is scheduled, EAM verifies the date against employee availability and company holidays.

**Fig. 3.77**  
Codes: Holidays



### Adding a Holiday Code

- 1 Click New.
- 2 Enter the start date, end date, and holiday name. The system automatically saves the new code.

### Editing a Holiday Code

- 1 Double-click the code to edit.
- 2 Update the holiday name. The system automatically saves the updated code.

### List Types

The two List Type lookups display in Maintenance. You can add or edit codes in Maintenance|Codes|List Types.

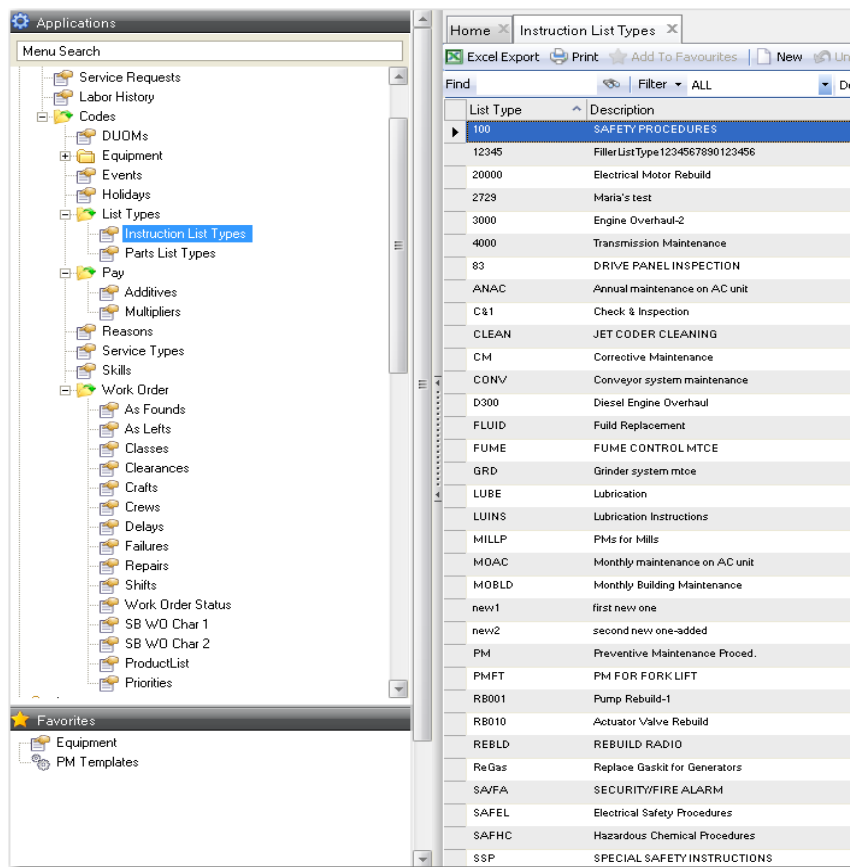
Use Instruction List Types to group common types of MILs for better sorting and filtering.

You can group common instructions for PMs, repairs, and rebuilds type classifications. The Master Instruction List uses type codes.

Use these instruction types to sort and find a specific MIL or to create a new MIL.



**Fig. 3.78**  
Codes: Instruction List Types



#### Adding a Instruction List Types Code

- 1 Click New.
- 2 Enter the list type and description. The system automatically saves the new code.

#### Editing a Instruction List Types Code

- 1 Double-click the code to edit.
- 2 Update the list type description. The system automatically saves the updated code.

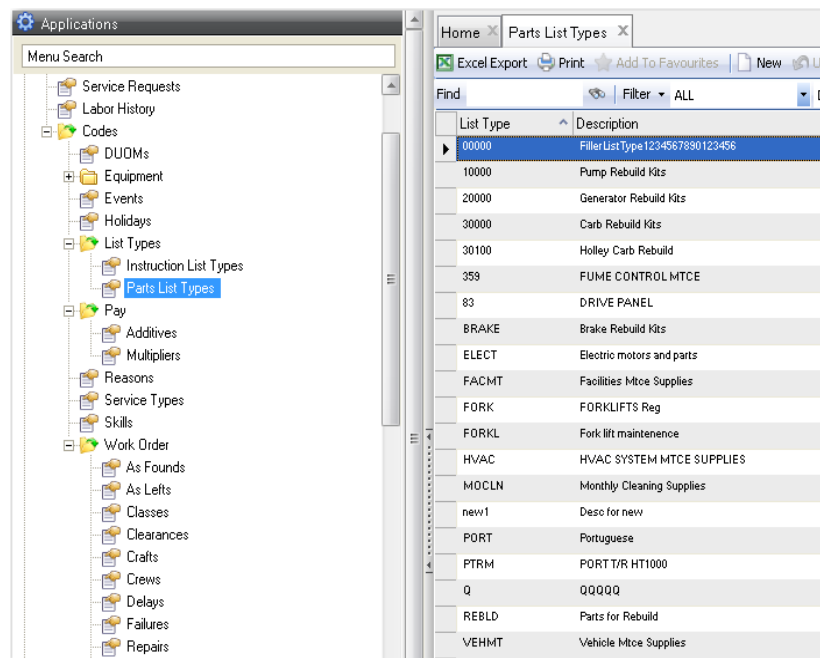
### Parts Type Lists

The Parts Type Lists lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|List Types|Part Type Lists.

Use Parts Type Lists to group Master Parts Lists together by common types. The Master Parts List and the Work Order Parts List use this data.

Use the Type field to narrow your search for the correct Master Parts List.

**Fig. 3.79**  
Codes: Parts Type Lists



#### Adding a Parts Type Lists Code

- 1 Click New.
- 2 Enter the list type and description. The system automatically saves the new code.

#### Editing a Parts Type Lists Code

- 1 Double-click the code to edit.
- 2 Update the list type or description. The system automatically saves the updated code.

## Pay

Pay codes include Additives and Multipliers. You can add or edit codes in Maintenance|Codes|Pay.

### Pay Additives

The Pay Additives lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Pay|Pay Additives.

Use Pay Additive to add a specific amount to the standard hourly rate when posting labor. A pay additive code can be associated with an employee ID. Distribute Labor-Post also uses this code.

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.

**Fig. 3.80**  
Codes: Pay Additive

| Pay Add Code      | Additive | Description                       |
|-------------------|----------|-----------------------------------|
| 12                | 9999.99  | Filter: Additive 1234567890123456 |
| 1234              | 2        | Double time                       |
| 12345678901234567 | 1.25     | Overtime pay                      |
| M                 | 0.45     | 3rd Shift-chg                     |
| MM                | 1        | Test of Format                    |
| N1                | 2        | the first new one                 |
| Q                 | 11       | 1111                              |
| R                 | 1        | 2nd Shift                         |
| SB                | 0.37     | Whatever                          |
| X                 | 0        | No Differential                   |

### Adding a Pay Additive Code

- 1 Click New.
- 2 Enter the part type and description. The system automatically saves the new code.

### Editing a Pay Additive Code

- 1 Double-click the code to edit.
- 2 Update the pay additive description. The system automatically saves the updated code.

## Multiplier

The Pay Multiplier lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Pay|Multiplier.

Use Pay Multiplier to determine the standard hourly cost for an employee's work when posting labor. Use pay multiplier as part of a formula to calculate the total cost. Pay multiplier multiplies against the standard hourly rate in the employee record.

**Fig. 3.81**  
Codes: Pay Multiplier

| Pay Multi Code | Description           | Multiplier | Type     | Default?                            |
|----------------|-----------------------|------------|----------|-------------------------------------|
| 1              | Regular Rate          | 1          |          | <input checked="" type="checkbox"/> |
| 12             | the new 12            | 12         | Sunday   | <input type="checkbox"/>            |
| 2              | Holiday               | 1.5        | Holiday  | <input type="checkbox"/>            |
| 2F             | Funeral Pay           | 1          |          | <input type="checkbox"/>            |
| 2J             | Jury Duty             | 2          | Saturday | <input type="checkbox"/>            |
| 3              | Vacation              | 1          | holiday  | <input type="checkbox"/>            |
| 5              | new 5                 | 1.5        |          | <input type="checkbox"/>            |
| 55             | Holiday Overtime      | 2.5        |          | <input type="checkbox"/>            |
| J1             | J's PM 1-1            | 1.75       |          | <input type="checkbox"/>            |
| J2             | J's PM 2              | 2          |          | <input type="checkbox"/>            |
| new1           | new pay multi code x2 | 2          | Saturday | <input type="checkbox"/>            |
| new3           | new pay 3             | 3          |          | <input type="checkbox"/>            |
| new4           | sd edit               | 5          |          | <input type="checkbox"/>            |
| SBTim          | Lots of overtime      | 99         |          | <input type="checkbox"/>            |

### Adding a Pay Multiplier Code

- 1 Click New.
- 2 Enter the pay multiplier code, description, multiplier, and type.
- 3 Indicate whether this code is the system default. The system automatically saves the new code.

### Editing a Pay Multiplier Code

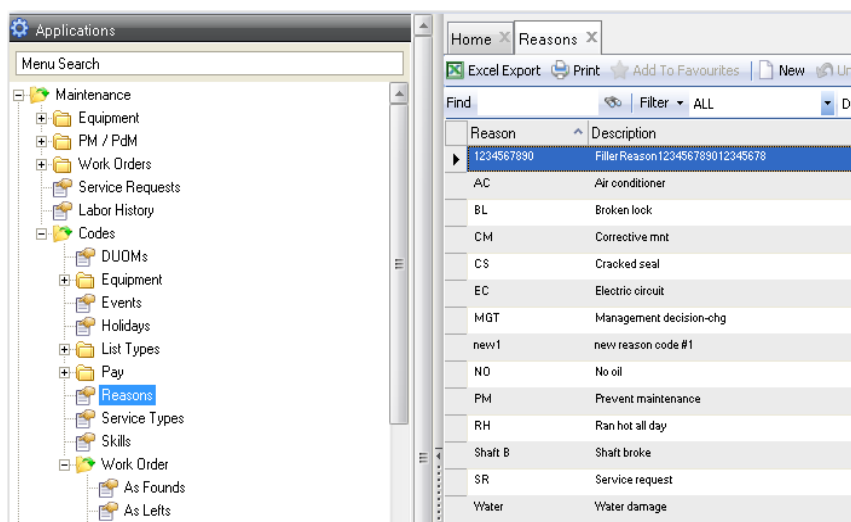
- 1 Double-click the code to edit.
- 2 Update the pay multiplier, description, or type.
- 3 Indicate whether this code is the system default. The system automatically saves the updated code.

## Reasons

The Reasons lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Reasons.

Maintenance uses the reason code for more detailed explanation of downtime. Use it for reporting and filtering purposes within a work order.

**Fig. 3.82**  
Codes: Reasons



### Adding a Reasons Code

- 1 Click New.
- 2 Enter the reason and description. The system automatically saves the new code.

### Editing a Reasons Code

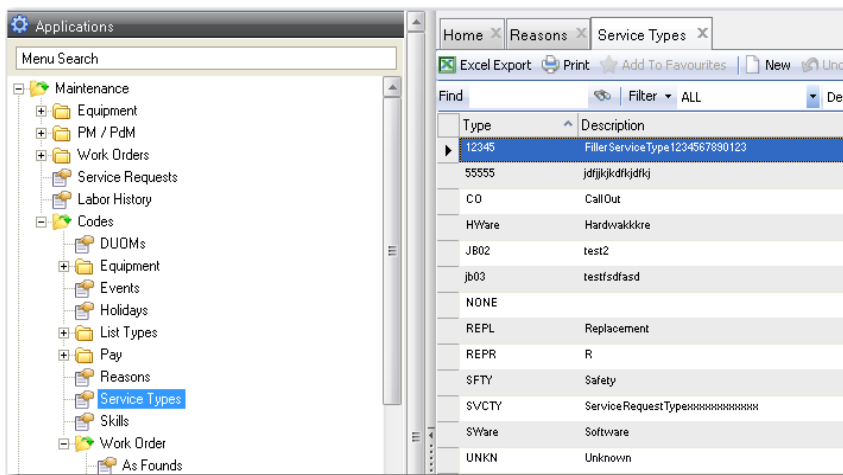
- 1 Double-click the code to edit.
- 2 Update the reason description. The system automatically saves the updated code.

### Service Types

The Service Types lookup displays only in the Service Request module. You can add or edit codes in Maintenance|Codes|Service Types.

Use the Service Types lookup table to designate the type of service request.

**Fig. 3.83**  
Codes: Service Types



### Adding a Service Type Code

- 1 Click New.
- 2 Enter the type and description. The system automatically saves the new code.

### Editing a Service Type Code

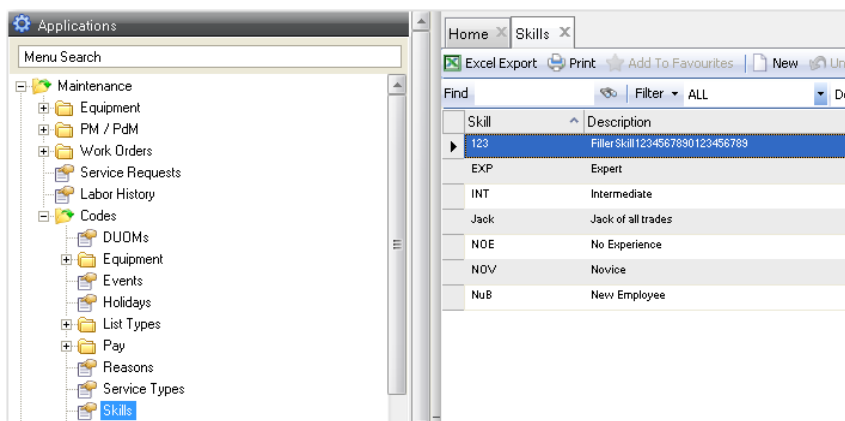
- 1 Double-click the code to edit.
- 2 Update the type description. The system automatically saves the updated code.

### Skills

The Skills lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Skills.

Use Skills to further define an employee's capabilities within a craft. For instance, if an employee's craft code is mechanic, enter an Expert skill level. You can associate the skill code with a master parts list with a craft code followed by a skill code, or to a work order's instruction list.

**Fig. 3.84**  
Codes: Skills



### Adding a Skills Code

- 1 Click New.
- 2 Enter the skill and description. The system automatically saves the new code.

### Editing a Skills Code

- 1 Double-click the code to edit.
- 2 Update the skills description. The system automatically saves the updated code.

### Work Order

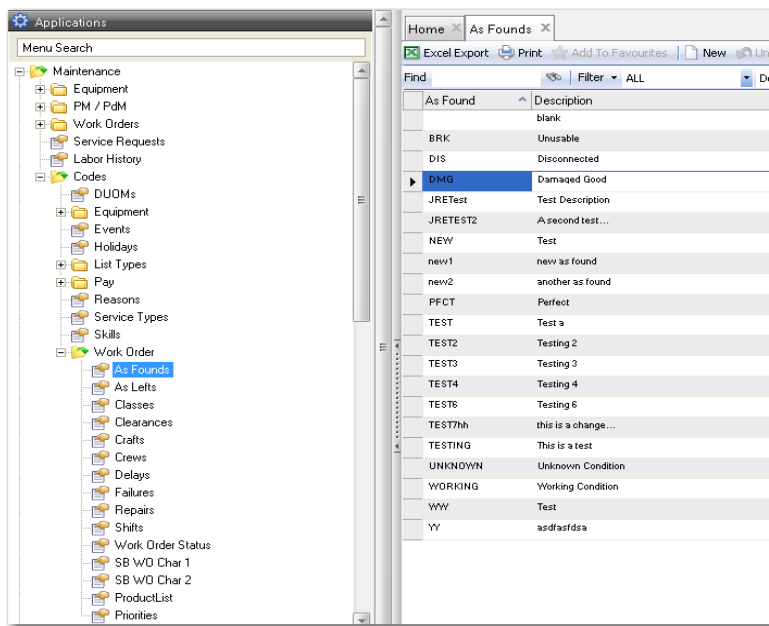
Work Order includes As Finds, As Lefts, Classes, Clearances, Crafts, Crews, Delays, Failures, Repairs, Shifts, Statuses, Character 1, and Character 2. You can add or edit codes in Maintenance|Codes.

### As Finds

The As Finds lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|As Finds.

Technicians use the As Found table to specify the condition of the equipment as repairs begin.

**Fig. 3.85**  
Codes: As Founds



### Adding an As Found Code

- 1 Click New.
- 2 Enter the part type and description. The system automatically saves the new code.

### Editing an As Found Code

- 1 Double-click the code to edit.
- 2 Update the part type description. The system automatically saves the updated code.

### As Lefts

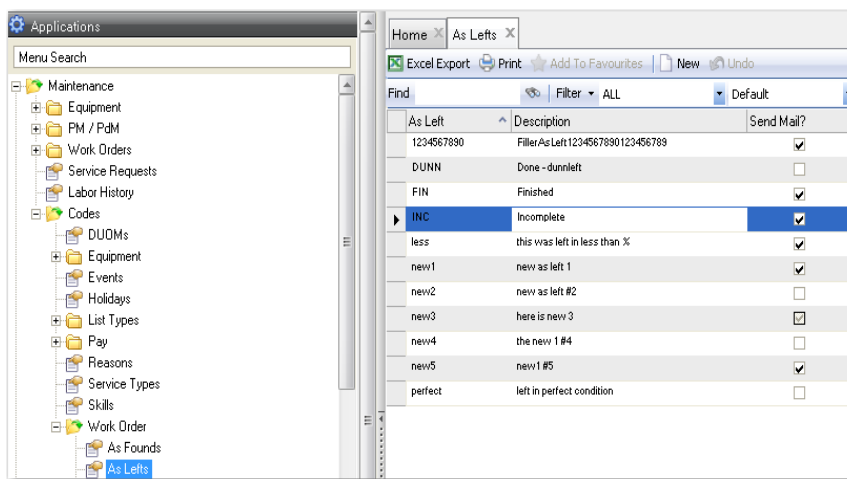
The As Lefts lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|As Lefts.

Associate the As Left code with an e-mail.

If a work order As Left code specifies notification, then EAM e-mails the user or group to notify, usually because something more needs to be done.

For instance, set an As Left code of Incomplete to Send Mail? = Yes.

**Fig. 3.86**  
Codes: As Lefts



### Adding an As Left Code

- 1 Click New.
- 2 Enter the as left and description.
- 3 Select the mail check box to notify. The system automatically saves the new code.

### Editing an As Left Code

- 1 Double-click the code to edit.
- 2 Enter the as left description.
- 3 Select the mail check box to notify. The system automatically saves the updated code.

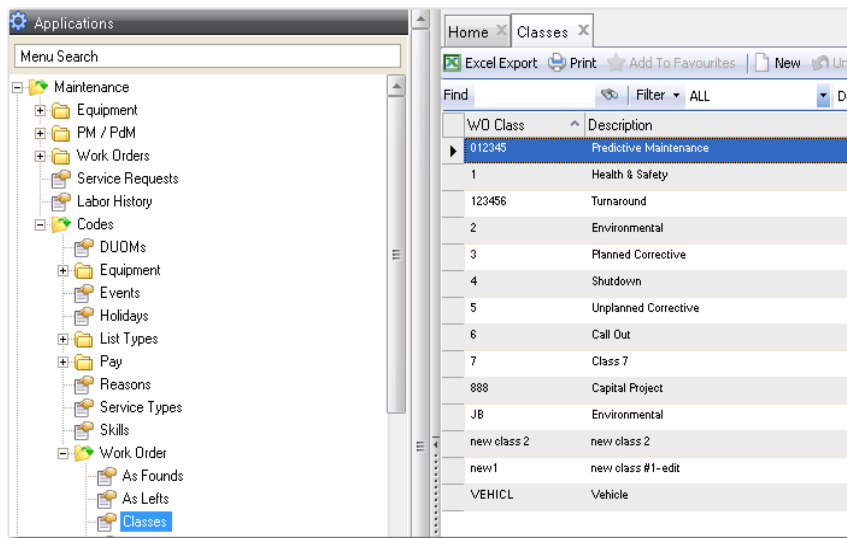
## Classes

The Classes lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Classes.

Inventory uses Classes to group common parts together.



**Fig. 3.87**  
Codes: Classes



### Adding a Class Code

- 1 Click New.
- 2 Enter the WO class and description. The system automatically saves the new code.

### Editing a Class Code

- 1 Double-click the code to edit.
- 2 Update the WO class description. The system automatically saves the updated code.

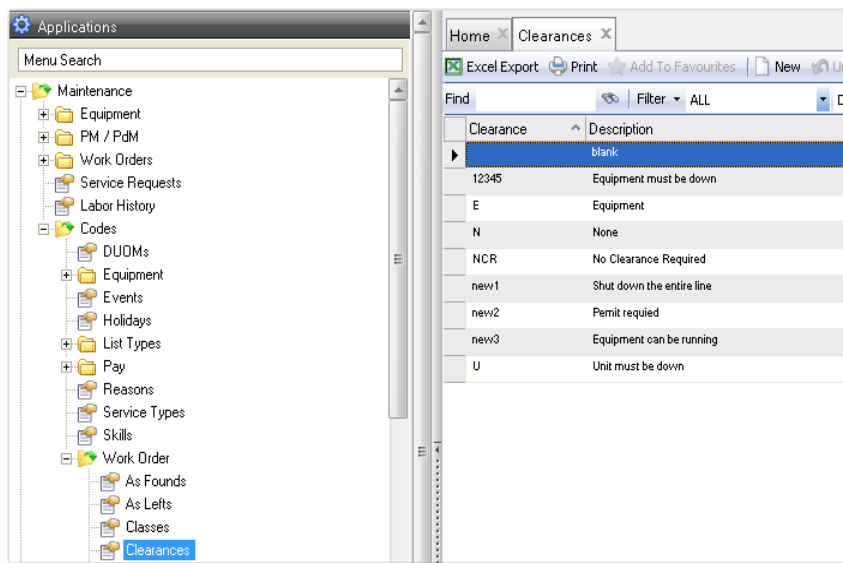
### Clearances

The Clearances lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Clearances.

Use Clearances to specify the type of clearance required to perform work on a piece of equipment. Preventive Maintenance and Work Order use this information.

For instance, clearances could include the following statements: you can run machinery while performing this type of work, shut down the machinery, or shut down the entire line. This information provides an additional level of safety.

**Fig. 3.88**  
Codes: Clearances



#### Adding a Clearance Code

- 1 Click New.
- 2 Enter the clearance and description. The system automatically saves the new code.

#### Editing a Clearance Code

- 1 Double-click the code to edit.
- 2 Update the clearance description. The system automatically saves the updated code.

#### Crafts

The DUOMs lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Crafts.

Use Crafts to assign and post labor in EAM. Each craft code or number is also associated with a regular pay rate. Plan Cost on the work order instruction list and in MILs use pay rate in their calculations.

**Fig. 3.89**  
Codes: Crafts

| Craft No | Description                      | Reg Pay Rate |
|----------|----------------------------------|--------------|
| 12345    | Filler Craft 1234567890123456789 | 9999         |
| 4444     | Julia's test                     | 0            |
| 4455     | Julia's test2                    | 0            |
| BIOL     | Biologist                        | 0            |
| CARP     | Carpenter                        | 50           |
| CHEM     | Chemist                          | 5.25         |
| CNTRC    | CONTRACTOR                       | 10           |
| CONTR    | CONTRACTOR                       | 10           |
| CW       | CAR WASHER                       | 10           |
| DRFT     | Drafter                          | 15           |
| ELEC     | Electrician                      | 0            |
| ELEC1    | ELECTRICIAN 1                    | 15.5         |
| ELEC2    | ELECTRICIAN 2                    | 14.5         |
| ENGR     | Engineer                         | 45           |
| GEOL     | Geologist                        | 65.25        |
| GK       | GROUND'S KEEPER                  | 15           |
| HAC      | HEATING/AIR CONDITIONING         | 15           |
| HIMAL    | Himalayan Kitty                  | 50           |

### Adding a Craft Code

- 1 Click New.
- 2 Enter the craft number, description, and pay rate. The system automatically saves the new code.

### Editing a Craft Code

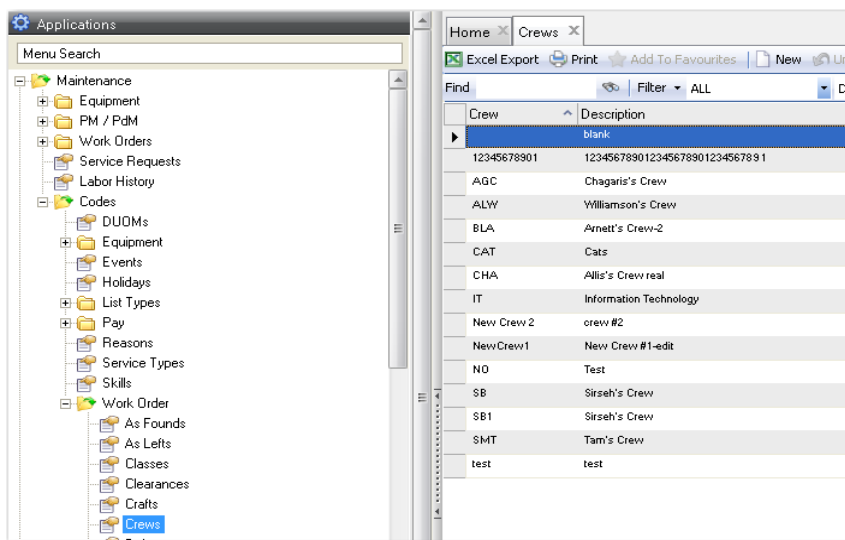
- 1 Double-click the code to edit.
- 2 Update the craft number, description, or pay rate. The system automatically saves the updated code.

### Crews

The Crews lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Crews.

Use Crews to associate crew codes with work orders or PM templates.

**Fig. 3.90**  
Codes: Crews



#### Adding a Crew Code

- 1 Click New.
- 2 Enter the crew and description. The system automatically saves the new code.

#### Editing a Crew Code

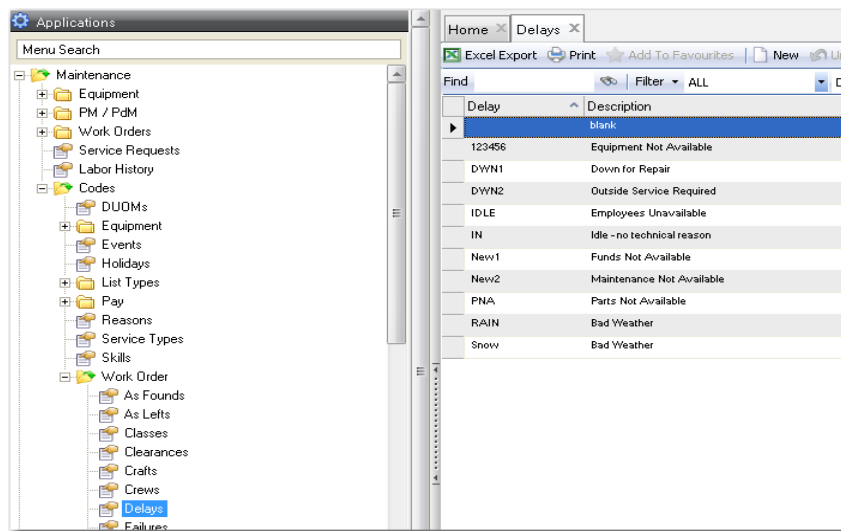
- 1 Double-click the code to edit.
- 2 Update the crew or description. The system automatically saves the updated code.

### Delays

The Delays lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Delays.

Use Delay to describe a reason for delay on work.

**Fig. 3.91**  
Codes: Delays



### Adding a Delay Code

- 1 Click New.
- 2 Enter the delay and description. The system automatically saves the new code.

### Editing a Delay Code

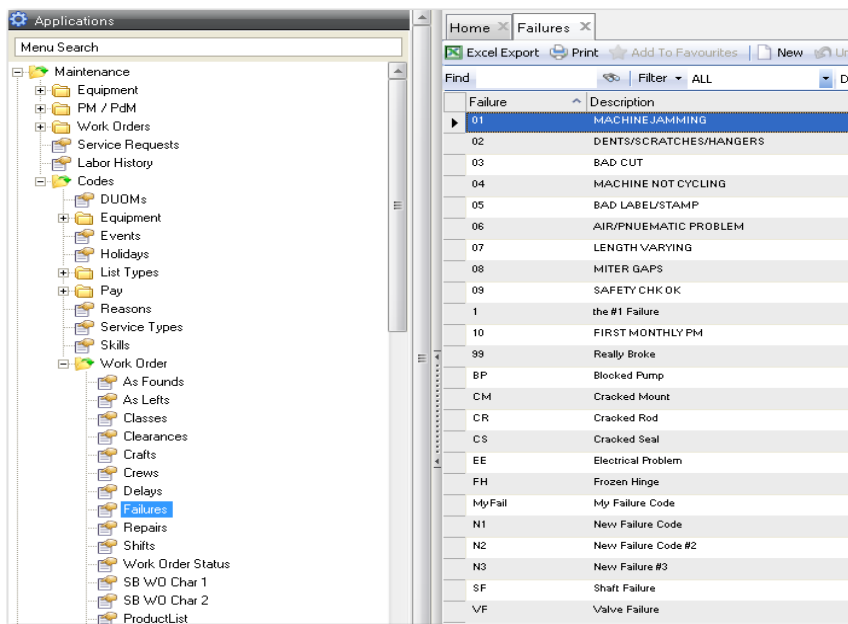
- 1 Double-click the code to edit.
- 2 Update the delay description. The system automatically saves the updated code.

## Failures

The Failures lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Failures.

Use this code to explain the cause of a failure or breakdown. The code usually indicates the part or component that failed.

**Fig. 3.92**  
Codes: Failures



### Adding a Failure Code

- 1 Click New.
- 2 Enter the failure and description. The system automatically saves the new code.

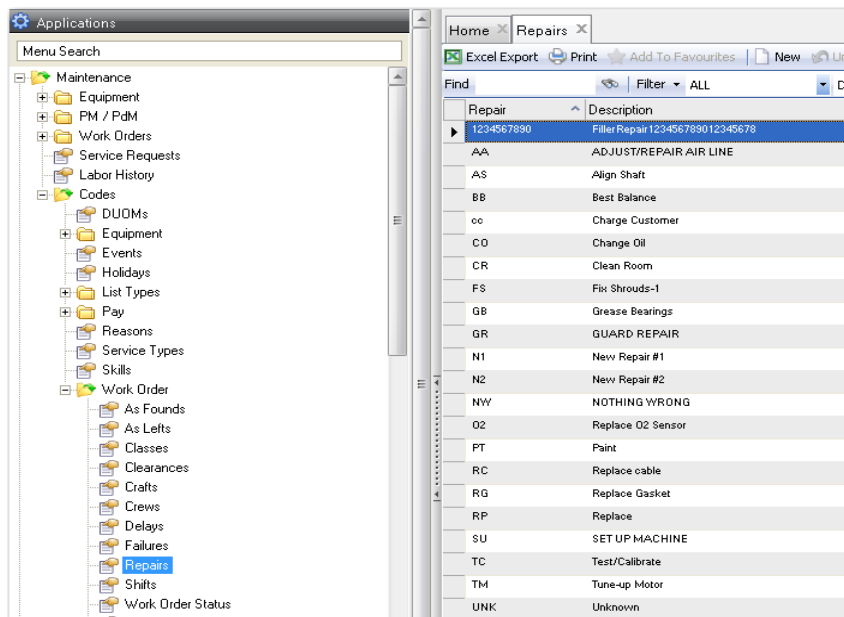
### Editing a Failure Code

- 1 Double-click the code to edit.
- 2 Update the failure or description. The system automatically saves the updated code.

### Repairs

The Repairs lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Repairs. Use repair codes to provide detailed information for Failure Analysis. Use Repair to classify the type of repair required to fix the existing problem on the equipment.

**Fig. 3.93**  
Codes: Repairs



### Adding a Repair Code

- 1 Click New.
- 2 Enter the repair and description. The system automatically saves the new code.

### Editing a Repair Code

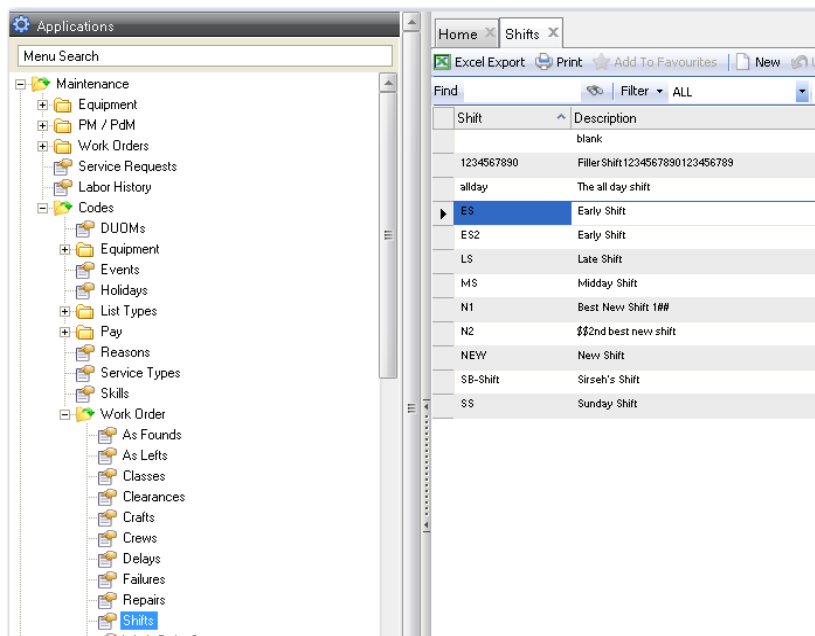
- 1 Double-click the code to edit.
- 2 Update the repair description. The system automatically saves the updated code.

### Shifts

The Shifts lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Shifts.

Use Shifts to determine when an employee is available to be scheduled for work. Shifts displays in PM Templates and Work Order modules.

**Fig. 3.94**  
Codes: Shifts



#### Adding a Shift Code

- 1 Click New.
- 2 Enter the shift and description. The system automatically saves the new code.

#### Editing a Shift Code

- 1 Double-click the code to edit.
- 2 Update the shift description. The system automatically saves the updated code.

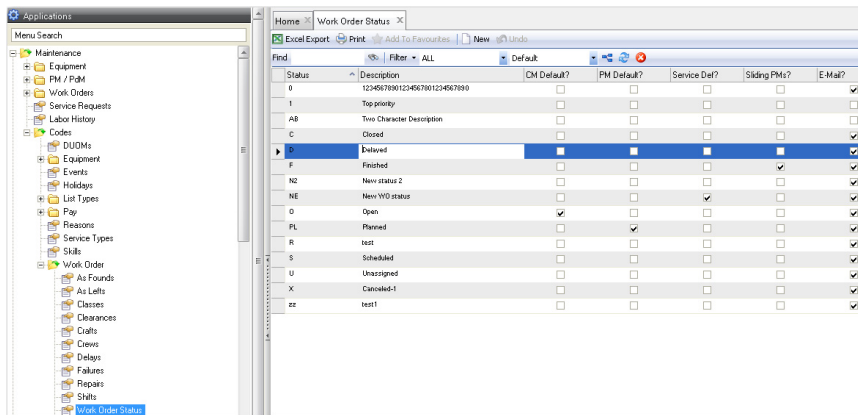
### Statuses

The Statuses lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Statuses.

Permanent default work order statuses are Closed, Finished, and Canceled. Status Codes can also contain specific functionality. Determine the default status to use to create a Service Request, a CM and a PM work order. This code can also specify which status, C or F, of a PM work order triggers the update of the associated sliding PM template.



**Fig. 3.95**  
Codes: Work Order Status



### Adding a WO Status Code

- 1 Click New.
- 2 Enter the status and description.
- 3 Select the check boxes to indicate that this status is a CM, PM, or Service default.
- 4 Select the check box to indicate which status to use for a sliding PM.
- 5 Select the check box to notify with changes. The system automatically saves the new code.

### Editing a WO Status Code

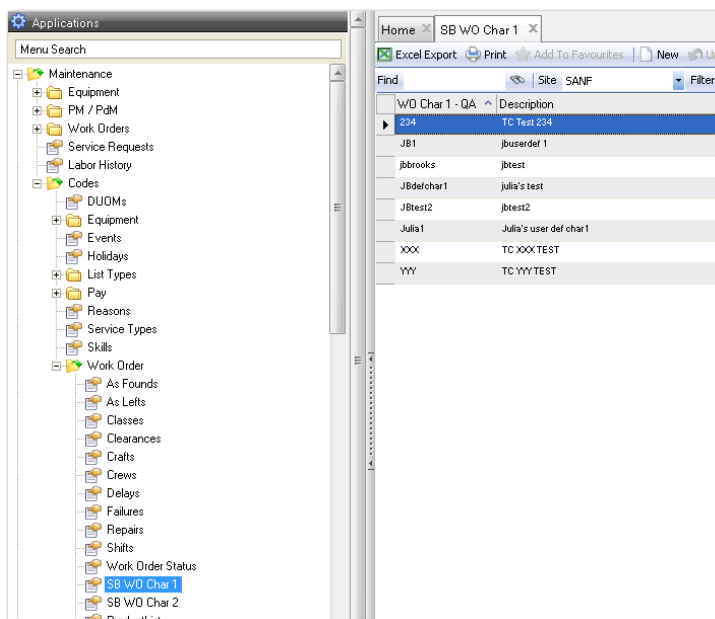
- 1 Double-click the code to edit.
- 2 Update the status description.
- 3 Select the check boxes to indicate that this status is a CM, PM, or Service default.
- 4 Select the check box to indicate which status to use for a sliding PM.
- 5 Select the check box to notify with changes. The system automatically saves the updated code.

### Character 1

The Character 1 lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Character 1.

Character 1 is a user defined field.

**Fig. 3.96**  
Codes: Character 1



### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the character and description. The system automatically saves the new code.

### Editing a Character 1 Code

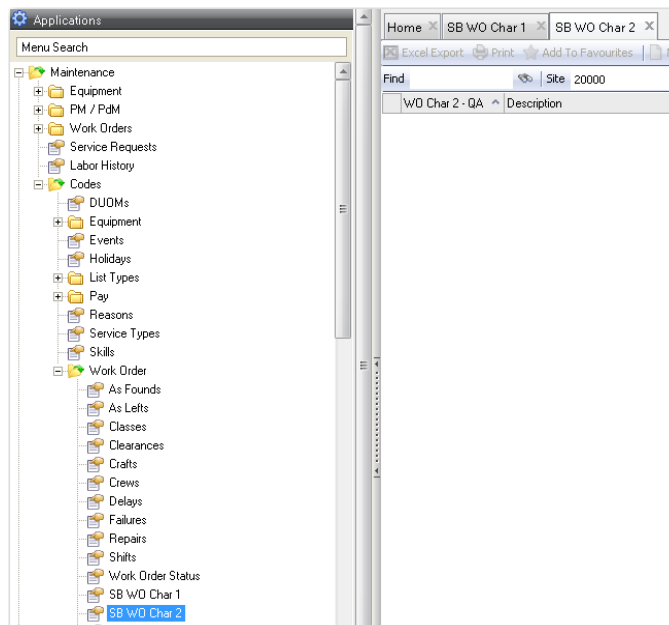
- 1 Double-click the code to edit.
- 2 Update the character description. The system automatically saves the updated code.

## Character 2

The Character 2 lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Character 2.

Character 2 is a user defined field.

**Fig. 3.97**  
Codes: Character 2



#### Adding a Character 2 Code

- 1 Click New.
- 2 Enter the character and description. The system automatically saves the new code.

#### Editing a Character 2 Code

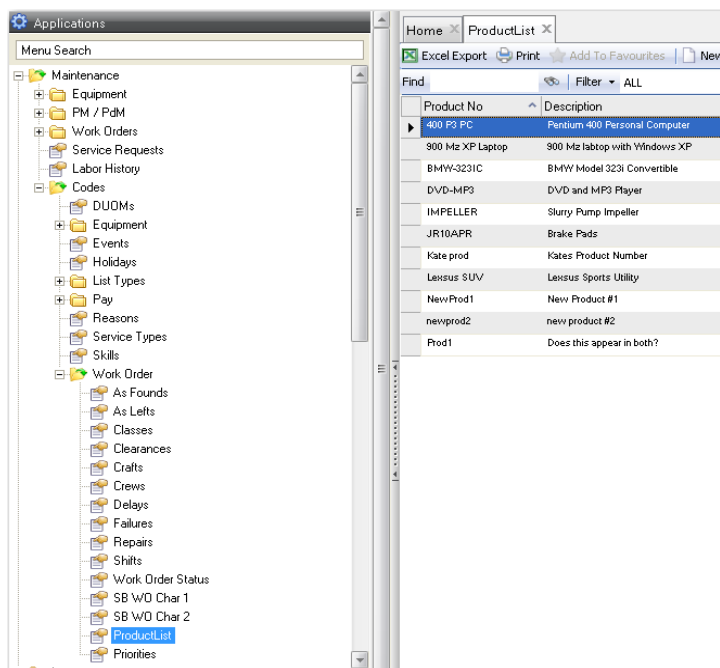
- 1 Double-click the code to edit.
- 2 Update the character description. The system automatically saves the updated code.

#### Product List

The Product List lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Product list.

Use Product List to create product number codes. Each code refers to a product produced by a piece of equipment established in EAM; for instance, a die used in a press. Management can run reports based on the product being produced by the piece of equipment.

**Fig. 3.98**  
Codes: Product List



### Adding a Product List Code

- 1 Click New.
- 2 Enter the product list and description. The system automatically saves the new code.

### Editing a Product List Code

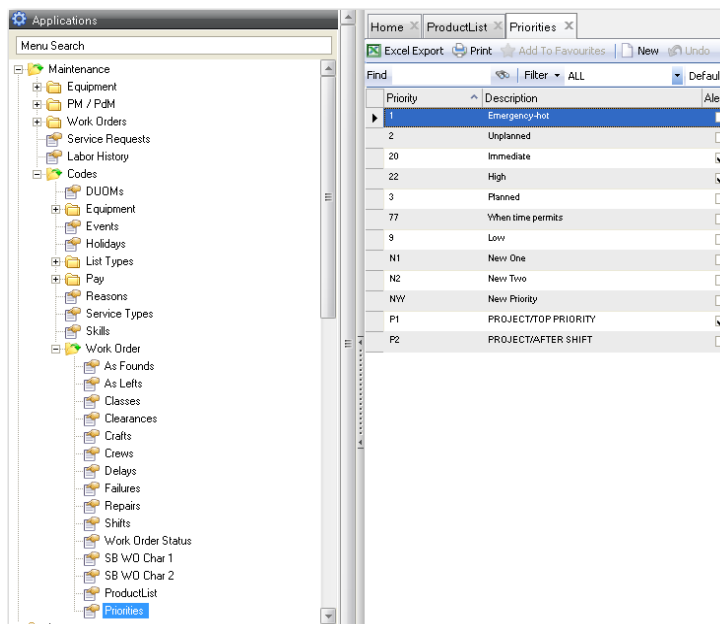
- 1 Double-click the code to edit.
- 2 Update the product list description. The system automatically saves the updated code.

### Priorities

The Priorities lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|Priorities.

Equipment, PM Template, Work Order, and Service Request modules use priorities to rank work orders. Priority is copied to the work order from the equipment record, PM template, or service request. You can add or modify a priority code to specific work orders.

**Fig. 3.99**  
Codes: Priorities



### Adding a Priority Code

- 1 Click New.
- 2 Enter the priority and description. The system automatically saves the new code.

### Editing a Priority Code

- 1 Double-click the code to edit.
- 2 Update the priority description. The system automatically saves the updated code.



# Inventory

This section discusses the following Inventory module topics:

***Inventory* 126**

***Issue Inventory* 127**

***Physical Inventory* 143**

***Stock Replenishment* 147**

***Stores Requisition Lists* 153**

***Stores Requisition Approval Groups* 159**

***Rebuild Locations* 161**

***UOM Conversions* 164**

***Codes* 165**

## Inventory

Use Inventory to store Maintenance, Repair, and Operational (MRO) part records. EAM classifies and catalogs parts with unique part numbers.

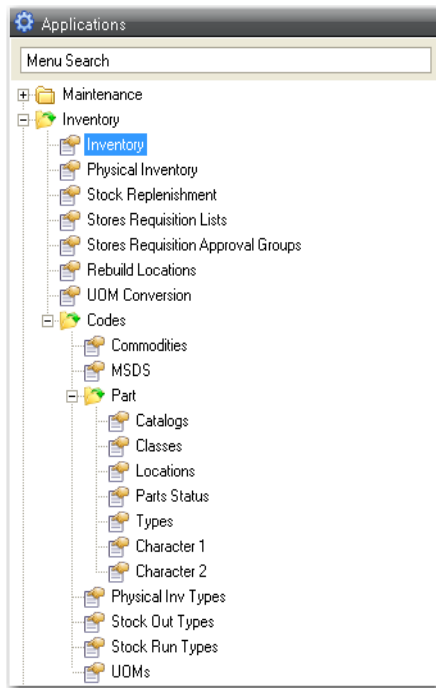
**Fig. 4.1**  
Inventory Top-Level Process Map



EAM maintains inventory quantities by issuing parts, returning parts, or making adjustments to inventory levels. MRO inventory records integrate with other EAM modules. For example, users requesting parts from Maintenance can check availability in Inventory Stores. Inventory integrates with the Purchasing module to display delivery dates of parts on-order.



**Fig. 4.2**  
Inventory Menu



The Inventory Menu includes the following submenus:

- “Issue Inventory” on page 127
- “Physical Inventory” on page 143
- “Stock Replenishment” on page 147
- “Stores Requisition Lists” on page 153
- “Stores Requisition Approval Groups” on page 159
- “Rebuild Locations” on page 161
- “UOM Conversions” on page 164
- “Codes” on page 165

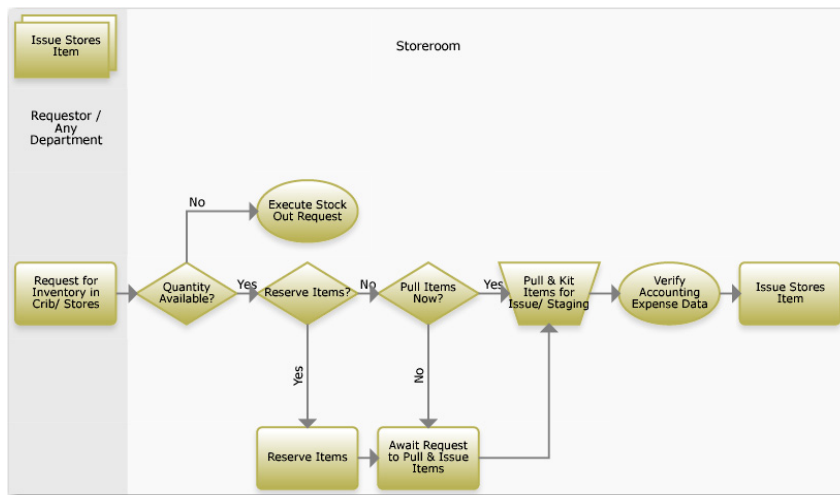
## Issue Inventory

Use Issue Inventory to issue parts or subtract parts from the current quantity on hand and charge them out against an account structure, work order, equipment, or project.

### Issuing Inventory

Issue inventory from stores by verifying whether the item is in stock or will require restocking.

**Fig. 4.3**  
Issue Stores Item Process Map



- 1 Request inventory from the crib or storeroom.
- 2 If the item is not available, execute a stock-out request.
- 3 If the item is available in the quantity requested, reserve or pull it.
- 4 You can:
  - a Reserve the item for a future date. Request it when you are ready.
  - b Pull the item now.
- 5 Pull and kit items for issue and staging.
- 6 Verify expense accounting data.
- 7 Issue the item.

## Creating an Inventory Record

- 1 Click New to open a blank inventory record.
- 2 Assign the part number.
- 3 Verify the correct site.
- 4 Enter information into relevant fields on the tabs.
- 5 Click Save.

## Editing an Inventory Record

- 1 Double-click a record from the browse or click Edit to open the inventory record detail.
- 2 Verify the part number.
- 3 Verify the correct site.



**Fig. 4.6**  
Issue Inventory Detail

| To          |           | Requestor       |        |
|-------------|-----------|-----------------|--------|
| To Site     | SANF      | Requestor       | sysadm |
| * WO No     | 0         | Stores Req No   | 0      |
| Reserved    | 0         | Equip No        |        |
| Rebuild     |           | Serialized Part |        |
| Serial No   |           | Project No      |        |
| Job No      |           | System          |        |
| Assembly    |           | Expense Site    | ATL    |
| Dept        | ATLDPT    | Cost Center     | A100   |
| * Acct No   | 1044      | Sub Acct No     | ATL    |
| From        |           | OH Group        |        |
| Source Site | SANF      | OH Group        |        |
| Qty         | 0.0000    | Part No         | 0000   |
| UOM         | ea        | Location        | BR-01A |
| On Hand     | 158       | UOM Cost        | 0.08   |
| Date        | 1/30/2009 |                 |        |
| Comment     |           |                 |        |

**To Site.** Issue the part to this site.

**Requestor.** This field contains the employee number of the person requesting the part.

**WO No.** Issue and expense the part against this work order number.

**Stores Requisition Number.** Stores requisitions have unique numbers. Charge the part to this stores requisition.

**Reserved.** This field displays the quantity of the part reserved by the system.

**Equipment Number.** The unique equipment number to which the part is charged.

**Rebuild.** If this issue transaction is expensed to a serialized part, identify the current rebuild location of the part.

**Serialized Part.** This is the serialized part to which the part is charged.

**Serial Number.** The serial number of the part with which the work order is associated.

**Project Number.** If the part is associated with a project, identify that project here.

**Job Number.** The number by which a specific job is identified in a part transaction.

**System.** Use this field to identify a major component on a piece of equipment. You can direct a part transaction to equipment, specifically to its system.

**Assembly.** Use assembly to break the system code into smaller components. You can direct a part transaction to equipment, specifically to its system and assembly codes.

**Expense Site.** This field defaults to the current site, but you can charge parts to another site.

**Department.** The department to which the cost on the part transaction is charged.

**Cost Center.** The cost center to which the cost on a part transaction is charged.

**Account Number.** The account number to which the part transaction is charged.

**Sub Account Number.** A sub-account number that is used in conjunction with an account number. This is the sub-account number to which the costs on the part transaction is charged.

**Source Site.** This field contains the site from which a user receives a part.

**Overhead Group.** This field contains the part's overhead group, if there is one associated with this.

**Quantity.** This field displays the quantity of parts to issue.

**Part Number.** Identifies the number for the part to issue.

**UOM.** This field displays the unit of measure with which to issue parts. For instance, you buy parts in boxes, but you issue them individually or in units of each.

**Location.** This field indicates the part's bin location.

**On Hand.** This field displays how many of this part are currently available.

**UOM Cost.** This field displays this part's cost per unit or issue cost.

**Date.** This field displays today's date.

**Comment.** Add comments about this action.

#### Return to Inventory

Use this option to put an unused part back into inventory.

#### Relocate

Use this option to send a part to another site, or to move a part between store room locations in one site.

#### Receive from Relocation

Use this option to receive a part from another site.

#### Receive from Work Order

Use this option to receive a fabricated part from a work order added to build that part.

#### Return to Work Order

Use this option to return a fabricated part to a work order added to build that part.

#### Adjust

Use this option to adjust the inventory level for this part.

#### Transfer Ownership

Use this option to indicate another owner for the consigned part.

#### Modify Consignment

Use this option to modify a part's consignment information.

### Modify Cost

Use this option to change the part's cost, generating general ledger entries based on the changes.

**Note** Use this option only with approval from your Finance department.

## Global Expense Account

Use this option to add an expense element- Site, Department, Cost Center, Account or Sub-account- to the highlighted part records. Charge this accounting data when the part is issued.

## Copy Part Across Sites

Use this option to copy the part number and description to one or more different sites with locations.

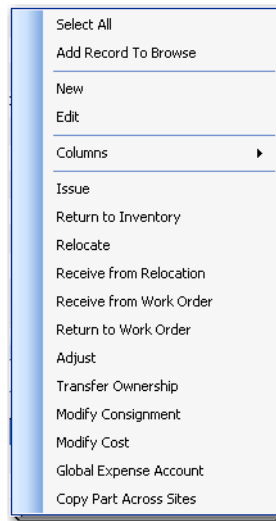
**Fig. 4.7**  
Copy Part Across Sites

[illegible]

## Inventory Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 4.8**  
Inventory Right-Click Menu



### New

Use New to create a new inventory record.

### Edit

Use Edit to edit the selected inventory record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Issue, Return to Inventory, Relocate, Receive from Relocation, Receive from Work Order, Return to Work Order, Adjust, Transfer Ownership, Modify Consignment, Modify Cost, Copy Part Across Sites, and Global Expense Account are options from the Action menu.

## Inventory Record Detail

The record detail contains information about the part. The part number and current site display above the associated tabs.

**Fig. 4.9**  
Inventory Record Detail

## Inventory Tabs

Inventory contains six tabs: General, Stock Detail, Codes, Cost, PO Text, and User Defined. Add new records or edit existing ones.

### Inventory Tab: General

Use this tab to record inventory order information.

**Fig. 4.10**  
Inventory: General Tab

**Description.** This field contains the part's primary description.

**Buyer.** Use the lookup to select the buyer's employee ID.

**Buyer Name.** The system displays the buyer's name in this field.

**Lead Days.** This field refers to the number of days a vendor requires to deliver an ordered part.

**Status.** Select the user-defined status code (such as active, inactive, or no longer used) from the lookup.

**Critical?.** This field classifies a part as critical.



**Sole Source?** Selecting sole source expedites the purchasing process.

**Serialized?** Select this check box if you can track this part with a serial number.

**Consignment?** This field indicates if this part is consigned.

**Note** You cannot select both consignment and serialized for the same part.

**Source.** Select vendor to buy, or internal to build this part.

**Area.** This field refers to an internal build or fabrication location.

**Note** Area is required for an internally sourced part.

**Pri Vendor.** The system displays the primary vendor ID.

**Vendor Part Number.** The system displays the number the vendor uses to identify this part.

**Manufacturer.** The system displays the manufacturer for the part.

**Manufacturer Part Number.** The system displays the number the manufacturer uses to identify this part.

**Initial Location.** This field refers to the bin location of the part.

### Inventory Tab: Stock Detail

Use this tab to enter stocking information for a part.

**Fig. 4.11**  
Inventory: Stock Detail Tab

| Stock Detail  |           |               |                      |
|---------------|-----------|---------------|----------------------|
| <b>Levels</b> |           |               |                      |
| On Hand       | 0         | Reorder Point | 10                   |
| Reserved      | 0         | Min Order Qty | 5                    |
| Available     | 0         | Safety Stock  | 5                    |
| Short         | 0         | Mgt Max Qty   | 15                   |
| Planned Order | 0         | Order Unit    | 5                    |
| On Order      | 0         |               |                      |
| <b>Detail</b> |           |               |                      |
| Issue UOM     | EA        | Last Physical |                      |
| Last Received |           | Order UOM     | EA                   |
| ABC Code      | B         | Last Issued   |                      |
| Physical Due  | 12/1/2007 | Date Created  | 8/3/2007 12:00:00 AM |

**On-Hand.** The system displays the quantity (in issue UOM) of this part currently in inventory at all bin locations for this site.

**Reorder Point.** Enter the quantity at which to reorder a part.

**Reserved.** The system calculates the total quantity of the part reserved on stores requisitions.

**Min Order Qty.** This field refers to the vendor-designated minimum order quantity.

**Available.** This field refers to the total quantity on-hand at all bin-locations within a site, minus the quantity on reserve.

The lowest number displayed here is zero. If there is a deficit because of attempted reserves, the system displays the quantity of that deficit in the Short field.

**Safety Stock.** Enter the minimum quantity to keep on hand for a particular part.

**Short.** The system calculates this field to show the amount of parts reserved but not available in stores.

**Example** There are 10 unreserved parts in stores and you attempt to reserve 12. Only 10 are available. The system shows a shortage of 2. The system updates the number short based on reserving, un-reserving, receiving, and issuing of a particular part.

**Mgt Max Qty.** This field refers to the optimal amount to stock through stock replenishment, a quantity pre-set by management.

*Reorder point + Minimum order quantity = Mgt max qty*

**Planned Order.** The system displays the planned order quantity for this part. It represents all requisitions with a status of P (planned).

**Order Unit.** This field displays the quantity to use to order this part.

**Example** If the order unit is 2, then the system always orders that part in increments of 2. Typically, this represents the vendor-designated minimum order quantity required to purchase the part.

**On Order.** The system displays the total quantities of a part from all purchase orders with that item listed. It represents all purchase orders with a status of O (ordered).

**Issue UOM.** This field refers to a unit of measure, such as “each,” used when issuing a part from stores.

**Last Physical.** This field refers to the date of the last physical cycle count for a part.

**Note** Physical count manually verifies or corrects the quantity listed in stock.

**Last Received.** This field refers to the date the part was last received from a purchase order.

**Order UOM.** Select the unit of measure to use when ordering parts.

**Note** You may stock the part by each, yet purchase the part in boxes. Boxes represents the ordering unit of measure. You must establish a UOM conversion before adding it in the Inventory record. For instance, the Order UOM for a part is box, and the Issue UOM is each. The multiplier is 10. When you order a box for the part, EAM converts the quantity, resulting in 10 units available.

**ABC Code.** Classify each part as A, B, or C, based on its value relative to the store inventory.

**Last Issued.** This field refers to the date when this part was last issued.

**Physical Due.** This field displays the date of the next required physical inventory.

You can search or filter for parts by the next physical inventory date.

**Date Created.** The system displays the date this inventory record was created.

### Inventory Tab: Codes

Use this tab to enter stocking information for a part.

**Fig. 4.12**  
Inventory: Codes Tab

The screenshot shows the 'Codes' tab in the 'Inventory' application. The form is divided into several sections. The 'Codes' section includes fields for 'Type' (001), 'Class', 'Commodity', 'Notify' (Anna, Stephanie Harter), 'Catalog', 'Sub Catalog', 'Planner' (2, Barry Arnett), 'MSDS No.', 'Size', 'Weight' (0), and 'Weight UOM'. The 'Settings' section has checkboxes for 'Active?' (checked), 'Warranted?' (checked), 'Add to BOM?' (checked), and 'Auto Issue?' (checked). The 'Tax' section includes 'Taxable?' (unchecked), 'Tax Code', 'Tax Usage', and 'Tax Class'.

**Type.** Use the part type for reporting and filtering purposes in inventory only. For instance, specify a type code in a filter in stock replenishment or physical inventory.

**Class.** Use the part class for filtering and ordering purposes in inventory only.

**Commodity.** Group general classifications of parts with this user-defined table in inventory, requisition, and vendor modules. Associate a part with a user-defined commodity code copied to a requisition for that specific part. Associate vendors with a list of codes for commodities that they can supply to your company.

**Notify.** Notify this user ID or group by e-mail when inventory stock drops to or below the reorder point or safety stock.

**Catalog.** The inventory table is hierarchical. The higher level, catalog, can be a broad grouping of parts.

**Sub Catalog.** The lower level, sub-catalog, consists of types in the catalog.

**Size.** Select the size to assign to a part.

**Planner.** The system displays the employee name or code for the planner and populates the name field.

**MSDS No.** This field refers to a user-defined table of MSDS (Material Safety Data Sheet) codes tied to descriptions.

**Note** MSDS sheets may be stored elsewhere in the organization. EAM cross-references these sheets.

**Planner Name.** The system displays the name of the planner you select from the lookup.

**Notify.** Notify this user ID or group by e-mail when inventory stock drops to or below the reorder point or safety stock.

**Weight.** This field displays the weight of the part.

**Weight UOM.** This field displays the weight unit of measure for this part; for instance, pounds or kilograms.

**Active?.** This field indicates whether a particular part is active. Inactive parts do not display in the lookup.

**Add to BOM?** Select the check box to add the part to the equipment bill of materials on issue.

**Auto Issue?** Select this option to determine whether to auto issue and expense this non-inventoried part on receipt.

**Taxable?** If the part is taxable, select this check box.

**Tax Code.** The system copies the tax code for the part to the requisition for the part, unless assigned a project tax code. If the part has a special tax status, add a tax code to the part. Typically leave a part's tax code field blank.

**Tax Class.** The system copies the tax class for the part to the requisition.

**Tax Usage.** The system copies the tax usage for the part to the requisition.

### Inventory Tab: Cost

Use this tab to list unique accounting data for a part.

**Fig. 4.13**  
Inventory: Cost Tab

| Cost                   |      |                 |     |
|------------------------|------|-----------------|-----|
| <b>Inventory</b>       |      |                 |     |
| Inv Dept               | 4321 | Inv Cost Cntr   |     |
| Inv Acct No            | 1040 | Inv Sub Acct    |     |
| <b>Adjustment</b>      |      |                 |     |
| Adj Dept               | 3020 | Adj Cost Center |     |
| Adj Acct No            | 1039 | Adj Sub Acct No |     |
| <b>Primary Expense</b> |      |                 |     |
| Expense Site           |      |                 |     |
| Exp Dept               |      | Exp Cost Center |     |
| Exp Acct No            |      | Exp Sub Acct No |     |
| <b>Consignment</b>     |      |                 |     |
| Cons Asset Dept        |      | Cons Asset CC   |     |
| Cons Asset Acct        |      | Cons Asset Sub  |     |
| Cons Adj Dept          |      | Cons Adj CC     |     |
| Cons Adj Acct          |      | Cons Adj Sub    |     |
| <b>Cost</b>            |      |                 |     |
| Cost                   | 53.8 | OH Group        | FOH |
| Fixed                  | 2.5  | Rate (%)        | 0   |
| Total Cost             | 0    | Est Freight     | 0   |

**Inventory.** Typically, you leave Inventory fields blank, unless you intend to debit accounting data that is different from the system default upon receipt.

**Inventory Dept.** Transfer the inventory value upon receipt of the part to this inventory department code.

**Inventory Acct No.** Transfer the inventory value upon receipt of the part to this account. At issue, EAM credits the cost of the part from the inventory account number and that value is redirected or expensed to the entity that will consume that part (for instance, equipment, project, work order).

**Inventory Cost Cntr.** Transfer the inventory value upon receipt of the part to this cost center. At issue, EAM credits the cost of the part from the inventory account number and that value is redirected or expensed to the entity that will consume that part (for instance, equipment, project, work order).

*Inventory Sub Acct.* This field refers to the sub-account to which the part's inventory value is associated.

**Note** If the inventory accounting data changes, the system prompts you to create new records and GL transactions.

**Adjustment.** Typically, you leave Adjustment fields blank, unless you intend to debit accounting data different from the system default upon receipt.

*Adj Department.* This field refers to the department affected by an inventory adjustment transaction.

*Adj Acct No.* This field refers to the account number affected by an inventory adjustment transaction, manually or through the Physical Inventory module. This account overrides the system default adjustment account.

*Adj Cost Center.* This field refers to the cost center affected by an inventory adjustment transaction, manually or through the Physical Inventory module. This cost center overrides the system default adjustment cost center.

*Adj Sub Acct No.* This field refers to the sub-account number affected by an inventory adjustment transaction, manually or through the Physical Inventory module.

**Expense.** Expense fields are display-only. Data comes from the Accounts Sub Detail screen. Use this information for parts such as consumables not charged directly to a project, equipment or work order. You can set up more than one expense accounting combination, but one must be the Primary.

*Expense Site.* Charge this part to the site you indicate here.

*Exp Dept.* Charge the primary department for this part.

*Exp Acct No.* Charge this primary account number when issuing this part from stores.

*Exp Cost Center.* Charge the primary cost center when issuing this part from stores.

*Exp Sub Acct No.* Charge the primary sub-account number when issuing this part from stores.

**Consignment.** Suppliers stock inventory at the customer site, but do not bill the customer until inventory is issued from the storeroom. This provides critical spares available on demand, with payment due at the time of issue. You need consignment inventory and adjustment accounts for consignment transactions. If there is data in these fields on the part record, it will be used on GL transactions created when an inventory transaction is done against a consignment part. Otherwise, EAM uses System Site defaults.

*Cons Asset Dept.* This field refers to the consigned asset department used for any transactions that occur for the vendor-owned stock for this part.

*Cons Adj Dept.* This field refers to the consigned adjustment department for any adjustments of the vendor-owned stock for this part.

*Cons Asset CC.* This field refers to the consigned asset cost center used for any transactions that occur for the vendor-owned stock for this vendor.

*Cons Adj CC.* This field refers to the consigned adjustment cost center used for any adjustments of the vendor-owned stock for this part.

**Cons Asset Acct.** This field refers to the consigned asset account used for any transactions that occur for the vendor-owned stock for this vendor.

**Cons Adj Acct.** This field refers to the consigned adjustment account used for any adjustments of vendor-owned stock for this part.

**Note** If the Send Cons QAD ERP 3.2? check box is clear for this vendor, the QAD ERP application does not create GL transactions.

**Cons Asset Sub.** This field refers to the consigned asset sub-account used for any transactions that occur for the vendor-owned stock for this part.

**Cons Adj Sub.** This field refers to the consigned adjustment sub-account for any adjustments of the part's vendor-owned stock.

**Cost.** This field refers to the current cost per issue UOM.

**Note** The label for this field depends on the costing method (LIFO, FIFO, weighted average).

**OH Group.** Enter the overhead group into this field.

**Total Cost.** The system multiplies the cost by the overhead percentage and adds the result to the part cost. If no overhead percentage exists for this part, the Total Cost equals the regular part cost.

**Est Freight.** Use this field to estimate freight cost on a requisition, expressed as a percentage of the part's cost.

### Inventory Tab: PO Text

Use this tab to add an expanded definition of the part.

**Fig. 4.14**  
Inventory: PO Text Tab

The screenshot shows a software window titled "PO Text". Inside the window, there is a tabbed interface. The active tab is labeled "PO Text". Within this tab, there is a section titled "Purchase Order Text". Below this title, there is a large text area. The text "These are fast movers, ship asap." is entered into this area, with "asap." highlighted in red. The text area is bordered by a thin line.

**PO Text.** Enter an expanded description, specifications, or other data for you and the supplier to identify the part. The purchase order may contain this information.

Inventory Tab: User Defined

Use the User Defined tab to track information against specific inventory in EAM. There are 10 user-defined fields.

Fig. 4.15  
Inventory: User Defined Tab

| User Defined Fields |                                     |
|---------------------|-------------------------------------|
| * Char1 for Inv     | char1-1  first char1 test           |
| Char2 for Inv       | char2-1  first char2 for test       |
| Char3 for Inv       | added char3                         |
| Char4 for Inv       | added char4                         |
| Inv Int1            | 1222                                |
| Inv Int2            | 13333                               |
| Inv Dec1            | 125.2200                            |
| Inv Dec2            | 124.2200                            |
| Inv Date            | 8/31/2007                           |
| Inv Log             | <input checked="" type="checkbox"/> |

*Character 1/2 for Inventory.* These are user-defined character fields, validated against tables that you add.

*Character 3/4 for Inventory.* These are free-form user-defined character fields, not validated against tables.

*Inventory Decimal 1/2.* These are user-defined decimal fields for inventory.

*Inventory Integer 1/2.* These are user-defined integer fields for inventory.

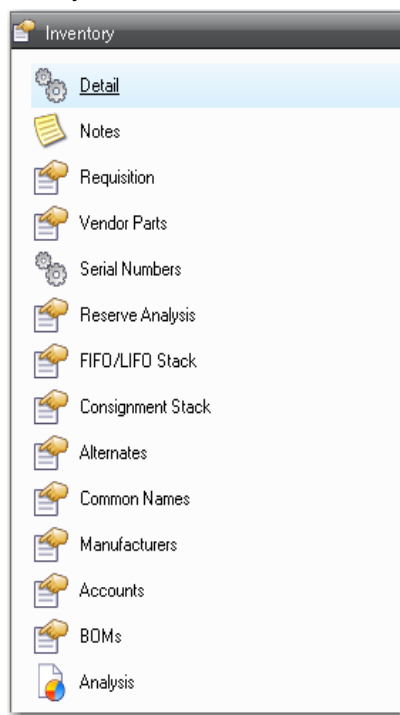
*Inventory Date.* This is a user-defined date field for inventory.

*Inventory Logic.* This is a user-defined logical field for inventory.

Inventory Submenu

The currently active option displays an underlined text label. For instance, the active option below is Detail.

**Fig. 4.16**  
Inventory Submenu



| Inventory Submenu Option | Purpose                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Detail                   | Use this option to display expanded information about an inventory record.                                                                                                                                                                                                                                                                                                  |
| Notes                    | Associate textual descriptions with records on the browse. Use notes to add additional information to any part record.                                                                                                                                                                                                                                                      |
| Requisitions             | This option lists all requisitions associated with the part.                                                                                                                                                                                                                                                                                                                |
| Vendor Parts             | You can associate an unlimited number of vendors to a specific part number in the top of the browse. Of these vendors, one is primary. The middle browse displays a list of vendor part numbers for the vendor selected in the top browse. In the bottom browse, set up pricing schedules complete with quantity ranges and an expiration date for each vendor part number. |
| Serial Numbers           | If it is a serialized part, each serial number is listed. The serial numbers sub-detail contains some of the same data as vendor parts, plus acquisition and disposition data for each serial number.                                                                                                                                                                       |
| Reserve Analysis         | Display all reserved quantities for a part for specific stores requisitions, showing number of parts reserved, date required, number of parts short, and any purchase orders and requisitions attached to a transaction.                                                                                                                                                    |
| FIFO/LIFO Stack          | This option displays the quantity and price of purchase receipts in LIFO or FIFO order for this part.                                                                                                                                                                                                                                                                       |



| Inventory Submenu Option | Purpose                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consignment Stack        | Vendors stock consignment parts at the customer's location and retain ownership until you use those parts. The system displays available consignment parts. View a part's next issue cost, depending on the vendor, based on FIFO. Also see the quantity remaining for each vendor, or that is company owned. The Consignment Stack Sub Detail is only available for parts where the Consignment field is enabled. |
| Alternates               | Cross-reference a part number in one site to a different part number in another site. This is used for organizations that do not use the same part numbering scheme across sites.                                                                                                                                                                                                                                  |
| Common Names             | Enter common names so employees can search by the names they use for certain items. For example, a sledge hammer might be commonly called: sledge (26 lb.), a persuader, or a nudger.                                                                                                                                                                                                                              |
| Manufacturers            | Cross-reference manufacturer's names and part numbers to the current part number.                                                                                                                                                                                                                                                                                                                                  |
| Accounts                 | Avoid clerical errors, such as parts issued to inappropriate account numbers and cost centers, by setting up specific expense cost center, department, account, and sub-account numbers to which this part can be issued.                                                                                                                                                                                          |
| BOMs                     | Bills of materials represent all the equipment where this part is used. Build the BOM manually or automatically by selecting the Post Equip List check box in System Administration System Control.                                                                                                                                                                                                                |
| Analysis                 | View a part's current availability, general ledger transaction history, work order usage, purchase requisition history, and stock out history.                                                                                                                                                                                                                                                                     |

## Physical Inventory

Use the physical inventory module to:

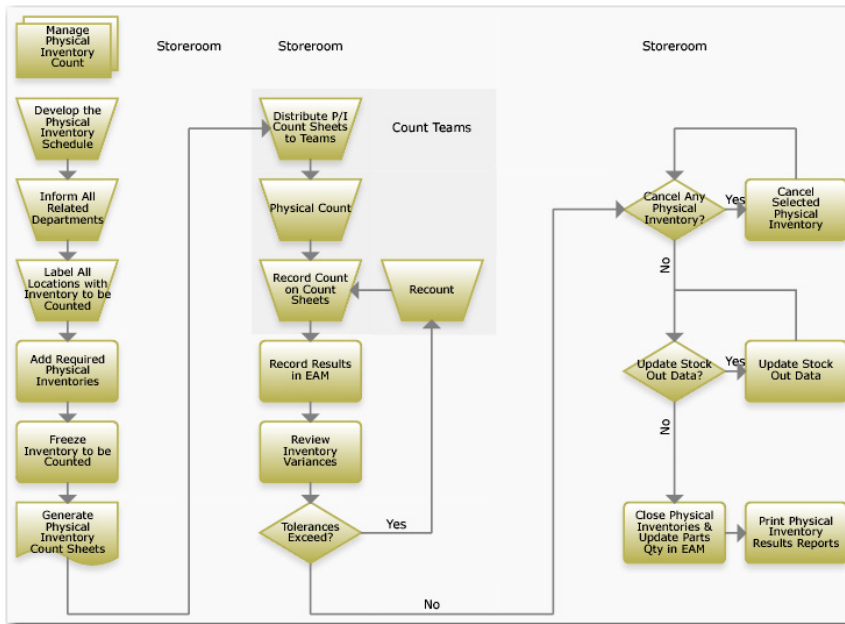
- Pick a group of parts based on user-defined criteria to count and print count sheets.
- Verify the quantity in inventory and enter count results.
- Make adjustments to the on-hand inventory quantity automatically after closing count.

EAM includes only active parts in physical inventory lists and the physical inventory add lookup.

## Managing Physical Inventory

Periodically, count the inventory in your storeroom.

**Fig. 4.17**  
Manage Physical Inventory Process Map



- 1 Develop the physical inventory schedule and inform all affected departments.
- 2 Label inventory locations with items to count.
- 3 Add required physical inventories.
- 4 Freeze inventory to count.
- 5 Generate physical inventory count sheets and distribute to teams.
- 6 Perform the physical count and compare it to records on the count sheets.
- 7 Record the results in EAM.
- 8 Review variances. If tolerances are exceeded, perform a recount.
- 9 Cancel physical inventory that requires cancellation and update stock out data.
- 10 Close physical inventories and update EAM.
- 11 Print physical inventory results reports.

## Creating a Physical Inventory Record

- 1 Click New.
- 2 Enter relevant information about the physical inventory in the top panel.

The system saves the record automatically.

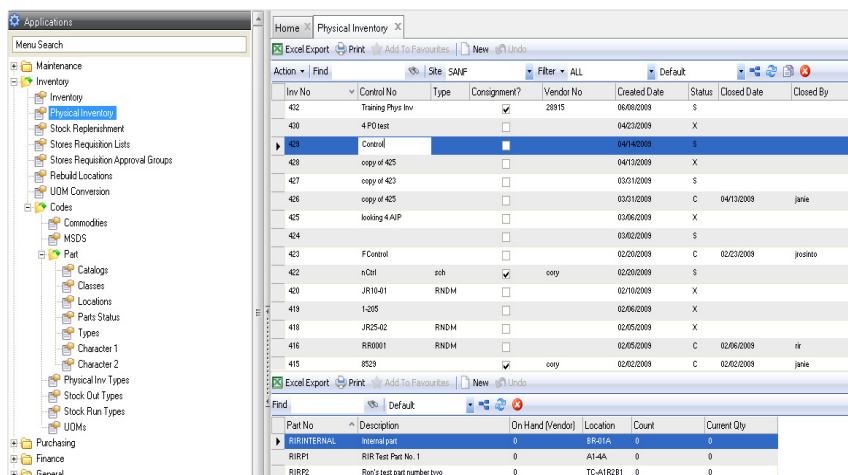
## Adding Parts to a Physical Inventory Record

- 1 Add parts to the physical inventory using the global add action in the top panel.
- 2 Add more parts to the physical inventory run in the lower panel.
- 3 Double-click a part record after you add parts.
- 4 Enter the count information into the relevant field.

## Physical Inventory Browse

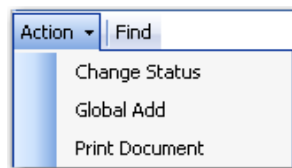
Access this browse from Inventory|Physical Inventory. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 4.18**  
Physical Inventory Browse



## Physical Inventory Action Menu

**Fig. 4.19**  
Physical Inventory Action Menu



### Change Status

EAM assigns an inventory header record status of Scheduled (S) to new Physical Inventory. You can change the status to:

- Closed (C)
- Canceled (X)

Close to adjust the counted quantities, based on what changed for the part/location. Adjust cost if needed, based on cost structure (LIFO/FIFO and so on). Cancel the physical inventory and abandon any pending transactions.

#### Global Add

Use Global Add to add a group of parts to a physical inventory run.

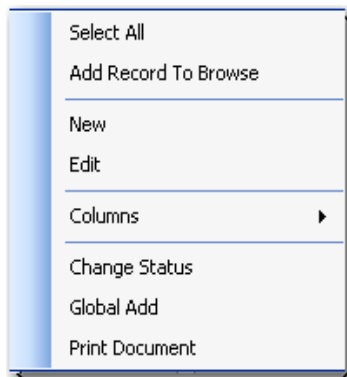
#### Print Document

Use Print Document to print a count sheet. You can also print it from Analysis|Physical Inventory|Count Sheet.

### Physical Inventory Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 4.20**  
Physical Inventory Right-Click Menu



#### New

Use New to create a new physical inventory record with a scheduled (S) status.

#### Edit

Use Edit to open the physical inventory record detail to update the vendor number, type or control number in the physical inventory header.

#### Columns

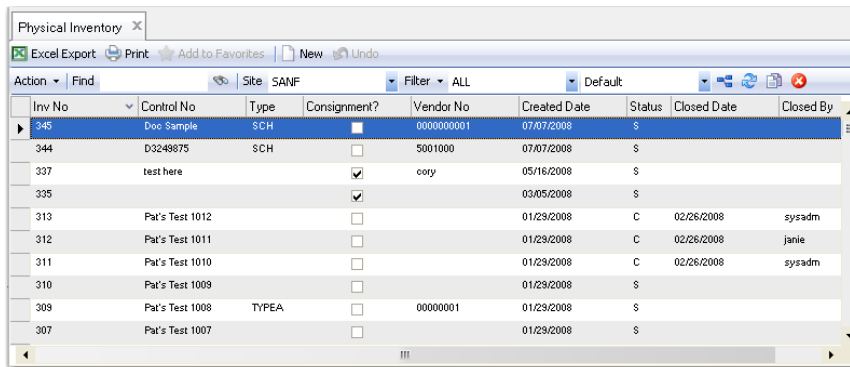
A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Change Status, Print Document, and Global Add are options from the Action menu.

## Physical Inventory Record Detail

The system increments the new physical inventory record number. Enter any other relevant information.

**Fig. 4.21**  
Physical Inventory Record Detail



The screenshot shows a software window titled "Physical Inventory" with a close button (X). Below the title bar is a menu bar with "Excel Export", "Print", "Add to Favorites", "New", and "Undo". Below the menu bar is a toolbar with "Action", "Find", "Site", "SANF", "Filter" (set to "ALL"), and "Default". The main area contains a table with the following columns: Inv No, Control No, Type, Consignment?, Vendor No, Created Date, Status, Closed Date, and Closed By. The table lists several records, with record 345 selected.

| Inv No | Control No      | Type  | Consignment?                        | Vendor No  | Created Date | Status | Closed Date | Closed By |
|--------|-----------------|-------|-------------------------------------|------------|--------------|--------|-------------|-----------|
| 345    | Doc Sample      | SCH   | <input type="checkbox"/>            | 0000000001 | 07/07/2008   | S      |             |           |
| 344    | D3249875        | SCH   | <input type="checkbox"/>            | 5001000    | 07/07/2008   | S      |             |           |
| 337    | test here       |       | <input checked="" type="checkbox"/> | cory       | 05/16/2008   | S      |             |           |
| 335    |                 |       | <input checked="" type="checkbox"/> |            | 03/05/2008   | S      |             |           |
| 313    | Pat's Test 1012 |       | <input type="checkbox"/>            |            | 01/23/2008   | C      | 02/26/2008  | sysadm    |
| 312    | Pat's Test 1011 |       | <input type="checkbox"/>            |            | 01/23/2008   | C      | 02/26/2008  | janie     |
| 311    | Pat's Test 1010 |       | <input type="checkbox"/>            |            | 01/23/2008   | C      | 02/26/2008  | sysadm    |
| 310    | Pat's Test 1009 |       | <input type="checkbox"/>            |            | 01/23/2008   | S      |             |           |
| 309    | Pat's Test 1008 | TYPEA | <input type="checkbox"/>            | 00000001   | 01/23/2008   | S      |             |           |
| 307    | Pat's Test 1007 |       | <input type="checkbox"/>            |            | 01/23/2008   | S      |             |           |

## Stock Replenishment

Use Stock Replenishment to identify parts below reorder point or safety stock level. Create requisitions or work orders to replenish depleted inventory.

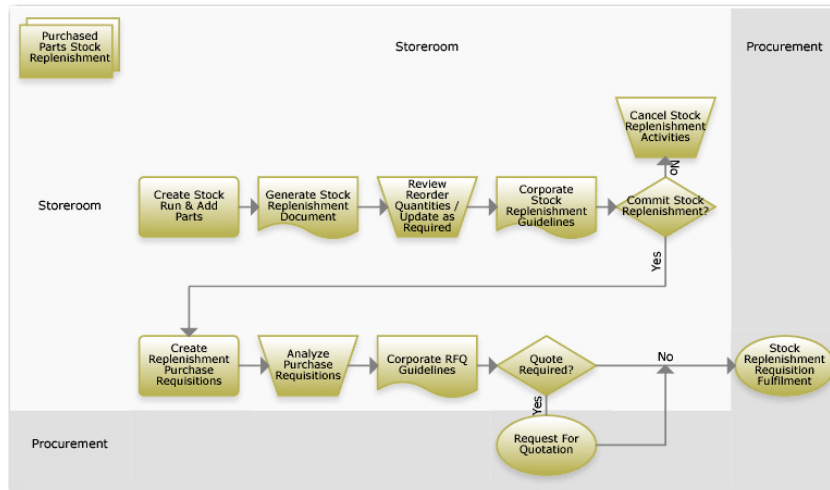
- Create a stock replenishment header or stock run in the top frame.
- Globally add parts or attach individual parts to a stock run.
- Print the list of items below reorder point or safety stock level for review in the bottom frame.

The stock run number is copied to the requisition or work order, noting its origin.

## Replenishing Purchased Stock

Verify that corporate guidelines authorize a replenishment requisition.

**Fig. 4.22**  
Purchased Stock Replenishment Process Map

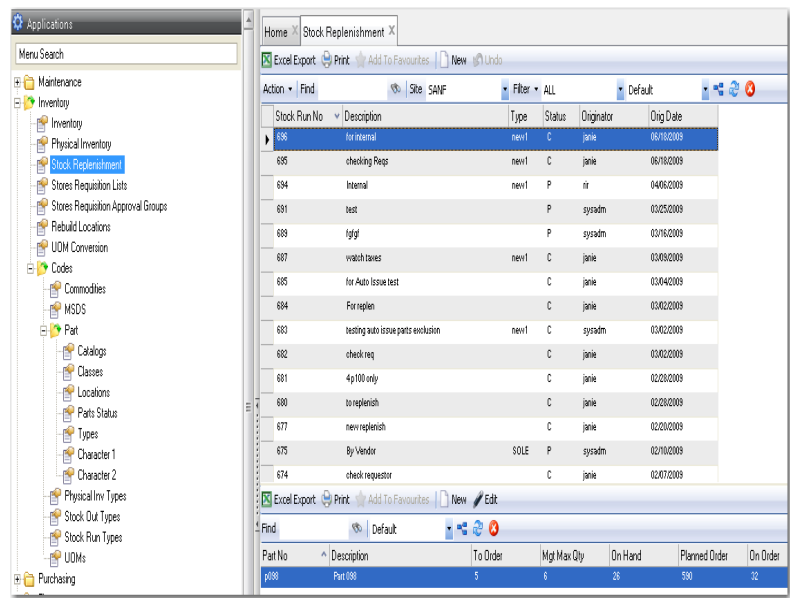


- 1 Create a stock run and add parts.
- 2 Generate a stock replenishment document.
- 3 Review and update reorder quantities, following corporate stock replenishment guidelines.
- 4 If you commit to the stock replenishment, create purchase requisitions.
- 5 Analyze purchase requisitions against corporate guidelines.
- 6 If there is a request for quotation required, obtain it.
- 7 Fulfill the stock replenishment requisition.

## Stock Replenishment Browse

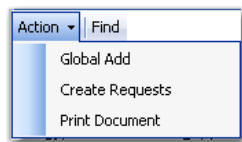
Access this browse from Inventory|Stock Replenishment. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 4.23**  
Stock Replenishment Browse



**Stock Replenishment Action Menu**

**Fig. 4.24**  
Stock Replenishment Action Menu



**Global Add**

Use Global Add to add a group of parts to a stock replenishment run. Filter for critical items, specific commodities, or selected vendors, or request the list of all items below the reorder point or safety stock level.

**Print Document**

Use Print Document to print a Stock Replenishment document. You can also print it from Analysis| Stock Replenishment.

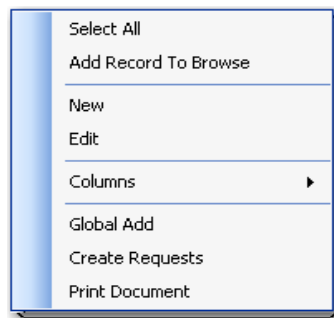
**Create Requests**

After you select the parts that need stock replenishment, use the Create Requests Action to automatically create requisitions and work orders for those parts.

**Stock Replenishment Right-Click Menu**

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 4.25**  
Stock Replenishment Right-Click Menu



### New

Use New to open the record detail to create a new stock replenishment run.

### Edit

Use Edit to update the Description, Type or Originator fields in the Stock Replenishment header.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Global Add, Print Document, and Create Requests are options from the Action menu.

## Stock Replenishment Record Detail

**Fig. 4.26**  
Stock Replenishment Record Detail

The system increments the new stock run record number, assigns planned (P) status, and fills in the originator and origination date. Enter the description, type, and update originator.

| Stock Replenishment                          |                  |        |        |            |            |
|----------------------------------------------|------------------|--------|--------|------------|------------|
| Excel Export Print Add to Favorites New Undo |                  |        |        |            |            |
| Action                                       | Find             | Site   | SANF   | Filter     | ALL        |
|                                              |                  |        |        |            | Default    |
| Stock Run No                                 | Description      | Type   | Status | Originator | Orig Date  |
| 646                                          |                  |        | P      |            |            |
| 641                                          | fasdfasd         |        | P      | sysadm     | 01/09/2008 |
| 640                                          | newone here      |        | P      | sysadm     | 12/06/2007 |
| 639                                          | new record 1206  |        | P      | sysadm     | 12/06/2007 |
| 637                                          | allows new       |        | P      | sysadm     | 11/20/2007 |
| 636                                          | new run          | td-01  | P      | sysadm     | 09/07/2007 |
| 633                                          | SR 633 multi-add | SOLE   | P      | sysadm     | 09/28/2007 |
| 631                                          | 2-do             |        | C      | sysadm     | 07/23/2007 |
| 629                                          | new stk run      | \$B001 | C      | sysadm     | 07/19/2007 |
| 623                                          | Part Specific    |        | C      | SHBuyer    | 03/08/2005 |
| 622                                          | Test             |        | C      | SHBuyer    | 03/08/2005 |

## Stock Replenishment Parts

Review and update order information about each part to replenish on the lower browse.



**Fig. 4.27**  
Stock Replenishment Tab: Parts

| Part            |                    |
|-----------------|--------------------|
| Part No         | 000 1000 big motor |
| To Order        | 1.0000             |
| Quantities      |                    |
| Mgt Max Qty     | 11                 |
| Planned Order   | 38168              |
| Reserved        | 23                 |
| Reserved Orders | 20                 |
| Pri Vendor      | 1005000            |
| W/O No          |                    |
| On Hand         | 13                 |
| On Order        | 1050.01            |
| Short           | 0                  |
| Source          | Vendor             |
| Req No          |                    |

**Part No.** This field refers to the inventory part number.

**Note** Stock replenishment does not include inactive parts. These do not display in the parts lookup in the bottom frame.

**Description.** This field displays the description from the master parts record.

**To Order.** The system calculates this field based on the management maximum quantity, minus on-hand, minus planned and ordered requisitions. You can update this field manually.

**Example** The reorder point is 10, the management maximum is 20, and the current on hand is 10. The system determines that it will take 10 parts to get the on-hand back up to the mgt max. If there are 5 parts on order, the system adds those to the on-hand quantity,  $10 + 5$ , which is 15 on-hand. Order 5 more to get the management maximum of 20.

**Mgt Max Qty.** EAM uses the value found in the part record to calculate the quantity of parts to order.

**On-Hand.** This field displays the current on-hand quantity of a specific part in the inventory bin locations.

**Planned Order.** The system displays the planned order quantity for this part. It represents all requisitions with a status of P (planned).

**On-Order.** The system adds and displays the total quantity of a part from all purchase orders with that item listed. It represents all purchase orders with a status of O (ordered).

**Reserved.** The system displays the current reserved quantity for the specific part.

**Note** 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.

**Example** If the on-hand quantity is 10 with a management max of 20, the system recommends to order 10. If 5 parts are already on-order, the system recommends to order 5. Of those 5 on-order, if 2 are reserved for a specific work order, then the system recommends to order 7.

**Short.** This system-calculated field is the total quantity reserved in all open stores requisitions beyond the current on-hand quantity availability.

For instance, the reorder point is 10 and the management max is 20. If 0 are on-hand, the system recommends to order 20. If the short quantity is 2, then the system recommends to order 22.

**Reserved Order.** Current requisitions and reserved orders comprise this calculated field.

**Source.** This field specifies the part replenishment source. There are two settings: vendor or internal.

A vendor source generates a requisition to buy the part. Internal source creates a work order to make the quantity of parts required.

**Pri Vendor.** EAM displays the primary vendor from the part master record.

**Requisition No.** The requisition header number displays in this field. After you create a request, the system adds requisitions for vendor-sourced parts. Create requests adds one requisition for each vendor listed on that stock run, and groups all vendor parts as lines on that requisition.

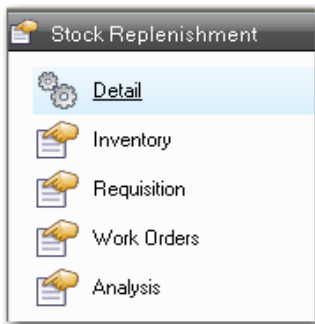
**Line No.** The requisition line number displays in this field.

**WO No.** The work order number assigned to this part displays in this field. After you use the create requests action, EAM adds work orders for each internally sourced part.

### Stock Replenishment Submenu

The currently active option displays an underlined text label. For instance, the active option below is Stock Replenishment Parts.

**Fig. 4.28**  
Stock Replenishment Submenu



| Inventory Submenu Option | Purpose                                                                 |
|--------------------------|-------------------------------------------------------------------------|
| Detail                   | Use this option to update replenishment information about a part.       |
| Inventory                | Use this option to view current inventory information about the part.   |
| Requisition              | Use this option to view current requisition information about the part. |
| Work Orders              | Use this option to view work orders associated with the part.           |
| Analysis                 | Use this option to view available reports about the part.               |

## Stores Requisition Lists

Use Stores Requisition List to internally request stock items. Create a detailed parts list for a work order or task. Print the stores requisition and use it as a stock item pick list, or process it directly online. After the items are pulled, issued and staged, the transactions are completed, expensing costs directly to the work order, equipment, expense account data, or project code. Use Stores Requisition Lists to attach multiple parts lists to a work order. Pre-plan a work order by identifying all required parts. To separate parts lists by groups of technicians, categorize mechanical parts separately from electrical parts.

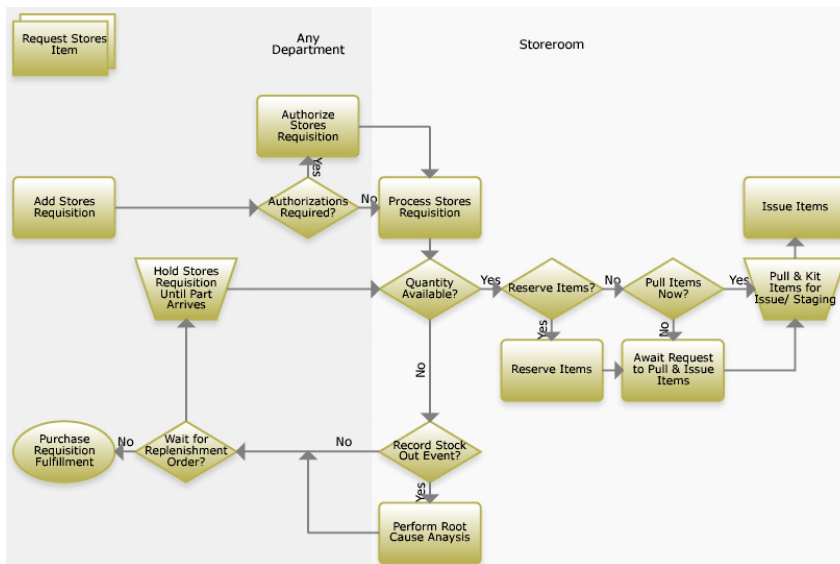
EAM automatically creates a stores requisition if you are:

- Issuing a stock part to a work order, and no stores requisition has been designated.
- Auto-issuing a non-stock part from a requisition without a contractor to a work order, and no stores requisition has been designated.
- Issuing a PM with master parts lists.

## Adding a Stores Requisition

Request a stores item following the recommended procedure, and order replenishments if needed.

**Fig. 4.29**  
Request Stores Item Process Map



- 1 Add a stores requisition to the system.
- 2 Acquire authorization and process the requisition.
- 3 If the quantity is not available:
  - a Record a stock out event, or
  - b Hold the requisition until a replenishment order is available.



### Reopen

If your system configuration uses this feature, and you have the required security level to access it, click Reopen to open the stores requisition. Highlight the status and click OK.

### Copy BOM

Use Copy BOM to copy an equipment bill of material to a new stores requisition.

### Copy Master Parts List

Use Copy Master Parts List to copy lists of parts on an MPL and add them to a new list.

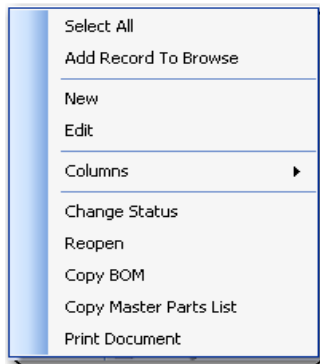
### Print Documents

Use Print Document to print a Pick List or stores requisition list. You can also print this document from Analysis|Inventory|Pick List.

## Stores Requisition List Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 4.32**  
Store Requisition Right-Click Menu



### New

Use New to create a new stores requisition.

### Edit

Use Edit to modify the stores requisition.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Change Status, Reopen, Copy BOM, Copy Master Parts List, and Print Document are options from the Action menu.

## Stores Requisition List Detail

The system increments the new stores requisition list number and defaults to the current site for the source and expense site data. Requestor defaults to the current user and today's date. Change any of this data if needed.

**Fig. 4.33**  
Stores Requisition Record Detail

## Creating a Stores Requisition List

- 1 Click New to add a stores requisition list.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

## Editing a Stores Requisition List

- 1 Double-click a record from the browse or click Edit to open the stores requisition list record detail.
- 2 Enter or update information in relevant fields on the tabs.
- 3 Click Save.

## Stores Requisition List Detail Tab

Enter information about stores to replenish on the Detail tab.

**Fig. 4.34**  
Stores Requisition Tab: Detail

**Detail**

Description: Issue stock part  
 Requestor: ABROWN BROWN, AARON  
 Source Site: US-A-1  
 Required Date: 10/9/2009  
 Status: 0  
 Source: Stores  
 Vendor No:

**Expense**

W/O No: 9  
 Project No:  
 Expense Site: US-A-1  
 Serialized Part:  
 Dept:  
 Acct No: 7200  
 System:  
 Equip No: AIRMAKEUP 1  
 Job No:  
 Rebuild:  
 Serial No:  
 Cost Center: MFG  
 Sub Acct No: Mech  
 Assembly:

**Sales Order**

Sales Order:  
 Sale Order Notify:

**Description (Detail).** Each parts list has a description. Since you can associate multiple parts lists to a work order, description helps to quickly identify the task for these parts.

**Status (Detail).** The stores requisition status code and the work order share the work order status validation table.

**Note** After you issue all parts on the child browse of the stores requisition and the issued quantity equals the planned quantity, EAM automatically changes the status of the stores requisition to C (closed). You can reopen a closed stores requisition. You can change the status of the stores requisition.

**Requestor.** This field refers to the employee who created the stores requisition list.

**Source.** This field indicates whether to source a stores requisition list internally or by an outside vendor. Options include vendor and stores. The default is stores.

**Source Site.** This field refers to the site from which to select parts and issue to a stores requisition.

**Vendor No.** This vendor is the source for the parts on the stores requisition list. You can update it only if source is Vendor.

**Required Date.** This field refers to the required date for the requested parts.

**WO No.** Associate a work order with the stores requisition list. The stores requisition inherits the work order account structure.

**Equip No.** This field refers to the equipment associated with the stores requisition list.

**Project No.** Associate a project to a stores requisition list.

**Job No.** If a specific project requires the list of parts associated with the stores requisition, associate the project number. On issue, the parts are expensed correctly to the project. Projects can have multiple jobs. Select the specific job to expense parts on issue if there is an associated project.

**Expense Site.** This field defaults to the current site, but you can charge material expenses to another site when parts issue to the stores requisition.

**Rebuild.** Send rebuildable components to this location. Associate a valid rebuild area on the stores requisition. On Issue, the parts will be directed to the rebuild location.

**Serialized Part.** Select a valid rebuild area to charge material to a serialized part. Identify the serialized part number and specific serial number. Only serialized parts currently in the rebuild area display in the lookup.

**Serial Number.** The serial number of the part with which the work order is associated.

**Dept.** This field refers to the expense department number issued to the stores requisition list. All parts issued against the stores requisition list charge to the department number on the stores requisition list.

**Note** If you use the QAD ERP application, there is not a department field associated with the general ledger number. EAM does not send the department code to the QAD ERP application. Most customers use the cost center as a department field.

**Cost Center.** This field refers to 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.

**Acct No.** This field displays 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 Acct No.** This field refers to the expense sub-account number associated with the stores requisition list. All parts issued against the stores requisition charge to the sub-account number on the stores requisition list.

**System.** If the stores requisition is for a piece of equipment, find further usage detail in the system and assembly codes. Codes reference specific locations on specific equipment. They provide an inventory breakdown for cost and where items are used.

**Assembly.** Stores requisitions for a piece of equipment contain more usage detail using the system and assembly codes. Codes reference specific locations on specific equipment. They provide an inventory breakdown for cost and where items are used. Enter a system code before you select an assembly code.

**Sales Order.** Select the correct SO from the list of sales orders in QAD ERP.

**Sales Order Notify.** Notify this user ID or group by e-mail when actions take place on a sales order.



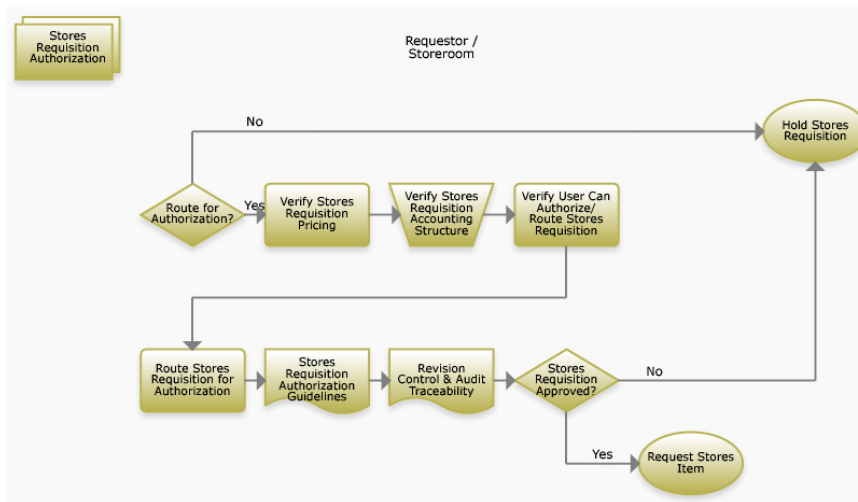
## Stores Requisition Approval Groups

Use Stores Requisition Approval Groups to create approval groups to identify users to include in the approval process. Associate stores requisition approval groups to: accounts, cost centers, users and/or projects. Depending on settings in System Site Maintenance, EAM routes authorization requests to the appropriate group. Stores Requisition Authorization helps to control spending.

### Authorizing a Stores Requisition

Authorize a stores requisition following the recommended procedure.

**Fig. 4.35**  
Authorize Stores Requisition Process Map



- 1 If the stores requisition routes for approval:
  - a Verify pricing and accounting structure.
  - b Verify that the user can authorize the stores requisition.
  - c Route the stores requisition for authorization.
  - d Verify stores requisition authorization guidelines.
  - e Submit to revision control and audit tracing.
- 2 If the stores requisition does not route or is not approved, hold it.
- 3 If the requisition is approved, route it to the storeroom for processing.

### Stores Requisition Approval Groups Browse

Access this browse from Inventory|Stores Requisition Approvals. Use it to organize and display records, to access supporting functions, and to edit or create new records.

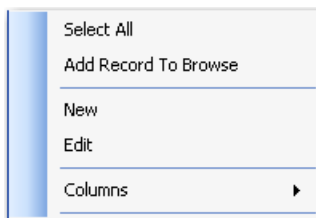
**Fig. 4.36**  
Stores Requisition Approval Groups Browse

| Stores Appr Grp  | Description                    |
|------------------|--------------------------------|
| 1                |                                |
| 1111111111111111 | test                           |
| 123              |                                |
| 123456           | 123456789123456789123456789123 |
| 123456789012     | 123456789012345678901234567890 |
| DEVELOP          | Development Dept               |
| JBTEST           | test                           |
| NMProjStores     | NM Project Stores Req Group    |
| PSO              | Professional Services Dept     |
| SBGrp            | Sirseh's Approval Group        |
| SHGRP            | Stephanie's Approval Group     |
| SUPPORT          | Support Dept                   |

### Store Requisition Approval Groups Right-Click Menu

The right-click menu contains administrative functions and options.

**Fig. 4.37**  
Store Requisition Right-Click Menu



#### New

Use New to create a new Store Requisition Approval Group record.

#### Edit

Use Edit to modify the Store Requisition Approval Group record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Creating a Store Requisition Approval Group

- 1 Click New to open a store requisition approval group.
- 2 Enter information in relevant fields on the tabs.

### Editing a Stores Requisition Approval Group

- 1 Double-click a record from the browse or click Edit to open the stores requisition approval group record detail.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

### Rebuild Locations

Use Rebuild Locations to control serialized part rebuilds, such as for motors.

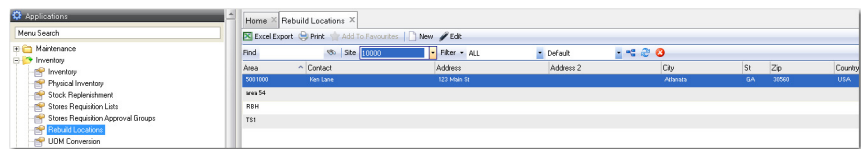
- Send parts removed from equipment to internal or external vendor locations for repair.
- Generate work orders against a rebuild location, instead of equipment, and the associated serial number for the serialized part at that location. Add work orders to build internal parts linked to a rebuild location.
- 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.

Also use Rebuild Locations when fabricating internally sourced parts.

### Rebuild Locations Browse

Access this browse from Inventory|Rebuild Locations. Use it to organize and display records, to access supporting functions, and to edit or create new records.

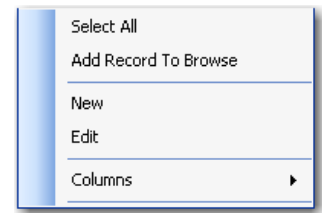
Fig. 4.38  
Rebuild Locations Browse



### Rebuild Locations Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 4.39  
Rebuild Locations Right-Click Menu



#### New

Use New to create a new Rebuild Location record.

## Edit

Use Edit to open the Rebuild Location record to edit.

## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Rebuild Locations Record Detail

**Fig. 4.40**  
Stores Requisition Record Detail

The screenshot shows a web application interface for 'Stores Requisition Record Detail'. At the top, there are tabs: 'Home', 'Rebuild Locations', and 'Site: SANF, Area: AR1%'. Below the tabs, there are input fields for 'Site' (SANF) and 'Area' (AR1%). The main form is divided into two sections: 'Detail' and 'Accounting'. The 'Detail' section contains fields for 'Vendor?' (with a dropdown arrow), 'Address', 'City', 'Zip', 'Fax', 'Contact', 'Address 2', 'St', 'Phone', and 'Country'. The 'Accounting' section contains fields for 'Expense Site' (SANF), 'Dept' (3030), 'Acct No' (3000), 'Cost Center' (0301), and 'Sub Acct No'. Each field has a small magnifying glass icon next to it, indicating a search or lookup function.

## Creating a Rebuild Location Record

- 1 Click New to open a blank rebuild location record.
- 2 Assign the area number.
- 3 Verify the current site.
- 4 Enter information into relevant fields on the tabs.
- 5 Click Save.

## Editing a Rebuild Location Record

- 1 Double-click a record from the browse or click Edit to open the rebuild location record detail.
- 2 Verify the area number.
- 3 Verify the current site.
- 4 Enter information into relevant fields on the tabs.
- 5 Click Save.

## Rebuild Locations Detail Tab

Enter information about the rebuild location on the Detail tab.

**Fig. 4.41**  
Rebuild Location Tab: Detail

| Detail    |                          |
|-----------|--------------------------|
| Vendor?   | <input type="checkbox"/> |
| Address   | <input type="text"/>     |
| City      | <input type="text"/>     |
| Zip       | <input type="text"/>     |
| Fax       | <input type="text"/>     |
| Contact   | <input type="text"/>     |
| Address 2 | <input type="text"/>     |
| St        | <input type="text"/>     |
| Phone     | <input type="text"/>     |
| Country   | <input type="text"/>     |

| Accounting   |      |
|--------------|------|
| Expense Site | SANF |
| Dept         | 3030 |
| Acct No      | 3000 |
| Cost Center  | 0301 |
| Sub Acct No  |      |

**Vendor?** This field indicates whether the rebuild is an internal or a vendor rebuild location.

**Contact.** This field refers to the individual to contact for information at the rebuild location.

**Address 2.** This field refers to additional information about the rebuild location street address, such as suite number.

**Address.** This field refers to the rebuild location street address.

**St.** This field displays the rebuild location state.

**City.** This field refers to the rebuild location city.

**Phone Number.** This field displays the phone number of the rebuild location.

**Zip.** This field displays the postal code of the rebuild location.

**Country.** Enter the country of the rebuild location.

**Fax.** This field displays the fax number for the rebuild location.

**Area.** This field refers to the rebuild location name.

**Expense Site.** Select the site to charge for the rebuild from the lookup.

**Site.** This field displays the site identified with the rebuild location. When the system creates the rebuild location, the field is read-only.

**Dept.** This field displays the department to use as the default when charging parts, labor, or contractor costs against a rebuild work order.

**Cost Center.** This field displays the default cost center when charging parts, labor, or contractors against a rebuild work order.

**Acct No.** This field displays 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.

**Sub Acct No.** This field displays the sub-account number tied back to the account number.

**Note** If you create a work order for a serial number in a rebuild location, then the default work order's account structure 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 will be 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.

## UOM Conversions

Use Unit of Measure (UOM) Conversion to automatically create a conversion when transitioning between issuing units of measure and purchasing units of measure.

For instance, parts issue out of inventory in units of each (such as individual pencils). The vendor requires the company to buy the part (pencils) in units of boxes (25 pencils to a box).

The conversion occurs when requesting 25 eaches. The system converts boxes from the vendor into eaches for issue. It converts the box price into each prices so that the cost at issue is for the individual pencil, not the box unit (order price).

### UOM Conversion Browse

Access this browse from Inventory|UOM Conversions. Use it to organize and display records, to access supporting functions, and to edit or create new records.

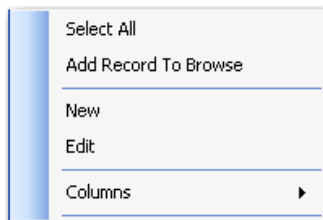
**Fig. 4.42**  
UOM Conversions Browse

| Find      | Site      | SANF           | Filter   | ALL        | Default |
|-----------|-----------|----------------|----------|------------|---------|
| Order UOM | Issue UOM | Part No        | Round By | Multiplier |         |
| 000000    | BG        |                | 1        | 0.12       |         |
| BG        | EA        | M102           | 1        | 6          |         |
| BG        | EA        | m103           | 1        | 6          |         |
| BG        | EA        |                | 1        | 10         |         |
| Bogus     | EA        |                | 1        | 5          |         |
| BOX       | CASE      | 0-0-0-0        | 1        | 0.25       |         |
| BOX       | EA        | 77             | 1        | 100        |         |
| BOX       | EA        |                | 1        | 10         |         |
| BOX       | EA        | taxed-part-uom | 1        | 10         |         |
| BOX       | EA        | rounding       | 1        | 7          |         |
| BOX       | EA        | kh123          | 1        | 24         |         |
| BOX       | EA        | x              | 1        | 20         |         |
| BOX       | EA        | Apr22          | 1        | 6          |         |
| BUNCH     | EA        |                | 0.1      | 2.5        |         |
| BOX       | EA        |                | 1        | 3          |         |
| CASE      | EA        |                | 1        | 3          |         |
| DD        | TT        |                | 1        | 1          |         |
| dozen     | Ea        | 000            | 1        | 5          |         |
| DZ        | EA        | Changed Part 3 | 1        | 12         |         |

### UOM Conversions Right-Click Menu

The right-click menu contains administrative functions and options.

**Fig. 4.43**  
UOM Conversions Right-Click Menu



## New

Use New to create a new UOM conversion record.

## Edit

Use Edit to edit the UOM conversion record.

## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Creating a UOM Conversion Record

- 1 Click New to open a blank UOM conversion record.
- 2 Enter information into relevant fields (order/issue UOM, multiplier, part number, and round by). The system automatically saves your record.

**Note** Associate a part number when it has a unique multiplier such as order = box, issue = each, and the multiplier is 15. Otherwise, all parts with a standard UOM conversion (for instance: order = dozen, issue = each, and the multiplier is 12) use the same multiplier. You need only create it once, with part number left blank.

## Editing a UOM Conversion Record

- 1 Double-click a record from the browse or click Edit to open the UOM conversion record.
- 2 Enter information into round by or multiplier fields.
- 3 Click Save.

## Codes

Use Codes to view or add supporting data to lists of codes. Codes are inventory classification tables. They group parts for filtering and/or reporting.

Codes in this section contain records for lookups on tab pages in Inventory. Depending on your permissions, you can add or edit existing records.

## Commodities

The commodity lookup displays in Inventory. Add or edit codes from Inventory|Codes|Commodities.

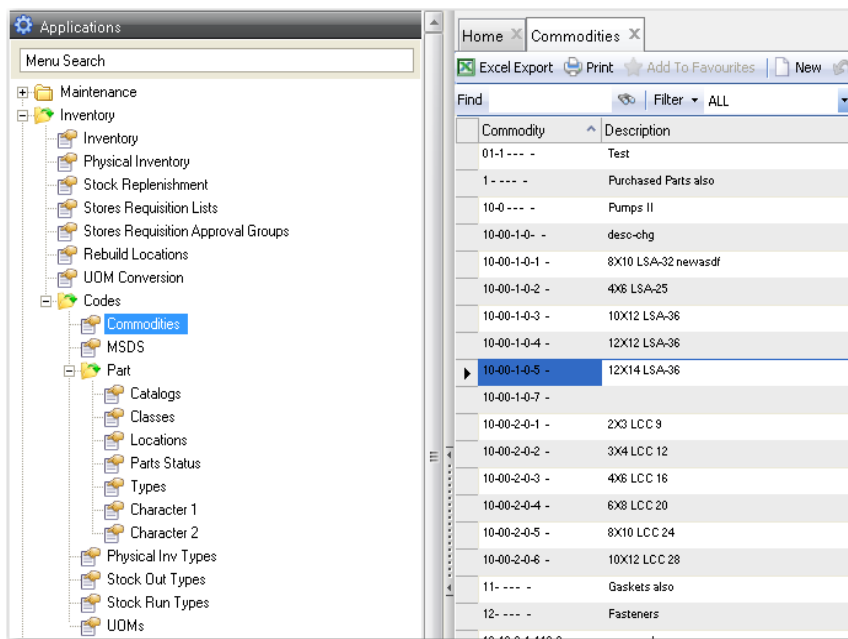
- Commodity codes group items based on the type or use of the part. Maintenance technicians use them to find or order a repair part.
- Commodity codes can be an important tool for buyers to help analyze a company's spending habits. They can also be used in the Stock Replenishment routine and in Inventory and Purchasing.

- You can format commodity codes to match industry standards. Codes can be up to fifteen characters in length, or have hierarchical structure with up to four levels of two codes.

The commodity code format displays dashes within the commodity, depending on the format definitions you establish in the System Registry. Sample commodity codes below (from the National Institute of Government Purchasing Web site) assume a format definition of 3-2-2-3-1 (Length 1- three positions or characters, Length 2- two, Length 3- two, Length 4- three, and Length 5 - one):

| Commodity       | Description                   |
|-----------------|-------------------------------|
| 620             | Office Supplies               |
| 620-80          | Pens                          |
| 620-80-21       | Pens, Ball Point              |
| 620-80-21-075-4 | Fine Point, Black Ink, 12/box |
| 620-80-21-075-3 | Fine Point, Blue Ink, 12/box  |
| 620-80-21-075-1 | Fine Point, Green Ink, 12/box |
| 620-80-21-075-0 | Fine Point, Red Ink, 12/box   |

**Fig. 4.44**  
Codes: Commodities



## Adding a Commodity Code

- 1 Click New.
- 2 Enter the code and description. The system automatically saves the new code.

## Editing a Commodity Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

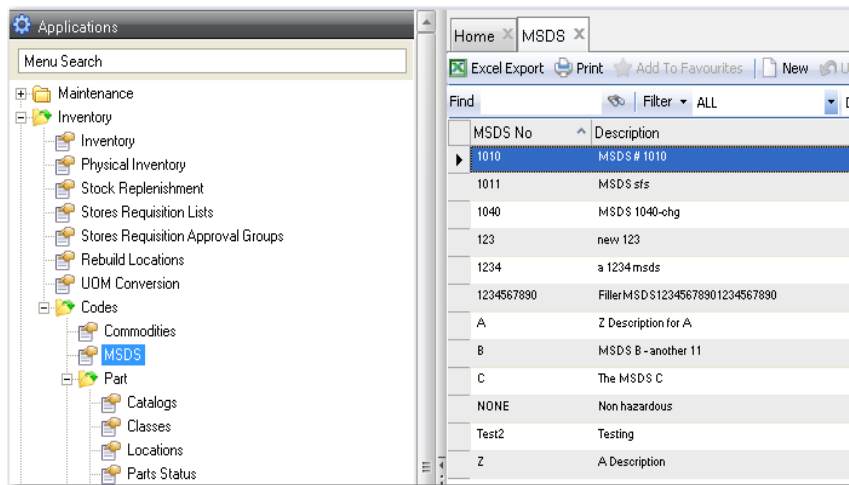


## MSDS

The Material Safety Data Sheet (MSDS) lookup displays in Inventory. Add or edit codes from Inventory|Codes|MSDS.

**Note** This code cross-references MSDSs that may be stored somewhere else in the organization.

**Fig. 4.45**  
Codes: MSDS



### Adding an MSDS Code

- 1 Click New.
- 2 Enter the code and description. The system automatically saves the new code.

### Editing an MSDS Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

## Part

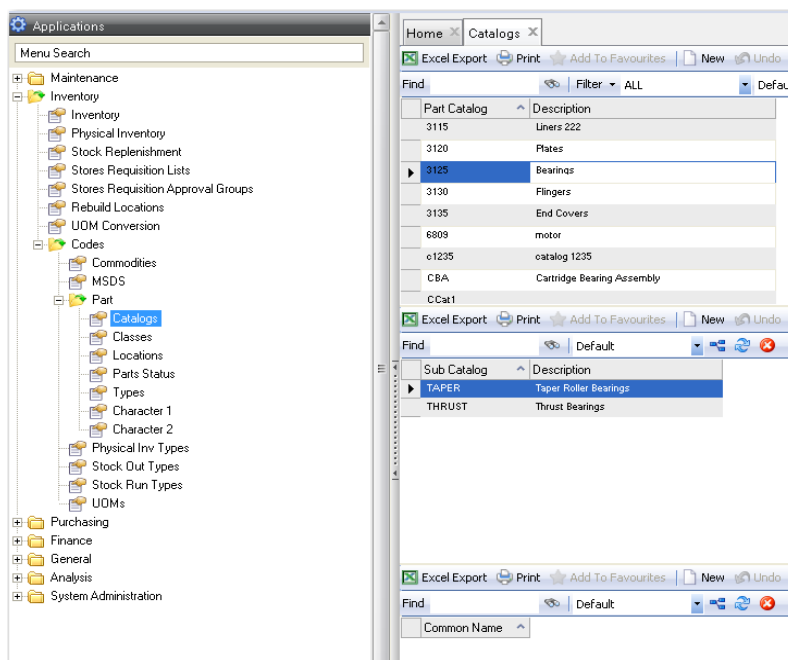
Part includes information to associate with parts, such as catalogs, classes, locations, statuses, Types, User-defined Inv Char 1 and Character 2.

### Catalogs

The Catalog lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Catalogs.

This inventory table is hierarchical. The top level can be a broad grouping of parts, and the lower level types within that group. Use Catalogs in Inventory only, for filtering and reporting purposes.

**Fig. 4.46**  
Codes: Catalogs



### Adding a Catalog Code

- 1 Click New.
- 2 Enter the part catalog and description in the top frame.
- 3 If there is a sub-catalog, enter it and its description in the middle frame.
- 4 Enter any common names in the bottom frame. The system automatically saves the new code.

**Note** The common name is associated with the sub-catalog code. The common name is a noun or an adjective to describe the catalog or sub-catalog. Sometimes users add their own names.

### Editing a Catalog Code

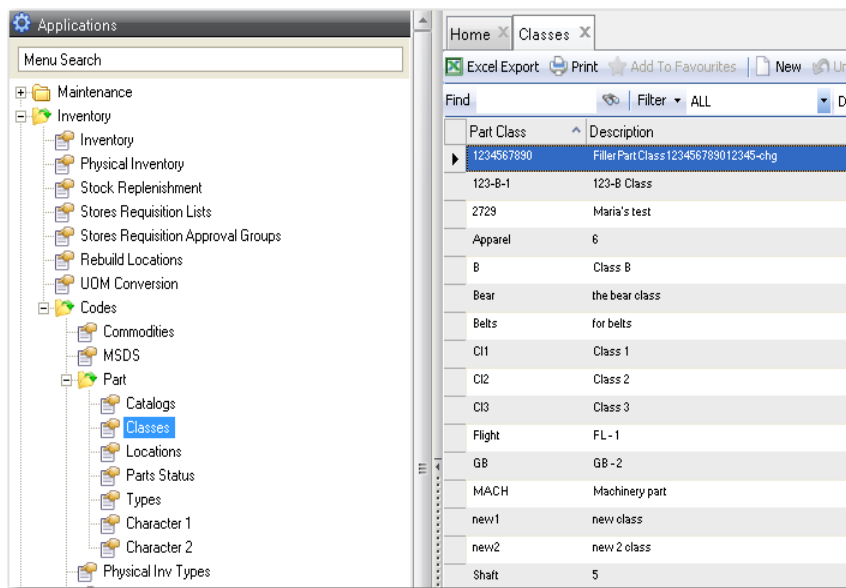
- 1 Double-click the code to edit.
- 2 Update the part catalog or description.
- 3 If there is a sub-catalog to update, enter it and its description.
- 4 Update the common name. The system automatically saves the new code.

### Classes

The Classes lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Classes.

Classes group common parts together. Part classes are in Inventory only, used for filtering and reporting purposes.

**Fig. 4.47**  
Codes: Classes



### Adding a Class Code

- 1 Click New.
- 2 Enter the part class and description. The system automatically saves the new code.

### Editing a Class Code

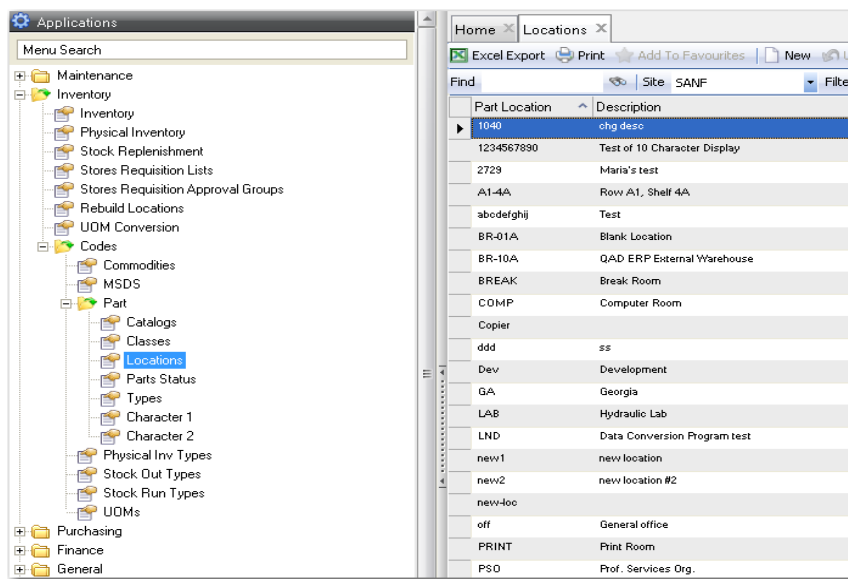
- 1 Double-click the code to edit.
- 2 Update the part class or description. The system automatically saves the updated code.

### Locations

The Locations lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Locations.

Use location to indicate the bin location of the part. Each part requires at least one location to track quantities. A current quantity is associated with the location.

**Fig. 4.48**  
Codes: Locations



### Adding a Location Code

- 1 Click New.
- 2 Enter the part location and description. The system automatically saves the new code.

### Editing a Location Code

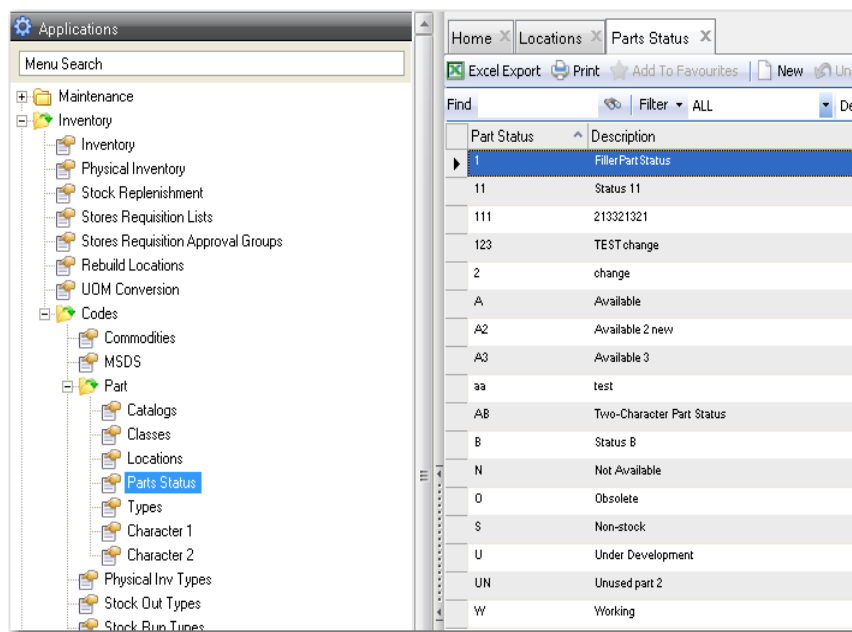
- 1 Double-click the code to edit.
- 2 Update the part location or description. The system automatically saves the updated code.

### Parts Status

The Parts Status lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Part Status.

Statuses are user-defined, such as Active (A), Inactive (I) or Obsolete (O), used for analysis and reporting purposes.

**Fig. 4.49**  
Codes: Parts Status



### Adding a Parts Status Code

- 1 Click New.
- 2 Enter the part status and description. The system automatically saves the new code.

### Editing a Parts Status Code

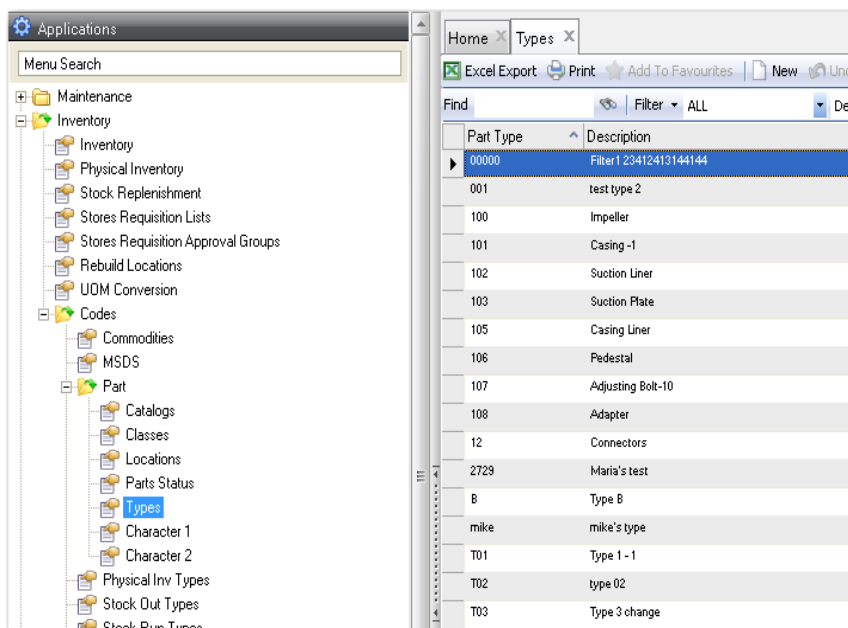
- 1 Double-click the code to edit.
- 2 Update the part status or description. The system automatically saves the updated code.

### Types

The Types lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Types.

Use types in the stock replenishment routine. Types indicate a part's functional application, used for filtering and reporting.

**Fig. 4.50**  
Codes: Types



### Adding a Type Code

- 1 Click New.
- 2 Enter the part type and description. The system automatically saves the new code.

### Editing a Type Code

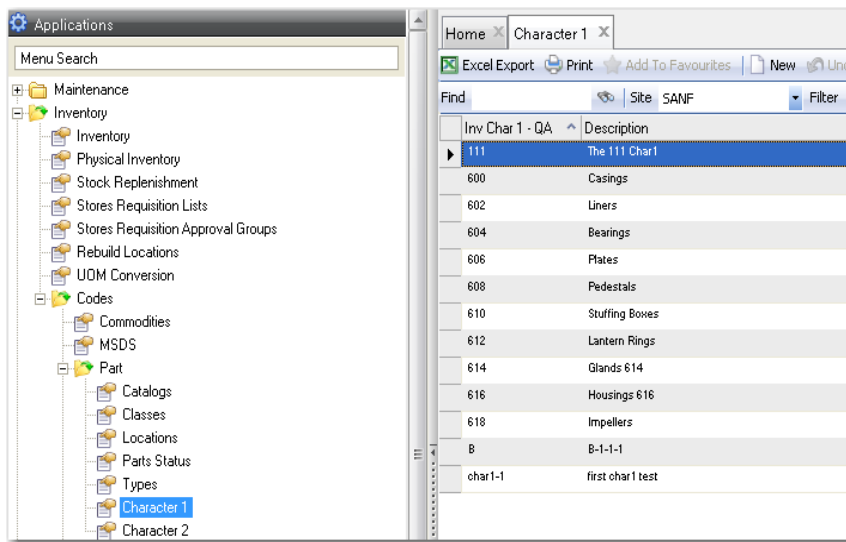
- 1 Double-click the code to edit.
- 2 Update the part type or description. The system automatically saves the updated code.

### Inv Char 1

The Inv Char 1 lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Inv Char I.

There are 70 user-defined fields in EAM. Of these, there are two Inventory tables for user-defined lookup codes. You can customize labels and build codes and descriptions.

**Fig. 4.51**  
Codes: Character 1



#### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the code and description. The system automatically saves the new code.

#### Editing a Character 1 Code

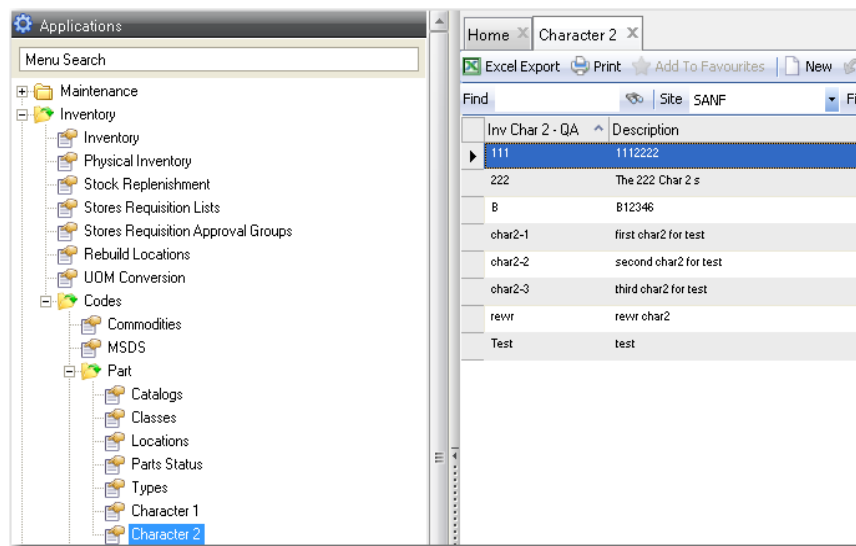
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

#### Character 2

The Character 2 lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Character 2.

There are 70 user-defined fields in EAM. Of these, there are two Inventory tables for user-defined lookup codes. You can customize labels for these two fields.

**Fig. 4.52**  
Codes: Character 2



#### Adding a Character 2 Code

- 1 Click New.
- 2 Enter the code and description. The system automatically saves the new code.

#### Editing a Character 2 Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

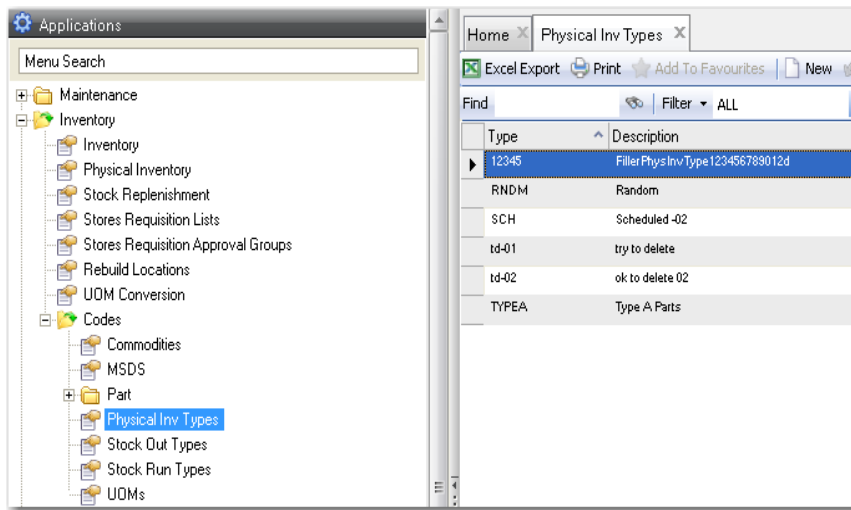
### Physical Inv Types

The Physical Inventory Types lookup displays in Inventory. Add or edit codes from Inventory|Codes|Physical Inv Types.

Use physical inventory types to classify the purpose of a physical inventory count, such as wall-to-wall or spot.



**Fig. 4.53**  
Codes: Physical Inventory Types



## Adding a Physical Inventory Type Code

- 1 Click New.
- 2 Enter the type and description. The system automatically saves the new code.

## Editing a Physical Inventory Type Code

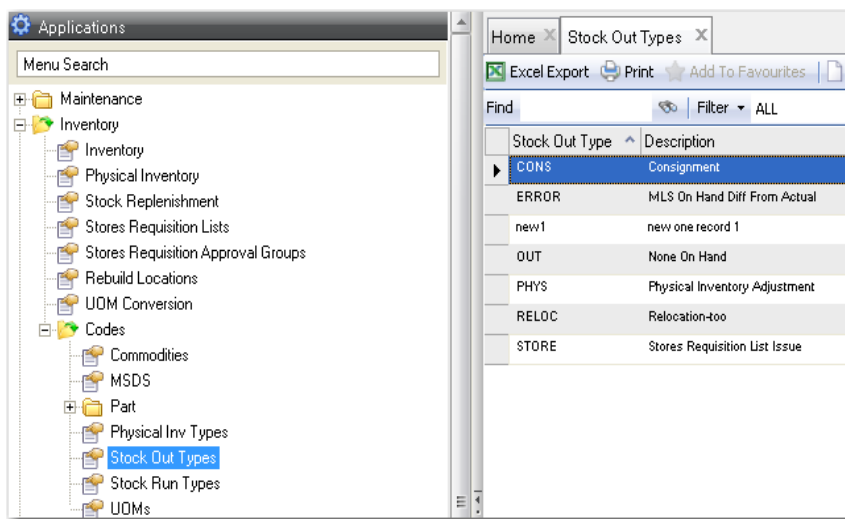
- 1 Double-click the code to edit.
- 2 Update the type or description. The system automatically saves the updated code.

## Stock Out Types

The Stock Out Types lookup displays in Inventory. Add or edit codes from Inventory|Codes|Stock Out Types.

Use stock out types to classify a stock out occurrence.

**Fig. 4.54**  
Codes: Stock Out Types



## Adding a Stock Out Type Code

- 1 Click New.
- 2 Enter the stock out type and description. The system automatically saves the new code.

## Editing a Stock Out Type Code

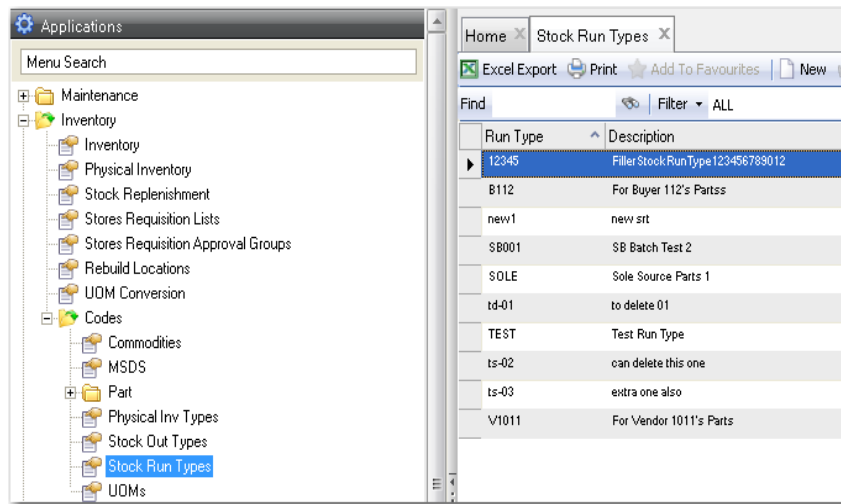
- 1 Double-click the code to edit.
- 2 Update the stock out type or description. The system automatically saves the updated code.

## Stock Run Types

The Stock Run Types lookup displays in Inventory. Add or edit codes from Inventory|Codes|Stock Run Types.

Use stock run types to classify the purpose of a stock run such as internal or critical parts.

**Fig. 4.55**  
Codes: Stock Run Types



### Adding a Stock Run Type Code

- 1 Click New.
- 2 Enter the run type and description. The system automatically saves the new code.

### Editing a Stock Run Type Code

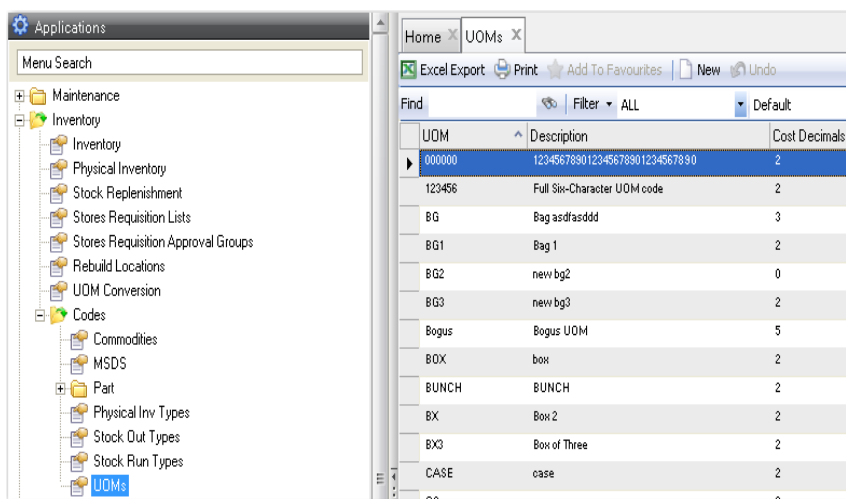
- 1 Double-click the code to edit.
- 2 Update the run type or description. The system automatically saves the updated code.

### UOMs

The Unit of Measure lookup displays in Inventory. Add or edit codes from Inventory|Codes|UOMs.

Use UOMs to classify the units of measure and cost decimals.

**Fig. 4.56**  
Codes: UOMs



### Adding a UOM Code

- 1 Click New.
- 2 Enter the UOM, description, and cost decimal. The system automatically saves the new code.

### Editing a UOM Code

- 1 Double-click the code to edit.
- 2 Update the UOM, description, or cost decimal. The system automatically saves the updated code.

# Purchasing

This section discusses the following Purchasing module topics:

***Purchase Orders***    **181**

***Requisitions***    **192**

***Requisition Lines***    **202**

***Routing Substitutions***    **211**

***Vendor Revision***    **219**

***Standard Clauses***    **221**

***Currency***    **223**

***Approval Groups***    **225**

***Codes***    **229**

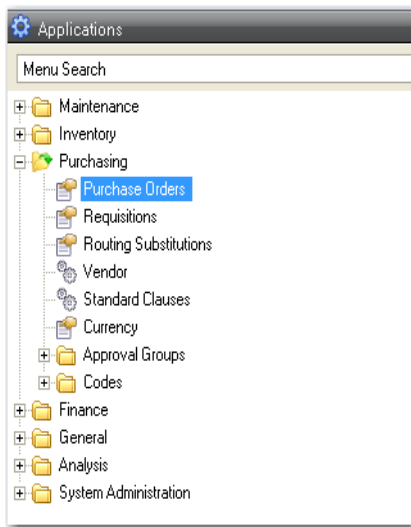
## Purchasing Introduction

Use Purchasing to create and maintain requisitions, standard clauses, and approval groups, revise vendors, and add routing substitutions.

The Purchasing Menu includes the following submenus:

- “Purchase Orders” on page 181
- “Requisitions” on page 192
- “Routing Substitutions” on page 211
- “Vendor” on page 212
- “Vendor Revision” on page 219
- “Standard Clauses” on page 221
- “Currency” on page 223
- “Approval Groups” on page 225
- “Codes” on page 229

**Fig. 5.1**  
Purchasing Menu

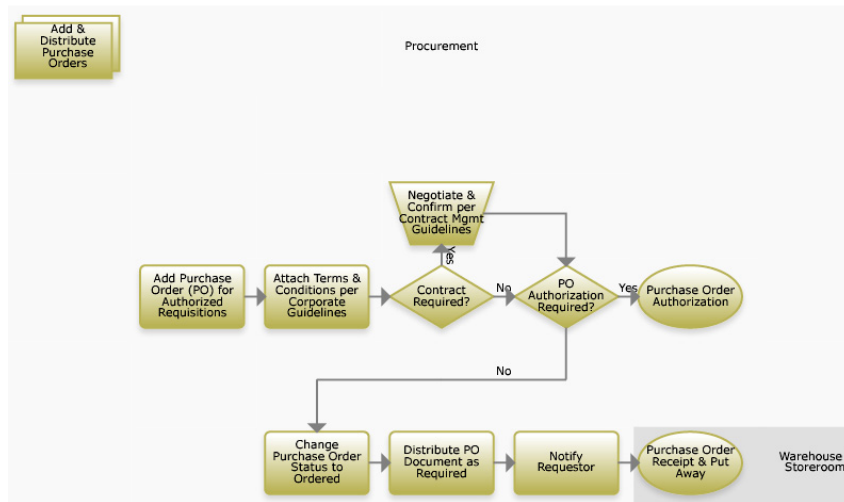


## Purchase Orders

Use a purchase order to formalize a purchase transaction with a supplier.

### Adding and Distributing Purchase Orders

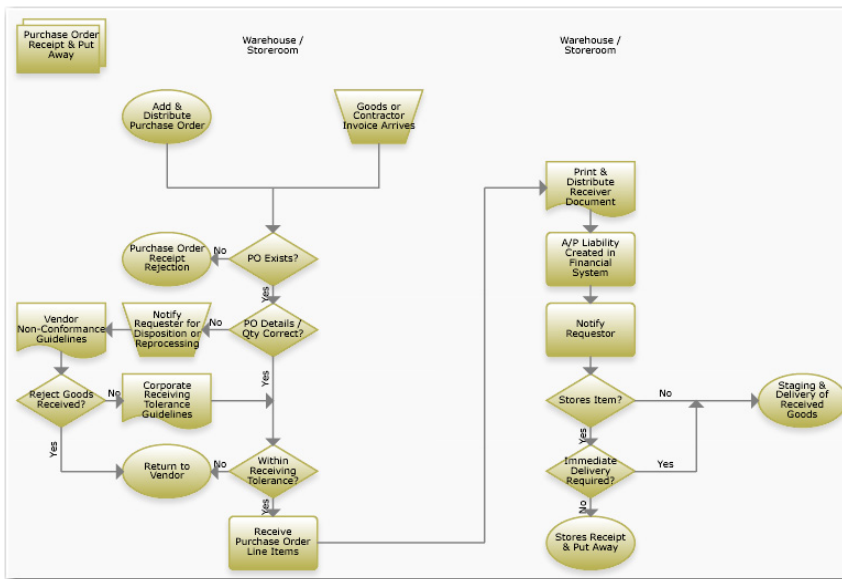
**Fig. 5.2**  
Creating a Purchase Order Process Map



- 1 Add a purchase order for authorized requisitions.
- 2 Attach terms and conditions per corporate guidelines.
- 3 Negotiate required contracts.
- 4 Authorize the PO.
- 5 Change the PO status to ordered.
- 6 Distribute the PO document as required.
- 7 Notify the requestor.
- 8 Receive the PO and put away items.

## Receiving Purchase Orders

**Fig. 5.3**  
PO Receipt and Put Away Process Map



- 1 When you add and distribute a purchase order, or a goods or contractor invoice arrives, verify that a PO exists.
  - If there is no PO, reject the receipt.
- 2 Verify that the quantity and details are correct.
  - a If the quantity and details are incorrect, notify the requestor for disposition or reprocessing.
  - b Review your vendor non-conformance guidelines.
    - If you can receive the goods, review corporate receiving tolerance guidelines.
    - If you cannot receive the goods, return them to the vendor.
- 3 Return any goods that do not meet corporate receiving tolerance guidelines to the vendor.
- 4 Receive PO line items for any goods meeting the conditions above.
- 5 Print and distribute the receiver document.
- 6 EAM creates A/P liability in the financial system.
- 7 Notify the requestor that the items have arrived.
- 8 Receive and put away stores items.
- 9 Stage and deliver received goods.

## Purchase Orders Browse

Access this browse from Purchasing|Purchase Orders. Use it to organize and display records, to access supporting functions, and to edit or create new records.



**Fig. 5.4**  
Purchase Orders Browse

| PO No   | Type | Status | Auth Status | Vendor Name                 | Buyer   | Ordered Date | Ordered By | Auth?                    |
|---------|------|--------|-------------|-----------------------------|---------|--------------|------------|--------------------------|
| 1000003 | P    | C      |             | Hydrexo Gas Processors Inc. | 006     | 04/11/2003   | cyndia     | <input type="checkbox"/> |
| 1000002 | P    | P      |             | Hydrexo Gas Processors Inc. |         |              |            | <input type="checkbox"/> |
| 1000001 | P    | P      |             | Hydrexo Gas Processors Inc. | peter   |              |            | <input type="checkbox"/> |
| 1000002 | P    | O      |             | Universal Industries        |         | 05/29/2009   | jrobin     | <input type="checkbox"/> |
| 200079  | P    | O      |             | NORTHLAND ELECTRIC          |         | 05/29/2009   | jrobin     | <input type="checkbox"/> |
| 200078  | P    | O      |             | Plastic Supply Corporation  |         | 05/29/2009   | jrobin     | <input type="checkbox"/> |
| 200077  | P    | P      |             | Bug Warner                  |         |              |            | <input type="checkbox"/> |
| 200076  | P    | O      |             | NORTHLAND ELECTRIC          |         | 05/20/2009   | jrobin     | <input type="checkbox"/> |
| 200075  | P    | P      |             | West Coast Electronics      | FBANKS  |              |            | <input type="checkbox"/> |
| 200074  | P    | C      |             | Progress Software11         |         | 05/08/2009   | jrobin     | <input type="checkbox"/> |
| 200073  | P    | O      |             | Spare Parts Warehouse       |         | 04/20/2009   | jrobin     | <input type="checkbox"/> |
| 200072  | P    | O      |             | NORTHLAND ELECTRIC          | LMattis | 03/28/2009   | jrobin     | <input type="checkbox"/> |
| 200071  | P    | P      |             | NORTHLAND ELECTRIC          |         |              |            | <input type="checkbox"/> |
| 200070  | P    | P      |             | Reliable Paging Corp.       | LMattis |              |            | <input type="checkbox"/> |

## Creating a Purchase Order

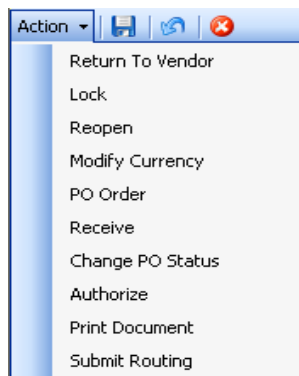
- 1 Click New to add a blank purchase order record. The system assigns a purchase order number.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

## Editing a Purchase Order

- 1 Double-click a record from the browse or click Edit to open the purchase order record detail.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

## Purchase Orders Action Menu

**Fig. 5.5**  
PO Action Menu



## Return to Vendor

Use the return to vendor function to return parts to vendors after receiving them through the purchasing module. Return to vendor:

- Reduces the on-hand inventory quantity
- Creates a general ledger transaction that credits the inventory account and debits the accounts payable liability account

## Lock

The buyer associated with the purchase order can lock/unlock the purchase order. Only the buyer on the PO can modify or update a locked PO or any attached requisitions.

## Modify Currency

Use this option to select a different currency code for the PO.

## PO Order

Use PO Order to activate the purchase order. Items on a purchase order cannot be received unless the purchase order status is O (ordered).

## Receive

Use this option to receive a purchase order. The Receive POs form displays.

**Fig. 5.6**  
Receive POs Form

| Rec?                                | Part.#        | Description             | Order Qty | Open Qty | Rec Qty | Cancel Qty | UoM | Loc   | Comment |
|-------------------------------------|---------------|-------------------------|-----------|----------|---------|------------|-----|-------|---------|
| <input checked="" type="checkbox"/> | 34-03-0531... | Motor,elec,1hp,115/230v | 5         | 5        | 5       | 0          | EA  | A1-4A |         |
| <input checked="" type="checkbox"/> | SPR-001       | Spring 001              | 5         | 5        | 5       | 0          | EA  | break |         |
| <input checked="" type="checkbox"/> | R3311         | Hour Meter 3311-0000    | 10        | 10       | 10      | 0          | EA  | comp  |         |
| <input checked="" type="checkbox"/> | SW-250        | 250V Switch             | 25        | 25       | 25      | 0          | EA  | comp  |         |
| <input checked="" type="checkbox"/> | RE-8501       | Relay 8501KP13V24       | 25        | 25       | 25      | 0          | EA  | break |         |
| <input checked="" type="checkbox"/> | C-1/4"        | 1/4" Clamp 355657       | 50        | 50       | 50      | 0          | EA  | break |         |
| <input checked="" type="checkbox"/> | 59-8874       | 10w30 Oil               | 55        | 55       | 55      | 0          | GAL | comp  |         |

Packing Slip No:  Receive Date: 04/08/2009 Ship Date: 04/08/2009 Receiver:

RECEIVE CANCEL

- 1 Select the purchase order to receive.
- 2 Indicate the packing slip number.
- 3 Verify the Ship and Receive dates.
- 4 Verify the receiver.

## 5 Click Receive.

### Authorize

Use this action to authorize this PO.

### Print Document

Use Print Document to print the purchase order. You can also print it from Analysis|Purchase Order Print|Purchase Order.

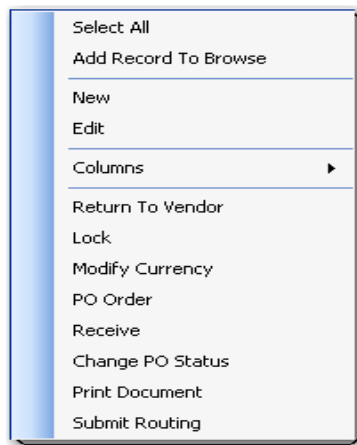
### Submit Routing

Use this action to begin the authorization routing process for this PO.

## Purchase Orders Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 5.7**  
Purchase Orders Right-Click Menu



### New

Use New to create a new purchase order.

### Edit

Use Edit to edit the selected purchase order.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Return to Vendor, Lock, Modify Currency, PO Order, Receive, Authorize, Print Document, and Submit Routing are options from the Action menu.

## Purchase Orders Record Detail

**Fig. 5.8**  
Purchase Orders Browse

Home x Purchase Orders x PO No: 200079, Site: 10000 x

PO No 200079 Site 10000

Action - [Icons]

Order Misc User Def

**Vendor Information**

Vendor No 1007 Vendor Name NORTHLAND ELECTRIC

Phone No Fax No

Contact Email

**Address**

Address 1 Address 2

Address 3 City

State Zip Code

Country Language US english (U.S.)

**Tax**

Taxable? Tax Code

Tax Class Tax Usage

Total Tax 0

**Order Information**

Total Cost 2000.2 Currency USD

Auth Cost 0 Freight 0

Actual Freight 0.0000 Remarks

Orig Date Due 6/3/2009 Date Due 6/3/2009

Vendor Order Consignment?

Confirming? Confirmed To

**Purchase Order**

- Purchase Order
- Notes
- Standard Clauses
- Vendor
- Receipts
- Requisition
- \_ROUTING

## Purchase Orders Tabs

Purchase Orders contains three tabs: Order, Misc, and User Def. Add new records or edit existing ones from here, save, or export to Excel.

## Purchase Order, Order Tab

Enter information about the purchase on the Order tab.

**Fig. 5.9**  
Purchase Orders Order Tab

| Order                     |                          |
|---------------------------|--------------------------|
| <b>Vendor Information</b> |                          |
| Vendor No                 | US1                      |
| Fax No                    |                          |
| Email                     |                          |
| Vendor Name               | US Wholesale Supplies    |
| Phone No                  | 205-334-9986             |
| Contact                   | Jim Bose                 |
| <b>Address</b>            |                          |
| Address 1                 | Central Warehouse        |
| Address 2                 | 2233 Central Avenue      |
| Address 3                 |                          |
| City                      | Birmingham               |
| State                     | AL                       |
| Zip Code                  | 33456                    |
| Country                   | USA                      |
| Language                  | n5 the 5th new language  |
| <b>Tax</b>                |                          |
| Taxable?                  | <input type="checkbox"/> |
| Tax Code                  |                          |
| Tax Class                 |                          |
| Tax Usage                 |                          |
| Total Tax                 | 0                        |
| <b>Order Information</b>  |                          |
| Total Cost                | 1080                     |
| Currency                  | USD                      |
| Auth Cost                 | 0                        |
| Freight                   | 0                        |
| Actual Freight            | 0                        |
| Remarks                   |                          |
| Orig Date Due             | 3/9/2005                 |
| Date Due                  | 3/9/2005                 |
| Vendor Order              |                          |
| Consignment?              | <input type="checkbox"/> |
| Confirming?               | <input type="checkbox"/> |
| Confirmed To              |                          |

**Vendor Number.** Enter the vendor number associated with the PO.

**Vendor Name.** This field displays the vendor name associated with the PO. It copies directly from the vendor master record.

**Fax Number.** This field displays the vendor's fax number.

**Phone Number.** This field displays the primary vendor's phone number.

**e-mail.** This field displays the e-mail address listed on the vendor record.

**Contact.** This field displays the primary contact designated in the vendor record, copied from the vendor record to the PO.

**Address 1.** This field displays a line of the vendor's address.

**Address 2.** This field displays a line of the vendor's address.

**Address 3.** This field displays a line of the vendor's address.

**City.** This field displays the vendor's city.

**State.** This field displays the vendor's state.

**Zip Code.** This field displays the vendor's postal code.

**County.** This field displays the vendor's county.

**Language.** This field displays the vendor's language code.

**Note** When you print the purchase order document, EAM uses this language code. If no vendor or language is specified on the vendor record, language defaults from General|Codes|Language.

**Taxable?.** Select this check box if the PO is taxable.

**Tax Code.** This field displays the default tax code for the vendor, copied to the PO.

**Tax Class.** This field displays the default tax class for the vendor, copied to the PO.

**Tax Usage.** This field displays the default tax usage for the vendor, copied to the PO.

**Total Tax.** This field displays the total tax associated with the purchase.

**Total Cost.** This field displays the total cost of the purchase.

**Currency.** This field displays the vendor currency if there is one, or the system default.

**Authorized Cost.** This field displays the amount authorized to spend on this purchase.

**Freight.** This field displays the cost to ship goods to the purchaser.

**Actual Freight.** A buyer normally enters this data after all requisitions have been attached to the PO.

**Remarks.** This field contains notes relevant to this purchase order, to display on the PO.

**Original Date Due.** This field displays the date the purchase order was originally due.

**Date Due.** This is the date that the vendor has committed to deliver the parts or the service to the facility. The buyer enters the due date and uses it to inform the requester of the PO status. If a due date changes after a PO is ordered, EAM can send mail to the requester of the requisition informing them of any due date changes.

**Vendor Order.** This is an updatable field identifying the vendor's corresponding order number, used as a cross-reference for the purchaser to communicate with the vendor when trying to locate a specific order.

**Consignment.** This field indicates whether this PO is for consigned parts.

**Confirming.** Select the check box to indicate whether the vendor should consider this purchase order entirely new, or confirmation of one already placed.

**Confirmed to.** This field indicates the vendor representative who confirmed the order.

### Purchase Orders Miscellaneous Tab

Enter information about the PO on the Miscellaneous tab.

**Fig. 5.10**  
Purchase Miscellaneous Tab

The screenshot shows the 'Purchase Miscellaneous Tab' form. It is organized into three main sections: 'Shipping', 'Detail', and 'Blanket Expiration'.  
**Shipping Section:** Includes fields for 'Vendor Invoice', 'Ship To No' (1000000), 'Quality Products Inc.', 'Bill To No' (10000000), 'Quality Products Inc.', 'Ship Via' (UPS), and 'FOB' (Atlanta).  
**Detail Section:** Includes fields for 'Buyer', 'Ordered By' (abha), 'Abha Budhraj', 'Notify', 'Ordered Date' (7/25/2008), 'Status' (C), 'Auth Status', 'Auth By', and 'Printed?'.  
**Blanket Expiration Section:** Includes fields for 'Blanket?' (checkbox), 'Release No', 'Exp Amount' (0), 'Blanket Type', 'Exp Date', and 'Current Amount' (0).

**Vendor Invoice.** Enter the vendor invoice number associated with the PO.

**Ship To Number.** This field displays the code for the ship to location. Specify a default Ship To for each PO in System Administration\System Controls. The buyer can override this.

**Bill To Number.** This field displays the code for the bill to location. Specify a default Bill To for each PO in System Administration\System Controls. The buyer can override this.

**Ship Via.** Use the preferred method to ship goods from this vendor.

**Terms.** This field displays the vendor payment terms from the vendor record.

**FOB.** Freight on Board (FOB), denotes whether freight charges are part of the PO price or will be billed separately after the invoice, and who pays for freight (buyer or vendor). For instance, if the buyer lives in Des Moines and buys a product F.O.B. New York, the buyer must pay the shipping charges from New York to Des Moines.

**Buyer.** This field displays the buyer associated with the PO.

Select the Buyer from a lookup of valid buyers.

After requisition approval, EAM restricts who has the ability to change a requisition. Only the buyer and the person who authorized the expenditure are allowed to change the requisitions on the PO.

**Notify.** This field displays the individual or group of individuals to e-mail, based on certain events occurring against the requisition or purchase order.

Select the user or group to notify for the PO.

As a purchase order goes through the routing approvals, ordering, and receipt process, the system e-mails the user or group with updates.

**Ordered By.** This field displays the name of the person who changed the status to O (ordered).

**Ordered Date.** This field displays the date the order was placed.

**Expeditable.** Select the check box if this order can be expedited.

**Status.** This field displays the order's status. PO statuses are P (planned), O (ordered), C (closed), or X (canceled). EAM assigns a new PO a status of P. PO Order Action changes the status from P to O. EAM changes the status of the PO from O to C when 100% of the goods are received, or when the receiver indicates that the order is complete.

**Authorization Status.** This field displays the authorization status of the PO.

The system updates this field.

The status remains blank if the authorization has not been started or does not use PO Authorization. If the PO Authorization is in process, the status is routing.

**Authorized?** This field denotes whether the PO is authorized.

After a user authorizes the PO, the system selects this field.

**Authorized By.** This field displays the user ID who authorized the expenditure of the PO.

EAM validates spending limits. If you can spend at least the amount required, the PO becomes authorized. Your user ID displays in the authorized by field. If you do not meet these criteria, the PO routes to others for consideration of approval. The user who meets the spending limit authorizes the PO.

**Printed?** EAM prompts you to acknowledge that the PO was printed. The system selects this field after you indicate successful printing.

**Blanket.** Select the check box if this order is a blanket PO.

**Blanket Type.** If the blanket purchase order has attached requisitions, it has a blanket type of Restricted. If the blanket purchase order has no attached requisitions, the blanket type is Open.

**Release Number.** Use the release action to create a new PO from the blanket. Each release contains a unique release number, starting with one and incrementing by one with every new release against the blanket. This number identifies the blanket PO and release.

**Expiration Date.** Select the blanket expiration date. You must indicate an expiration date for a blanket contract PO. EAM automatically closes the blanket and disallows any further releases from it as of the expiration date.

**Expiration Amount.** Use the expiration amount only on a blanket PO. A buyer can set an expiration amount for the blanket. When the blanket reaches releases totaling the expiration amount, it closes automatically.

**Current Amount.** This field displays the total amount released against the blanket to date.

### Purchase Order User-Defined Tab

Enter information about the requisition on the User-Defined tab.



**Fig. 5.11**  
Purchase User-Defined Tab

*Character 1/2.* These are user-defined character fields, validated against tables that you add.

*Character 3/4.* These are free-form user-defined character fields, not validated against tables.

*Decimal 1/2.* These are user-defined decimal fields for POs.

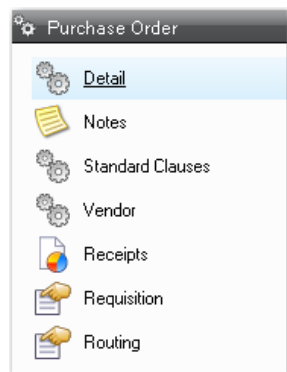
*Integer 1/2.* These are user-defined integer fields for POs.

*Enable/Disable Logic.* This is a user-defined check box for POs.

## Purchase Order Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Detail for the highlighted PO record.

**Fig. 5.12**  
PO Submenu



| PO Submenu Option | Purpose                                                        |
|-------------------|----------------------------------------------------------------|
| Detail            | This option opens the tabbed view.                             |
| Notes             | Use this option to add notes about the purchase order.         |
| Standard Clauses  | View, add, and delete standard clauses associated with the PO. |
| Vendor            | View, add, and delete vendors associated with the PO.          |
| Receipts          | Use receipts to view parts received against the PO.            |
| Requisition       | View and work with associated requisitions.                    |
| Routing           | View routing status and lists associated with this PO.         |

## Requisitions

Use Requisition to create and maintain requests in EAM to purchase inventory stock items, non-stock parts, or service work. From this point, requisitions attach to purchase orders. Requisitions represent the detailed line item information on the purchase orders.

Create a header record identifying the expense in terms of account code cost center, work order, equipment identification, supplier and more.

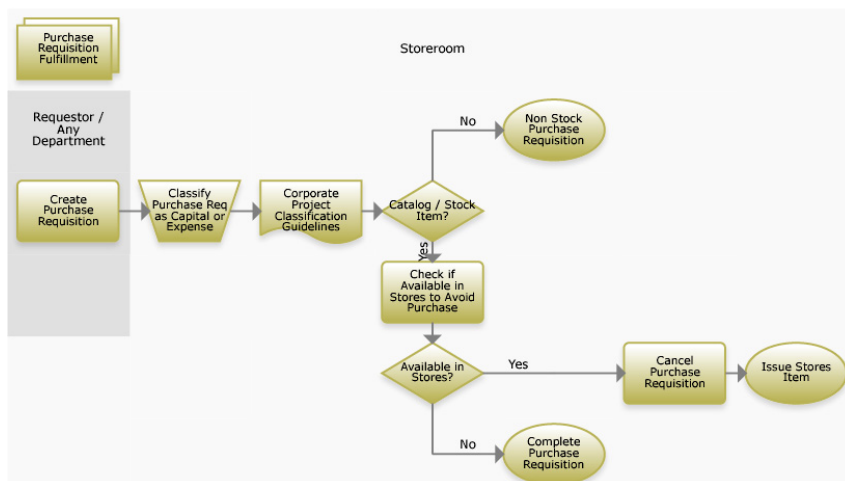
All the detailed header information copies into the purchase requisition's line items. You can modify them.

A requisition header is unique to a specific supplier. EAM automatically manages purchase orders consolidation to common suppliers when POs are globally created from multiple requisitions.

## Fulfilling a Requisition

**Fig. 5.13**

Creating a Requisition Process Map



- 1 Create a purchase requisition.
- 2 Classify the requisition as capital or expense using corporate guidelines.
- 3 Indicate a non-stock requisition if you are not going to catalog or stock the item.
- 4 For an item to catalog or stock, check stores for availability.
- 5 If the item is available, cancel the purchase requisition and issue the item.
- 6 If the item is not available, complete the purchase requisition.

## Requisitions Browse

Access this browse from Purchasing|Requisitions. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 5.14**  
Requisitions Browse

| Req No | PO No  | Status | Auth Status | Date Due   | Vendor Name              | Total Cost  | Consignment | Ordered By Name  | Description          |
|--------|--------|--------|-------------|------------|--------------------------|-------------|-------------|------------------|----------------------|
| 68     | 0      | P      |             |            |                          | 0           |             |                  |                      |
| 67     | 0      | P      |             |            |                          | 0           |             |                  | Training Requisition |
| 57     | 200079 | 0      |             | 06/01/2009 | NORTHLAND ELECTRIC       | 2009.2      |             | Rooteski, Joseph |                      |
| 56     | 200078 | 0      |             | 05/11/2009 | Pharo Supply Corporation | 3214        |             | Rooteski, Joseph | Stock Run No 13      |
| 55     | 200077 | P      |             |            | Berg Warner              | 1000        |             |                  | Stock Run No 14      |
| 54     | 200076 | 0      | Authorized  | 05/24/2009 | NORTHLAND ELECTRIC       | 16000       |             | Rooteski, Joseph |                      |
| 53     | 200076 | P      | Authorized  |            | NORTHLAND ELECTRIC       | 0           |             | Rooteski, Joseph | Services             |
| 52     | 200075 | P      |             | 05/13/2009 | West Coast Electronics   | 10940.2     |             |                  |                      |
| 49     | 0      | P      |             |            |                          | 0           |             |                  |                      |
| 47     | 200074 | 0      |             |            | Progress Software11      | 1000        |             | Rooteski, Joseph |                      |
| 44     | 0      | P      |             |            |                          | 0           |             |                  | Patch for Proj       |
| 43     | 0      | P      |             |            |                          | 0           |             |                  |                      |
| 42     | 0      | P      |             |            |                          | 0           |             |                  | Patch for web        |
| 40     | 0      | P      |             |            |                          | 0           |             |                  |                      |
| 38     | 0      | P      |             |            | 05/11/2009               | Berg Warner | 2096.34     |                  | Stock Run No 12      |

| Line | Part No | Description                              | Status | Qty Ordered | Qty Received | UOM | Date Requisitioned | Date Due | Auto Issue? | Source Site | Order Cost | Total Cost |
|------|---------|------------------------------------------|--------|-------------|--------------|-----|--------------------|----------|-------------|-------------|------------|------------|
| 1    | HP101   | Master, 3 Phase, Inverter Dcp, 20 HP, 17 | 0      | 2           | 2            | EA  | 05/11/2009         |          |             | 1000        | 1107       | 2107       |

## Creating a Requisition

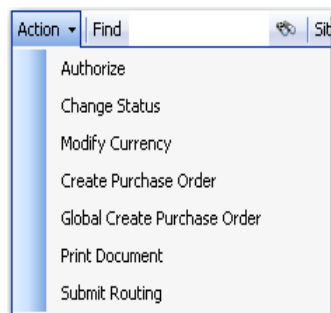
- 1 Click New to open a blank requisition record. The system assigns a requisition number.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

## Editing a Requisition

- 1 Double-click a record from the browse or click Edit to open the requisition record detail.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

## Requisitions Action Menu

**Fig. 5.15**  
Requisitions Action Menu



### Authorize

Use the Authorize Action to authorize the requisition or begin routing for approval of the requisition. If you have a large enough spending limit, authority for the associated accounting structure, and the approval group has no quality person, you can authorize the requisition without going through routing.

### Change Status

Use the change status option to update the status of a requisition. Select the current status from the lookup. Options are (C) Close or (X) Cancel. You cannot cancel a requisition that has been received against. You cannot receive against a closed or canceled requisition.

### Modify Currency

Use this option to select a different currency code for the requisition.

### Create Purchase Order

Use this option to create a purchase order for the requisition.

### Global Create Purchase Order

You can globally create purchase orders for selected requisitions. This action creates a PO for each of the selected requisitions with the same vendor identified on each requisition, and then attaches each requisition to its new PO.

### Print Document

Use Print Document to print the requisition. You can also print it from Analysis|Requisition Document|Requisition.

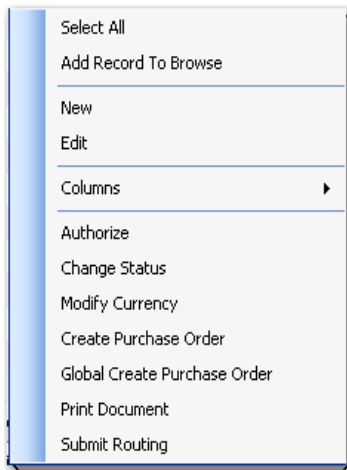
### Submit Routing

Use this action to begin the authorization routing process for this requisition.

## Requisitions Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 5.16**  
Requisitions Right-Click Menu



### New

Use New to create a new requisition.

### Edit

Use Edit to edit the selected requisition.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Authorize, Change Status, Modify Currency, Create Purchase Order, Global Create Purchase Order, Print Document, and Submit Routing are options from the Action menu.

## Requisitions Record Detail

**Fig. 5.17**  
Requisitions Browse

The screenshot shows the 'Requisitions Browse' window with the 'Detail' tab selected. The window title is 'Home x Requisitions x Site: 10000, Req No: 19 x'. The 'Site' field is '10000' and the 'Req No' field is '19'. The 'Action' menu is open, showing options like 'Detail', 'Expense', 'Notes', '\_ROUTING', 'Purchase Order', 'History', 'Vendor', 'Inventory', 'Receipts', 'Standard Clauses', and 'Inventory Analysis'. The 'Detail' tab is active, displaying the following fields:

| General                       |                                     |
|-------------------------------|-------------------------------------|
| Description                   |                                     |
| Requestor                     | josinto Joseph Rozintowski          |
| Total Cost                    | 120                                 |
| Contractor?                   | <input type="checkbox"/>            |
| Stock Run No                  |                                     |
| Date Required                 | (none)                              |
| Total Cost In Vendor Currency | 120                                 |
| Auto Issue?                   | <input type="checkbox"/>            |
| Order                         |                                     |
| PO No                         | 200067                              |
| Vendor No                     | 50000000 Hydroxco Gas Processors In |
| Vendor Pii Contact            |                                     |
| Consignment?                  | <input type="checkbox"/>            |
| Exchange Rate                 | 1                                   |
| Buyer                         | kkaiser2 Kay Kaiser                 |
| Date Due                      | 3/16/2009                           |
| Status                        | P                                   |
| Vendor Phone No               |                                     |
| Currency                      | USD                                 |
| Exchange Rate 2               | 1                                   |
| Notify                        |                                     |
| Authorization                 |                                     |
| Auth?                         | <input type="checkbox"/>            |
| Auth Status                   |                                     |
| Auth By                       |                                     |
| Auth Cost                     | 0                                   |
| Base Currency                 | USD                                 |

## Requisitions Tabs

Requisitions contains two tabs: Detail and Expense. Add new records or edit and save existing ones from here.

### Requisition Detail Tab

Enter information about the requisition on the Detail tab.

**Fig. 5.18**  
Requisitions Tab: Detail

The screenshot shows the 'Requisitions Tab: Detail' window with the 'Detail' tab selected. The window title is 'Detail Expense'. The 'Detail' tab is active, displaying the following fields:

| General                       |                                    |
|-------------------------------|------------------------------------|
| Description                   | Stock Run No 658                   |
| Requestor                     | sysadm System Administrator        |
| Total Cost                    |                                    |
| Contractor?                   | <input type="checkbox"/>           |
| Stock Run No                  |                                    |
| Date Required                 | (none)                             |
| Total Cost In Vendor Currency |                                    |
| Auto Issue?                   | <input type="checkbox"/>           |
| Order                         |                                    |
| PO No                         | 0                                  |
| Vendor Name                   | Rentcorp Mortgage Company          |
| Vendor Pii Contact            | Mr. Paddy O'Chares                 |
| Consignment?                  | <input type="checkbox"/>           |
| Exchange Rate                 | 1                                  |
| Buyer                         |                                    |
| Date Due                      | (none)                             |
| Status                        | P                                  |
| Vendor No                     | 60001000 Rentcorp Mortgage Company |
| Vendor Phone No               | 1-800-FOR-RENT                     |
| Currency                      |                                    |
| Exchange Rate 2               | 1                                  |
| Notify                        |                                    |
| Authorization                 |                                    |
| Auth?                         | <input type="checkbox"/>           |
| Auth Status                   |                                    |
| Auth Cost                     | 0                                  |
| Auth By                       |                                    |
| Approval Group                |                                    |
| Base Currency                 | USD                                |

**Description.** Enter up to a 30-character alphanumeric description of the requisition. You can filter and sort by the description.

**Date Required.** This field displays the required date for the material or service, entered by the creator of the requisition.

The buyer uses this scheduling information when negotiating with the vendors.

**Requestor.** This field displays the employee who requested the items, goods, or services associated with the requisition.

When you create a requisition, EAM adds the employee number of the user ID entering the new requisition in the requestor field. You can override this field.

**Total Cost.** EAM calculates the total cost by multiplying the quantity times the order cost on each line of the requisition and displays the total.

Requisition routing approval uses the total cost value. EAM compares the total requisition cost to the approving individual's spending limits.

**Total Cost in Vendor Currency.** This field contains the cost in the vendor's currency type.

**Contractor?.** This field denotes whether the requisition is for an outside contractor or services.

A requisition with Contractor selected is auto-issue. Typically, a work order or equipment identification number links to the requisition. The system uses the contractor account number from the work order or equipment, instead of the material account number when the requisition is auto-issued or expensed upon receipt.

**Auto Issue?.** This field denotes whether to directly expense parts or services upon receipt.

If a line item on the requisition is a stock part set to auto-issue or a non-stock or service, fields on the expense tab identify the account number and cost center to charge. The item is received against the PO and expensed to the account number and cost center noted on the requisition. EAM credits the accounts payable liability account.

If you selected auto-issue, you can direct the expense by referencing:

- WO No
- Stores Req No
- Equip No
- Rebuild
- Project Number

Select the check box to display expense accounting structure defaults.

The auto-issue check box also affects what displays and prints on the purchasing documents:

Requisition document

If auto-issue is selected, the department, cost center, account number, and sub-account number from the expense section display and print.

If auto-issue is clear, the inventory dept, inventory cost center, inventory account number, and inventory sub-account display and print.

Purchase order

For each requisition, if auto-issue is selected, the cost center and account number from the expense section display and print.

If auto-issue is clear, the inventory cost center, inventory account number, and sub-account display and print.

**Stock Run Number.** When a requisition is automatically created through a stock run, the system fills this field with the stock run number.

**Note** If the requisition is not auto-created by a stock run, the system fills this field with a 0.

**PO No.** The requisition is attached to this purchase order.

EAM retains the requisition throughout its entire life. Instead of copying a requisition to a purchase order, EAM attaches a requisition to the purchase order. EAM displays the purchase order number in the PO number field.

**Status.** Status defaults to P (planned). After placing the requisition on order, the system automatically assigns it an O (ordered) status in the PO. From within the requisition, you can select the change status action and elect to either X (cancel) or C (close) the requisition.

**Vendor Name.** This field displays the name of the vendor.

**Vendor No.** Enter the vendor number associated with the requisition. If a PO No has been entered and the PO has a designated vendor, EAM displays that vendor number.

When a purchase order is created for the requisition, the system copies the primary vendor from the requisition to the purchase order.

**Vendor Primary Contact.** This field displays the primary contact designated in the vendor record, copied to the requisition.

**Vendor Phone Number.** This field displays the vendor phone number, copied to the requisition from the vendor record.

**Consignment.** This field indicates whether this requisition is for parts on the premises owned by the vendor.

**Currency.** This code designates the type of currency. EAM defaults to base currency if there is no vendor or PO number.

**Exchange Rate 1.** This field contains the primary exchange rate from the QAD ERP application.

**Exchange Rate 2.** This field contains the secondary exchange rate from the QAD ERP application.

**Buyer.** A buyer specified on the Requisition copies to line items attached to the requisition.

Select the buyer from a lookup of valid buyers. Set up buyers under Maintenance|Maintenance File Maintenance|Employee Maintenance.

After requisition approval, EAM restricts who has the ability to change a requisition. Only the buyer and the person who authorized the expenditure are allowed to edit the requisition.

**Notify.** This field displays the individual or group of individuals to e-mail, based on certain events occurring against the requisition or purchase order.

Select the user or group to notify for the requisition from a lookup.

A notify may consist of a user ID or a group of users, called a mail group. As a requisition goes through the routing approvals, ordering, and receipt, the system e-mails the user or group to notify with updates.



**Date Due.** This field displays the date the buyer expects to receive the parts, based upon the vendor's feedback. You can change the date on each line.

**Auth?** This system field denotes whether the requisition is authorized.

**Auth Status.** This field displays the authorization status of the requisition.

The status remains blank if the authorization has not been started. If the requisition is in the routing process, the status is routing. If it is authorized, the status is authorized.

**Auth Cost.** This field displays the current requisition cost at authorization.

The authorized cost field displays the original approval requisition because it might differ from the final amount.

The buyer and the final authorizer can make changes to the requisition after authorization. In the System Administration|System Control Maintenance|PO|Reqs tab, set a buyer limit (either percentage or amount), limiting the buyer's ability to increase the authorized requisition's cost. The buyer can manage a requisition if it needs to be incremented in a small amount. It also forces the requisition to re-route for approval if changes exceed the buyer limits. EAM enters a new authorized cost every time it changes.

**Auth By.** This field displays the user ID who authorized the expenditure of the requisition.

EAM validates spending limits, account group, or cost center group. If you can spend at least the amount required and can approve against the account number or cost center, the requisition becomes authorized. Your user ID displays in the authorized by field. If you do not meet these criteria, the requisition routes to others for consideration of approval. The quality approver or user ID who meets the spending limit authorizes the requisition.

**Base Currency.** The base currency of your database is specified in the System Administration|System Control Maintenance|PO|Reqs.

## Requisition Expense Tab

Enter expense and tax information about the requisition on the Expense tab.

**Fig. 5.19**  
Requisitions Tab: Expense

The screenshot shows the 'Expense' tab of a requisition form. It contains several input fields for charge details, expense accounting, and tax information. The 'Charge' section has fields for W/D No, Equip No, Serialized Part, Project No (000401), System, Stores Req No, Rebuild, Serial No, Job No, and Assembly. The 'Expense' section has fields for Expense Site (SANF), Dept (3010), Acct No (3900), Cost Center (0301), and Sub Acct No (0004). The 'Tax' section has fields for Taxable? (checked), Tax Class, Tax Code, and Tax Usage.

**WO No.** If the requisition is associated with a work order number, you can identify it in the work order number field. It is validated from the work order table. Identifying the work order on a requisition has two effects. If the requisition is set to auto-issue, when the parts, goods, or services are received through the purchasing system, they charge directly to the work order's expense accounting data. If the work order is associated with the requisition but auto-issue is cleared, these parts are still for the work order. Inventory receives them. The accounting data reflects the inventory asset data. When the parts are received, EAM reserves them for the work order. They go into inventory, to be issued out later to the work order. Then they are charged to the work order's expense accounting data.

**Stores Req No.** When you enter a WO number with an associated stores requisition number, it displays in this field.

**Equip No.** This field displays the identifying number for a piece of equipment.

If the requisition is associated with a piece of equipment, identify the equipment in this field. Select the equipment from the lookup.

Identifying the equipment on a requisition creates the expense GL transaction only if auto-issue is selected. When purchasing receives the parts, goods, or services, it directly charges the equipment's expense accounting data.

If the equipment is associated with a requisition with no auto-issue, these parts are still ordered for the equipment. Inventory receives them. Account number fields reflect the expense account number. In this case, the equipment number serves only as a note that the parts were ordered for this piece of equipment.

**Rebuild.** You can create a requisition for goods and services to repair or rebuild a serialized or fabricated part.

EAM sets the requisition to auto-issue. The user must specify a rebuild location, a part number, and serial number. Upon receipt against a PO, the cost associated with the requisition is charged directly to the rebuild, part number, and serial number specified. This cost is associated with the part and the specific serial number. The part returns to the storage area, where it issues and charges to a piece of equipment.

**Serialized Part.** This field displays the serialized part number from EAM's inventory. A requisition created specifically to repair a rebuildable or serialized part must identify the serialized part number.

Identify the serialized part's current rebuild area. You cannot repair a serialized part in the inventory bin location; first, move it to a valid rebuild location. You must know the serial number of the serialized part to identify the specific part to repair.

**Serial No.** This field displays the serial number of a serialized part associated with the requisition. A requisition created specifically to repair a rebuildable or serialized part must identify the serial number.

Identify the serialized part's current rebuild area, as well as the part and its serial number.

**Project No.** This field displays the identifying number for a project.

When a project number is associated with a requisition, EAM copies the project's primary expense accounting number.

**Job No.** This field displays the job number, associated with a project 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 requisition automatically flows to the identified project and jobs expense accounting structure on the requisition.

**System.** This field is associated with equipment ID, identified on a requisition.

Create a requisition to charge directly or issue upon receipt against a specific piece of equipment. Associate a valid system for more detailed analysis of where this cost was expensed on the equipment.

Each piece of equipment must have an associated BOM type. To reference a system, use the lookup to see a table of valid system codes associated with the equipment through the BOM type. Associate an assembly below the system field for more detailed analysis.

**Assembly.** This field displays the assembly associated with the system code, which associates to a piece of equipment.

If the requisition is a direct charge and identifies a piece of equipment, then the part expenses directly to that equipment. For more detailed analysis of where on the piece of equipment this part goes, associate the part to a specific system code.

**Expense Type.** This field determines the requisition expense type: capital or expense.

All requisitions default to expense. Expense type refers to the approval process for a requisition. In User Maintenance, each user has two spending limits for expense or capital requisitions. The requisition check box determines the kind of spending limit. If you select the Project Requisition Limit check box in System Administration, EAM uses a third limit value, if it is present.

Implementation Issue: In a facility where people sign approvals for goods and services, they may have two types of spending limits. For instance, for regular expenses, an individual has \$500 approval. On capital items (typically larger purchases), the same individual has an approval limit of \$5,000.

**Expense Site.** This field displays the site to expense this requisition to.

**Dept.** This field displays the department charged for the requisition upon receipt.

Select auto-issue to expense the requisition to a department.

**Note** If dept, cost center, or sub account are required and the requisition is not auto-issue, the system ignores the required field setting.

**Cost Center.** A cost center, describing an area of the facility that can receive materials or services and in turn be charged for them.

Select the cost center from a table of cost centers, previously created in Finance|Groups|Cost Centers.

If cost center is required and the requisition is not auto-issue, the system ignores the required field setting.

**Acct No.** This field displays the account number that receives the auto-issue requisition charges during the purchasing routine.

The account number table validates the account number. The account number must be valid within a cost center, if using a cost center.

The system copies the default account number. If an auto-issue requisition identifies a piece of equipment or a work order, then it copies the work order's account number by default.

**Note** A stock replenishment purchase automatically uses the part inventory account number or system site default.

**Sub Acct No.** This field displays the sub-account number associated with a specific account number. The PO charges the account number when it receives the requisition.

When a PO receives goods and services, specifically for this line item or requisition, the cost charges to the sub-account number.

You can identify a sub-account number only if an account number was previously identified or associated with the requisition. The sub-account must be valid for the previous account number.

**Taxable?** Select this check box if the requisition is taxable.

**Tax Code.** This field displays the default tax, copied to the requisition.

The part's tax code copies to any requisition for the part, unless there is a project tax code with a higher priority. If the part has a special tax status, add a tax code to the part. The Tax Code field is typically blank.

To default to a selected taxable check box, all components of a requisition must be taxable.

## Requisition Lines

Create an individual request for purchase of an inventory stock item, non-stock parts, or service work. Access this information from the bottom browse in Requisitions.

### Requisition Lines Detail Tab

Enter information about the requisition line on the Detail tab.

**Fig. 5.20**  
Requisition Lines Detail Tab

| Part Information |                                     |
|------------------|-------------------------------------|
| Source Site      | SANF                                |
| * Description    | NON-STOCK PART                      |
| Order Cost       | 0.0000                              |
| Total Cost       | 0                                   |
| Commodity        |                                     |
| Weight/UOM       | 0.0000                              |
| Weight UOM       |                                     |
| Total Weight     | 0                                   |
| OH Group         | ECNMY                               |
| Est Freight      | 0.00%                               |
| * Part No        | non stock item                      |
| * Qty Ordered    | 1.0000                              |
| UOM              | EA                                  |
| Location         |                                     |
| Vendor Part      |                                     |
| Contractor?      | <input type="checkbox"/>            |
| Auto Issue?      | <input checked="" type="checkbox"/> |
| From Schedule?   | <input type="checkbox"/>            |
| Freight          | 0                                   |

| Order         |                             |
|---------------|-----------------------------|
| Status        | P                           |
| Requestor     | sysadm System Administrator |
| Created By    | sysadm                      |
| Date Required | 10/22/2009                  |
| Date Created  | 9/30/2009                   |
| Notify        |                             |
| Date Due      | (none)                      |
| Orig Date Due |                             |
| Buyer         | 1333                        |

**Source Site.** The site from which the part number on the requisition is selected.

**Part Number.** The part number associated with the requisition. Access the lookup at the part number field. The lookup displays a list of valid stock part ID numbers. Select from this list the part to order to replenish stock. However, EAM allows you to type in any number such as a vendor part number, non-stock part, or service description (allowing you to make this an auto-issue requisition). If the part number entered is a valid EAM stock number, the system pulls in all the relevant information, such as the description, purchase order text, and account number structure.

**Description.** Enter up to a 30-character alphanumeric description of the requisition. If a stock part number is added to the requisition, the part's description in Inventory|Inventory is copied to this field.

**Qty Ordered.** This is the quantity to be ordered on the requisition. If the requisition is being created by the stock replenishment routine, EAM calculates the quantity ordered based on user-defined parameters. Otherwise, you can create a requisition and specify a quantity to order. EAM may also check to see if the vendor has minimum order quantities set up in the vendor part record.

**Order Cost.** The price per unit of measure that the organization is paying for the given goods or services. If this is a stock part the following hierarchy determines which of three prices is used. If:

- The vendor has a valid price schedule that price is pulled into the requisition.
- No vendor price schedule exists, the system populates the order cost with the last price charged for this part.
- No price schedule or last price exists, the EAM pulls in the cost established for the part in the Inventory record.

**Note** While EAM may provide a default, in many cases the buyer ends up validating this price by direct contact with the vendor.

**UOM.** The vendor's specified order unit of measure for the part or service. If this is a stock part the field is filled in with the part's order UOM as entered in the part record. When parts are purchased and received in inventory, the purchasing unit of measure is automatically converted to the issuing unit of measure. Whenever the listing of available parts is viewed, they are shown in the issue unit of measure. For example, a vendor might sell parts by the Box, but your organization uses and issues the parts by the Each, meaning one at a time. The Inventory|UOM (Unit of Measure) Conversion module facilitates automatically creating a conversion when transitioning between issue unit of measures and purchase unit of measures.

**Total Cost.** EAM calculates the total cost by multiplying the Qty Ordered times the Order Cost on the requisition.

**Location.** The first bin location found in the part record is defaulted to the requisition. The user can override that bin location and identify another valid location within the Location Lookup. Only locations associated with this part can be used. If the requisition is for a non-stock part or service any valid location can be selected from the Location Lookup.

**Commodity.** A user-defined table used to describe the type of part. If the requisition is for a stock part and the part had a commodity code listed in its record, then that commodity code would be copied over to the requisition.

**Vendor Part.** If a vendor is specified in the requisition and this line is for a stock part, the system searches for a vendor part number associated with the EAM part record. If a vendor part number exists and is set to primary, it copies into the requisition by default. This can also be overridden and another vendor part number linked to a vendor selected if available. If the requisition is for a non-stock part you can enter a vendor's part number if a manufacturer's part number was entered in the Part No field.

**Weight/UOM.** The weight of one order unit of measure for this part. The accompanying UOM field displays the weight's unit of measure, such as pounds. By default the system calculates the weight of one order unit of measure based on data found in the part record. For example, the Issue UOM is Each and the Order UOM is Box. The system refers to the UOM Conversion to calculate how many Eaches (issue unit) are in a Box (order unit). The system multiplies the number of issue units per order unit by the weight of an issue unit, yielding a product that equals the total weight for the order unit. If the Issue UOM and Order UOM are the same, the system simply displays the weight of the Issue UOM as entered in the part record.

**Contractor?** Select this check box if the requisition line is for outside contractor services. If enabled then the requisition is an auto-issue. A work order or equipment identification number is typically noted on the Expense tab of the requisition or this requisition line. The system uses the contractor's expense accounting data from the work order or equipment instead of the material accounting data when the part is auto-issued upon receipt.

**Auto Issue?** This field denotes whether to directly expense parts or services upon receipt.

If a line item on the requisition is a stock part set to auto-issue, then fields on the expense tab identify the account number and cost center to charge. Inventory receives the purchase order part directly, then expenses it to the account number and cost center noted on the requisition.

If it is a non-stock part or service, then the designated expense accounting structure on the requisition is charged, debiting the requisition and crediting the account payable liability account.

If auto-issue is clear, EAM prompts you to change the auto-issue setting to yes? and you fill out any of the following fields:

- WO No
- Stores Req No
- Equip No
- Rebuild
- Project Number

**From Sched?** This check box notes whether the default unit price came from the part's price schedule.

**OH Group.** The overhead group code associated with the requisition. This field is available if the auto-issue check box is selected. Click the field for a lookup table of valid overhead group codes. Adds either a fixed amount or percentage to the total cost passed on when the part is issued, allowing the organization to recover overhead expenses from operational cost centers and departments.

**Est Freight.** Estimated freight is not meant to be an exact amount but a method for allocating freight to part cost. The estimated freight percentage on the requisition line defaults from the stock part's estimated freight percentage or the site's non-stock freight percentage.

**Freight.** The estimated freight costs for the requisition, also referred to as allocated freight costs.

**Status.** Status defaults to P (planned). After placing the requisition lines on order, the system automatically assigns it an O (ordered) status in the PO. From within the requisition, you can select the change status action and elect to either X (cancel) or C (close) a requisition line's status.

**Date Required.** This field displays the required date for the material or service, entered by the creator of the requisition.

The buyer uses this scheduling information when negotiating with the vendors.

**Requestor.** This field displays the employee who requested the items, goods, or services associated with the requisition line.

When you create a requisition, EAM adds the employee number and name of the user entering the new requisition in the requestor field. You can override this field.

**Buyer.** If this is a stock part, and a buyer is associated with the part number then the buyer's employee ID and name is pulled into the requisition line. A buyer specified on the requisition copies to line items attached to the requisition.

If the buyer is blank select one from a lookup of valid buyers. After requisition approval, EAM restricts who has the ability to change a requisition. Only the buyer and the person who authorized the expenditure are allowed to change the requisition and its lines.

**Notify.** This field displays the individual or group of individuals to e-mail, based on certain events occurring against the requisition line or purchase order. Select the user or group to notify for the requisition line from a lookup.

**Date Due.** This field displays the date the buyer expects to receive the parts, based on the vendor's feedback. The buyer or requisition creator can change the date.

**Orig Date Due.** This field displays the original date the buyer expected the parts to be received prior to vendor feedback.

**Created By.** The creator's user ID displays in this field.

**Date Created.** The date the requisition line was created. The system updates this field.

### Requisition Lines Expense Tab

Enter information about the requisition line on the Expense tab.

| Expense           |                                         |                 |                                   |
|-------------------|-----------------------------------------|-----------------|-----------------------------------|
| Charge            |                                         |                 |                                   |
| WO No             | <input type="text" value="0"/>          | Stores Req No   | <input type="text" value="0"/>    |
| Equip No          | <input type="text"/>                    | Rebuild         | <input type="text"/>              |
| Serialized Part   | <input type="text"/>                    | Serial No       | <input type="text"/>              |
| Project No        | <input type="text"/>                    | Job No          | <input type="text"/>              |
| System            | <input type="text"/>                    | Assembly        | <input type="text"/>              |
| Expense Type      | Expense                                 |                 |                                   |
| Expense           |                                         |                 |                                   |
| Expense Site      | <input type="text"/>                    |                 |                                   |
| Dept              | <input type="text"/>                    | Cost Center     | <input type="text"/>              |
| Acct No           | <input type="text"/>                    | Sub Acct No     | <input type="text"/>              |
| Asset             |                                         |                 |                                   |
| Asset Source Site | <input type="text" value="SANF"/>       |                 |                                   |
| Asset Dept        | <input type="text" value="4000654646"/> | Asset Cost Cntr | <input type="text" value="4000"/> |
| Asset Acct No     | <input type="text" value="1040"/>       | Asset Sub Acct  | <input type="text" value="0004"/> |
| Tax Information   |                                         |                 |                                   |
| Taxable?          | <input type="checkbox"/>                | Tax Code        | <input type="text"/>              |
| Tax Class         | <input type="text"/>                    | Tax Usage       | <input type="text"/>              |

**WO No.** If the part or service on the requisition line is for a work order, identify it in the work order number field. It is validated from the work order table. Linking a work order to a requisition line has two effects:

- If the requisition line is set to auto-issue, when the parts, goods, or services are received through the purchasing system, they charge directly to the work order expense accounting data.
- If a work order is associated with the requisition line but auto-issue is cleared, these parts are still for the work order. Inventory receives them. The accounting data reflects the inventory asset data. When the parts are received, EAM reserves them for the work order. They go into inventory, to be issued out later to the work order. Then they are charged to the work order's expense accounting data.

**Stores Req No.** When you enter a WO number with an associated stores requisition number, it displays in this field.

You can enter a specific stores requisition number manually or select one from the lookup.

**Equip No.** This field displays the identifying number for a piece of equipment.

If the requisition line is associated with a piece of equipment, identify the equipment in this field. Select the equipment from the lookup. Identifying the equipment on a requisition line creates the expense GL transaction only if auto-issue is selected. When purchasing receives the parts, goods, or services, it directly charges the equipment's expense accounting data.

If the equipment is associated with a requisition line with no auto-issue, these parts are still ordered for the equipment. Inventory receives them. Account number fields reflect the expense account number. The equipment number serves as a note that the parts were ordered for this piece of equipment.

**Rebuild.** Create a requisition for goods and services to repair or rebuild a serialized or fabricated part. Identify the current rebuild area. You must move a serialized part from the inventory bin to a valid rebuild location.



For a serialized part, EAM sets the requisition to auto-issue. Specify a rebuild location, a part number, and serial number. Upon receipt against a PO, the cost associated with the requisition is charged directly to the rebuild, part number, and serial number specified. This cost is associated with the part and the specific serial number. The part returns to the storage area, where it issues and charges to a piece of equipment.

**Serialized Part.** This field displays the serialized part number from EAM's inventory master. A requisition created specifically to repair a rebuildable or serialized part must identify the serialized part number.

**Serial No.** This field displays the serial number of a serialized part associated with the requisition. A requisition created specifically to repair a rebuildable or serialized part must identify the serial number.

You must identify the current rebuild area, as well as the part and serial number.

**Project No.** This field displays the identifying number for a project.

When a project number is associated with a requisition line, EAM copies the project's primary expense accounting data.

**Job No.** This field displays the job number, associated with a project to expense for this purchase. Identify a project to use a job number.

If auto-issue is selected, the cost of the goods and services on the requisition line automatically flows to the identified project and job expense accounting structure on the requisition line.

**System.** This field is associated with equipment ID, identified on a requisition line.

Create a requisition line to charge directly or issue upon receipt against a specific piece of equipment. Associate a valid system for more detailed analysis of where this cost was expensed on the equipment.

Each piece of equipment must have an associated BOM type. Use the lookup to see a table of valid system codes associated with the equipment through the BOM type. Associate an assembly below the system field for more detailed analysis.

**Assembly.** This field displays the assembly associated with the system code, which associates to a piece of equipment.

If the requisition line is a direct charge and identifies a piece of equipment, then the part expenses directly to that equipment. For more detailed analysis of where on the piece of equipment this part goes, associate the part to a specific system code. Beneath the system code, there is a specific assembly code associated with the system.

Validation: The assembly code table must be valid. It must also be valid for the associated system code. A system code is required to use an assembly code.

**Expense Type.** This field determines the requisition line expense type: capital or expense.

All requisition lines default to expense. Expense type refers to the approval process for a requisition. In User Maintenance, each user has a spending limit for two types of requisitions: expense or capital. The requisition check box determines the kind of limit you have for that type of requisition.

Implementation Issue: In a facility where people sign approvals for goods and services, they may have two types of spending limits. For instance, for regular expenses, an individual has \$500 approval. On capital items (typically larger purchases), the same individual has an approval limit of \$5,000.

**Expense Site.** This field displays the site to expense this requisition line to.

**Dept.** This field displays the department charged for the requisition line upon receipt.

Select auto-issue to expense the requisition line to a department.

**Note** If dept, cost center, account or sub account is required (in System Administration| Mandatory Fields) and the requisition is not auto-issue, the system ignores the mandatory field setting.

**Cost Center.** Select the cost center from a table of cost centers, previously created in Finance| Groups|Cost Centers.

**Acct No.** This field displays the account number that receives the auto-issue requisition line charges during the purchasing routine.

The account number table validates the account number. The account number must be valid within a cost center, if using a cost center.

The system copies the default account number. If an auto-issue requisition identifies a piece of equipment or a work order, then it copies the work order account number by default.

**Note** A stock replenishment purchase automatically uses the part asset account number or system site default.

**Sub Acct No.** This field displays the sub-account number associated with a specific account number. The PO charges the account number when it receives the requisition.

When a PO receives goods and services, specifically this requisition line item, the cost charges to the sub-account number.

You can identify a sub-account number only if an account number was previously identified or associated with the requisition. The sub-account must be valid for the previous account number.

**Note** If you selected Auto Issue?, all the fields under the Asset heading will be blank. If Auto Issue? is clear, EAM displays the asset account information under the heading Asset.

**Asset Source Site.** This field displays the site to debit when this requisition line is received.

**Asset Dept.** If the requisition line part includes the inventory department (Cost tab of Inventory record), it displays here. If this information in the part record is blank, then the site default (POs tab of System Site Maintenance) is displayed.

**Asset Cost Cntr.** If the requisition line part includes the inventory cost center (Cost tab of Inventory record), it displays here. If this information in the part record is blank, then the site default (POs tab of System Site Maintenance) is displayed.

**Asset Acct No.** If the requisition line part includes the inventory account number (Cost tab of Inventory record), it is displays here. If this information in the part record is blank, then the site default (POs tab of System Site Maintenance) is displayed.

**Asset Sub Acct.** If the requisition line part has the inventory sub-account filled out (Cost tab of Inventory record), it is displayed here. If this information in the part record is blank, then the site defaults (POs tab of System Site Maintenance) is displayed.

**Note** If a user changes the requisition line part number, the system pulls in new asset account information along with the other defaults from the part record or System Site Maintenance.

**Taxable?** Select this check box if the requisition line is taxable.

**Tax Code.** This field displays the default tax code, copied to the requisition line.

**Tax Class.** The system copies the default tax class to the requisition line.

**Tax Usage.** The system copies the default tax usage to the requisition line.

### Requisition Lines PO Text Tab

Enter comments about the requisition line on the PO Text tab.

**Fig. 5.21**  
Requisition Lines PO Text Tab

**PO Text.** Enter an expanded description, specifications, or other data for you and the supplier. The purchase order may contain this information. EAM copies PO text from the stock record for stock parts. You can enter unlimited PO text for a non-stock part. PO Text prints on the purchase order.

### Requisition Lines User-Defined Tab

Enter comments about the requisition line on the User-Defined tab.

**Fig. 5.22**  
Requisition Lines User-Defined Tab

**Character 1/2.** These are user-defined character fields, validated against tables that you add.

**Character 3/4.** These are free-form user-defined character fields, not validated against tables.

**Decimal 1/2.** These are user-defined decimal fields for requisition lines.

**Integer 1/2.** These are user-defined integer fields for requisition lines.

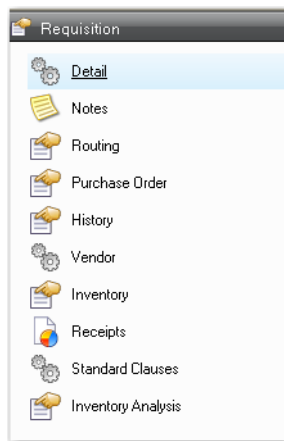
**Date.** Enter a date type field here.

*Enable/Disable Logic.* This is a user-defined check box.

## Requisitions Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Detail for the highlighted requisition record.

**Fig. 5.23**  
Requisition Submenu



| Requisition Submenu Option | Purpose                                                                    |
|----------------------------|----------------------------------------------------------------------------|
| Detail                     | This option opens the tabbed view.                                         |
| Notes                      | Use this option to add notes about the requisition.                        |
| Routing                    | View routing status and routing lists associated with this requisition.    |
| Purchase Order             | View the PO associated with this requisition.                              |
| History                    | View this requisition's history.                                           |
| Vendor                     | View, add, and delete vendors associated with this requisition.            |
| Inventory                  | View inventory associated with this requisition.                           |
| Receipts                   | View parts received against this requisition.                              |
| Standard Clauses           | View, add, and delete standard clauses to associate with this requisition. |
| Inventory Analysis         | View EAM's analysis of inventory associated with this requisition.         |

## Routing Substitutions

Use a Routing Substitution to replace a user for all requisition, purchase order, and project approvals for a specified period of time.

### Using Established Purchasing Controls

- 1 Click New to open a blank routing substitution record.
- 2 Enter information in relevant fields. The system automatically saves your record.

**Fig. 5.24**  
Purchase Requisition Authorization Process Map

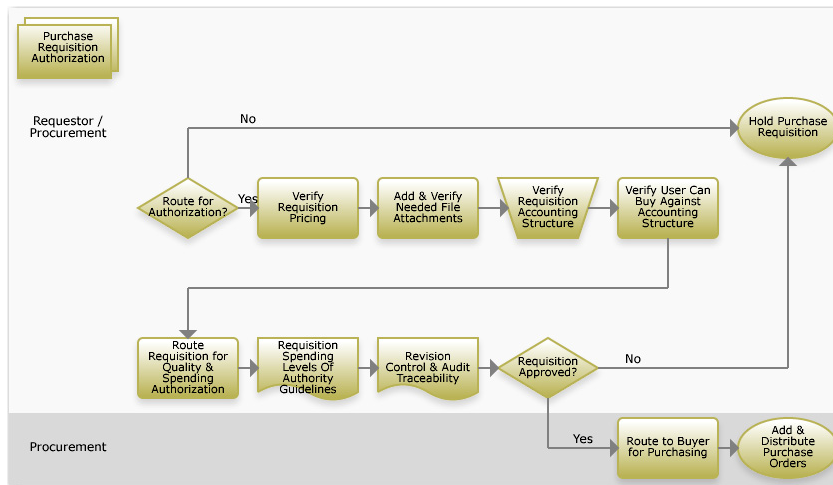
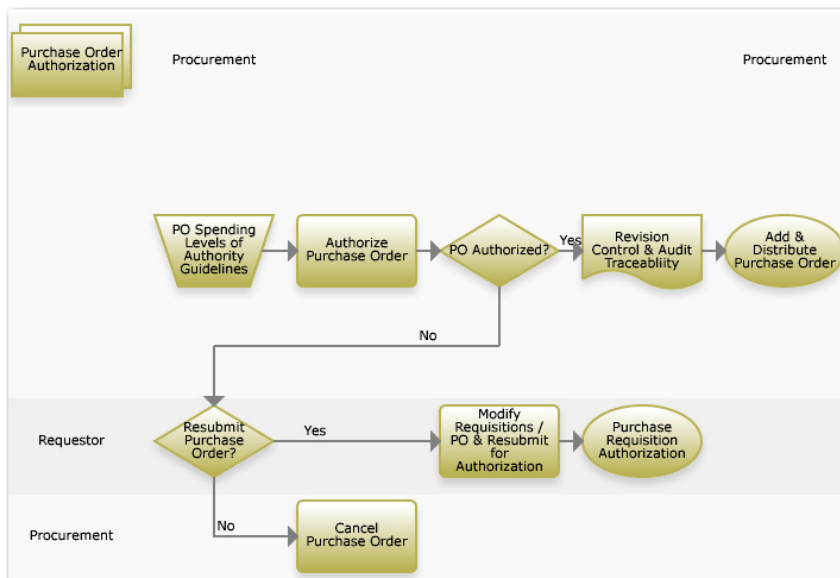


**Fig. 5.25**  
Purchase Order Authorization Process Map



## Routing Substitutions Browse

Access this browse from Purchasing|Routing Substitutions. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 5.26**  
Vendor Browse

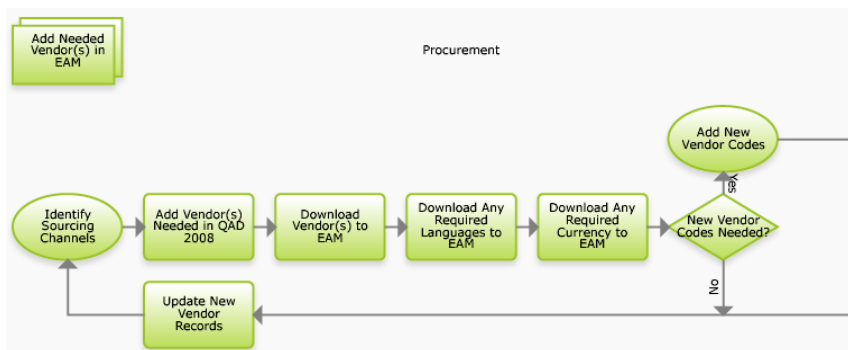
| Start Date | End Date   | User ID  | Substitute ID |
|------------|------------|----------|---------------|
| 09/23/2009 | 10/30/2009 | janie    | janie2        |
| 09/01/2009 | 10/23/2009 | abrady   | jed           |
| 09/01/2009 | 10/31/2009 | jed      | janie2        |
| 01/09/2008 | 01/29/2008 | janie    | 11            |
| 01/01/2008 | 01/31/2008 | janie    | sysadm        |
| 11/21/2003 | 01/24/2004 | 0        | 2             |
| 11/21/2003 | 08/31/2004 | 3000     | SHQ           |
| 09/23/2003 | 09/23/2003 | SH1000   | sysadm        |
| 07/30/2003 | 07/31/2003 | BWeiss   | ARudeseal     |
| 07/30/2003 | 07/30/2003 | SHarter  | SHarter       |
| 07/29/2003 | 07/29/2003 | AWilliam | BWeiss        |
| 06/24/2003 | 06/24/2003 | SH1000   | SHarter       |
| 01/14/2003 | 02/17/2003 | SH2000   | SH1000        |

## Vendor

Use the vendor file to store supplier information, including address, contacts, tax information, shipping data and terms. Inventory and Purchasing use the vendor file. Equipment, Physical Inventory and Stores Requisition files may also include a vendor number.

## Adding a Vendor Record to EAM

**Fig. 5.27**  
Creating a Vendor Record Process Map



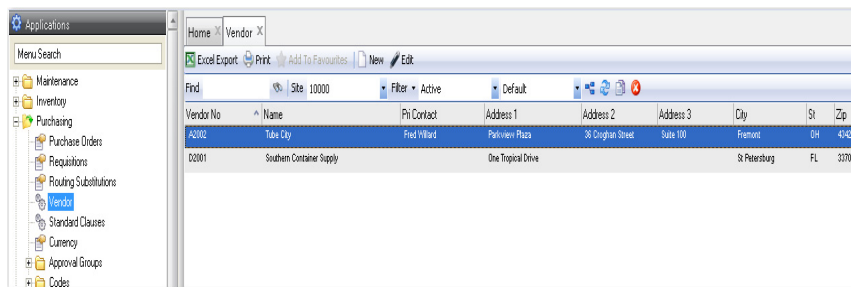
- 1 Identify sourcing channels.
- 2 Add vendors to the QAD ERP application.
- 3 Download vendors to EAM.
- 4 Download languages to EAM.
- 5 Download required currency to EAM.

- 6 Add new vendor codes.

## Vendor Browse

Access this browse from Purchasing|Vendor. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 5.28**  
Vendor Browse



## Adding a Vendor Record

- 1 Click New to open a blank vendor record.
- 2 Assign the vendor number.
- 3 Enter information in relevant fields on the tabs.
- 4 Click Save.

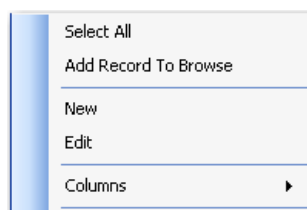
## Editing a Vendor Record

- 1 Double-click a record from the browse or click Edit to open the vendor record detail.
- 2 Verify or change the vendor number.
- 3 Enter information in relevant fields on the tabs.
- 4 Click Save.

## Vendor Right-Click Menu

The right-click menu contains administrative functions and options.

**Fig. 5.29**  
Vendor Right-Click Menu



## New

Use New to open the vendor record detail to create a new record.

## Edit

Use Edit to open the vendor record detail to edit the selected record.

## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Vendor Record Detail

The record detail contains all information about this vendor. Assign a vendor number to display over all associated tabs.

**Fig. 5.30**  
Vendor Record Detail

| Address Details |                             | Address     |                |
|-----------------|-----------------------------|-------------|----------------|
| Name            | Tarrinton Bearings          | Address 1   | P.O. BOX 3345  |
| Address2        | 3456 South Avenus           | Address3    |                |
| City            | Chicago                     | State       | IL             |
| Zip             | 56334                       | County      | Cook           |
| Country         | US United States of America | Pri Contact | Jean Patterson |
| Phone No        | 312-334-2354                | Fax No      |                |
| Email           |                             |             |                |

## Vendor Tabs

Vendor records contains five tabs: Address, Detail, Codes, Remit, and User Defined. Add new records or edit existing ones from here, save, or export to Excel.

### Vendor Tab: Address

Enter vendor physical address information on the Address tab.

**Fig. 5.31**  
Vendor: Address Tab

| Address Details |                              | Address     |                       |
|-----------------|------------------------------|-------------|-----------------------|
| Name            | Don Robertson Custom Homes   | Address 1   | 2546 Peachtree Street |
| Address2        | Suite 500                    | Address3    | 5th floor             |
| City            | Atlanta                      | State       | GA                    |
| Zip             | 30028                        | County      | Dekalb                |
| Country         | usa United States of America | Pri Contact | Don Robertson         |
| Phone No        | 770 844-0767                 | Phone No    | 770 844-0765          |
| Fax No          |                              | Email       | DRobertson@yahoo.com  |

**Name.** This field displays the vendor name that displays with purchase orders and quotations.



**Address 1.** This field displays a line of the vendor's address.

**Address2.** This field displays the second line of the vendor's address.

**Address3.** This field displays the third line of the vendor's address.

**City.** This field displays the vendor's city of address.

**State.** This field displays the vendor's state of address.

**Zip.** This field displays the vendor's postal code.

**County.** This field displays the vendor's county of address.

**Country.** This field displays the vendor's country of address.

**Pri Contact.** This field displays the primary contact name for the vendor.

**Fax No.** This field displays the vendor's primary contact fax number.

**Phone No.** This field displays the vendor's primary contact phone number.

**e-mail.** This field displays the e-mail of the vendor's primary contact.

### Vendor Tab: Detail

Enter vendor information on the Detail tab.

**Fig. 5.32**  
Vendor: Detail Tab

**Active.** Select this check box to use this vendor. If this check box is not selected, the vendor lookup excludes the vendor. Validation for Vendor No on Purchase Order, Requisition, and Vendor Part Maintenance screens prevents users from entering an inactive vendor. EAM notifies you about any open records that use a vendor that could cause problems when you change vendor status to inactive.

**Federal ID.** This field displays the vendor's Federal Tax ID.

**Minimum Order.** This field displays a minimum total cost to meet or exceed on a purchase order for this vendor. The value is in terms of the vendor's currency. When you select the PO Order action, EAM stops the order if the total cost of the PO is not greater than or equal to the vendor's minimum order.

**Order Method.** This field displays the preferred method to order goods from a vendor, such as, fax, telephone, or e-mail.

**Freight on Invoice.** Select the check box to include freight on the invoice. Otherwise, the system does not include freight on the invoice. There is no receiver for freight for any parts received from this vendor. Typically, you still pay for freight, but the shipper charges separately from the supplier.

**Ins Exp Date.** This field display the date the vendor's insurance expires.

**Ship Via.** Use the preferred method to ship goods to this vendor.

**FOB.** Freight on Board (FOB), denotes whether freight charges are part of the PO price or will be billed separately after the invoice, and who pays for freight (buyer or vendor). For instance, if the buyer lives in Des Moines and buys a product F.O.B. New York, the buyer must pay the shipping charges from New York to Des Moines.

**Terms.** This field displays the vendor payment terms.

**Net Due in Days.** This field displays the number of days before you must pay the vendor's invoice.

**Disc in Days.** This field displays the number of days a vendor allows to use an invoice discount.

**Discount %.** If you pay the invoice within the number of days specified, this field displays the percentage of that discount.

**Last Purchased.** This field displays the last date you placed a PO with this vendor.

**Last Receipt.** This field displays the latest date you received an item against a purchase order for this vendor.

**Auto Print.** Select this check box to automatically print expedite letters or POs for this vendor.

**Auto Fax.** Select this check box to automatically fax expedite letters or POs for this vendor.

**Auto e-mail.** Select this check box to automatically e-mail expedite letters or POs for this vendor.

## Vendor Tab: Codes

Select system codes information on the Codes tab.

**Fig. 5.33**  
Vendor: Codes Tab

The screenshot shows the 'Codes' tab of a vendor record. The 'Type' field is set to 'RAW' with a dropdown arrow. The 'Status' field is empty with a dropdown arrow. The 'Language' field is set to 'US' with a dropdown arrow. The 'Currency' field is set to 'USD' with a dropdown arrow. The 'Tax Code' field is set to 'DLKB' with a dropdown arrow. The 'Tax Usage' field is empty with a dropdown arrow. The 'Receipt Credit' section has a 'Dept' field and an 'Acct No' field, both with dropdown arrows. The 'Cost Center' and 'Sub Acct No' fields are also present with dropdown arrows. Checkboxes for 'Approved?', 'Minority?', 'Taxable?', and 'Send Cons ERP?' are visible, with 'Taxable?' and 'Send Cons ERP?' checked.

**Type.** The Vendor Type code is user-defined. It groups common types of vendors for filtering and sorting.

**Status.** This field displays the vendor's current status. It is for information only.

**Approved.** Select this check box if the vendor is approved to do contract work on site. You cannot authorize or order a PO if you did not select the vendor check box, and there is a contract requisition attached to the purchase order.

**Language.** This field display the supplier's local language.

**Note** When you print the purchase order document, EAM uses this language code. If no language is specified on the vendor record, language defaults from General|Codes|Language.

**Minority.** Select this check box if the vendor is minority-owned.

**Minority Code.** This field displays the minority code for government reporting purposes.

**Currency.** This field displays the vendor's currency type.

**Taxable.** Select this check box if the vendor is taxable.

**Tax Class.** The system displays the default tax class for the vendor.

**Tax Code.** This field displays the vendor's tax code. If an out of state vendor does not charge sales tax, you can set a vendor tax code to default to a use tax code. If a part has a tax code or is being purchased for a project that has a tax code, the part or project's tax code is the default tax code on the requisition.

**Tax Usage.** The system copies the default tax usage for the vendor to the requisition.

**Send Cons ERP.** Select the check box to send consignment adjustment GL transactions to the QAD ERP application.

**Dept.** This field displays the vendor's receipt credit department.

**Cost Center.** This field displays the vendor's receipt credit cost center.

**Acct No.** This field displays the vendor's receipt credit account number.

**Sub Acct No.** This field displays the vendor's receipt credit sub-account number.

**Note** Receipt credit dept/cc/acct/sub fields are used on receipt and return to vendor (including tax and freight). EAM uses vendor fields on the GL, and not the site's AP dept/cc/acct/sub or Expense Items Receipt (EIR) from the QAD ERP application.

### Vendor Tab: Remit

Enter vendor payment information on the Remit tab.

**Fig. 5.34**  
Vendor: Remit Tab

| Remit To      |                      | RMT County   |                      |
|---------------|----------------------|--------------|----------------------|
| Remit To      | <input type="text"/> | RMT County   | <input type="text"/> |
| RMT Name      | <input type="text"/> | RMT Country  | <input type="text"/> |
| RMT Address 1 | <input type="text"/> | RMT Contact  | <input type="text"/> |
| RMT Address 2 | <input type="text"/> | RMT Phone No | <input type="text"/> |
| RMT Address 3 | <input type="text"/> | RMT Fax No   | <input type="text"/> |
| RMT City      | <input type="text"/> | RMT St       | <input type="text"/> |
| RMT Zip       | <input type="text"/> |              |                      |

**Remit To.** This field displays a lookup that associates the vendor address to remit payment for invoices.

**RMT County.** This field displays the vendor's remit-to county.

**RMT Country.** This field displays the vendor's remit-to country.

**RMT Name.** This field displays the vendor's remit-to name.

**RMT Contact.** This field displays the vendor's remit-to contact name.

**RMT Address.** These fields display the vendor's remit-to address information.

**RMT Phone Number.** This field displays the vendor's remit-to phone number.

**RMT Fax No.** This field displays the vendor's remit-to fax number.

**RMT City.** This field displays the vendor's remit-to city.

**RMT St.** This field displays the vendor's remit-to state.

**RMT Zip.** This field displays the vendor's remit-to postal code.

### Vendor Tab: User Defined

Use the Vendor User Defined tab to track information against specific vendors. There are ten user-defined fields.

**Fig. 5.35**

Vendor: User-Defined Tab

The screenshot shows a software window with a tabbed interface. The 'User Defined' tab is selected. Below the tabs, there is a section titled 'User Defined Fields'. This section contains several input fields arranged in two columns. The left column includes 'Char 1 Code', 'Vendor Char 3', 'Vendor Char 4', 'Vendor Dec 1' (with a default value of 0.0000), and 'Vendor Dec 2' (with a default value of 0.0000). The right column includes 'Char 2 Code', 'Vendor Int 1' (with a default value of 0), 'Vendor Int 2' (with a default value of 0), 'Vendor Date' (a dropdown menu currently showing '(none)'), and 'Vendor Logical' (a checkbox).

**Character 1/2.** These are user-defined character fields, validated against tables that you add.

**Character 3/4.** These are free-form user-defined character fields, not validated against tables.

**Decimal 1/2.** These are user-defined decimal fields for vendor.

**Integer 1/2.** These are user-defined integer fields for vendor.

**Enable/Disable Logic.** This is a user-defined check box.

## Vendor Revision

This module stores any revisions to a purchase order while it is in a status of ordered. With vendor revisions, the buyer can communicate changes to a purchase order with the vendor. You can print a clear list of vendor revisions at the end of the revised purchase order.

A vendor revision displays the following fields:

- Comment
- Date
- Rev No
- Time
- User ID

If the vendor rev? is selected under the System Admin|System Control Maintenance|System Site Maintenance|More Misc tab, EAM prompts users to create vendor revisions when changes are made to an ordered purchase order. Print options are available. You can print vendor revisions with the purchase order document.

With this option, all purchase order vendor revisions print in descending order on a separate page at the end of the purchase order document.

### Adding a Vendor Revision

These instructions apply when a purchase order has a status of O and the vendor rev? check box is selected.

- 1 Click Save. EAM displays the message “Create a vendor revision?”
- 2 Click Yes to create a vendor revision. EAM displays a text box for your comments.
- 3 Click OK to create a revision. EAM stores the user ID, date, time, and comments.
- 4 Click No to the first prompt or Cancel on the comment dialog to abort the revision.

EAM populates the first text box. System comments precede the user’s comments on the vendor revisions list. EAM notes changes to the following on the purchase order:

- Bill To No
- Date Due
- FOB
- Ship To No
- Ship Via
- Terms
- Vendor No

### Other Vendor Revision Actions

Vendor revisions also apply to Standard Clauses. EAM displays the same prompts to create a revision, when you modify, add, copy, or delete a clause from an ordered PO.

Under Purchasing|Requisitions|Requisition Maintenance, EAM displays the same prompts to create a revision. Click Save for a requisition with a status of O. EAM populates the first text box with change information. EAM notes changes to the following on the purchase order:

- Date Due
- Date Required
- Description
- Order Cost
- Part No
- PO Text
- Qty Ordered
- Vendor Part

EAM prompts the user to create a vendor revision when you add or remove a requisition from an ordered PO, or change the status of a requisition.

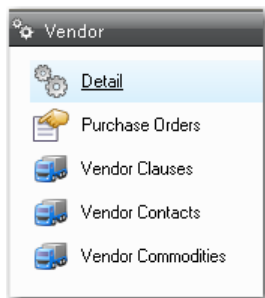
Under Requisition Standard Clause Maintenance, EAM displays the same prompts to create a revision, when you modify, add, copy, or delete a clause from an ordered requisition. EAM populates the text box.

Under Requisition Maintenance, EAM may also prompt the user for vendor revisions if a requisition is linked to an ordered purchase order in the PO number field. EAM prompts you to create a revision.

## Vendor Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Detail for the highlighted vendor record.

**Fig. 5.36**  
Vendor Submenu



| Vendor Submenu Option | Purpose                                               |
|-----------------------|-------------------------------------------------------|
| Detail                | This option opens the tabbed view.                    |
| Purchase Orders       | View all purchase orders associated with this vendor. |
| Vendor Clauses        | View clauses associated with this vendor.             |
| Vendor Contacts       | View this vendor's contact names and information.     |
| Vendor Commodities    | View commodities associated with this vendor.         |

## Standard Clauses

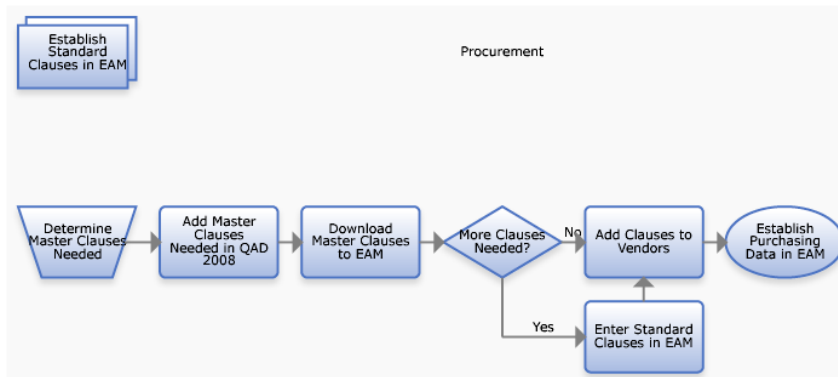
The QAD ERP application uses standard comments, similar to EAM's standard clauses. When a purchase order is copied to the QAD ERP application, EAM standard clauses are copied to the standard comments section.

During implementation, you can copy standard comments from the QAD ERP applications into EAM. Standard comments in the QAD ERP application are grouped by type. The system administrator must identify the types. Use Standard Clauses to attach standard terms and conditions or special instructions to a purchase order. Standard Clauses can also be attached to a Vendor Record. Each time a vendor is linked to a purchase order, all of the vendor's Standard Clauses are copied to the purchase order. Additional Standard Clauses can be added as needed and attached to a purchase order.

### Downloading and Adding a Standard Clause

**Fig. 5.37**

Establishing Standard Clauses Process Map



- 1 Determine the master clauses you need.
- 2 Add them to the QAD ERP application.
- 3 Download clauses to EAM.
- 4 Add other clauses to EAM if you need them.
- 5 Add clauses to vendors.
- 6 Add purchasing data to EAM.

### Creating a Standard Clause

- 1 Click New.
- 2 Enter information in relevant fields. The system saves the clause.

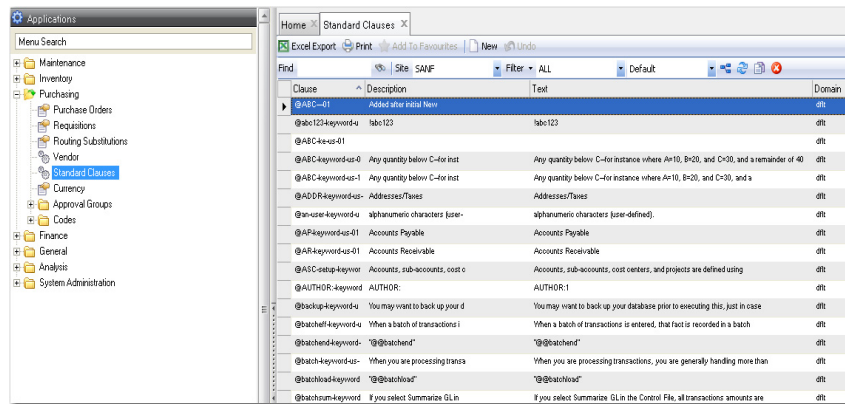
## Editing a Standard Clause Record

- 1 Double-click a record from the browse or click Edit to open the standard clause record detail.
- 2 Enter information in relevant fields on the tabs. The system saves the updated clause.

## Standard Clauses Browse

Access this browse from Purchasing|Standard Clauses. Use it to organize and display records, to access supporting functions, and to edit or create new records.

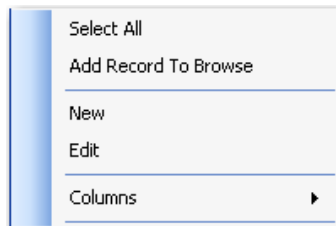
**Fig. 5.38**  
Standard Clauses Browse



## Standard Clauses Right-Click Menu

The right-click menu contains administrative functions and options.

**Fig. 5.39**  
Standard Clauses Right-Click Menu



### New

Use New to open the standard clause record detail to create a new record.

### Edit

Use Edit to open the standard clause record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.



### Standard Clause: General

Use the General tab to describe the clause.

**Fig. 5.40**

Standard Clause: General Tab

*Text.* Type the clause in the text box.

## Currency

Add or update currency types and exchange rates to EAM by downloading them from the QAD ERP application. The Currency table lists valid, available Currency codes.

### Creating a Currency Record

- 1 Click New.
- 2 Enter information in relevant fields.
- 3 Enter currency conversion information into the lower pane. The system automatically saves your changes.

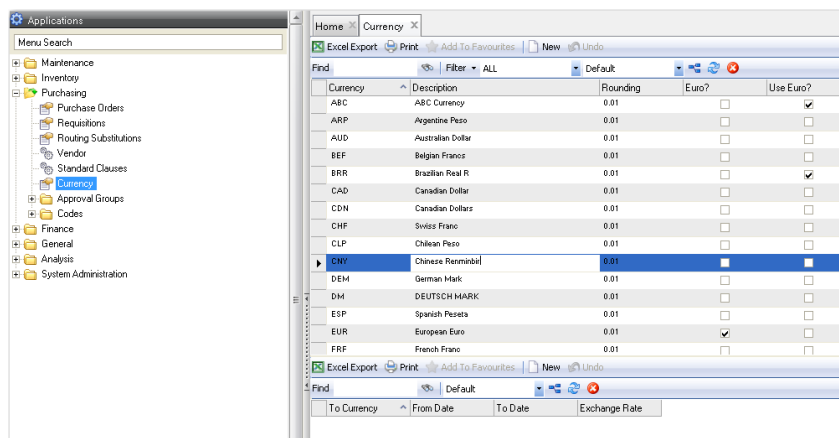
### Editing a Currency Record

- 1 Double-click a record from the browse.
- 2 Enter currency conversion information into the lower pane. The system automatically saves your changes.

### Currency Browse

Access this browse from Purchasing|Currency. Use it to organize and display records, to access supporting functions, and to edit or create new records.

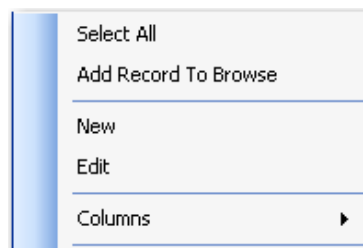
**Fig. 5.41**  
Currency Browse



### Currency Right-Click Menu

The right-click menu contains administrative functions and options.

**Fig. 5.42**  
Currency Right-Click Menu



#### New

Use New to open the currency record detail to create a new record.

#### Edit

Use Edit to open the currency record detail to edit the selected record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Approval Groups

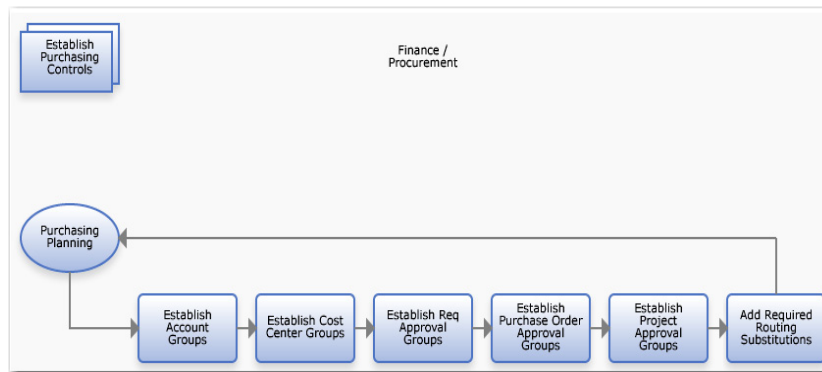
Use Approval Groups to monitor and control costs across the organization. Approval groups consist of individuals who have specific spending authority. There are three types of approval groups: requisition and purchase order.

A requisition approval group can authorize an expenditure and control it down to the specific cost center and/or account number. Groups consist of users with specific spending authority and authorization to spend against cost center or account groups.

Buyers and buyer managers make up a purchase order approval group. The PO approval group evaluates the total expense to the organization. This may include many requisitions associated with one purchase order number.

## Establishing Purchasing Controls

**Fig. 5.43**  
Establish Purchasing Controls Process Map



- 1 Establish account groups.
- 2 Establish cost center groups.
- 3 Establish requisition approval groups.
- 4 Establish purchase order approval groups.
- 5 Establish project approval groups.
- 6 Add routing substitutions.

## Account Group

Establish account groups at Finance|Groups. Associate one or more account group per site for a requisition authorization initiator in their user profile. When routing is initiated, EAM validates that the user can purchase against the account on the requisition.

### Creating an Account Group Record

- 1 Click New to open a blank account group record.
- 2 Enter information in relevant fields. The system automatically saves the new group.
- 3 Right-click New in the lower pane to add the appropriate accounts for this group. Type in the Acct No or click on the lookup to select one. The system automatically fills in the Acct No's description.

### Editing a Account Group Record

- 1 Double-click the group to edit.
- 2 Update the group description.

### Cost Center Group

Establish cost center groups at Finance|Groups. Associate one or more cost center group per site for a requisition authorization initiator in their user profile. When routing is initiated, EAM validates that the user can purchase against the cost center on the requisition.

### Creating a Cost Center Group Record

- 1 Click New to open a blank cost center group record.
- 2 Enter information in relevant fields. The system automatically saves the new group.
- 3 Right-click New in the lower pane to add the appropriate cost centers for this group. Type in the Cost Center or click on the lookup to select one. The system automatically fills in the Cost Center's description.

### Editing a Cost Center Group Record

- 1 Double-click the group to edit.
- 2 Update the group description.

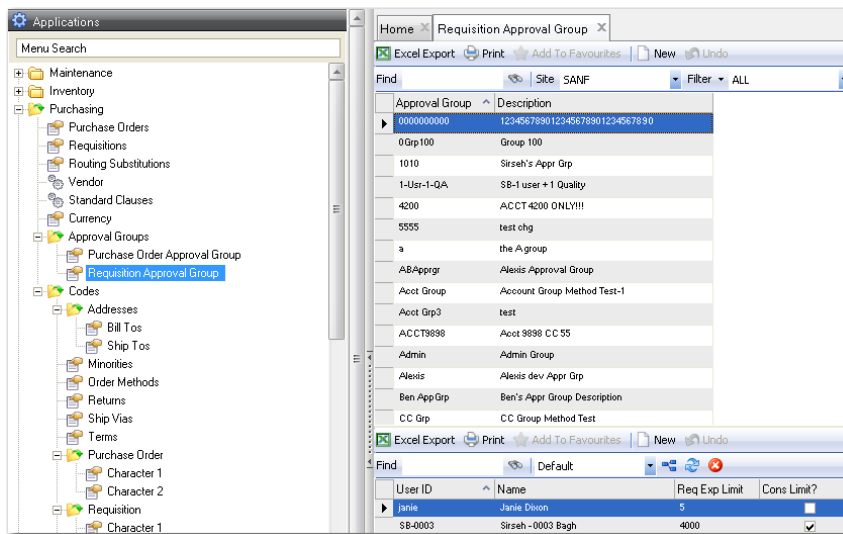
### Requisition Approval Group

User IDs can be associated with the requisition approval group. The requisition approval group can also be associated with any number of account numbers or cost centers. Purchasing|Approval Groups|Requisition Approval Groups.

**Note** Each account number and cost center can have only one approval group for account or cost center based routing. A user can have only one approval group per site.

Identify a requisition approver by selecting Requisition Limit? in User Maintenance. Enter a value for expense type purchase and capital purchases. EAM uses capital limit if the requisition is marked capital. Establish a requisition approval group listing appropriate users, selecting Cons Limit? for this user to authorize based on spending authority. If Cons Limit? is selected, the individual is a quality approver.

**Fig. 5.44**  
Requisition Approval Group Browse



A requisition approval group has a code and description, typically generalizing the type of users to associate with it. Add a list of user IDs to that group.

When a user with the appropriate account or cost center group initiates the routing process, the system locates the appropriate requisition approval group. The users on the appropriate requisition approval group receive e-mail requesting their approval of a requisition. To change the status of the requisition, a user in the approval group with sufficient spending limits must authorize it during the routing.

Enable the Use Hierarchical? option at the System Admin|System Control Maintenance|System Site Maintenance|More Misc tab to use all or any of the three methods for routing approval:

- Account based
- Cost center based
- User based

Account-based routing requires a specific requisition group to be assigned 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 routing requires a specific requisition group to be assigned 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 Utilities|Code Maintenance|Cost Center Maintenance.

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.

When you select Hierarchical, EAM considers all methods in a user-defined sequence.

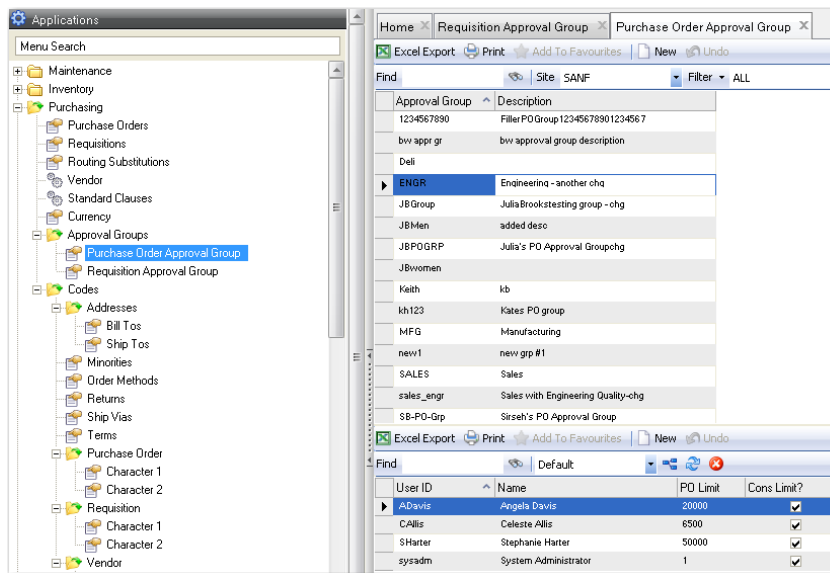
For instance, the first method is cost center, the second is account, and the third is user. EAM uses the cost center approval group first. If no cost center is listed or no requisition approval group is linked to the cost center, then it uses the account approval group. If no requisition approval group is linked to the account, it uses the user based method for routing. If the user who initiates the routing does not have a requisition approval group assigned to their User Profile the routing is aborted.

## Purchase Order Approval Group

PO Approval Group is a group of users with the ability to approve purchase orders. Access this code from Purchasing|Approval Groups|Purchase Order Approval Groups.

Identify approvers and their associated sites under Employee Maintenance. Establish the PO spending limit under the user profile.

**Fig. 5.45**  
Purchase Order Approval Group Browse



Establish a PO Approval Group listing the approvers. Select Cons Limit? to indicate that this approver can authorize based on spending authority. If Cons Limit? is clear, the individual is a quality approver who can verify quality of vendor, budget, and so on, but cannot authorize spending.

The individual who initially tries to authorize the purchase order determines a purchase order's approval group. The individual who initially tries to authorize the purchase order or the buyer listed on the PO determines a purchase order's approval group. If the individual who tries to authorize the purchase order has a sufficient PO spending limit the PO is approved. If not EAM verifies spending limits and creates a routing to the buyer's PO approval group (in the employee record). EAM routes the group based on individual spending authority. It begins with the lowest spending limit and authorizes when it reaches the approver with a sufficient PO spending limit.

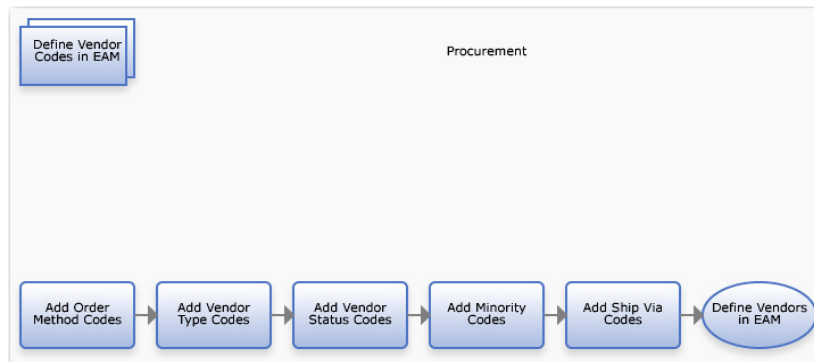
## Codes

Use Codes to view or add supporting data, such as addresses, minorities, returns, order methods, and other information critical to the Purchasing module.

### Defining Vendor Codes

If your EAM system is integrated with the QAD ERP application, vendors, bill to and ship to data codes are downloaded from ERP. Do not update vendor data from EAM except when noted.

**Fig. 5.46**  
Define Vendor Codes Process Map



- 1 Add order method codes.
- 2 Add vendor type codes.
- 3 Add vendor status codes.
- 4 Add minority codes.
- 5 Add ship via codes.
- 6 Define vendors in EAM. See Vendor Revision.

### Addresses

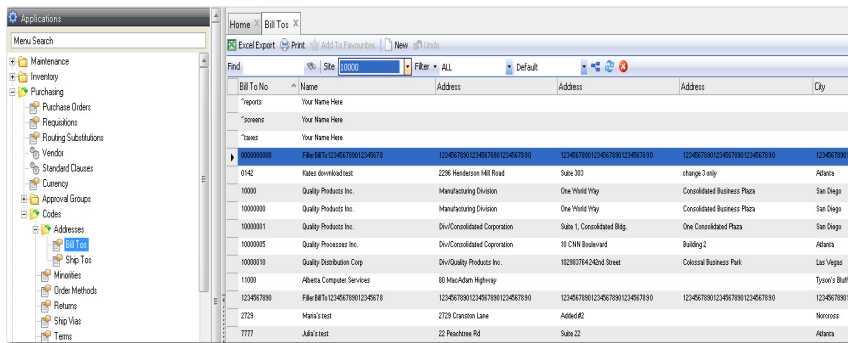
Address codes include Bill Tos and Ship Tos.

#### Bill Tos

The Bill To lookup displays on Purchasing|Codes|Addresses|Bill Tos. Add or edit codes from the code form.

Use Bill Tos to record vendor billing address and contact information.

**Fig. 5.47**  
Codes: Address



### Adding a Bill To Code

Download the address to which you send an invoice from the QAD ERP application, or add directly to EAM.

- 1 Click New.
- 2 Enter the bill to number, name, address, and contact information. The system automatically saves the new code. The purchase order system requires that a Bill To address be specified on each PO. Use Bill Tos to record billing address and contact information.

### Editing a Bill To Code

- 1 Double-click the code to edit.
- 2 Update the bill to name, address, and contact information. The system automatically saves the updated data.

### Ship Tos

Download the address to which the vendor ships goods from the QAD ERP application, or add directly to EAM.

The Ship Tos lookup displays on Purchasing/Codes/Addresses/Ship Tos. Add or edit codes from the code form.

Use Ship Tos to record vendor shipping address and contact information.



**Fig. 5.48**  
Codes: Ship Tos

| Ship To No | Name                           | Address                        | Address                        | Address                        | City                 |
|------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------|
| 00000      | Your Name Here                 |                                |                                |                                |                      |
| 00001      | Your Name Here                 |                                |                                |                                |                      |
| 00002      | Julius Test                    | 22 Madison Way                 | Suite 100                      |                                | Atlanta              |
| 00003      | Johnson Product                | 25 Peachtree Road              |                                |                                |                      |
| 00004      | test                           |                                |                                |                                |                      |
| 0142       | Kates download test            | 2296 Henderson Hill Road       | Suite 303                      |                                | Atlanta              |
| 10000      | Quality Products Inc.          | Manufacturing Division         | One World Way                  | Consolidated Business Plaza    | San Diego            |
| 1000000    | Quality Products Inc.          | Manufacturing Division         | One World Way                  | Consolidated Business Plaza    | San Diego            |
| 1000001    | Quality Products Inc.          | Div/Consolidated Corporation   | Suite 1, Consolidated Bldg.    | One Consolidated Plaza         | San Diego            |
| 1000005    | Quality Products Inc.          | Div/Consolidated Corporation   | 10 Chik Boulevard              | Building 2                     | Atlanta              |
| 1000010    | Quality Distribution Corp      | Div/Quality Products Inc.      | 10280176424rd Street           | Colossal Business Park         | Las Vegas            |
| 1001001    | Woodward Retail                | Woodward Shopping Center       | 77 Sunset Strip                | Block #2                       | Woodward             |
| 1001003    | Rafale Center                  | Central Avenue Shopping        | 23002 Central Ave.             | Suite 202                      | New York             |
| 1001004    | Gateway Retail                 | Gateway Center                 | 700 Bridge Street              |                                | San Francisco        |
| 1004001    | Woodville Supply               |                                | 8000 Central Ave.              |                                | Lincoln Park         |
| 10050      | Steel Manufacturing Co.        |                                |                                |                                |                      |
| 11000      | Albany Computer Services       | 85 MacArthur Highway           | Suite 1000                     |                                | Tyler's Bluff        |
| 1214567890 | 121456789012145678901214567890 | 121456789012145678901214567890 | 121456789012145678901214567890 | 121456789012145678901214567890 | 12145678901214567890 |
| 20000      | Quality Products Inc.          | Physics Division               | One World Way                  | Consolidated Business Plaza    | San Diego            |
| 20010002   | Microscopy Retail              | Square 1 Shopping Center       |                                |                                | Madisonville         |

### Adding a Ship To Code

- 1 Click New.
- 2 Enter the code and ship to details. The system automatically saves the new code.

### Editing a Ship To Code

- 1 Double-click the code to edit.
- 2 Update the name, address, and contact information. The system automatically saves the updated data.

## Minorities

The Minorities lookup displays on Purchasing|Codes|Minorities. Add or edit codes from the code form.

Use Minorities to filter and report on vendors based on their minority status.

**Fig. 5.49**  
Codes: Minorities

| Minority | Description                    |
|----------|--------------------------------|
| 00000    | 123456789012345678901234567890 |
| AA       | African American               |
| ASA      | Asian American                 |
| HA       | Hispanic American              |
| MW       | Middle Eastern Woman           |
| NA       | Native American                |
| new1     | new minority #1                |
| new2     | new minority #2                |
| new3     | new minority #3                |
| W        | Women                          |

### Adding a Minority Code

- 1 Click New.
- 2 Enter the minority and description. The system automatically saves the new code.

### Editing a Minority Code

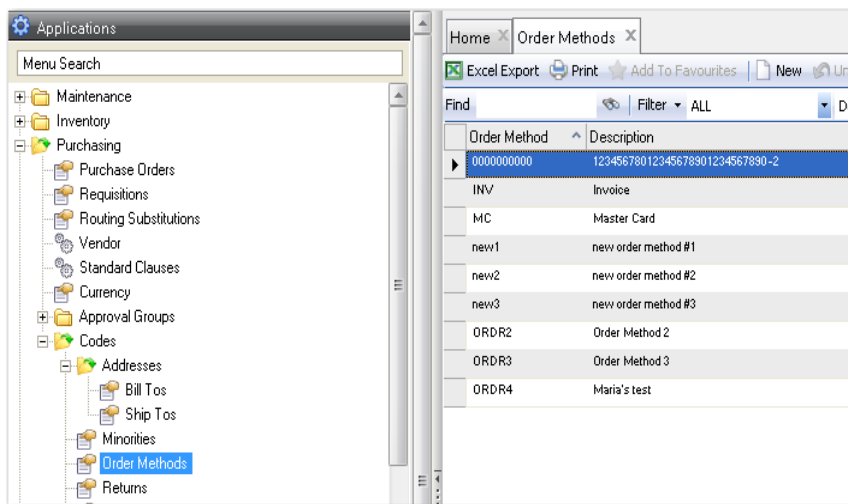
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

## Order Methods

The Order Methods lookup displays on Purchasing|Codes|Order Methods. Add or edit codes from the code form.

It is a table of valid methods or ways of placing an order with a vendor.

**Fig. 5.50**  
Codes: Order Methods



### Adding an Order Method Code

- 1 Click New.
- 2 Enter the order method and description. The system automatically saves the new code.

### Editing an Order Method Code

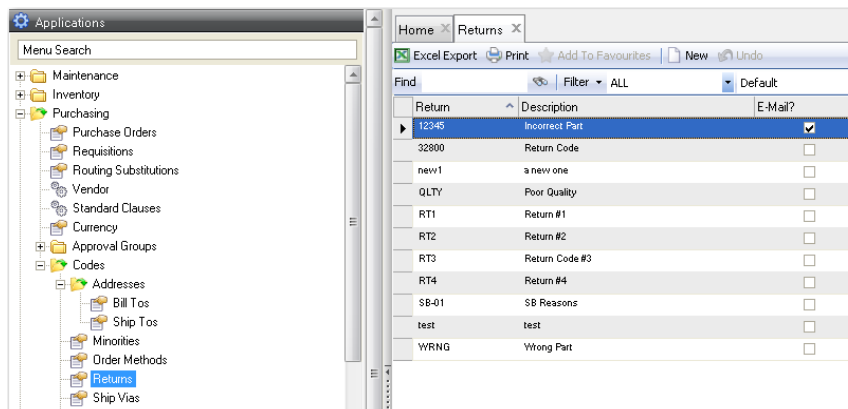
- 1 Double-click the code to edit.
- 2 Update the order method and description. The system automatically saves the updated code.

## Returns

The Returns lookup displays on Purchasing|Codes|Returns. Add or edit codes from the code form.

Reference a return reason code for a return to vendor. Return reasons provide better vendor history and performance reporting capabilities to determine the reasons and frequency of reasons for a part returning to a vendor, such as quality, incorrect part, and so forth. Return codes can also be associated with e-mail. Return codes can trigger notification to the buyer associated with the requisition's purchase order.

**Fig. 5.51**  
Codes: Returns



### Adding a Return Code

- 1 Click New.
- 2 Enter the return, description, and select e-mail. The system automatically saves the new code.

### Editing a Return Code

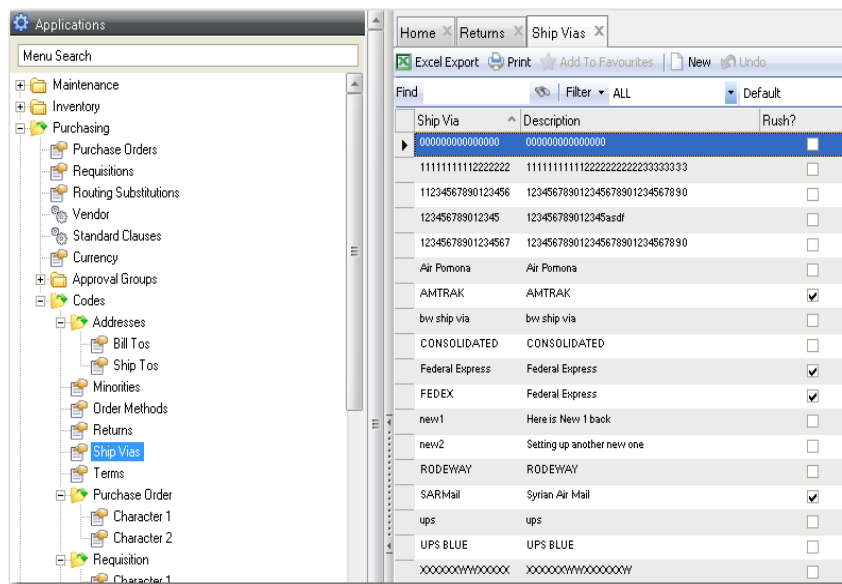
- 1 Double-click the code to edit.
- 2 Update the description or e-mail option. The system automatically saves the updated code.

### Ship Vias

The Ship Via lookup displays on Purchasing|Codes|Ship Vias. Download ship via from the QAD ERP application, or add directly to EAM.

The Vendor download from the QAD ERP application includes Ship Via codes if they do not already exist in EAM.

**Fig. 5.52**  
Codes: Ship Vias



### Adding a Ship Via Code

- 1 Click New.
- 2 Enter the ship via, description, and select rush. The system automatically saves the new code.

### Editing a Ship Via Code

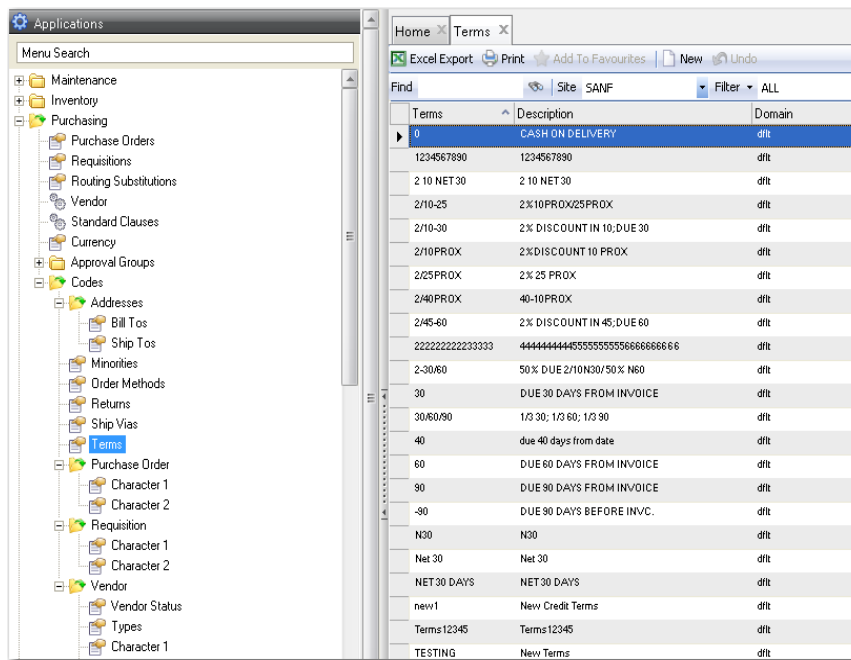
- 1 Double-click the code to edit.
- 2 Update the description or rush option. The system automatically saves the updated code.

### Terms

The Terms lookup displays on Purchasing|Codes|Terms. Add or edit codes from the code form.

Use Terms to represent the vendor's terms for payment. You can download terms from the QAD ERP application at Utilities|MFG/PRO Interface|Download from MFG/PRO.

**Fig. 5.53**  
Codes: Terms



### Adding a Ship Via Code

- 1 Click New.
- 2 Enter the term and description. The system automatically saves the new code.

### Editing a Ship Via Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

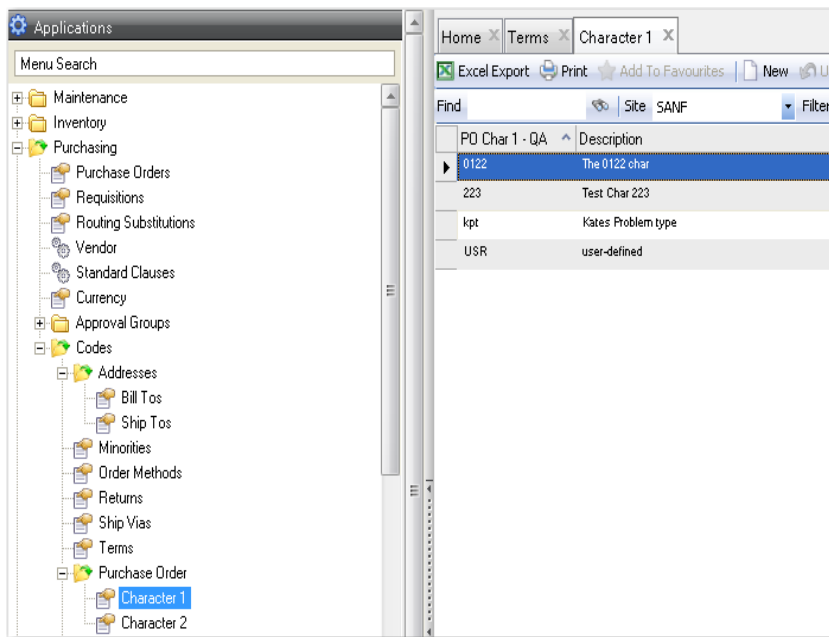
## Purchase Order

Purchase Order codes include Character 1 and Character 2.

### Character 1

The Character 1 lookup displays on Purchasing|Codes|Purchase Order|Character 1. Add or edit codes from the code form.

**Fig. 5.54**  
Codes: PO Character 1



#### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

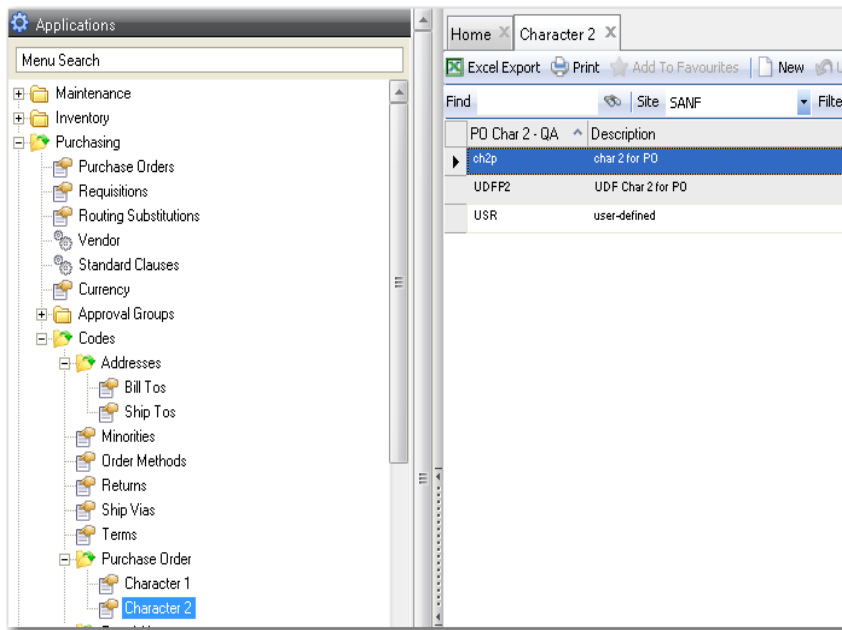
#### Editing a Character 1 Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

#### Character 2

The Character 2 lookup displays on Purchasing|Codes|Purchase Order|Character 2. Add or edit codes from the code form.

**Fig. 5.55**  
Codes: PO Character 2



### Adding a Character 2 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

### Editing a Character 2 Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

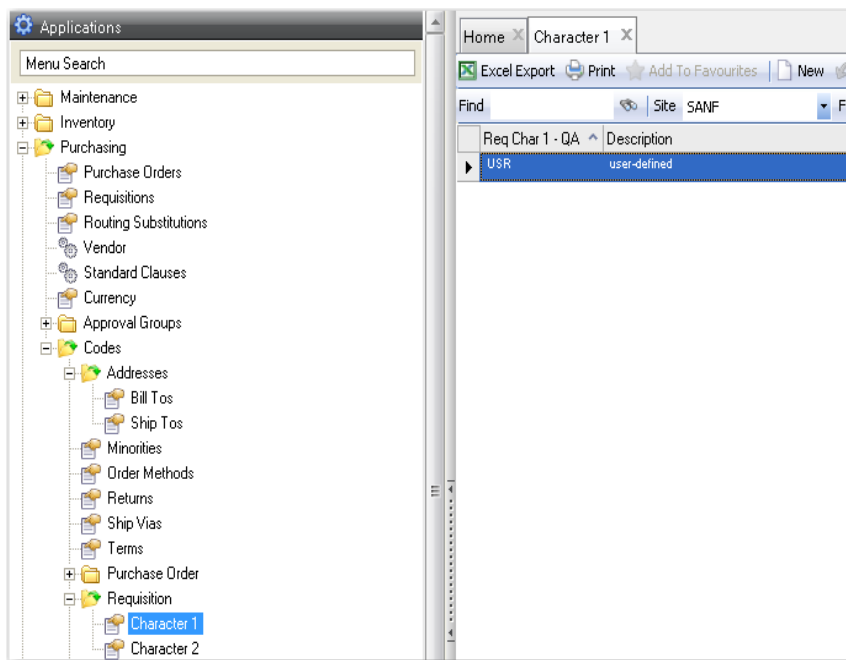
## Requisition

Requisition codes include Character 1 and Character 2.

### Character 1

The Character 1 lookup displays on Purchasing|Codes|Requisition|Character 1. Add or edit codes from the code form.

**Fig. 5.56**  
Codes: Requisition Character 1



#### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

#### Editing a Character 1 Code

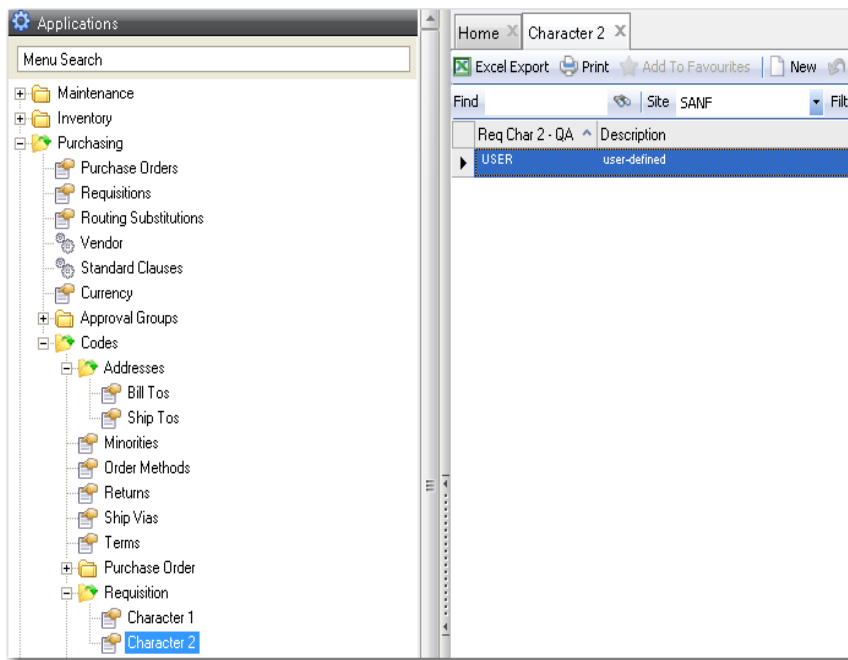
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

#### Character 2

The Character 2 lookup displays on Purchasing|Codes|Purchase Order|Character 2. Add or edit codes from the code form.



**Fig. 5.57**  
Codes: Requisition Character 2



#### Adding a Character 2 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

#### Editing a Character 2 Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

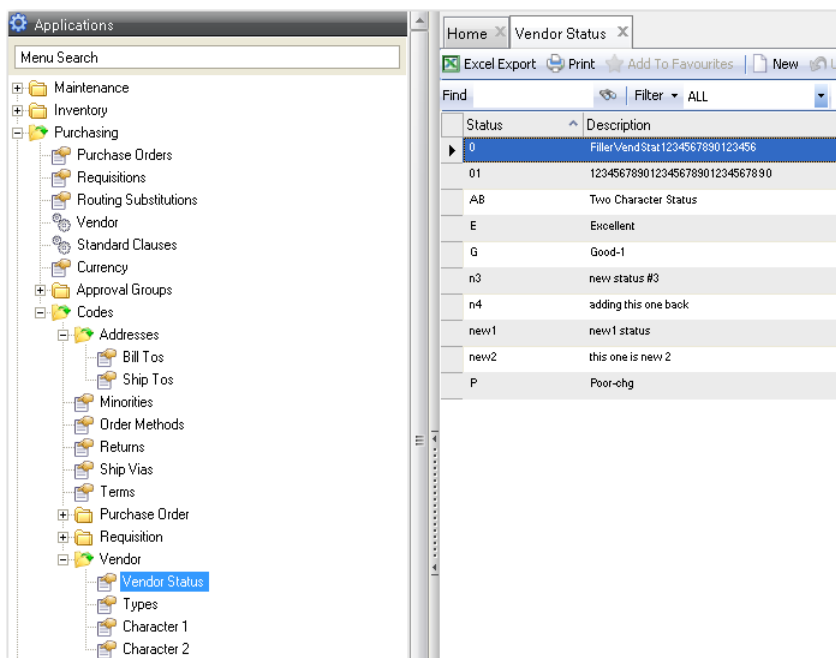
### Vendor

Vendor codes include Statuses, Types, Character 1, and Character 2.

#### Vendor Status

The Vendor Status lookup displays on Purchasing|Codes|Vendor|Statuses. Add or edit codes from the code form.

**Fig. 5.58**  
Codes: Vendor Statuses



### Adding a Status Code

- 1 Click New.
- 2 Enter the vendor status and description. The system automatically saves the new code.

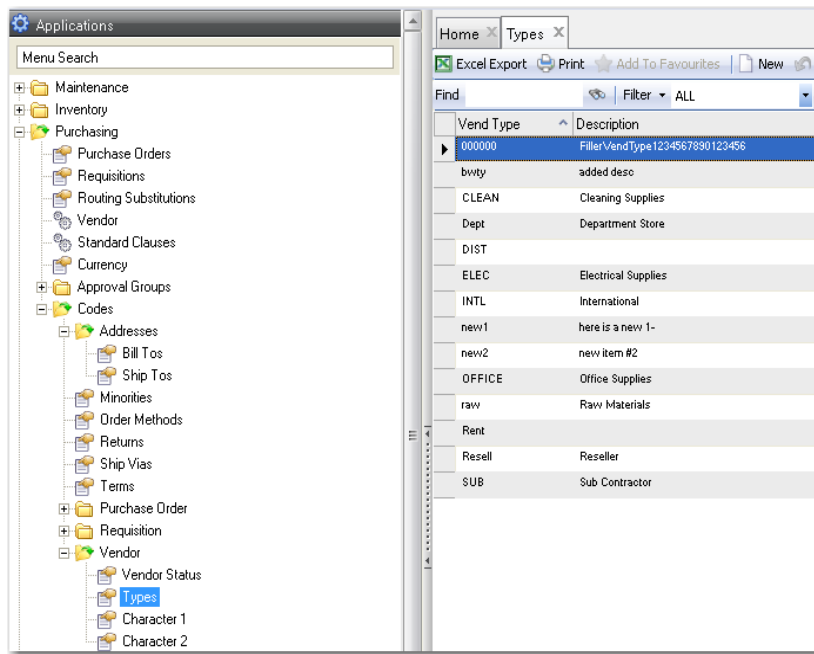
### Editing a Status Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

### Types

The Type lookup displays on Purchasing|Codes|Vendor|Types. Add or edit codes from the code form.

**Fig. 5.59**  
Codes: Vendor Types



### Adding a Type Code

- 1 Click New.
- 2 Enter the vendor type and description. The system automatically saves the new code.

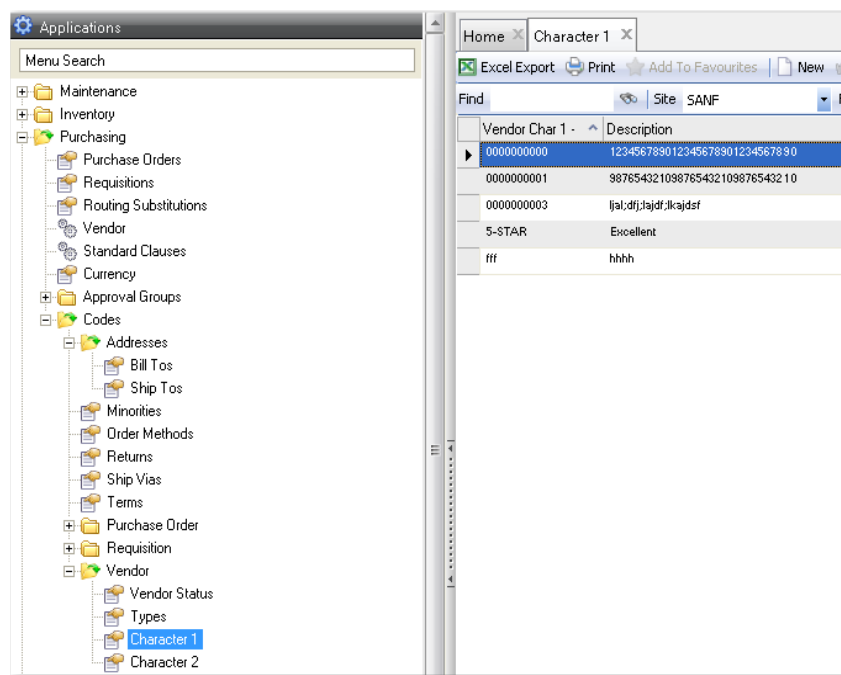
### Editing a Type Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

### Character 1

The Character 1 lookup displays on Purchasing|Codes|Vendor|Char 1. Add or edit codes from the code form.

**Fig. 5.60**  
Codes: Vendor Character 1



#### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

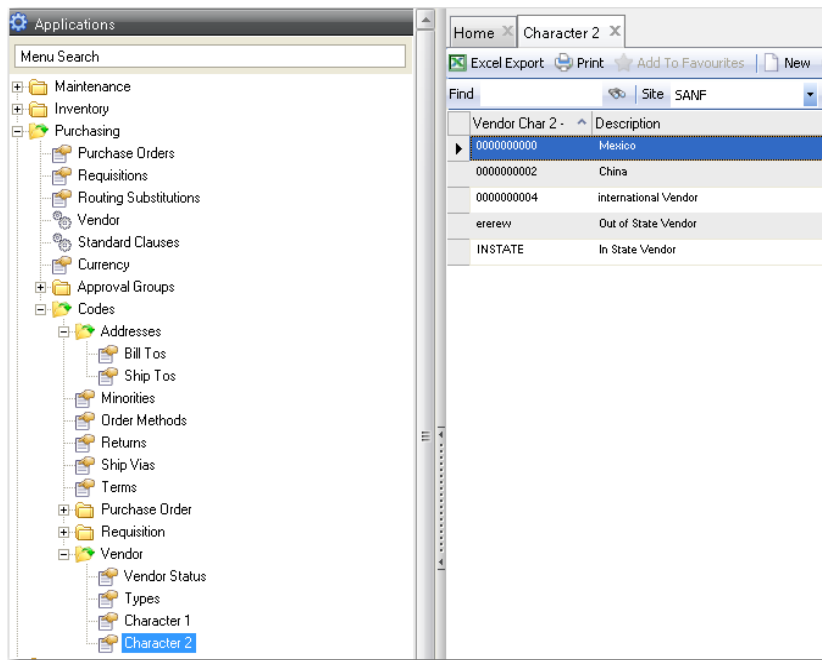
#### Editing a Character 1 Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

#### Character 2

The Character 2 lookup displays on Purchasing|Codes|Vendor|Char 2. Add or edit codes from the code form.

**Fig. 5.61**  
Codes: Vendor Character 2



#### Adding a Character 2 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

#### Editing a Character 2 Code

- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.



# Finance

This section discusses the following Finance module topics:

***Finance* 246**

***Accounting* 248**

***Tax* 262**

***Overhead* 269**

***Groups* 273**

***Codes* 278**

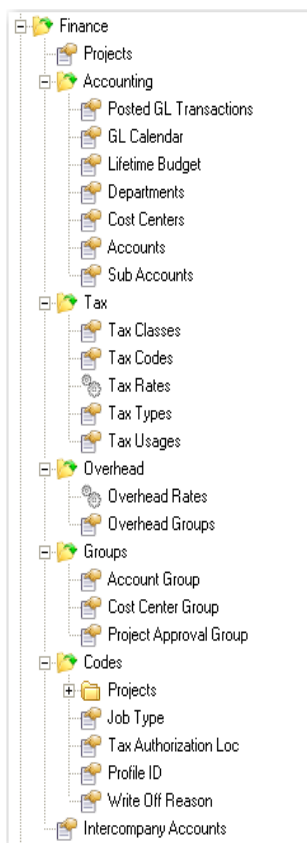
***Intercompany Accounts* 281**

## Finance

Use Finance to view, manage, and enter manual journal entry transactions, create and manage GL accounting calendars, access records for accounting periods that have been closed, and create and manage budgets. Finance includes:

- Accounting
- Tax
- Overhead
- Groups
- Codes
- Intercompany Account

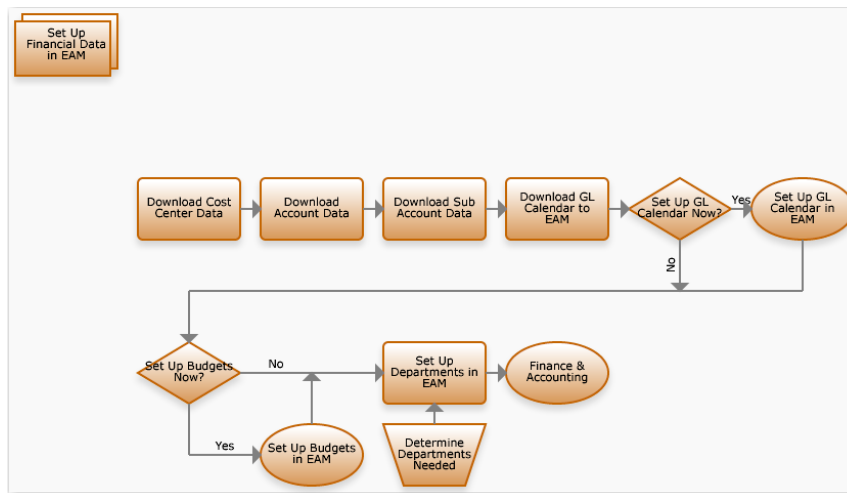
**Fig. 6.1**  
Finance Menu





## Setting Up Financial Data in EAM

**Fig. 6.2**  
Set Up Financial Data Process Map

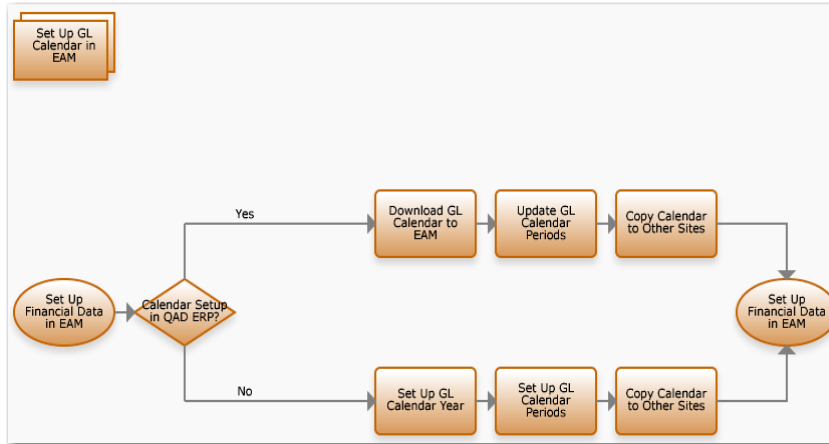


- 1 Download cost center data from QAD ERP.
- 2 Download account data from QAD ERP.
- 3 Download sub-account data from QAD ERP.
- 4 Download GL calendar from QAD ERP to EAM.
- 5 Set up the GL calendar in the EAM application.
- 6 Download budget data from the EAM application.
- 7 Download budget data from QAD ERP.
- 8 Determine departments needed and set them up in EAM.

## Setting Up the GL Calendar in EAM

Use this module to set up the GL accounting period calendar. Download the GL calendar from QAD ERP if one is there.

**Fig. 6.3**  
Set Up Accounting Calendar Process Map



- 1 If the calendar in the QAD ERP application is already set up:
  - a Download the GL calendar year.
  - b Update the GL calendar period.
  - c Copy the calendar to other sites.
- 2 If QAD ERP does not offer a GL calendar:
  - a Set up the GL calendar year.
  - b Set up the GL calendar period.
  - c Copy the calendar to other sites.

## Accounting

Accounting includes the following:

- GL Calendar
- Budgets
- Departments
- Cost Centers
- Accounts
- Sub Accounts

### Posted GL Transactions Browse

Access this browse from Finance|Accounting|Posted GL Transactions. Use it to view posted GL transactions. Organize and display records, access supporting functions, export to Excel, and edit or create new records.

**Fig. 6.4**  
Posted GL Transactions Browse

|                                          |      |             |            |             |        |                |            |
|------------------------------------------|------|-------------|------------|-------------|--------|----------------|------------|
| Home Posted GL Transactions              |      |             |            |             |        |                |            |
| Excel Export Print Add To Favourites New |      |             |            |             |        |                |            |
| Find                                     |      | Site 10000  | Filter ALL | Default     |        |                |            |
| In ERP?                                  | Dept | Cost Center | Acct No    | Sub Acct No | Amount | Reference      | Date       |
| <input type="checkbox"/>                 |      |             | 2100       |             | -1000  | M1091106023949 | 11/06/2009 |
| <input type="checkbox"/>                 |      | 0500        | 5100       |             | 1000   | M1091106023949 | 11/06/2009 |
| <input checked="" type="checkbox"/>      |      | 2000        | 8200       |             | 94.16  | M1091006023815 | 10/06/2009 |
| <input checked="" type="checkbox"/>      |      | 1060        | 6070       | 6071        | -94.16 | M1091006023815 | 10/06/2009 |
| <input checked="" type="checkbox"/>      |      | 2000        | 8200       |             | -12.5  | M1090924023758 | 09/24/2009 |
| <input checked="" type="checkbox"/>      | PROD | 5010        | 8200       |             | 12.5   | M1090924023758 | 09/24/2009 |
| <input checked="" type="checkbox"/>      | PROD | 5010        |            |             | -49.2  | M1090921023750 | 09/21/2009 |
| <input checked="" type="checkbox"/>      |      |             | 9702       |             | 8      | M1090921023750 | 09/21/2009 |
| <input checked="" type="checkbox"/>      |      |             | 8701       |             | 1.2    | M1090921023750 | 09/21/2009 |
| <input checked="" type="checkbox"/>      | 4010 | 2020        | 7030       | 7031        | 40     | M1090921023750 | 09/21/2009 |

**GL Calendar**

Use the GL Calendar to set up and close accounting periods based on year, period, and site.

**GL Calendar Browse**

Access this browse from Finance|Accounting|GL Calendar. Use it to set up the GL calendar for a fiscal year, period and quarter for each site. Organize and display records, access supporting functions, export to Excel, and edit or create new records.

**Fig. 6.5**  
Sites Account Calendar Browse

The screenshot displays the 'GL Calendar' application window, which is divided into three main sections for browsing accounting data.

**Upper Browse (Year):** This section allows users to select an accounting year. The table shows years from 2004 to 2008, with a 'Closed?' checkbox for each. The year 2008 is currently selected.

| Year | Closed?                             |
|------|-------------------------------------|
| 2008 | <input type="checkbox"/>            |
| 2007 | <input checked="" type="checkbox"/> |
| 2006 | <input checked="" type="checkbox"/> |
| 2005 | <input checked="" type="checkbox"/> |
| 2004 | <input checked="" type="checkbox"/> |

**Middle Browse (Period/Quarter):** This section displays a detailed view of the selected year (2008), showing periods, quarters, start and end dates, and whether the period is closed.

| Period | Quarter | Start Date | End Date   | Closed?                             |
|--------|---------|------------|------------|-------------------------------------|
| 1      | 1       | 01/01/2008 | 01/31/2008 | <input checked="" type="checkbox"/> |
| 2      | 1       | 02/01/2008 | 02/29/2008 | <input checked="" type="checkbox"/> |
| 3      | 1       | 03/01/2008 | 03/30/2008 | <input checked="" type="checkbox"/> |
| 4      | 2       | 04/01/2008 | 04/30/2008 | <input checked="" type="checkbox"/> |
| 5      | 2       | 05/01/2008 | 05/31/2008 | <input checked="" type="checkbox"/> |
| 6      | 2       | 06/01/2008 | 06/30/2008 | <input checked="" type="checkbox"/> |
| 7      | 3       | 07/01/2008 | 07/31/2008 | <input type="checkbox"/>            |

**Lower Browse (Sites):** This section allows users to select specific sites for which to view or manage accounting periods. The table includes columns for Site, Current?, Closed?, and Can Access.

| Site     | Current?                 | Closed?                             | Can Access                          |
|----------|--------------------------|-------------------------------------|-------------------------------------|
| 10000    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20000    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ATL      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| BOS      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CHI      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| DECISION | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Default  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| kate     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

The Sites calendar includes three browses: year, period, and sites. The upper browse displays the selected accounting year.

The middle browse contains quarters and periods for the selected accounting year. The first period is number 1, and the system sequentially increments the numbers of subsequent periods. Users can manually enter beginning and end dates for each period. If you change an account period's end date, EAM automatically changes the start date of the following period to eliminate gaps or overlaps. Use the Close action to close the selected period.

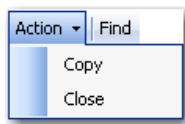
Use the lower browse to close account periods on a site-by-site basis.

**Important** You cannot reopen closed accounting periods.

#### GL Calendar Action Menu (upper browse)

Options on this menu depend on context. Access the Action menu from the toolbar or right-click menu.

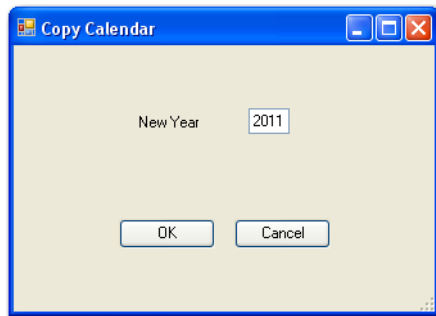
**Fig. 6.6**  
Sites Account Calendar Action Menu



### Copy

Use Copy to copy the selected GL calendar to the new year on the Copy Calendar screen.

**Fig. 6.7**  
Copy Calendar



### Close

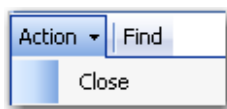
Use Close to end the selected year. If you use QAD ERP, EAM notifies that there are transactions you still need sent to QAD ERP.

**Note** You cannot overwrite an existing GL calendar.

## GL Calendar Action Menu (middle browse)

Options on this menu depend on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 6.8**  
Sites Account Calendar Action Menu



### Close

Use Close to end the selected period. If you use QAD ERP, EAM notifies you that transactions need to be sent to QAD ERP. If you proceed, QAD ERP excludes unsent transactions from period totals.

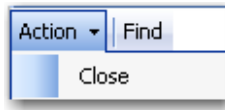
You may close account periods in certain sites earlier due to time zone differences. Close account periods by site to set specific end-of-period accounting deadlines for individual sites.

### GL Calendar Action Menu (lower browse)

Options on this menu depend on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 6.9**

Sites Account Calendar Action Menu



#### Close

Use this action to close account periods on a site-by-site basis. If you use QAD ERP, EAM notifies you that transactions need to be sent to QAD ERP. If you proceed, QAD ERP excludes unsent transactions from period totals.

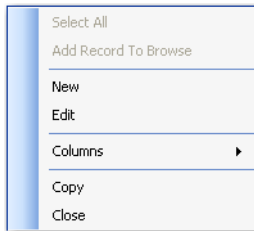
Some companies may close account periods in certain sites earlier than in other sites to allow for differences in time zones. Also closing account periods by site might be used in order to set specific end-of-period accounting deadlines for individual sites.

### GL Calendar Right-Click Menu (all browse levels)

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.10**

Sites Account Calendar Right-Click Menu



#### New

Use New to open the GL calendar browse to create a new record.

#### Edit

Use Edit to open the GL calendar browse to edit the selected record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Copy and Close are options from the Action menu.

## GL Calendar Record Detail

Download any GL calendars from QAD ERP if you use the interface.

### Creating a GL Calendar Site Record

- 1 Click New to add a blank GL calendar for a fiscal year.
- 2 Assign the fiscal year.
- 3 Verify the domain.

### Editing a GL Calendar Site Record

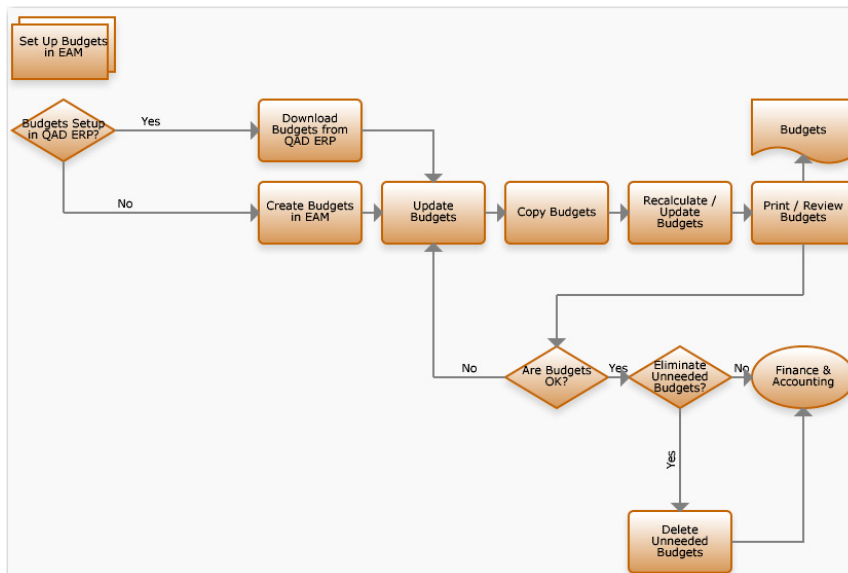
EAM displays downloaded accounting period dates as they have been set up in QAD ERP. On the GL Calendar middle browse, users can edit beginning and end dates for each period. If you change an account period's end date, EAM automatically updates the start date of the following period.

- 1 Double-click a record from the middle browse to edit begin and end dates for a period.
- 2 Verify or change the dates.
- 3 Verify the site.

## Lifetime Budgets

Use this module to plan resource allocations. Enter cost center, account, and sub-account combinations for specific account calendar periods. Download budgets in QAD ERP to EAM.

**Fig. 6.11**  
Budgets Process Map



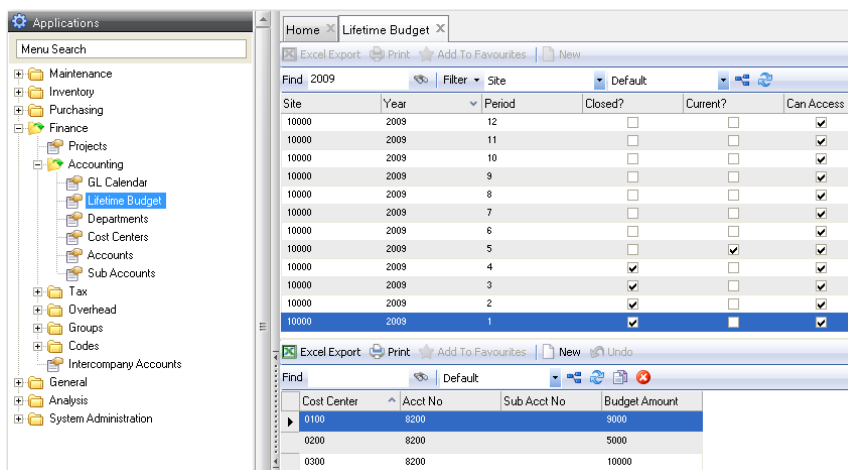
- 1 Create budgets in EAM if you are not downloading them from QAD ERP.
- 2 Update budgets in EAM.

- 3 Copy budgets in EAM.
- 4 Recalculate and update budgets in EAM.
- 5 Print and review budgets
- 6 Eliminate unnecessary budgets.

## Lifetime Budgets Browse

Access this browse from Finance|Accounting|Lifetime Budgets. Use it to set up budgets for the fiscal year and periods for each site. Organize and display records, access supporting functions, and edit or create new records.

**Fig. 6.12**  
Lifetime Budgets Browse



Lifetime Budgets includes two browse levels. The upper browse displays the Domain, Site, Year and Period set up in the GL calendar. You cannot update it. It displays the periods status for the selected accounting year.

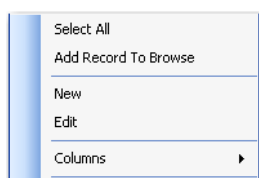
The lower browse contains cost center, account, and sub-account combinations and the planned spending amount for the selected accounting year's periods.

Set up a budget for Period 1 of a year for a site. Copy this budget to all periods (including Period 1) for the year.

## Lifetime Budgets Right-Click Menu (upper browse)

The right-click menu contains administrative functions. You cannot update the upper browse.

**Fig. 6.13**  
Lifetime Budgets Right-Click Menu





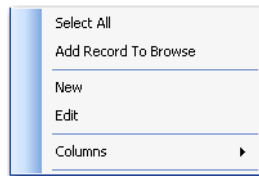
## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Lifetime Budgets Right-Click Menu (lower browse)

The right-click menu contains administrative functions.

**Fig. 6.14**  
Lifetime Budgets Right-Click Menu



## New

Use New to open the budgets browse to create a new record.

## Edit

Use Edit to open the budgets browse to edit the selected record.

## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Budgets Record Detail

### Budget Records for a Site in a Domain (upper browse)

Download budgets from QAD ERP to the QAD ERP application. The display in the upper browse comes from the data set in the GL calendar and is not updateable.

### Creating a Budget Site Record (lower browse)

EAM displays the accounting period's budgets as they have been set up in QAD ERP. On the lower browse, set up or edit a budget for Period 1 of a year for a site. Copy it to all other periods for that year in the site. You can copy this budget to all periods (including Period 1) for the year in a different site.

- 1 Click New.
- 2 Enter the cost center, account, and sub-account combination for the highlighted budget period record.
- 3 Add the budget amount for the cost center, account, and sub-account combination.

## Editing a Budget Site Record (lower browse)

- 1 Double-click a record from the lower browse to open the sites budget record detail.
- 2 Verify or change the budget amount for the cost center, account, and sub-account combination.

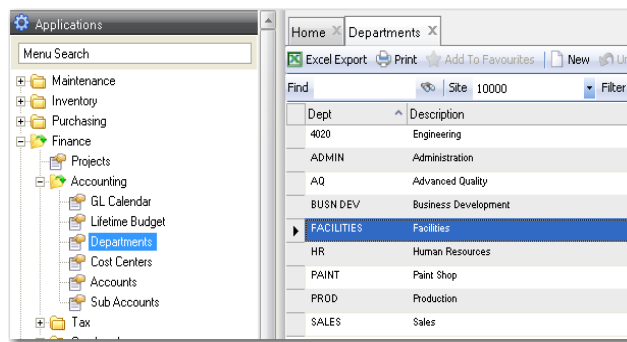
## Lifetime Budgets

Use this module to plan budgets. Enter charge labor, issue parts, or purchase materials. Download budgets in QAD ERP to EAM.

## Departments Browse

Access this browse from Finance|Accounting|Departments. Organize and display records, access supporting functions, and edit or create new records. Each site may contain different departments. QAD ERP does not use departments. Departments in EAM do not impact GL transactions in QAD ERP.

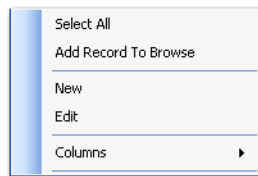
**Fig. 6.15**  
Departments Browse



## Departments Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.16**  
Departments Right-Click Menu



### New

Use New to open the department record detail to create a new record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Edit

Use Edit to open the department record detail to edit the selected record.

## Creating a New Department

- 1 Click New. EAM assigns the user's current site.
- 2 Enter a department name and description.

## Editing a Department

- 1 Double-click the department to edit.
- 2 Enter or edit the department description. The system automatically saves the updated description.

## Cost Centers

Use cost centers with the cost center group. Associate a cost center group code with the user ID.

You can use a cost center as a basis of routing approvals for a purchase requisition as well as a stores requisition. You can associate each cost center with an approval group.

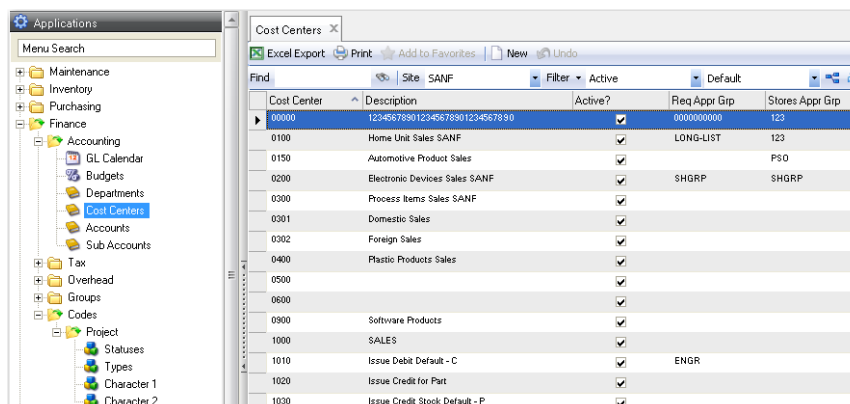
Create and name a cost center group at Finance|Groups|Cost Center Group. Add a list of cost centers to the group on the lower browse.

Use EAM v11x to associate the cost center group with selected user IDs under System Admin|User Maintenance|User Browses|CC Grps tab. You can associate multiple cost center groups with a user ID.

## Cost Centers Browse

Access this browse from Finance|Accounting|Cost Centers. Organize and display records, access supporting functions, and edit or create new records.

**Fig. 6.17**  
Cost Center Browse

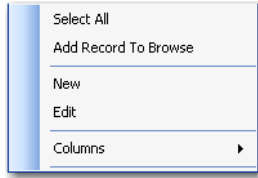


| Cost Center | Description                    | Active?                             | Req Appr Grp | Stores Appr Grp |
|-------------|--------------------------------|-------------------------------------|--------------|-----------------|
| 00000       | 123456789012345678901234567890 | <input checked="" type="checkbox"/> | 0000000000   | 123             |
| 0100        | Home Unit Sales SANF           | <input checked="" type="checkbox"/> | LONG-LIST    | 123             |
| 0150        | Automotive Product Sales       | <input checked="" type="checkbox"/> |              | PSO             |
| 0200        | Electronic Devices Sales SANF  | <input checked="" type="checkbox"/> | SHGRP        | SHGRP           |
| 0300        | Process Items Sales SANF       | <input checked="" type="checkbox"/> |              |                 |
| 0301        | Domestic Sales                 | <input checked="" type="checkbox"/> |              |                 |
| 0302        | Foreign Sales                  | <input checked="" type="checkbox"/> |              |                 |
| 0400        | Plastic Products Sales         | <input checked="" type="checkbox"/> |              |                 |
| 0500        |                                | <input checked="" type="checkbox"/> |              |                 |
| 0600        |                                | <input checked="" type="checkbox"/> |              |                 |
| 0900        | Software Products              | <input checked="" type="checkbox"/> |              |                 |
| 1000        | SALES                          | <input checked="" type="checkbox"/> |              |                 |
| 1010        | Issue Debit Default - C        | <input checked="" type="checkbox"/> | ENGR         |                 |
| 1020        | Issue Credit for Part          | <input checked="" type="checkbox"/> |              |                 |
| 1030        | Issue Credit Stock Default - P | <input checked="" type="checkbox"/> |              |                 |

### Cost Centers Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.18**  
Cost Centers Right-Click Menu



#### New

Use New to create a new cost center record. If you use the interface to QAD ERP, download cost centers from it.

#### Edit

Use Edit to edit the selected cost center record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Creating a New Cost Center

- 1 Click New. Download cost centers from QAD ERP if you use an interface.
- 2 Enter a cost center name, description, requisition approval group, and stores approval group.
- 3 Select the check box if this cost center is currently active.

### Editing a Cost Center

- 1 Double-click a record from the browse to open the cost center record detail.
- 2 Enter or edit a cost center name, description, requisition approval group, or stores approval group.
- 3 Select the check box if this cost center is currently active.

### Accounts

Use accounts 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. Associate each account with an approval group.

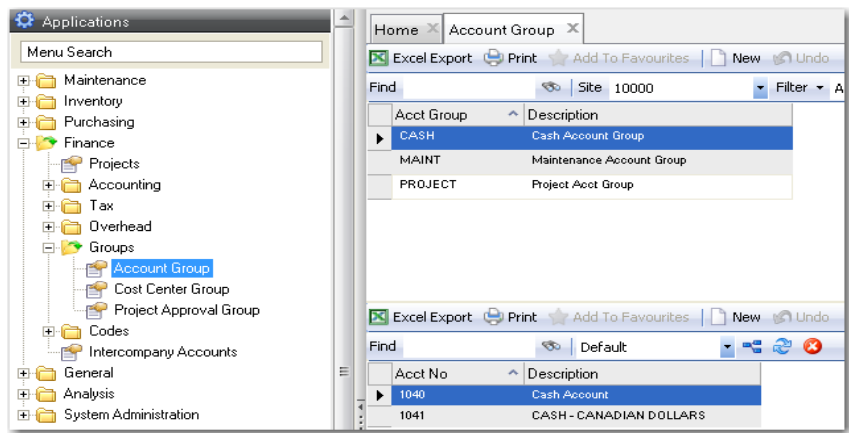
Create and name an account group at Finance|Groups|Account Group. Add a list of account numbers to the group on the lower browse.

Use EAM v11x to associate the account group with any selected user IDs, under System Admin|User Maintenance|User Browses|CC Grps tab. You can associate multiple account groups with the user ID.

Account Browse

Access this browse from Finance|Accounting|Accounts. Use it to organize and display records, to access supporting functions, and to edit or create new records.

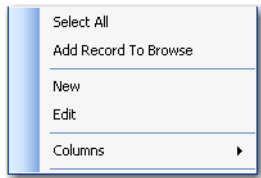
Fig. 6.19  
Account Browse



Account Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

Fig. 6.20  
Account Right-Click Menu



Creating a New Account

- 1 Click New. Download cost centers from QAD ERP if you use an interface to that application.
- 2 Enter an account name, description, type, requisition approval group, and stores approval group.
- 3 Select the check box if this account is currently active.

## Editing an Account

- 1 Double-click a record from the browse to open the account record detail.
- 2 Enter or edit an account, description, type, requisition approval group, or stores approval group.
- 3 Select the check box if this account is currently active.

## Adding a Valid Account Range

- 1 Click New on the lower browse. Designate the cost centers for which the selected account number is valid.
- 2 Enter the starting cost center, press Tab, and enter the ending cost center.
- 3 Repeat as necessary. You can associate multiple cost center ranges to an account number.

**Note** If you download accounts and cost centers from QAD ERP, the valid account associations for cost centers download as well.

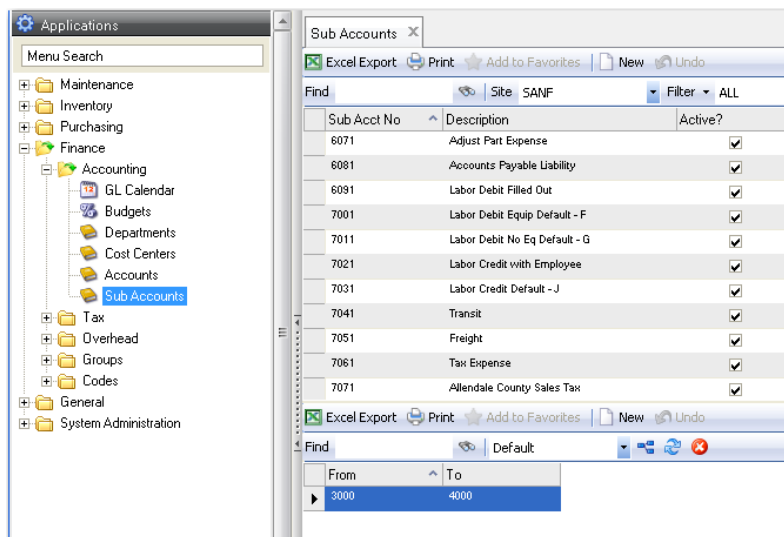
## Sub-Accounts

Use the sub-account download feature to download sub-accounts from QAD ERP into EAM. QAD ERP uses 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.

## Sub-Accounts Browse

Access this browse from Finance|Accounting|Sub-accounts. Use it to organize and display records, to access supporting functions, and to edit or create new records.

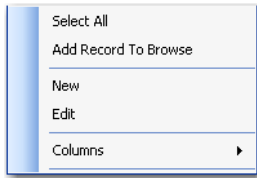
**Fig. 6.21**  
Sub-Accounts Browse



## Sub-accounts Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.22**  
Sub Accounts Right-Click Menu



## Creating a New Sub-account

- 1 Click New. Download sub-accounts from QAD ERP if you use an interface with the application.
- 2 Enter a sub-account code and description.
- 3 Select the check box if this sub-account is currently active.

## Editing a Sub-account

- 1 Double-click a record from the browse or click Edit to open the sub-account record detail.
- 2 Enter or edit a sub-account code and description.
- 3 Select the check box if this sub-account is currently active.

## Adding a Valid Sub-account Range

- 1 Click New on the lower browse. Designate the accounts for which the selected sub-account number is valid.
- 2 Enter the starting account, press Tab, and enter the ending account.
- 3 Repeat as necessary. You can associate multiple account ranges to a sub-account number.

**Note** If you download accounts and sub-accounts from QAD ERP, the valid account associations for sub-accounts download as well.

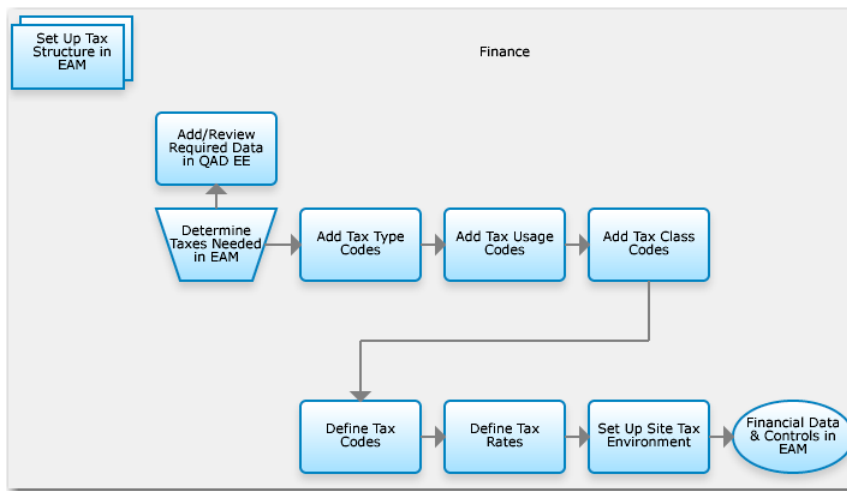
## Tax

Global Tax Management (GTM) in QAD ERP supports multinational enterprises to calculate taxes on business transactions. The types of taxes, formulas used to calculate them, and when taxes are assessed often vary considerably between countries. GTM can process taxes for multiple countries within the same database.

EAM Tax management includes tax class, tax codes, tax rates, and tax types. These data may depend on one another, and most are based on tax laws relevant to the corporation and location.

### Setting Up Tax Structure in EAM

**Fig. 6.23**  
Set Up Tax Structure in EAM Process Map



- 1 Enter and review required data in QAD ERP.
- 2 Determine Taxes needed in EAM.
- 3 Add Tax Type Codes.
- 4 Add Tax Usage Codes.
- 5 Add Tax Class Codes.
- 6 Define Tax Codes.
- 7 Define Tax Rates.
- 8 Set up Site Tax Environment.

### Tax Classes

Use this table to create and modify tax class codes. Tax class codes track a class of people or items. A tax class can represent a customer, supplier, or item. In some cases, tax law specifies that the tax applies based on tax class. In QAD ERP, the tax class determines the tax rate for tax types in the set of tax types for related transactions.

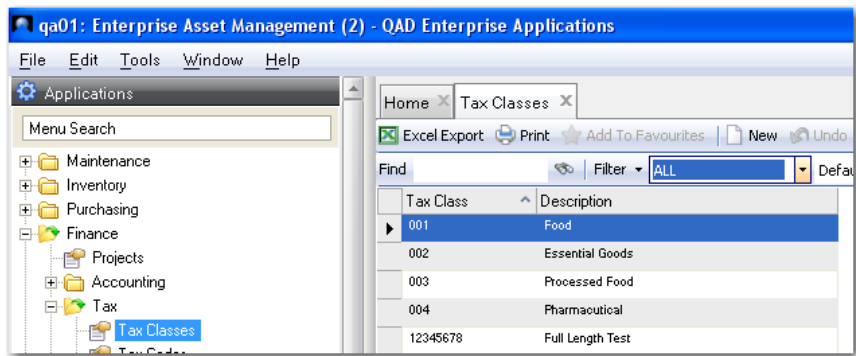
**Note** In EAM, tax class is associated with a tax rate.



## Tax Classes Browse

Access this browse from Finance|Tax|Tax Classes. Organize and display records, access supporting functions, and edit or create new records.

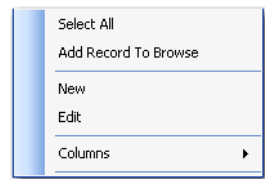
**Fig. 6.24**  
Tax Classes Browse



## Tax Classes Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.25**  
Tax Class Right-Click Menu



## Creating a New Tax Class

- 1 Click New.
- 2 Enter a tax class name (maximum of 3 characters) and description.

## Editing a Tax Class

- 1 Double-click a record from the browse or click Edit to open the tax class record detail.
- 2 Enter or edit a tax class description.

## Tax Codes

A tax code specifies the tax types that apply to a particular taxable purchase.

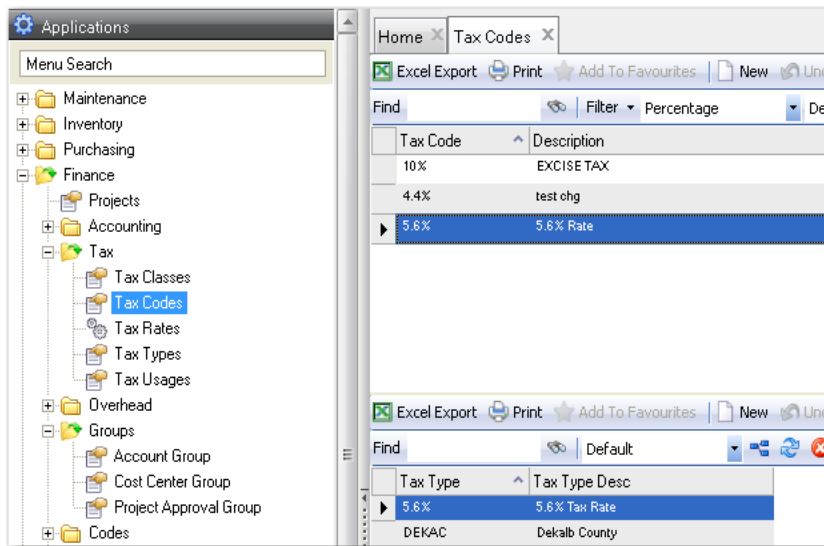
Tax types are individually associated or grouped under a tax code.

When you specify a tax code on a purchase transaction, EAM validates associated tax types against rates that include those types, as well as any tax class or usage associated with the purchase.

## Tax Codes Browse

Access this browse from Finance|Tax|Tax Codes. Use it to organize and display records, to access supporting functions, and to edit or create new records.

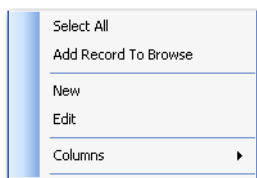
**Fig. 6.26**  
Tax Codes Browse



## Tax Codes Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.27**  
Tax Codes Right-Click Menu



### New

Use New to open the tax code record detail to create a new record.

### Edit

Use Edit to open the tax code record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Creating a New Tax Code

- 1 Click New.
- 2 Enter a tax code and description.
- 3 Click New on the lower browse and add one or more tax types.

Editing a Tax Code

- 1 Double-click a record from the browse or click Edit to open the tax code record detail.
- 2 Enter or edit the tax code description.

Tax Rates

Use a tax rate to define a specific tax rate percentage. Each tax rate must have an associated tax type. Associate a tax class or usage code with a rate code to identify a specific rate percentage.

The tax rate defines tax accrual.

During a taxed purchase transaction, EAM begins the tax calculation by validating the tax code on the requisition. EAM validates each associated tax type code. It matches them with the applicable tax rate. If tax type codes are combined with the specified class or usage codes on a tax rate, the system adds those applicable percentages to the tax calculation.

The combination of tax type, tax class, and tax usage determine the tax rate in EAM.

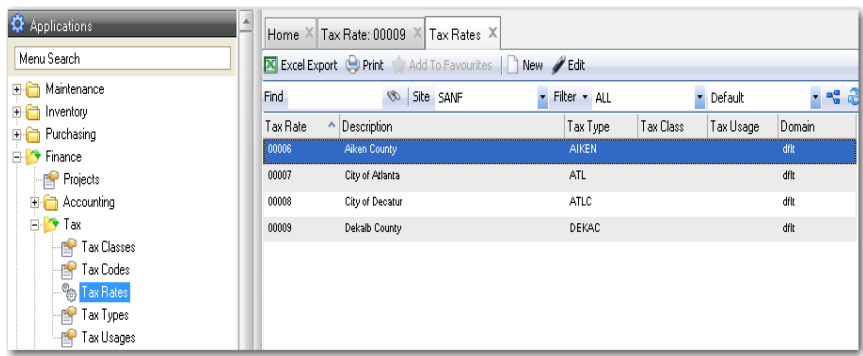
*Tax Type + Tax Class + Tax Usage = Tax Rate*

**Note** Tax class and tax usage are not required. The tax type can define the tax rate.

Tax Rates Browse

Access this browse from Finance|Tax|Tax Rates. Use it to organize and display records, to access supporting functions, and to edit or create new records.

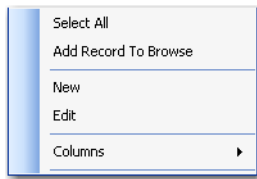
Fig. 6.28  
Tax Rates Browse



Tax Rate Maintenance Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.29**  
Tax Rates Right-Click Menu



### New

Use New to open the tax rate record detail to create a new record.

### Edit

Use Edit to open the tax rate record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Creating a New Tax Rate

- 1 Click New.
- 2 Enter a tax rate, description, type, class, usage, and other relevant information.

## Editing a Tax Rate Record

- 1 Double-click a record from the browse or click Edit to open the tax rate record detail.
- 2 Enter or edit a tax rate description, type, class, usage, or other relevant information.

## Tax Rate Record Detail

The record detail contains all information about this tax rate. Assign a tax rate code, enter other tax elements previously established, set limits for this rate, and select variables unique to this rate.

**Fig. 6.30**  
Tax Rates Browse

**Tax Rate.** Enter the code to define a tax percentage based on tax type, and optionally combine with a tax class and tax usage.

**(Tax Rate) Description.** This field contains a text description of the tax rate. Enter meaningful text to identify the tax rate.

**Tax Type.** Enter the tax type code. A tax type is associated with a specific tax rate, alone or with a tax class and tax usage. You can include the same tax type in multiple tax rates if there are various tax class and tax usage codes to include in the calculation.

**Tax Class.** This code represents a customer, supplier, or item. Use this code to track a class of people or items.

**Tax Usage.** This code represents the operation type or how the purchased items are used.

**Tax Rate%.** This field contains the percent of tax charged on receipts of goods upon close and receipt of the PO.

**% Recoverable.** Enter a percentage if this tax rate permits you to recover some of the entire purchase tax amount.

**Tax Limit.** This field contains the upper limit on the taxable amount. EAM automatically ceases to include this tax when you reach that limit. Set up a tax limit only when the law stipulates a ceiling on the cumulative total.

**Accrue Tax?** Select this check box if the amount of tax for this tax rate should be accrued instead of paid to the vendor.

**Accrue G/L?** Select this check box if you create GL transactions for the accrual of the tax upon receipt in EAM. Use it when the Accounts Payable department wants to calculate the accrued amount of tax based on actual invoices.

**Inventory Tax?** Select this check box if you want the tax on stock items to go to the cost of the inventory item and include it when the part is issued. Do not select it if you want the tax on a stock item to go to a tax expense account.

**Non Stock Tax?** Select this check box if you want the tax on non-stock items to go to a tax expense account.

## Tax Types

Tax types are the building blocks of tax codes. A tax type represents the tax definition for a region (state, county, city, and so on). EAM groups tax types under a tax code. They apply to all domains in the database. In QAD ERP, tax types are individually calculated and reported as regional taxes or tax exemptions. They apply to all domains in the database. Some samples are Canadian PST/GST, California sales tax, and federal excise tax. On transactions, the system calculates taxes for line items based on the tax types specified.

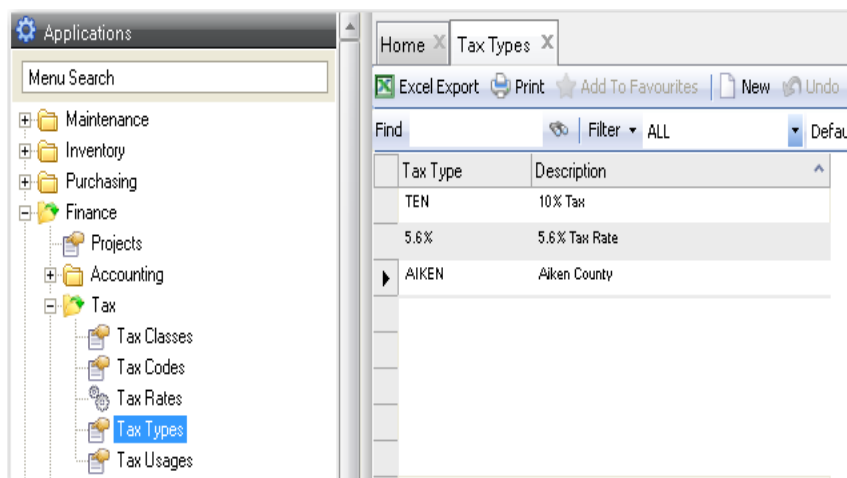
You can create as many tax types and as many tax codes as you need.

When you specify a tax code on a purchase transaction, EAM validates associated tax types against rates that include those types, as well as any tax class or usage associated with the purchase.

## Tax Types Browse

Access this browse from Finance|Tax|Tax Types. Use it to organize and display records, to access supporting functions, and to edit or create new records.

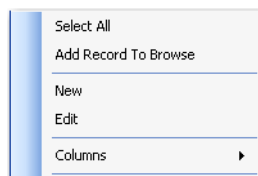
**Fig. 6.31**  
Tax Types Browse



## Tax Types Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.32**  
Tax Types Right-Click Menu



### New

Use New to open the tax type record detail to create a new record.

### Edit

Use Edit to open the tax type record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Creating a New Tax Type

- 1 Click New.
- 2 Enter a tax type (maximum of 16 characters) and description.

Editing a Tax Type

- 1 Double-click a record from the browse or click Edit to open the tax type record detail.
- 2 Enter or edit a tax type description.

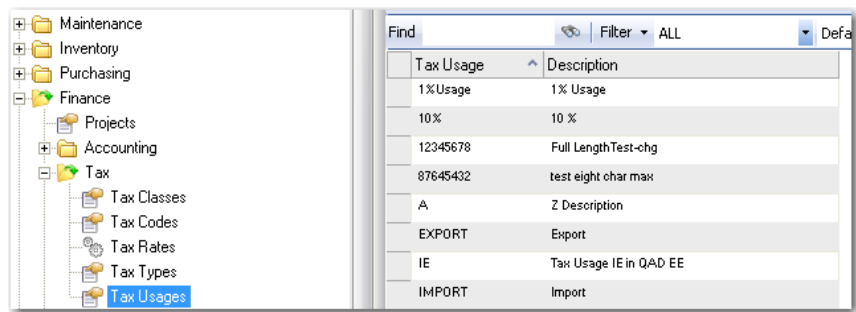
Tax Usages

You can create as many tax usages as you need.

Tax Usages Browse

Access this browse from Finance|Tax|Tax Usages. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 6.33  
Tax Usages Browse



Overhead

Overhead refers to a continuing cost of operating a business. Overhead usually groups expenses necessary to the continued functioning of the business, but that do not directly generate profits, such as accounting, advertising, depreciation, indirect labor, insurance, interest, legal fees, rent, repairs, supplies, taxes, telephone, travel, and utilities.

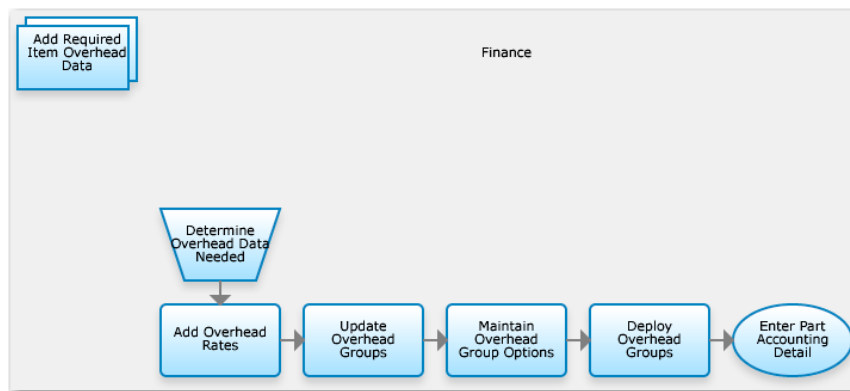
Overhead Rates

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.

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.

**Fig. 6.34**  
Add Overhead Rates Process Map

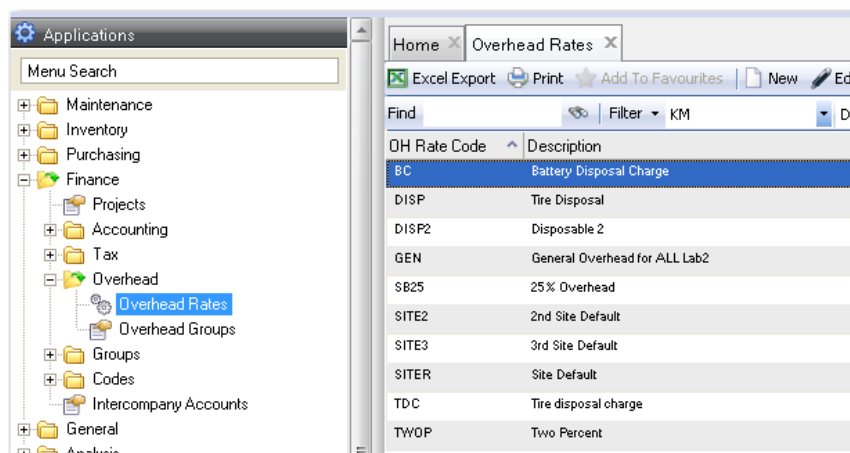


- 1 Determine overhead rates data needed.
- 2 Add overhead rates.
- 3 Update overhead groups.
- 4 Maintain overhead group options.
- 5 Deploy overhead groups.

## Overhead Rates Browse

Access this browse from Finance|Overhead|Overhead Rates. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 6.35**  
Overhead Rates Browse

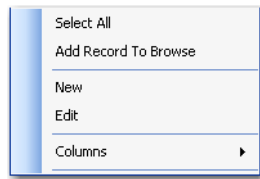


## Overhead Rates Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.



**Fig. 6.36**  
Overhead Rates Right-Click Menu



### New

Use New to open the overhead record detail to create a new record.

### Edit

Use Edit to open the overhead record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Creating a New Overhead Rate

- 1 Click New.
- 2 Enter an overhead rate code and description.

## Editing an Overhead Rates Record

- 1 Double-click a record from the browse or click Edit to open the overhead rates record detail.
- 2 Enter or edit an overhead rate description.

## Overhead Groups

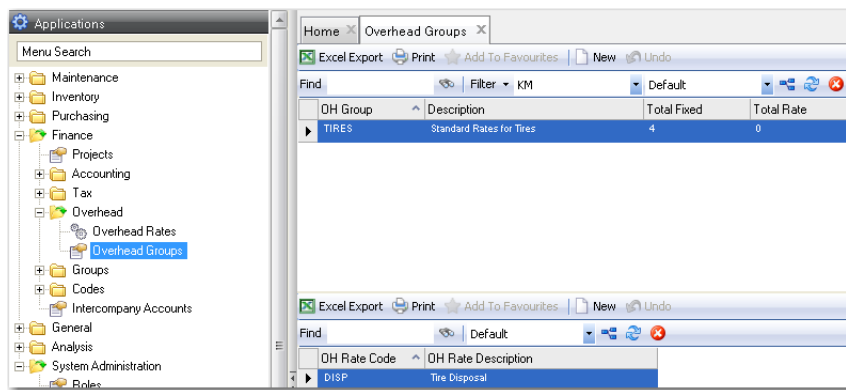
Use overhead groups to recover overhead expenses from operational cost centers and departments.

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

Access this browse from Finance|Overhead|Overhead Groups. Use it to organize and display records, to access supporting functions, and to edit or create new records.

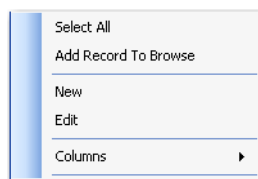
**Fig. 6.37**  
Overhead Groups Browse



### Overhead Groups Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.38**  
Overhead Groups Right-Click Menu



### Creating a New Overhead Group

- 1 Click New in the upper browse.
- 2 Enter the overhead group name and a description.
- 3 Click New in the lower browse.
- 4 Select an overhead rate code from the lookup. Add as many overhead rates as you need to build up the group's fixed amount or total rate.

### Editing an Overhead Group

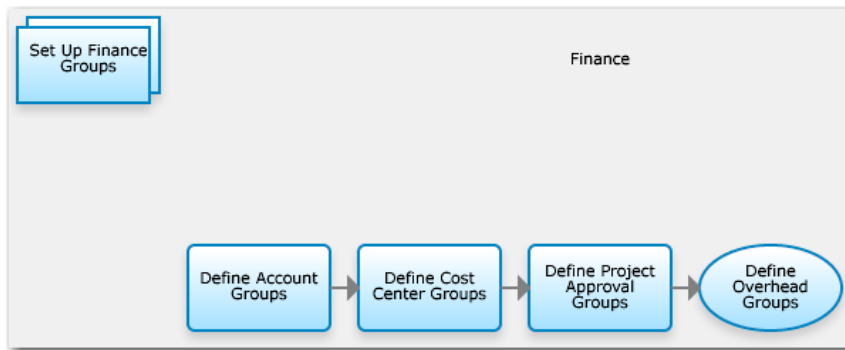
- 1 Double-click a record from the upper browse.
- 2 Enter or edit the overhead group description.
- 3 Click New or Delete in the lower browse.
- 4 Add or subtract associated rates.

## Groups

Use groups to restrict purchase requests to valid accounts and cost centers. You can develop groups of users with project approval limits.

### Setting Up Finance Groups

**Fig. 6.39**  
Finance Group Process Map



- 1 Define account groups.
- 2 Define cost center groups.
- 3 Define project approval groups.

### Account Group

Use account numbers with the account group. Use the account group code with the user ID.

Create and name an account group, typically generalizing the type of users that will be associated with it. Add a list of account numbers to that group on the lower browse.

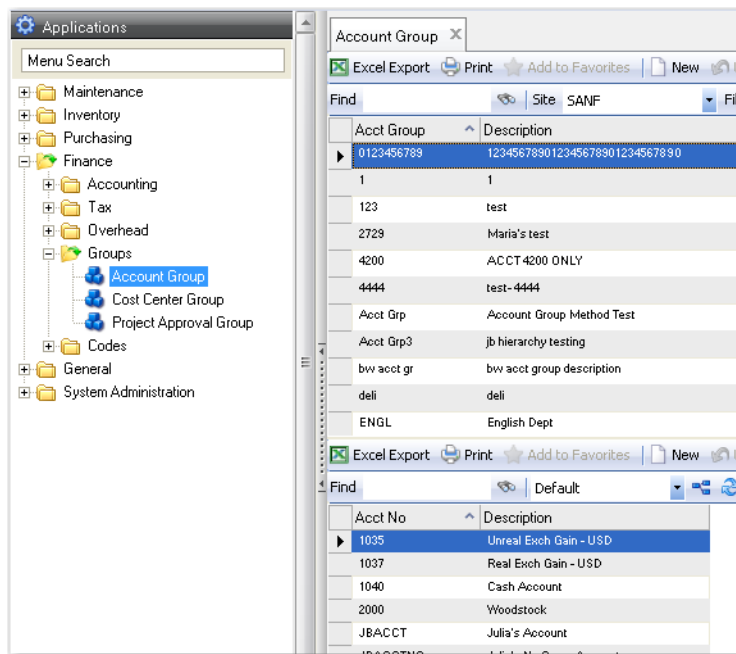
Use EAM v11x to associate the account group with any selected user IDs, under System Admin|User Maintenance|User Browsers|Acct Grps tab. You can associate multiple account groups with the user ID.

When the user selects the Authorize Action in Requisitions, the system validates the associated account group or cost center group in the requisition with the user permissions. If these are found, the requisition approval process begins.

### Account Group Browse

Access this browse from Finance|Groups|Account Group. Organize and display records, access supporting functions, edit or create new records, and export to Excel.

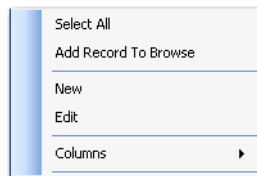
**Fig. 6.40**  
Account Group Browse



### Account Group Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.41**  
Account Group Right-Click Menu



#### New

Use New to open the account group record detail to create a new record.

#### Edit

Use Edit to open the account group record detail to edit the selected record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Creating a New Account Group

- 1 Click New in the upper browse.
- 2 Enter the account group name and description.
- 3 Click New in the lower browse.
- 4 Select an account code from the lookup. Add as many accounts as you need.

### Editing an Account Group Record

- 1 Double-click a record from the browse to update the account group description.
- 2 Enter or edit account group description.
- 3 Click New or Delete to add or remove accounts from the group.

### Cost Center Group

Use cost centers with the cost center group. Use the cost center group code with the user ID.

Create and name a cost center group, typically generalizing the type of users to associate with it. Add a list of cost centers to the group on the lower browse.

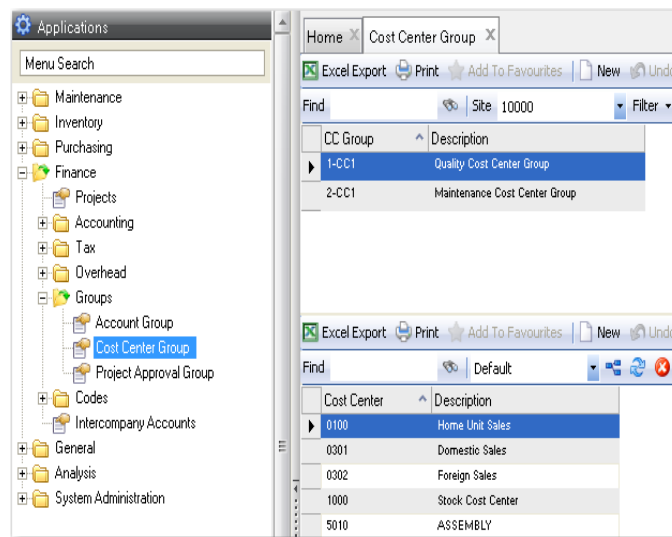
Use EAM v11x to associate the cost center group with selected user IDs, under System Admin|User Maintenance|User Browsers|CC Grps tab. You can associate multiple cost center groups with a user ID.

When the user selects the Authorize Action in Requisitions, the system validates the associated account group or cost center group in the requisition with the user permissions. If these are found, the requisition approval process begins.

### Cost Center Group Browse

Access this browse from Finance|Groups|Cost Center Group. Use it to organize and display records, to access supporting functions, and to edit or create new records.

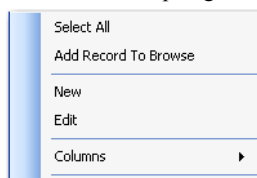
**Fig. 6.42**  
Cost Center Group Browse



### Cost Center Group Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.43**  
Cost Center Group Right-Click Menu



#### New

Use New to open the cost center group record detail to create a new record.

#### Edit

Use Edit to open the cost center group record detail to edit the selected record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Creating a New Cost Center Group

- 1 Click New in the upper browse.
- 2 Enter the cost center group name and description.
- 3 Click New in the lower browse.

- 4 Select a cost center from the lookup. Add as many cost centers as you need.

### Editing a Cost Center Group

- 1 Double-click a record from the browse or click Edit to open the cost center group record detail.
- 2 Enter the cost center group name or description.
- 3 Click New or Delete in the lower browse to add or remove cost centers from the group.

## Project Approval Group

Use Project Approval Groups to represent a group of users who can approve projects.

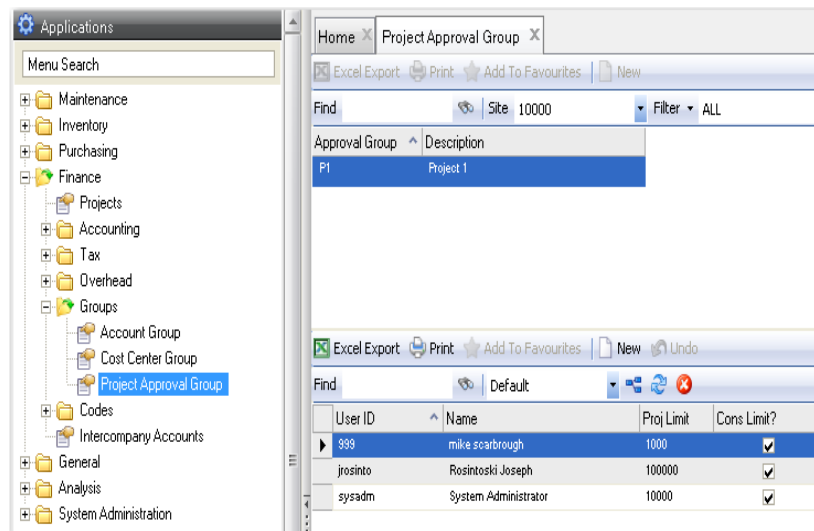
### Project Approval Group Browse

Access this browse from Finance|Groups|Project Approval Group. Use it to organize and display records, to access supporting functions, and to edit or create new records. Assign a project approval group to a project.

When a user approves a project, EAM validates the user's spending limit. If the spending limit is equal to or greater than the project cost, the project is approved and authorized. If the project cost exceeds the spending limits, then the action is approved but not authorized. Someone with sufficient spending limits must authorize it.

The settings for a user under System Admin|User Maintenance|Detail tab determine user spending limits and amounts for approval of projects.

**Fig. 6.44**  
Project Approval Group Browse

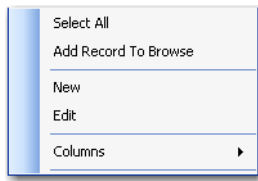


### Project Approval Group Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.45**

Project Approval Group Right-Click Menu

**New**

Use New to open the project approval group record detail to create a new record.

**Edit**

Use Edit to open the project approval group record detail to edit the selected record.

**Columns**

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

**Creating a New Project Approval Group**

- 1 Click New in the upper browse.
- 2 Enter an approval group and description.
- 3 Click New in the lower browse.
- 4 Select a user from the lookup. Add as many users as you need.

**Editing a Project Approval Group**

- 1 Double-click a record from the browse to update the project approval group description.
- 2 Enter or edit an approval group description.
- 3 Click New or Delete in the lower browse to add or remove users from the group.

**Codes**

Use Codes to view or add supporting data to lists of codes, such as project, status, type, and others critical to the Finance module.

Code forms in this section contain records for lookups on tabs within Projects. Depending on your permissions, you can add or edit existing records.

**Project**

Project codes include Statuses, Types, User-defined Character 1 and Character 2.

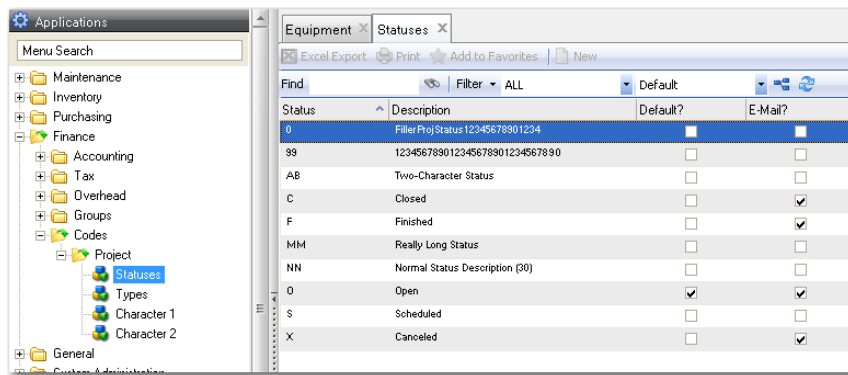


## Statuses

Access the Statuses lookup from Finance|Projects|Codes. You can add or edit codes from the code form.

Use Statuses to add, view, or edit status types and to set users to notify when those statuses change.

**Fig. 6.46**  
Codes: Statuses



### Adding a Status Code

- 1 Click New.
- 2 Enter the status and description.
- 3 Select defaults and notifies. The system automatically saves the new code.

### Editing a Status Code

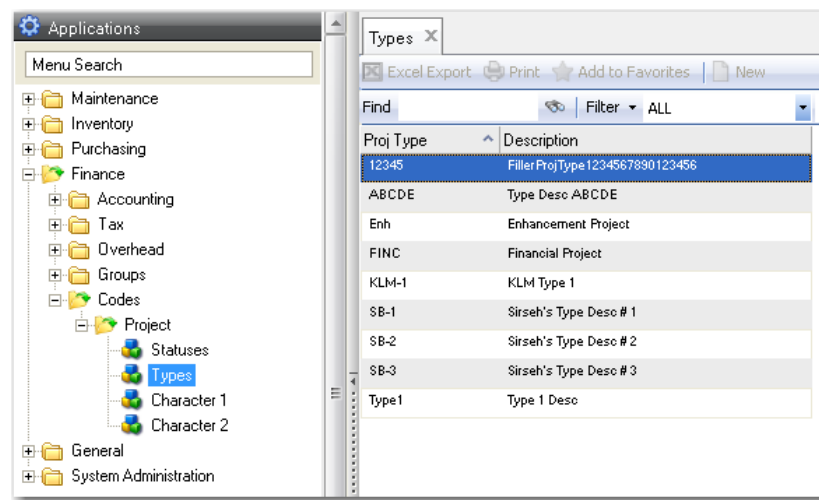
- 1 Double-click the code to edit.
- 2 Enter or edit the status description.
- 3 Select defaults or notifies. The system automatically saves the updated code.

## Types

Access the Types lookup from Finance|Projects|Codes. You can add or edit codes from the code form.

Use Types to add, view, or edit project types.

**Fig. 6.47**  
Codes: Type



### Adding a Type Code

- 1 Click New.
- 2 Enter the project type and description. The system automatically saves the new code.

### Editing a Type Code

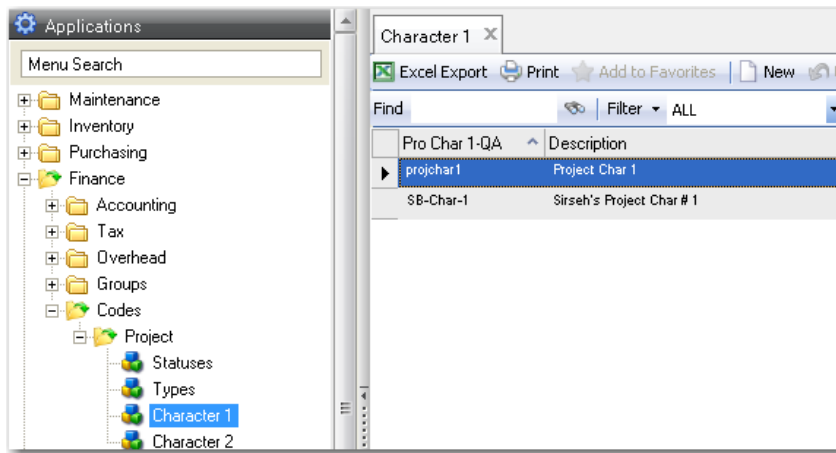
- 1 Double-click the code to edit.
- 2 Enter or edit the project type description. The system automatically saves the updated code.

### Character 1 and 2

Access the Character 1 lookup from Finance|Projects|Codes. You can add or edit codes from the code form.

Use (user-defined) Character 1 and 2 to access your organization's validation tables for data entry and selection in the project module. The system administrator or implementation team defines the labels for these two fields.

**Fig. 6.48**  
Codes: Character 1



### Adding a Character 1 Code

- 1 Click New.
- 2 Enter the project character 1 or 2 code and description. The system automatically saves the new code.

### Editing a Character 1 Code

- 1 Double-click the code to edit.
- 2 Enter or edit the project character 1 or 2 description. The system automatically saves the updated code.

## Intercompany Accounts

Use intercompany accounts when GL transactions must go between sites (for instance, inventory transfer between site A and site B), and you cannot use the default transfer cost center, account, and sub-account.

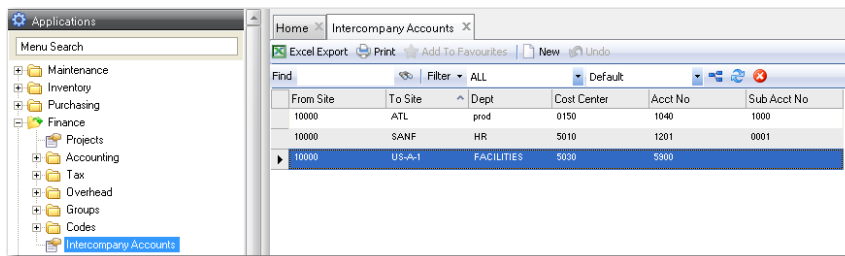
When a part relocates from one site to another, EAM credits the inventory from which it was removed, and debits the transit location. Use EAM v11x System Admin|System Control Maintenance|System Site Maintenance|More Inv tabbed page to set up cost center, account number, and sub-account.

Define a unique default intercompany cost center, account, and sub-account to use when GL transactions go between the user's primary site and other sites in EAM.

### Intercompany Accounts

Access this browse from Finance|Intercompany Accounts. Organize and display records, access supporting functions, access existing or create new records, and export to Excel.

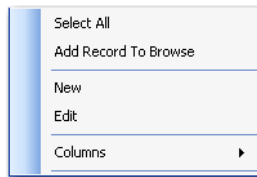
**Fig. 6.49**  
Intercompany Accounts Browse



### Intercompany Accounts Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 6.50**  
Intercompany Accounts Right-Click Menu



#### New

Use New to open the intercompany accounts record detail to create a new record.

#### Edit

Use Edit to open the intercompany accounts record detail to edit the selected record.

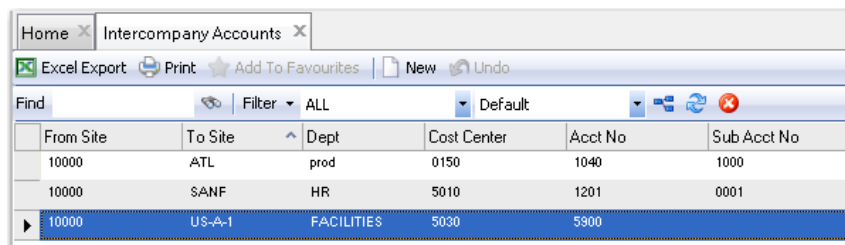
#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Intercompany Accounts Record Detail

The record detail contains the information about this site's Intercompany Accounts default cost center, account, and sub-account to be debited anytime GL transactions go between this site and the highlighted other site.

**Fig. 6.51**  
Intercompany Accounts Record Detail



**From Site.** EAM enters the current user's primary site. This cannot be changed.

**To Site.** Select the site by using the lookup table available in the To Site field. Any other site that will be involved in inter-company transactions and cannot use your site's default transit accounting data should be set up here.

**Dept.** This is the department to be used in any inter-company 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.** This is the cost center to be used in any inter-company transaction between the site listed in the To Site box and the From Site. Select the cost center through the Cost Center field's lookup.

**Acct No.** This is the account to be used in any inter-company transaction between the site listed in the To Site box and the From Site. Select the account through the Acct No field's lookup.

**Sub Acct No.** This is the sub-account to be used in any inter-company transaction between the site listed in the To Site box and the From Site. Select the sub account through the Sub Acct No field's lookup.



# Project Accounting

This section discusses the following Project Accounting module topics:

***Project Accounting Introduction***    **286**

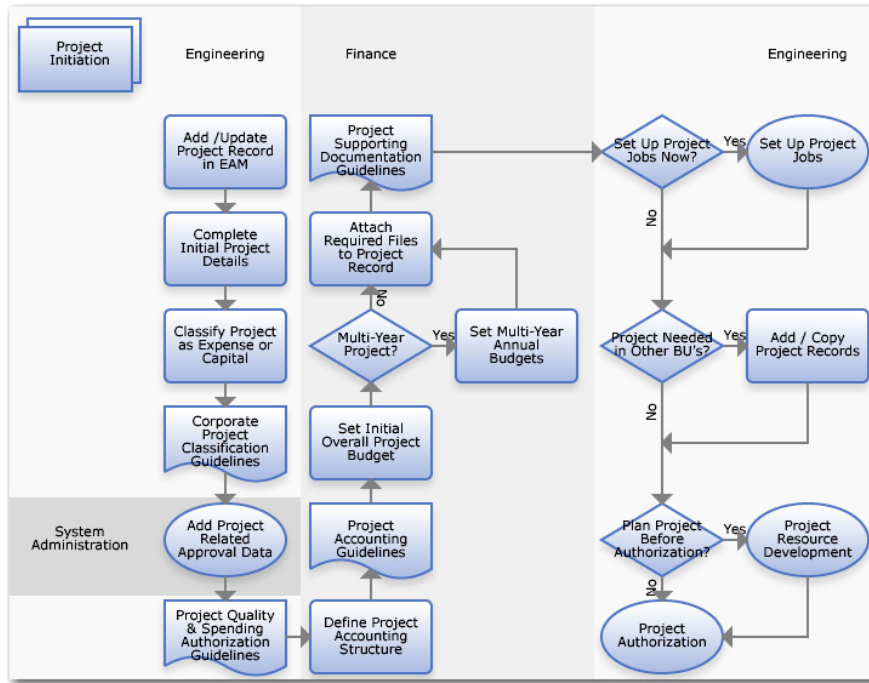
***Jobs***    **301**

## Project Accounting Introduction

Use Project Accounting to track and control expenses associated with projects within facilities and across the organization. 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.

### Setting Up a Project

**Fig. 7.1**  
Set Up Project Process Map



- 1 Add or update a project record in EAM.
- 2 Complete initial project details.
- 3 Classify the project expense type (expense or capital).
- 4 Verify compliance with corporate project guidelines.
- 5 Add project-related approval data.
- 6 Review and follow quality and spending authorization guidelines.
- 7 Define the project accounting structure.
- 8 Review and follow project accounting guidelines.
- 9 Set the initial overall project budget.
- 10 Set annual budgets for a multi-year project.

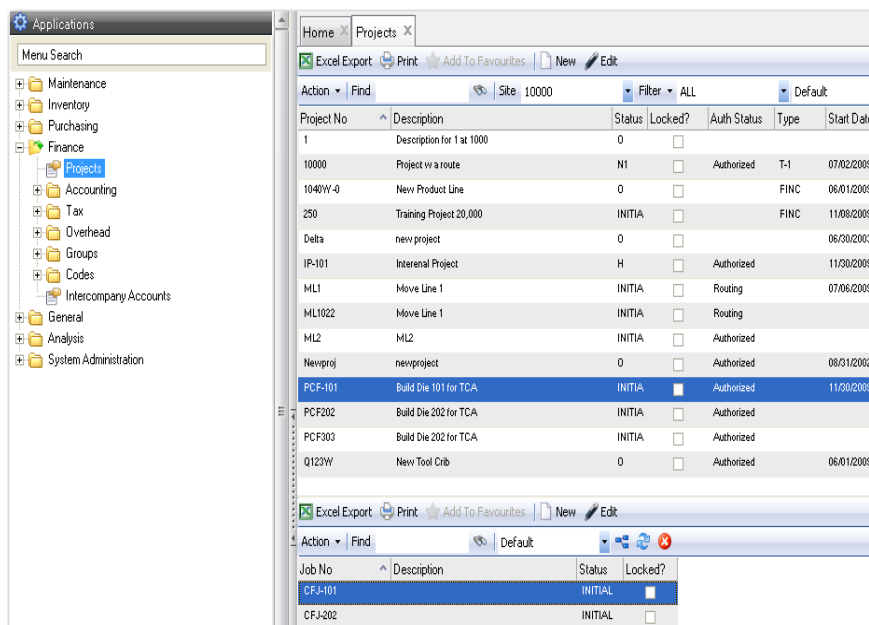


- 11 Attach required files to the project record.
- 12 Review and follow supporting documentation guidelines for the project.
- 13 Set up project jobs.
- 14 Add or copy records if other business units need the project.
- 15 Develop project resources to plan the project before authorization.
- 16 Obtain authorization for the project.

## Project Browse

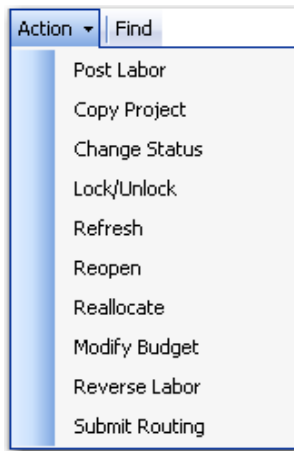
Access this browse from Finance|Projects. Use it to organize and display records, to access supporting functions, export to Excel, and to access existing or create new projects.

**Fig. 7.2**  
Project Browse



## Project Action Menu

**Fig. 7.3**  
Project Action Menu



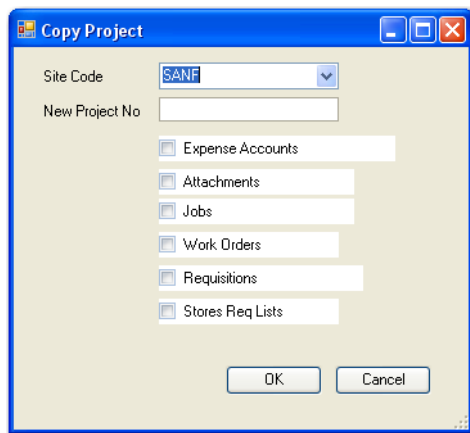
### Post Labor

Use Post Labor to charge employees' time against the highlighted project and selected job.

### Copy Project

Use Copy Project to use details and attached documents from this project as a template for a new project.

**Fig. 7.4**  
Copy Project



### Change Status

Use Change Status to cancel or close a project.

**Note** You cannot cancel a project with open charges.

### Lock/ Unlock

Use Lock to prevent any additional charges against the project. Use Unlock to resume making charges against the project.

**Note** If the project has an owner, only the owner (or member of the owner group) is able to lock/unlock a project.

### Refresh

Use Refresh to display all the charges made to the project.

### Reopen

Use Reopen to change the status of a closed or cancelled project to make additional changes or charges.

### Reallocate

Use Reallocate to reallocate funds to another project.

### Modify Budget

Use Modify Budget to revise the overall budget for this project.

### Reverse Labor

Use Reverse Labor to remove employee charges against this project and selected job.

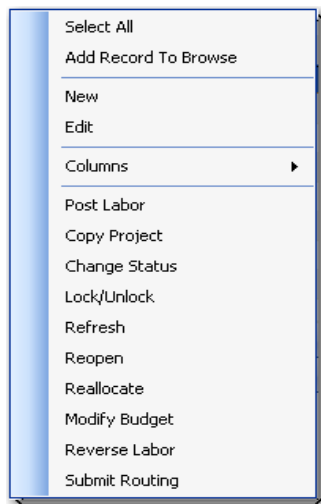
### Submit Routing

Use this action to begin the authorization routing process for this project.

### Project Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 7.5**  
Project Right-Click Menu



### New

Use New to open the project record detail to create a new record.

### Edit

Use Edit to open the project record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Post Labor, Copy Project, Change Status, Lock/Unlock, Refresh, Reopen, Reallocate, Modify Budget, Reverse Labor, and Submit Routing are options from the Action menu.

## Project Record Detail

The record detail contains all information about this project. The project number and current site display over all associated tabs.

**Fig. 7.6**  
Project Record Detail

The screenshot shows the 'Project Record Detail' form in the QAD ERP application. The form is titled 'Site: US-A-1, Project No: PUS-...' and has a sub-header 'Site: US-A-1 Project No: PUS-A-1P101'. The 'General' tab is selected, displaying various project details. The 'Detail' section includes fields for Description ('New Product Line for Work Center 3'), Start Date ('7/31/2009'), Est Comp Date ('11/30/2009'), Rev Comp Date ('(none)'), Act Comp Date, Expense Type ('Capital'), Funding Type ('Company Funded'), and Status ('INITIAL'). The 'Codes' section includes Bus Segment ('EnhCapPji'), Assigned ('JBRYANT'), Notify ('JBRYANT'), and Type ('Enh'). The 'Tax' section includes Taxable? (checked), Tax Code, Tax Class, and Tax Usage. The 'Authorization' section includes Auth? (checked), Auth By, Proj Appr Gp, and Stores Appr Gp. The right sidebar shows a list of project-related actions: Detail, Notes, Work Orders, Routing, Expense Accounts, Requisitions, Equipment, Stores Req Lists, Cost Analysis, Annual Budget, Scheduled Payments SOs, Scheduled Payments POs, Invoices, and Write Offs.

## Creating a Project Record

- 1 Click New to open a blank project record.
- 2 Assign the project number. If it exists in the QAD ERP application, use the same number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Editing a Project Record

- 1 Double-click a record from the browse or click Edit to open the project record detail.
- 2 Verify the project number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Project Tabs

Projects contains six tabs: General, Cost, Customer Funding, Program, Lifetime Budget, and User Defined.

**Project Tab: General**

Use this tab to view or change information about the project, including details, codes, tax, and authorization.

**Fig. 7.7**  
Project: General Tab

The screenshot shows the 'Project: General Tab' form. At the top are tabs: General, Cost, Customer Funding, Program, Lifetime Budget, and User Def. The 'General' tab is selected. The form is divided into several sections:

- Detail:** Includes fields for Description (New Product Line for Work Center 3), Start Date (7/31/2009), Rev Comp Date (none), Expense Type (Capital), Funding Type (Company Funded), Est Comp Date (11/30/2009), Act Comp Date, and Status (INITIAL).
- Codes:** Includes Bus Segment (EnhCapPri), Enhance Capital Proj, Notify (JBRYANT, JEANNIE BRYANT), Type (Enh, Enhancement Project), Assigned (JBRYANT, JEANNIE BRYANT), and Owner.
- Tax:** Includes Taxable? (checkbox), Tax Class, Tax Code, and Tax Usage.
- Authorization:** Includes Auth? (checkbox), Auth By, Req Appr Grp, Auth Status, Proj Appr Grp, and Stores Appr Grp.

**Description.** Enter an alphanumeric description of the project.

**Start Date.** Enter the planned start date of the project. The project manager uses this data for planning and reference purposes.

**Estimated Completion Date.** Enter the estimated the completion date of the project. Use this data for planning and reference purposes. After you complete and close the project, compare this date to the revised and actual completion date to measure success in planning and scheduling.

**Revised Completion Date.** Enter a revised completion date from the estimated completion date.

**Note** Use this date in reporting, to compare the estimated completion date with the actual completion date.

**Actual Completion Date.** This system-assigned date indicates when the project was completed. Compare the actual completion date to the estimated completion date. Review the completed date to measure success in planning and scheduling.

**Note** If you reopen a closed project, the system clears the actual completed date field.

**Expense Type.** Select the expense type, Capital or Expense.

All projects default to Expense. If there is requisition authorization, expense type specifies the approval process for a project requisition. In User Maintenance, each user has a spending limit for two types of requisitions: expense or capital. The requisition type determines the kind of limit the individual has.

**Status.** This field displays the user-defined project status. Initial project status defaults from the Default? check box from Finance|Codes|Projects|Status. 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 System Admin|System Control Maintenance|Sites|<site>|Maintenance tab|Proj Auth?).

If the e-mail check box is selected on Finance|Codes|Projects|Statuses, the system e-mails users designated to notify of the change.

**Funding Type.** Select the funding type (customer, company, both, or internal) from the list.

**Business Segment.** Business Segment can represent a plant or group of plants. With customer-funded projects, the business segment may be a client. You may have specialized Business Segments that operate as units distinct from the financial accounting structure of departments or cost centers. These concentrate on particular tasks. Assign a Business Segment to a project to track which ones initiate particular capital projects.

**Assigned.** This field displays the employee assigned to this project. The assigned and the user or group to notify are often the same person.

**Notify.** Enter a user or mail group to receive e-mail notifications about spending limit warnings and changes in status of the project. This user receives e-mail notifications about changes in the status of the project and any spending limit warnings. Typically, this 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.

**Owner.** The user ID or owner group specified in this field identifies the owners of 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.

**Type.** Enter a user-defined code to classify the project.

**Taxable?** Select this check box for a taxable project. The taxable check box overrides all other tax settings for all project purchases.

**Tax Code:** This field displays a project's tax code. Assign a project tax code if a project is tax exempt or has a reduced tax rate. All purchases for a project inherit the project tax code, instead of the one from the Vendor, Inventory or Ship To record.

**Tax Class.** The system copies the default tax class to the project.

**Tax Usage.** The system copies the default tax usage to the project.

**Authorized?** The system indicates whether the project has been authorized.

**Authorization Status.** This field displays the authorization status of the project.

The status remains blank if the 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.

**Project Approval Group.** A code identifying a group of users who make up a project approval group. If projects require authorization, select a project approval group to designate who receives the request for authorization. The system routes the authorization request to that group. The project approval group receives e-mail about the request and can approve or disapprove the project.

**Note** This field is required to submit authorization routing for a project.

**Authorized By.** This field displays the user who approved the project. This field identifies the final project approver.

**Requisition Approval Group.** This code identifies the requisition approval group for this project. Users in this group receives e-mail requests for authorization of all requisitions associated with this project.

If you select the Project Requisition Limit check box in System Admin|System Control Maintenance|Sites|<site>|Misc tab|Project Req Auth option, EAM uses the Req Project Limit value.

**Stores Approval Group.** Enter the stores requisition approval group for this project. This field designates which approval group to use when authorizing a stores requisition list that references a project. Unlike most fields in Project Maintenance, copying a project does not copy the stores approval group. Changing the stores approval group field creates a revision for the project if project revision control is active.

If the Stores Auth? field is set to either Projects or All at System Admin|System Control Maintenance|Sites|<site>|More Inv tab, you cannot issue parts to a Stores Requisition List that references this Project unless the Stores Requisition is Authorized.

## Project Tab: Cost

Use this tab to list unique accounting data for a project.

**Fig. 7.8**  
Project: Cost Tab

| General                |                      | Cost |  | Customer Funding |               | Program |  | Lifetime Budget |  | User Def |  |
|------------------------|----------------------|------|--|------------------|---------------|---------|--|-----------------|--|----------|--|
| <b>Detail</b>          |                      |      |  |                  |               |         |  |                 |  |          |  |
| Orig Budget            | 135000               |      |  | Net Budget       | 135000        |         |  |                 |  |          |  |
| Orig Estimate          |                      |      |  | Spending Limit   | 135,000.0000  |         |  |                 |  |          |  |
| Auth Spending          | 135000               |      |  | Warning Limit    | 100,000.0000  |         |  |                 |  |          |  |
| Spending Est           | 135,000.0000         |      |  | Planned Purch    | 189000        |         |  |                 |  |          |  |
| Auth Purch             | 0                    |      |  | Committed        | 0             |         |  |                 |  |          |  |
| Bal to Commit          | 123106.1             |      |  | % Utilized       | 8.81          |         |  |                 |  |          |  |
| Received               | 10037.4              |      |  | Labor Cost       | 1856.5        |         |  |                 |  |          |  |
| Int Mtrl Cost          | 1037.4               |      |  | Ext Mtrl Cost    | 0             |         |  |                 |  |          |  |
| Cont Cost              | 9000                 |      |  | Tax Cost         | 0             |         |  |                 |  |          |  |
| Manual Cost            | 0                    |      |  | Total Spent      | 11893.9       |         |  |                 |  |          |  |
| Est to Complete        | 123106.1             |      |  | Planned Internal | 186581.65     |         |  |                 |  |          |  |
| Vouchered              | 0                    |      |  | % Spending Est   | 8.81          |         |  |                 |  |          |  |
| Over Spend Est         | 0                    |      |  |                  |               |         |  |                 |  |          |  |
| <b>Primary Expense</b> |                      |      |  |                  |               |         |  |                 |  |          |  |
| Expense Site           | 10000                |      |  | Dept             |               |         |  |                 |  |          |  |
| Cost Center            | 5000 MANUFACTURING   |      |  | Acct No          | 8200 SUPPLIES |         |  |                 |  |          |  |
| Sub Acct No            | 10000 Site 10000 Sub |      |  |                  |               |         |  |                 |  |          |  |
| <b>Last Refreshed</b>  |                      |      |  |                  |               |         |  |                 |  |          |  |
| Date/Time              | 11/19/2009 16:48     |      |  |                  |               |         |  |                 |  |          |  |



**Original Budget.** This field displays 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.** This field displays 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.

**Spending Limit.** Use this amount as a cap for overall spending on the project. It does not flow up from the jobs spending limit; you may want a spending limit for larger jobs but not for smaller jobs.

**Authorized Spending.** This value indicates the authorized amount for the current project. This value remains the same even if the budget is modified.

**Warning Limit.** This field displays an amount set by the project manager as a budgetary warning point. The system issues an e-mail warning to the user or group to notify when expenses reach this amount.

**Spending Estimate.** Enter the estimated amount to spend.

**Planned Purchase.** This field displays the total cost of all planned, unauthorized purchase requisitions for the project.

**Authorized Purchase.** This field displays the total cost of all planned, authorized requisitions that reference the project, calculated by EAM.

**Committed.** This field displays the total value of ordered purchase orders minus any receipts against the purchase order.

**Balance to Commit.** This field displays the total of uncommitted authorized funds.

**% Utilized.** This field displays the committed amount as a percent of the authorized amount.

**Received.** The system calculates the total sum of all received purchases associated with the project.

**Labor Cost.** This field displays the labor transactions total charged to the project.

**Internal Material Cost.** This field displays the sum of all direct issues from inventory (not through a requisition) for the project.

**External Material Cost.** This field displays the project parts total, minus tax, for auto-issue receipt transactions only.

**Contractor Cost.** This field displays the project's outside contractor services total, minus tax. This represents receipt transactions for all auto-issue requisitions marked as Contractor.

**Tax Cost.** This field displays tax associated with any costs from external material and contractor services.

**Manual Cost.** This value is calculated as the sum of all manual GL transactions for the project.

**Total Spent.** This field displays the project total for parts issued, services, and labor transactions.

**Note** The amount in this field equals the sum of all other cost fields on the tab.

**Est 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 re-calculates this value when you:

- Change the spending estimate of a job
- Cancel a job
- Delete a job
- Reopen a job

Recalculating field values also creates revisions if revision control is active.

**Planned Internal.** This field displays the total planned cost of labor and material.

**Vouchered (Cost).** This field displays the amount vouchered against project purchase orders. Displays the amount AP has prepared for payment.

**Note** Vouchered amounts come from the QAD ERP application. You cannot edit vouchered amounts in EAM. If you do not use the QAD ERP application interface, vouchered fields always equal 0.

**% Spending Est.** This field displays the Site's Calc % Spend Est field (under System Site Maintenance) divided by estimated spending.

**Note** The system recalculates the value of this field when the following job functions or actions occur:

- Change the spending estimate of a job
- Cancel a job
- Delete a job
- Reopen a job

Recalculating field values also creates revisions, if revision control is active.

View, in terms of a percentage, how close expenditures are to reaching the estimated spending for the project.

**Over Spend Est.** This field displays a percentage of how much beyond the estimate project expenses have gone.

**Note** The system re-calculates this value when any of the following job functions or actions occur:

- Change the spending estimate of a job
- Cancel a job
- Delete a job
- Reopen a job

Recalculating field values also creates a revision, if revision control is active. This figure notifies managers when the project exceeds estimated spending and by what percentage.

**Expense Site.** This field displays the site with the costing structure that is charged to expense against this project. By selecting an expense site for this project, you restrict expenses to only this expense site.

**Dept.** This field displays the primary department associated with the project.

**Cost Center.** This field displays the primary project cost center from the project expense accounts sub-detail. The primary cost center copies to various transactions, such as purchasing, labor, and parts issued for this project.

**Acct No.** This field displays the primary expense account from the project expense account sub-detail.

**Sub Acct No.** This field displays the primary expense sub-account from the project expense accounts sub-detail.

### Project Tab: Customer Funding

Use the Project Customer Funding tab to track information against customer funded projects in EAM.

**Fig. 7.9**  
Project: Customer Funding Tab

| Detail           |      |
|------------------|------|
| Original Budget  | 0    |
| Auth Spending    | 0    |
| Invoice Amt      | 0    |
| Write Off Amt    | 0    |
| Net Cost To-Date | 0    |
| Margin           | 0    |
| Spending Limit   | 1500 |
| Funded Amt       | 0    |
| Reimburse Amt    | 0    |
| Unfunded Amt     | 0    |
| Funded Status    |      |

**Original Budget.** This field displays the original budget estimate from the Cost tab, or updated with the Modify Budget action.

**Spending Limit.** This field displays data from the spending limit field on the Cost tab.

**Auth Spending.** This field displays the current amount authorized on this project from the Cost tab.

**Funded Amount.** This field displays the Customer PO amount from Scheduled Payments POs on the Projects submenu.

**Invoice Amount.** This field displays the amount invoiced to the customer from QAD ERP. EAM calculates this amount based on the total amount invoiced from Invoices displayed in the Projects submenu.

**Reimburse Amount.** This field displays the amount received as customer payments against invoices for reimbursement downloaded from QAD ERP.

**Write Off Amount.** This field displays the total of write-offs from the Projects submenu.

**Unfunded Amount.** This field displays the authorized amount minus (Funded Amt + Write off amounts).

**Net Cost-to-Date.** EAM subtracts the reimbursement amount from the total amount on the Costs tab.

**Funded Status.** EAM displays funded, unfunded, or partial. If Funded Amt has a value of 0, the status displays as Unfunded. If the field Unfunded Amt has a value of zero, and the Funded Amt contains a value, the status displays as Funded. If there is a value in both the Funded Amt and the Unfunded Amt fields, the status displays as Partial.

**Margin.** EAM subtracts spending estimate from total funded amount to calculate this field.

### Project Tab: Program

Use the Project Program tab to track information against project programs in EAM.

**Fig. 7.10**  
Project: Program Tab

| Detail          |                   |
|-----------------|-------------------|
| Program No      | Rev Level         |
| Reporting ID    | Project Title     |
| Program Type    | Asset Life        |
| Program Name    | Model Year        |
| Customer Ref No | End Item Part No  |
| Description     | Cust Business Grp |
| OEM             | Bill To Customer  |
| Program Manager | Account Manager   |
| PG Controller   | Program Buyer     |
| Form Preparer   |                   |

**Program No.** Enter the project program number in this field.

**Rev Level.** Enter the revision level in this field.

**Reporting ID.** Use this ID to filter groups of projects.

**Project Title.** Enter the project title. For instance, it can be a combination of the OEM, program name, model year, part name, and end item number for customer -funded projects.

**Program Type.** Select Forward or Current model from the list.

**Asset Life.** Enter the remaining life of the program.

**Program Name.** Enter the customer program name.

**Model Year.** Enter the model year for the customer program.

**Customer Ref Number.** Enter the customer reference number.

**End Item Part No.** Enter the Original Equipment Manufacturer's (OEM) End Item Part Number from the PO if this is a customer-funded project.

**Description.** Enter the program description.

**Cust Business Group.** Enter the customer business group to work with on this program.

**OEM.** Enter the Original Equipment Manufacturer.

**Bill To Customer.** Enter the name of the customer, normally the customer issuing the PO, to whom to bill the project costs.

**Program Manager.** Select the program manager from the list of EAM User IDs.

**Account Manager.** Select the account manager from the list of EAM User IDs.

**PG Controller.** Select the program controller from the list of EAM User IDs.

**Program Buyer.** Select the program buyer from the list of EAM User IDs.

**Form Preparer.** Select the form preparer from the list of EAM User IDs.

### Project Tab: Lifetime Budget

Use the Project Lifetime Budget tab to track information against its lifetime budget in EAM.

**Fig. 7.11**

Project: Lifetime Budget Tab

**Orig Budget.** This field displays the original budget estimate from the Cost tab or updated using the Modify Budget Action.

**+**. This value includes additions to the project budget from other projects through reallocation. The value is added to the Orig Budget to calculate the Net Budget.

**-**. This value includes subtractions from the project budget to other projects through reallocation. EAM subtracts reallocated amounts from the Original Budget to calculate the Net Budget.

**Net Budget.** EAM displays the original budget recalculated against reallocations.

### Project Tab: User-Defined

Use the Project User-Defined tab to track information against specific projects in EAM. There are ten user-defined fields.

**Fig. 7.12**

Project: User-Defined Tab

**Character 1/2.** These are user-defined character fields, validated against tables that you add.

*Character 3/4.* These are free-form user-defined character fields, not validated against tables.

*Decimal 1/2.* These are user-defined decimal fields for projects.

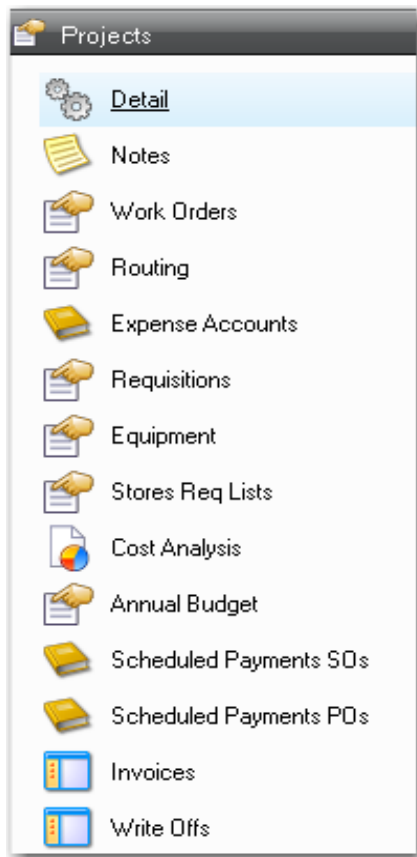
*Integer 1/2.* These are user-defined integer fields for projects.

*Enable/Disable Logic.* This is a user-defined check box.

## Projects Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Detail.

**Fig. 7.13**  
Projects Submenu



| Projects Submenu | Purpose                                                                                        |
|------------------|------------------------------------------------------------------------------------------------|
| Detail           | Use this option to open the tabbed view of the project.                                        |
| Notes            | Use this option to add notes about the project.                                                |
| Work Orders      | Use this option to display a list of all work orders associated with this project.             |
| Routing          | Use this option to display a list of all routings associated with this project.                |
| Expense Accounts | Use this option to display or add a list of all expense accounts associated with this project. |

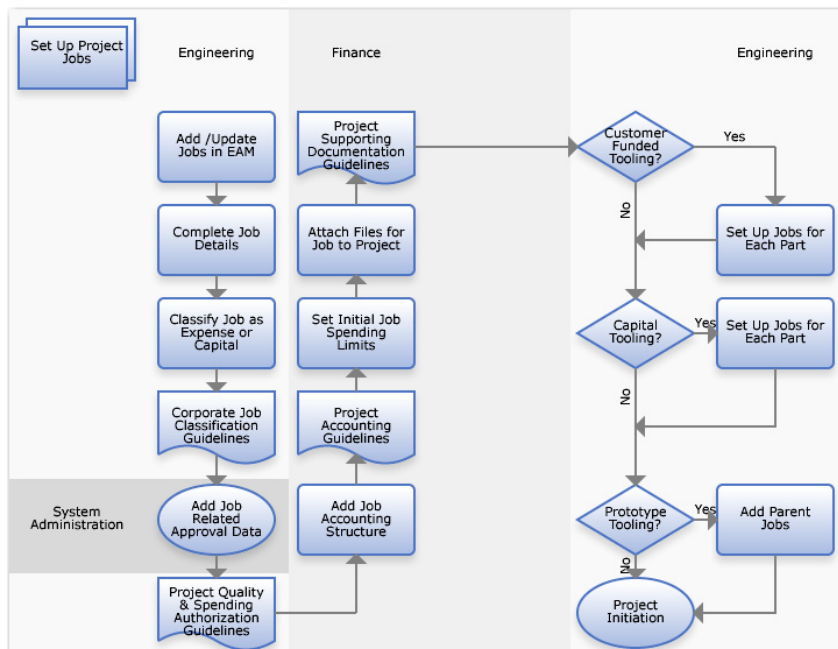
| Projects Submenu         | Purpose                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisitions             | Use this option to display or add a list of all requisitions associated with this project's jobs.                                                            |
| Equipment                | Use this option to display or add a list of all equipment associated with this project.                                                                      |
| Stores Requisition Lists | Use this option to display a list of all stores requisition lists associated with this project.                                                              |
| Cost Analysis            | Use this option to display cumulative and detailed labor, material, contractor, and manual journal entry costs associated with this project.                 |
| Annual Budget            | Use this option to display annual budget details for this project.                                                                                           |
| Scheduled Payments SOs   | Use this option to display scheduled payments for sales orders from the customer. Use action SO Ship to complete the scheduled sales order payment.          |
| Scheduled Payments POs   | Use this option to display scheduled payments for purchase orders from the customer. Use action Complete Payment to complete the selected scheduled payment. |
| Invoices                 | Use this option to display invoices for this project.                                                                                                        |
| Write Offs               | Use this option to display write offs for this project.                                                                                                      |

## Jobs

Use jobs to break projects down into sub-categories. An individual job may be a different phase of a project, each with its own estimated amount, planned amounts, and actual costs.

## Setting Up a Job

**Fig. 7.14**  
Set Up Job Process Map



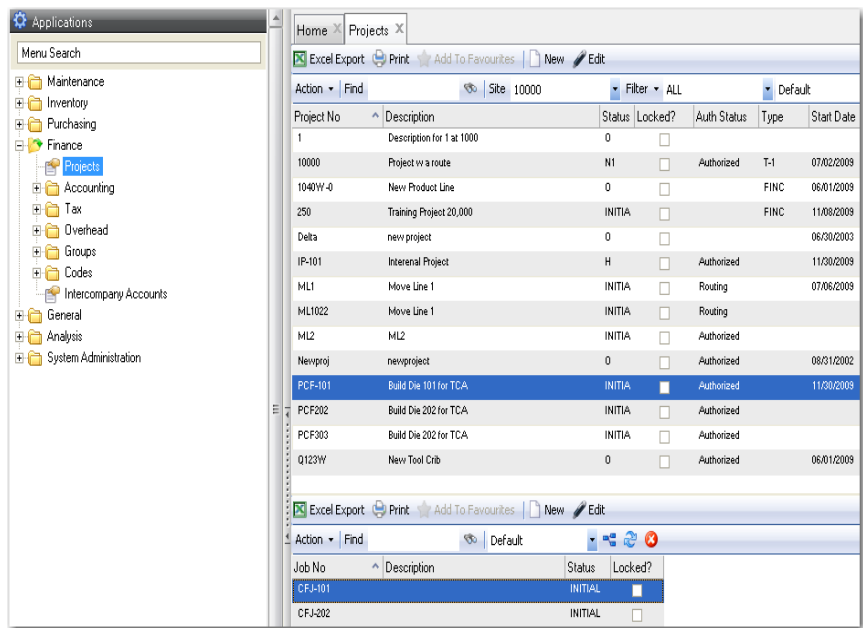
- 1** Add or edit a job record, if needed.
- 2** Complete job details.
- 3** Classify the job expense type (expense or capital).
- 4** Verify compliance with corporate job classification guidelines.
- 5** Add job related approval data.
- 6** Review and follow quality and spending authorization guidelines.
- 7** Add the job accounting structure.
- 8** Review and follow project accounting guidelines.
- 9** Set the initial job spending limits.
- 10** Attach required files for the job to the project record.
- 11** Review and follow supporting documentation guidelines for projects and jobs.
- 12** Set up customer funded tooling jobs
  - a** Set up jobs for each part.
- 13** Set up capital tooling jobs
  - a** Set up jobs for each part.
- 14** Set up prototype tooling jobs
  - a** Set up parent jobs.
- 15** Initiate the project and the jobs

## **Job Browse**

Access this browse from Finance|Projects. It is the bottom browse in a project display. Use it to organize and display records, to access supporting functions, export to Excel, and to access existing or create new records.

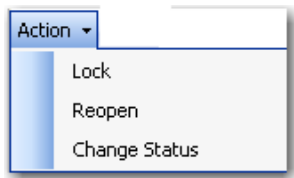


Fig. 7.15  
Project Browse



Job Action Menu

Fig. 7.16  
Job Action Menu



Lock

Use this option to bar charges against this job. You can continue to plan and associate documents such as work orders with this job.

Reopen

Use this option to reopen suspended jobs.

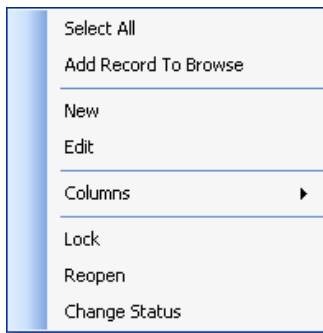
Change Status

Use this option to close or cancel a job or assign another user-defined status. You cannot cancel a job with active expenses.

Job Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 7.17**  
Job Right-Click Menu



### New

Use New to open the job record detail to create a new record.

### Edit

Use Edit to open the job record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Lock, Reopen, and Change Status are options from the Action menu.

## Job Record Detail

The record detail contains all information about this job. The project number and current site display over all associated tabs.

**Fig. 7.18**  
Job Record Detail

## Creating a Job Record

- 1 Click New to open a blank job record.
- 2 Assign the job number.
- 3 Verify the current site.

- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Editing a Job Record

- 1 Double-click a record from the browse or click Edit to open the job record detail.
- 2 Verify or change the job number.
- 3 Verify the current site.
- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

## Job Tabs

Jobs contains 2 tabs: Details and Amounts.

### Job Tab: Details

Use this tab to apply expense accounting details to a job.

**Fig. 7.19**  
Job: Details Tab

| Details         |                                     | Amounts        |                                       |
|-----------------|-------------------------------------|----------------|---------------------------------------|
| Activity        | 03 Set & Test Equipment             | Description    | Charges against project without a job |
| Expense Site    | 10000                               | Dept           | 4000                                  |
| Cost Center     | 4100                                | Acct No        | 8200                                  |
| Sub Acct No     | 0002                                | Acct Type Desc |                                       |
| Status          | 0                                   | Component Part |                                       |
| Exp Type        | <input checked="" type="checkbox"/> | Completed?     | <input type="checkbox"/>              |
| Capitalize Date |                                     | Job Type       |                                       |
| Req Appr Grp    |                                     | Asset?         | <input type="checkbox"/>              |
|                 |                                     | Asset No       |                                       |

**Activity.** This field displays 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, the user need not be familiar with the accounting information. The user simply selects the activity and the system pulls in the appropriate expense accounting structure.

**Description.** This field contains a description of the job, to clarify project phases.

**Expense Site.** This field displays the site with the costing structure that is charged to expense against this job. Use the expense site for this job's project.

**Dept.** Enter the department associated with the job.

**Cost Center.** Enter the default job cost center. The default cost center copies to various transactions, such as purchasing requisitions, labor postings, and parts issued for this project's job.

**Acct No.** Enter the expense account for this job. Selecting this account number assigns it all charges for this job. If this field is blank, expenses go to a list of project accounts.

**Sub Acct No.** This field displays the sub-account to expense for this job. By selecting a sub-account for this project, you restrict expenses to the job to use only this sub-account.

**Account Type Description.** Displays the account type description associated with the account number selected. Examples are Asset or Expense.

**Status.** This field displays the current user-defined project status of the job. If the job status is closed or cancelled, you cannot expense anything against the job.

**Component Part.** Enter the component part, which is the part number being built by the tool. It is a manually entered field.

**Completed?** This check box indicates whether the project is complete.

**Exp Type.** Select this check box to indicate that this is an expense, not a capital expenditure.

**Capitalize Date.** If this job creates an asset, indicate its capitalization date.

**Job Type.** Select the user-defined job type code from the lookup.

**Req Appr Group.** Enter the requisition approval group at a job level. EAM overrides the requisition approval group for the project and uses the one entered at the job level.

**Asset?** Select this option if an asset will be created from this job.

**Asset No.** Enter the asset number if this job produces an asset.

### Job Tab: Amounts

Use this tab to input cost data for the job.

**Fig. 7.20**  
Job: Amounts Tab

| Amounts         |            |                |            |
|-----------------|------------|----------------|------------|
| Orig Estimate   | 1,500.0000 | Spending Limit | 1,100.0000 |
| Warning Limit   | 900.0000   | Spending Est   | 750.0000   |
| Planned Purch   | 2,000.0000 | Auth Purch     | 0.0000     |
| Committed       | 0.0000     | Received       | 0.0000     |
| Labor Cost      | 15.5600    | Int Mtrl Cost  | 0.0000     |
| Ext Mtrl Cost   | 0.0000     | Cont Cost      | 0.0000     |
| Manual Cost     | 0.0000     | Total Spent    | 15.5600    |
| Est to Complete | 734.4400   | Vouchered      | 0.0000     |

**Orig Estimate.** Enter an original estimate of the total job cost.

**Spending Limit.** Enter the spending limit for this job.

**Warning Limit.** This field displays an amount set by the project manager as a budgetary warning point. The system issues an e-mail warning to the user or group from the Projects General tab to notify when expenses reach this amount.

**Spending Estimate.** Enter the estimated amount to spend for this job.

**Planned Purchase.** The system calculates total cost of all planned, unauthorized purchase requisitions for the job. If you do not use requisition routings, the sum is the total cost of all planned requisitions for the job.

**Authorized Purch.** This field displays the sum of the total cost of all planned, authorized requisitions that reference the job, calculated by EAM.

**Committed.** This field displays the total value of ordered purchase orders for this job minus any receipts against the purchase order.

**Received.** The system calculates the total sum of all received purchases associated to the job.

**Labor Cost.** This field displays the labor transactions total charged to the job.

**Internal Material Cost.** This field displays the job parts total, excluding auto-issues through requisitions.

**External Material Cost.** This field displays the job parts total for auto-issue transactions through requisitions only.

**Contractor Cost.** This field displays the job's outside contractor services total.

**Manual Cost.** The system calculates this value as the sum of all journal entries for the job.

**Total Spent.** This field displays the project total for parts issued, services, and labor transactions associated with this job.

**Est to Complete.** This field displays the value of Spending Est minus Total Spent. EAM updates it when Spending Est changes or when you refresh the project.

The system recalculates this value when you:

- Change the spending estimate of this job
- Cancel this job
- Reopen this job

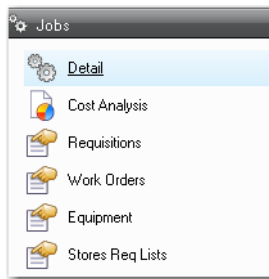
**Vouchered.** This field displays the amount vouchered against purchase orders associated with the job.

**Note** Vouchered amounts come from QAD ERP. You cannot edit vouchered amounts in EAM. If you do not use the QAD ERP interface, vouchered fields always equal 0.

## Jobs Submenu

The currently active menu option displays an underlined text label. For instance, the active option below is Jobs.

**Fig. 7.21**  
Jobs Submenu



| Jobs Submenu Option | Purpose                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Detail              | Use this option to open the tabbed view of the job.                                                                                      |
| Cost Analysis       | Use this option to display cumulative and detailed labor, material, contractor, and manual journal entry costs associated with this job. |
| Requisitions        | Use this option to display or add a list of all requisitions associated with this job.                                                   |
| Work Orders         | Use this option to display or add a list of all work orders associated with this job.                                                    |
| Equipment           | Use this option to display a list of all equipment associated with this job.                                                             |
| Stores Req Lists    | Use this option to display or add a list of all stores requisition lists associated with this job.                                       |

# General

This section discusses the following General utilities module topics:

**General 310**

**Business Units 311**

**Set Up Domain, Entity and Site Data 312**

**Sites 320**

**Codes 322**

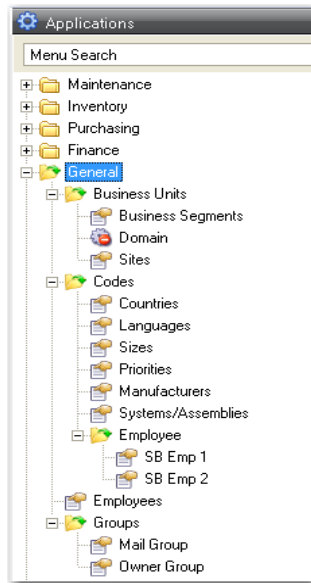
**Groups 329**

## General

Use General to administer and maintain system files and tools such as:

- Business units
- Codes
- Employees
- Groups

**Fig. 8.1**  
General Menu





## Business Units

Use the Business Units section to create, view, modify, and delete business relation records. The Domain, Entity and Site codes you set up in EAM should match those added in the QAD ERP.

## Business Segments

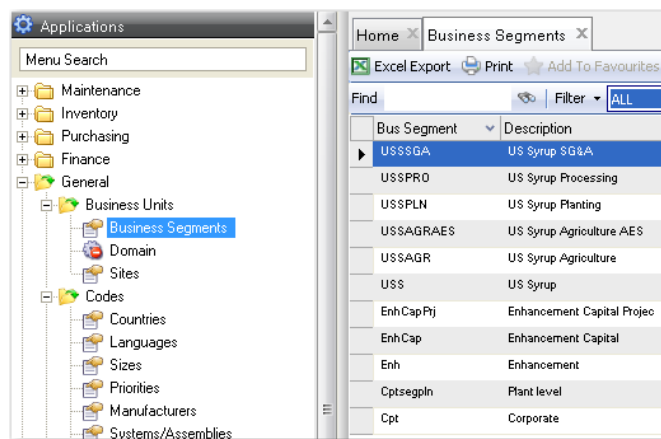
An organization may have specialized Business Segments that operate as distinct units, concentrating on particular interests or tasks. Managers can track which Business Segments are initiating capital or expense projects, and identify the driving Business Segments in the Project module.

In the System Registry at System Admin|System Control Maintenance|System Registry, you can add up to eight levels to the Business Segment format. Define the format based on your organization's requirements. In addition to having the ability to format the Business Segment, you can select the length of the Business Segment for a total of up to fifteen characters among the eight levels of formatting.

## Business Segments Browse

Access this browse from General|Business Units|Business Segments. Use it to create and modify entity codes and descriptions.

**Fig. 8.2**  
Business Segments Browse



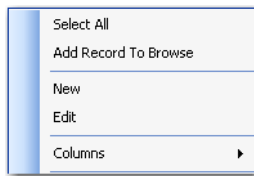
**BusSegment.** A fifteen-character field that is used to enter a Business Segment. The format of the Bus Segment changes to display dashes, depending on the format definitions in the System Registry.

**Description.** Description usually includes the name of the business segment.

## Business Segments Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 8.3**  
Business Segments Right-Click Menu



### New

Use New to open the business segment record detail to create a new record.

### Edit

Use Edit to open the business segment record detail to edit the selected record.

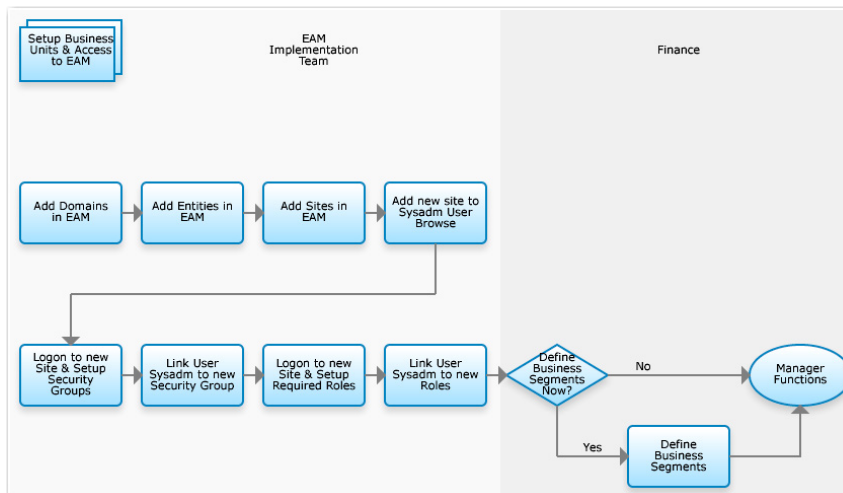
### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Set Up Domain, Entity and Site Data

### Set Up Business Units and Access to EAM Process Map

**Fig. 8.4**  
Set Up Business Units and Access to EAM Process Map



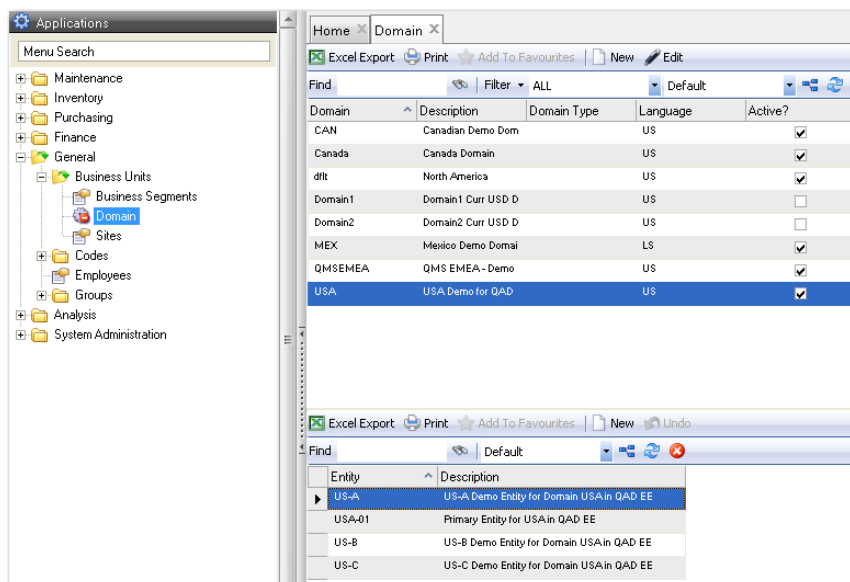
- 1 Set up one or more domain codes.
- 2 Set up one or more entity codes.
- 3 Set up one or more site codes.
- 4 Add new site to the sysadm user browse.

- 5 Log on to new site and set up required security groups.
- 6 Link user sysadm to new security group.
- 7 Log on to new site and set up required roles.
- 8 Link user sysadm to new required roles.
- 9 Set up business segment codes.

## Domain Browse

Access this browse from General|Business Units|Domain. Use it to organize and display records, to access supporting functions, and to edit or create new records. This data is important when EAM integrates with the QAD ERP system.

**Fig. 8.5**  
Domain Browse



Highlight a domain in the upper browse. The lower browse displays entities associated with the domain.

## Creating a Domain Record

- 1 Click New in the upper browse to open a blank domain record. Assign a domain code to match one set up in QAD ERP.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

## Editing a Domain Record

- 1 Double-click a record in the upper browse or click Edit to open the domain record detail.
- 2 Enter information in relevant fields on the tabs.

- 3 Click Save.

### Creating an Entity Record

- 1 Click New in the lower browse to open a blank entity record. Assign an entity code to match one set up in QAD ERP.
- 2 Enter an entity description. The system automatically saves the record.

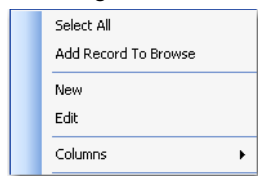
### Editing an Entity Record

- 1 Double-click the entity description in the lower browse to edit.
- 2 Enter the entity description. The system automatically saves the updated description.

### Domain Right-Click Menu

The right-click menu contains administrative functions.

**Fig. 8.6**  
Domain Right-click Menu



#### New

Use New to open the domain browses to create a new record.

#### Edit

Use Edit to open the domain browses to edit the selected record.

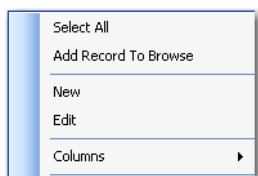
#### Columns

A list of columns available to the domains upper browse displays here. Select a column header to display it. Clear the column header to hide it.

### Domain Right-Click Menu

The right-click menu contains administrative functions.

**Fig. 8.7**  
Entity Right-click Menu



## New

Use New to open the entity browse to create a new record.

## Edit

Use Edit to open the entity browse to edit the selected record.

## Columns

A list of columns available to the entity lower browse displays here. Select a column header to display it. Clear the column header to hide it.

## Domain Record Detail

The record detail contains all information about this domain. Assign a domain code.

**Fig. 8.8**  
Domain Record Detail

The screenshot shows a software interface with four tabs: Detail, Maint, Inventory, and PO/Reqs. The 'Detail' tab is selected. Below the tabs, there is a 'General' section with two input fields: 'Description' containing 'Domain2 Curr USD DB newyork' and 'Language' containing 'US'. Below these is a 'Q/tend Integration' section with a 'Daybook Code' input field. On the right side of the form, there is a vertical toolbar with a gear icon and a 'Detail' button.

## Domain Tabs

Domain records contain four tabs: Detail, Maint, Inventory, and PO/Reqs. Add new records or edit existing ones from here, or save. The values and settings apply to just this domain.

### Domain Tab: Detail

Enter domain information on the Detail tab.

**Fig. 8.9**  
Domain: Detail Tab

This screenshot is identical to Figure 8.8, showing the 'Domain Record Detail' form with the 'Detail' tab selected. It displays the same fields: Description ('Domain2 Curr USD DB newyork'), Language ('US'), Q/tend Integration, and Daybook Code.

**Domain.** Enter a code (maximum 8 characters) identifying a specific domain. Codes are restricted to the characters A-Z, a-z, and 0-9. A primary domain code must be unique within a database and across connected databases. EAM domains must match QAD ERP domains.

**Description.** Enter a brief name (maximum 14 characters) to associate with this domain. This name must be unique within a database and across connected databases.

**Language.** Enter the default language for this domain. The EAM domain language must match the QAD ERP domain language.

**Daybook Code.** Enter the daybook code associated with this domain.

### Domain Tab: Maint

Enter system control information to set up domain-wide parameters on the Maint tab.

**Fig. 8.10**

Domain: Maint Tab

The screenshot shows the 'Maint' tab in a software application. It contains several sections with checkboxes and a dropdown menu:

- Equipment**
  - Post Equip List? ☒
  - NStock BOM? ☐
  - CIM Load:
- Work Orders / Service Requests**
  - Reopen WO's? ☒
  - WO Auth? ☐
  - SR Auth? ☐
- PM/Labor Scheduling**
  - Sunday ☒
  - Tuesday ☒
  - Thursday ☒
  - Saturday ☒
  - Monday ☒
  - Wednesday ☒
  - Friday ☒
  - PMs on Work Days ☒
- Project Options**
  - Reopen Projects? ☒

**Post Equip List?** If this option 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 Materials structure when issued from stores.

**NStock BOM?** This option controls whether non-stock parts are added to the Bill of Material (BOM) for any piece of equipment referenced on a requisition. The NStock BOM? option is disabled and cleared when the Post Equip List? option is cleared.

**CIM Load.** This option controls whether the Loads DUOM Readings batch job data file includes the equipment's usage, the accumulated usage for the time frame being reviewed, or the equipment's reading, the current meter reading for the DUOM.

**Reopen WOs?** If this option is selected, users with the required role setting can re-open a work order. You can issue parts, distribute labor, and receive and charge POs against the work order. If a work order is closed or canceled and this option is selected, re-opened the work order before you can make these changes. If the option is cleared, you cannot re-open the work order.

**WO Auth?** If this option is selected, the work order must be authorized by a user with the required role setting before any associated parts, labor, or receipts against a PO can be initiated.

**SR Auth?** If this option is selected, a Service Request must be authorized by a user with the required role setting. The Service Request must be authorized before it can become a Work Order.

**PM/Labor Scheduling.** Select this option to automatically schedule PMs meeting calendar criteria, such as closed on holidays.

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.

**PM's Wk Day?** When a PM is due, the system compares the original scheduled date for the PM to the Sunday through Saturday settings above 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 PM's Wk Day? 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.

**Reopen Projects?** Indicate whether users with the required role setting can re-open closed projects.

### Domain Tab: Inventory

Enter system control information to set up domain-wide parameters on the Inventory tab.

**Fig. 8.11**  
Domain: Inventory Tab

**Inv 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), Weighted Avg (weighted average), and Standard (standard cost). Select one of these options to control how EAM the value of the inventory for all items.

**Note** Do not use the standard cost method.

**ABC Percent.** Specify the relative percentage of inventory value for A, B, or C-type parts. When the ABC Calculation is run, EAM determines the total value of the inventory based on the unit cost times the quantity of each part. The system evaluates selected ABC percentages and assigns each part a classification based on its individual value in relation to the total value.

**ABC Days.** Specify the number of days used to calculate the next physical inventory due date. First the system calculates the ABC classification of a part. It adds the current day to it the number of days required between physical inventory counts, establishing the resulting date as the next physical inventory due date.

**Cons Reserves?** EAM uses this option when calculating the number of parts needed to replenish inventory based on the re-order 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.

**Cons Res/Short?** The system uses this option if there are currently more parts reserved than available in inventory. EAM adds the number of parts reserved and the shortage when calculating the quantity to be reordered on the stock replenishment run.

**Cons Res 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.

**Reserve Inv?** 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 inter-company 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 is made against the inter-company charge account and moves the part into the destination site. After the part is in the To Site's inventory, you can issue it.

**Diff Acct Period.** This option determines whether sites currently in different accounting periods can process inter-company transactions. If selected, you can process inter-company transactions between sites in different accounting periods. If cleared, you can process inter-company transactions only between sites in the same accounting period.

**Reopen Stores?** Use this option to determine whether users with the required role access can select the re-open action on closed stores requisitions. If you need to return items to the store room that were issued but not used for a Stores Requisitions, select this option.

**Part Description Protected.** Select this check box to copy the original part number and description to other sites. Other sites cannot update the part number and description.

### Domain Tab: PO/Reqs

Enter system control information to set up domain-wide parameters on the PO/Reqs tab.



**Fig. 8.12**  
Domain: PO/Reqs Tab

The screenshot shows the 'PO/Reqs' tab with the following fields and options:

- Options:**
  - ☐ Any Buyer?
  - ☐ Reopen PO/Reqs?
  - Base Currency: [Text Field]
  - NStock UOM: [Text Field]
  - ☐ Upd Receiver?
  - Receipt Limit %: [Text Field]
  - Receipt Limit: [Text Field]
  - Acct No: [Text Field]
  - Sub Acct No: [Text Field]
  - Create PO When?: [Text Field]
- Buyer Limits:**
  - ☐ Enforce Buyer Limits?
  - Increase Amount: [Text Field]
  - Increase %: [Text Field]
  - Decrease Amount: [Text Field]
  - Decrease %: [Text Field]

**Any Buyer?** With the option selected, any designated buyer in any site in any domain can modify any approved PO. With the Any Buyer? option cleared, only the Buyer who approved a PO can modify or edit the purchase order.

**Reopen PO/Reqs?** Users with the required security setting can reopen PO's or requisitions once they have been closed if this option is selected. You cannot make adjustments (such as a return to vendor, additional receipts) to a closed PO; you must re-open it first.

**Base Currency.** Select a single base currency from a lookup of valid currencies. All entities in a domain use the same base currency. Transactions in other currencies are converted into the designated base currency before being passed up to the QAD ERP application.

**NStock UOM.** Any time a non-stock item (does not have an EAM Inventory Part record) is specified on a requisition, the system uses the default unit of measure (UOM) from the parts record. It is validated from the unit of measure table.

**Upd Receiver?** This option determines whether users can update purchasing receivers.

EAM provides the choice of whether a receiver number is automatically generated. Sometimes Accounts Payable departments prefer to input the packing slip number as the Receiver number. If selected, you can manually enter the Receiver number when receiving against a purchase order. Clear the option to automatically generate a Receiver number.

**Receipt Limit?** Select this option to receive orders exceeding the cost shown on the purchase order. When an order exceeds the cost on the purchase order, the system checks the receipt limit. You can receive the item if the cost does not exceed the specified percentage or amount (whichever is greater). Enter the percentage, amount, or both.

**Receipt Limit%.** Enter a percentage to allow an item to be received more than the original quantity ordered.

**Receipt Limit Amount.** Enter an amount to allow an item to be received more than the original quantity ordered.

**Account Number.** enter the account number.

**Sub-account Number.** Enter the sub-account number.

**Create PO When?** EAM purchase orders are created also in QAD ERP as memo item type PO's. A user can set at what stage they want the PO to appear in QAD ERP. Either at create, authorized or ordered.

**Enforce Buyer Limit.** Use the buyer limit with the PO or requisition approval process. Once a PO or requisition is approved, you can change the cost from what was originally approved. The buyer limit prevents the buyer from exceeding the approved cost by a percentage above the approved cost or the designated dollar amount (whichever is greater). If exceeded, the system reroutes the PO or requisition for approval.

**Increase Amount.** Enter an amount that represents how much a Buyer can increase an already authorized purchase order or requisition without having to re-route the PO or Requisition for re-approval

**Increase %.** Enter a percentage that represents how much a Buyer can increase an already authorized purchase order or requisition without having to re-route the PO or Requisition for re-approval.

**Decrease Amount.** Enter an amount that represents how much a Buyer can decrease an already authorized purchase order or requisition without having to re-route the PO or Requisition for re-approval.

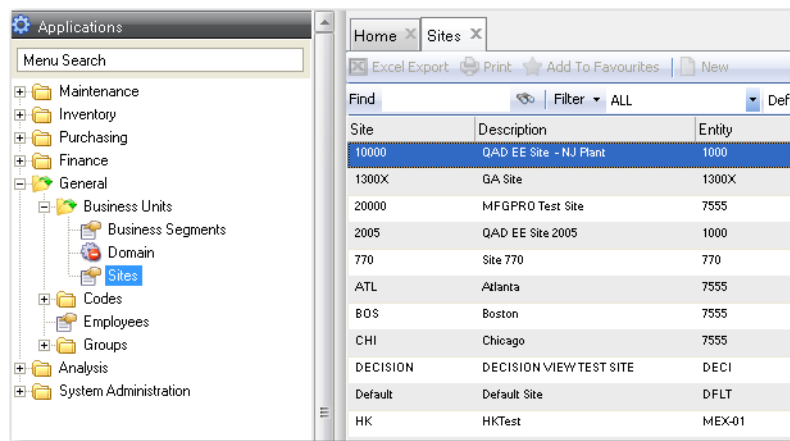
**Increase %.** Enter a percentage that represents how much a Buyer can decrease an already authorized purchase order or requisition without having to re-route the PO or Requisition for re-approval.

## Sites

### Sites Browse

Access this browse from General|Business Units|Sites. Use it to organize and display records, to access supporting functions, and to edit or create new records.

**Fig. 8.13**  
Sites Browse



| Site     | Description             | Entity |
|----------|-------------------------|--------|
| 10000    | QAD EE Site - NJ Plant  | 1000   |
| 1300X    | GA Site                 | 1300X  |
| 20000    | MFGPRO Test Site        | 7555   |
| 2005     | QAD EE Site 2005        | 1000   |
| 770      | Site 770                | 770    |
| ATL      | Atlanta                 | 7555   |
| BOS      | Boston                  | 7555   |
| CHI      | Chicago                 | 7555   |
| DECISION | DECISION VIEW TEST SITE | DECI   |
| Default  | Default Site            | DFLT   |
| HK       | HKTest                  | MEX-01 |

### Creating a Site Record

- 1 Click New to open a blank site record in the upper browse. Assign a site code to match one set up in QAD ERP.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

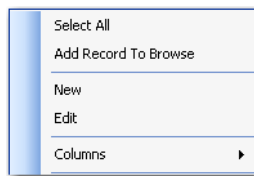
### Editing a Site Record

- 1 Double-click a record from the site browse or click Edit to open the site record detail.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

### Sites Right-Click Menu

The right-click menu contains administrative functions.

**Fig. 8.14**  
Sites Right-click Menu



#### New

Use New to open the site browse to create a new record.

#### Edit

Use Edit to open the site browse to edit the selected record.

#### Columns

A list of columns available to the sites browse displays here. Select a column header to display it. Clear the column header to hide it.

## Codes

Use Codes to view or add supporting data to lists of EAM codes, such as countries, languages, sizes, priorities, manufacturers, and others.

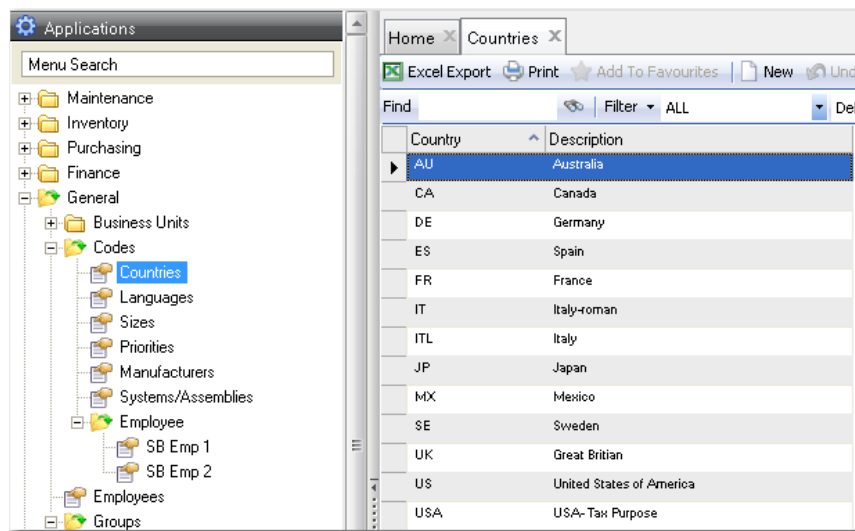
Code forms in this section contain records for lookups on tabs in Maintenance, Inventory, and Purchasing. Depending on your permissions, you can add or edit existing records.

### Countries

The Country lookup displays on the General|Codes tab. You can add or edit codes from the code form. Country codes apply to all entities and domains in a database.

Use the Country code to associate countries with addresses.

**Fig. 8.15**  
Codes: Countries



### Adding a Country Code

- 1 Click New. Enter a code (maximum 2 characters) to identify a country.
- 2 Enter the country and description. The system automatically saves the new code.

### Editing a Country Code

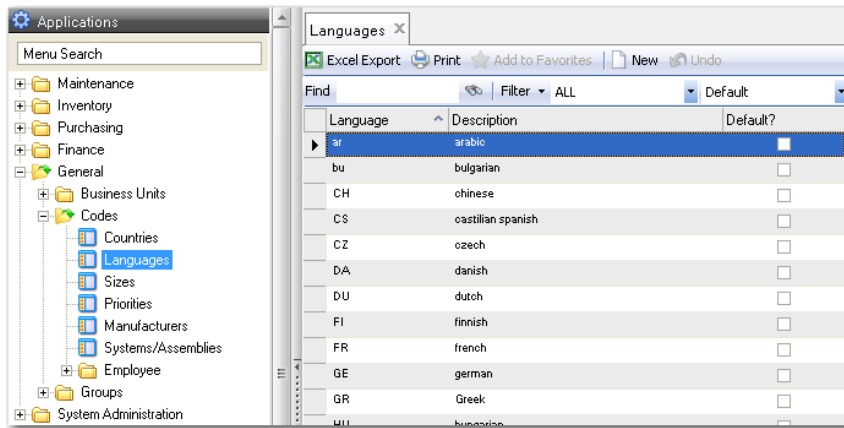
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

## Languages

The Language lookup displays on the General|Codes tab. You can add or edit codes from the code form.

Use the Language code to set the default language for your system. All available languages, set up during installation, display in this lookup.

**Fig. 8.16**  
Codes: Language



### Adding a Language Code

- 1 Click New. Enter a code (maximum 2 characters) to identify a language.
- 2 Select the default language. The system automatically saves the new code.

### Editing a Language Code

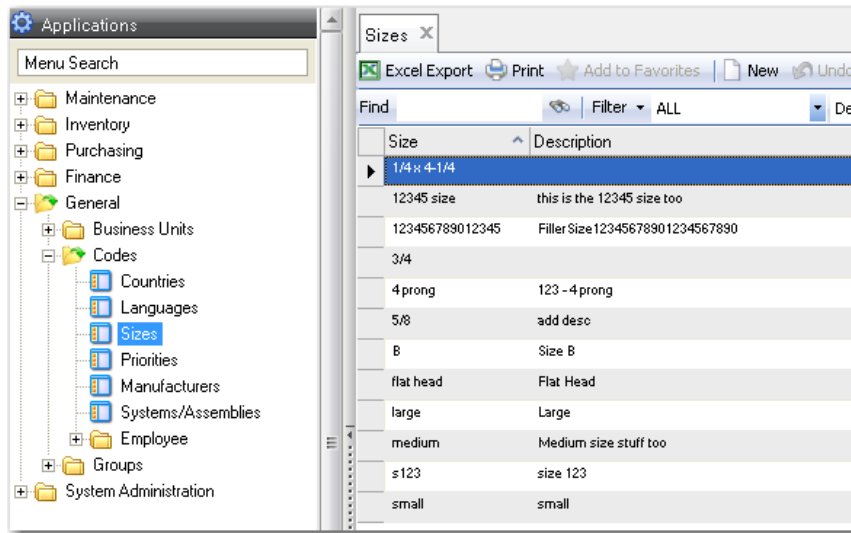
- 1 Double-click the code to edit.
- 2 Select a new default language. The system automatically saves the updated code.

### Sizes

The Sizes lookup displays on the General|Codes tab. You can add or edit codes from the code form.

Use the Size code to define sizes for inventory.

**Fig. 8.17**  
Codes: Size



### Adding a Size Code

- 1 Click New.
- 2 Enter the description. The system automatically saves the new code.

### Editing a Size Code

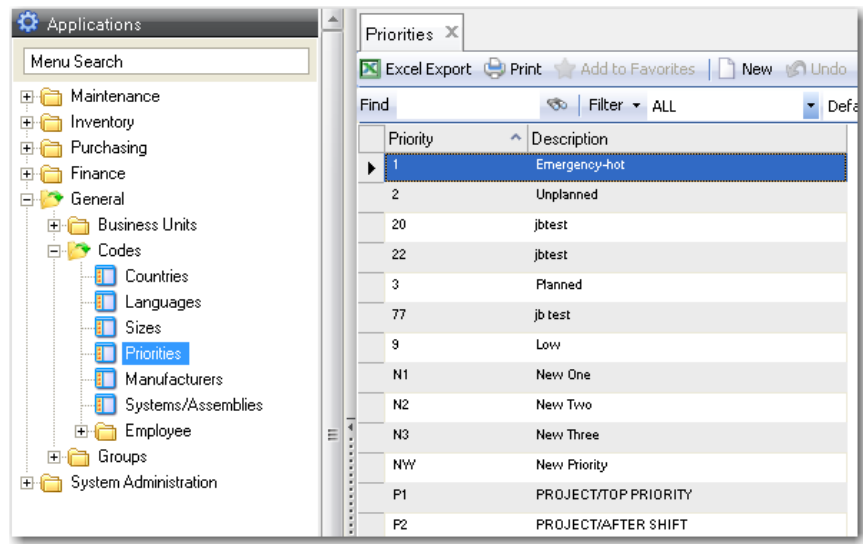
- 1 Double-click the code to edit.
- 2 Update the size or description. The system automatically saves the updated code.

### Priorities

The Priority lookup displays on the General|Codes tab. You can add or edit codes from the code form.

Use the Priorities code to rank work orders by importance.

**Fig. 8.18**  
Codes: Priorities



### Adding a Priority Code

- 1 Click New.
- 2 Enter the priority and description. The system automatically saves the new code.

### Editing a Priority Code

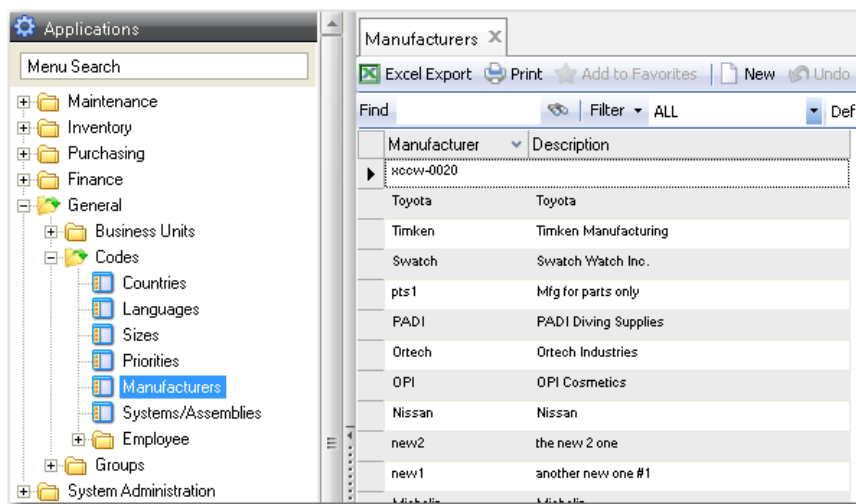
- 1 Double-click the code to edit.
- 2 Update the term or description. The system automatically saves the updated code.

### Manufacturers

The Manufacturer lookup displays on the General|Codes tab. You can add or edit codes from the code form.

Use the Manufacturer code to associate part and equipment records to valid manufacturers.

**Fig. 8.19**  
Codes: Manufacturer



### Adding a Manufacturer Code

- 1 Click New.
- 2 Enter the manufacturer and description. The system automatically saves the new code.

### Editing a Manufacturer Code

- 1 Double-click the code to edit.
- 2 Update the manufacturer or description. The system automatically saves the updated code.

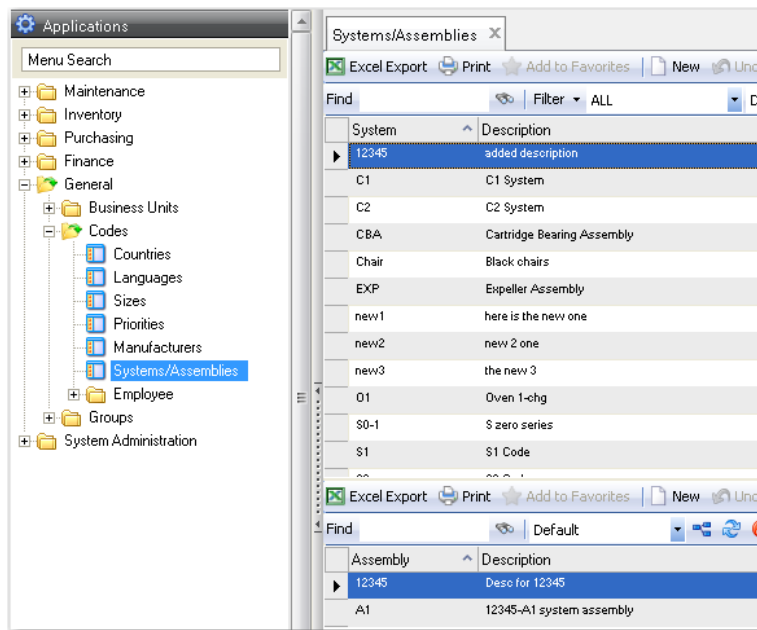
## Systems/Assemblies

The System/Assembly lookup displays on the General|Codes tab. You can add or edit codes from the code form. Each piece of equipment can have a system and assembly structure. Reference parts to a system and assembly at issue.

An example of a System and Assembly is a conveyor, which has major components such as hydraulic and electrical systems. These components are systems. Within each system are smaller components, or assemblies. For instance, the hydraulic system has components such as a pump or line. These are classified as assemblies.



**Fig. 8.20**  
Codes: System/Assembly



### Adding a System Code

- 1 Click New. Add a system code from the upper browse.
- 2 Enter the system and description. EAM automatically saves the new code.

### Editing a System Code

- 1 Double-click the code to edit.
- 2 Update the system description. The system automatically saves the updated code.

### Adding an Assembly Code

- 1 Highlight a system code on the upper browse.
- 1 Click New in the lower browse. Add assembly codes.
- 2 Enter the assembly description. EAM automatically saves the new code.

### Editing an Assembly Code

- 1 Double-click the code to edit.
- 2 Update the assembly description. The system automatically saves the updated code.

## Employee

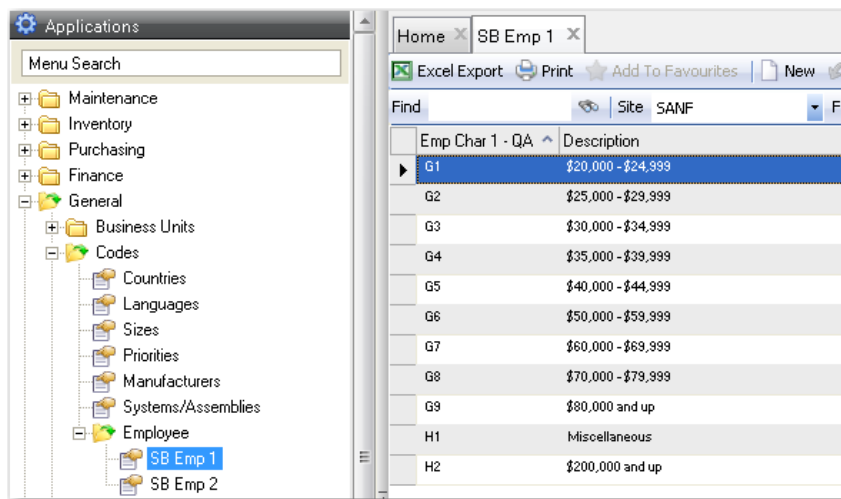
Employee codes include Character 1 and Character 2. There are two user-defined lookup tables. Use user-defined Character 1 and 2 to access your organization's validation tables for data entry and selection in the employee file. The system administrator or implementation team defines the labels for these two fields.

### Employee Character 1 and 2

The Employee Character 1 and 2 lookups display in the Employee file. You can add or edit codes in General|Codes| Employee |Character 1.

Character fields are user-defined. Define the Character 1 and 2 code for custom data; for instance, compensation range.

**Fig. 8.21**  
Codes: Employee Character 1 Code



#### Adding an Employee Character 1 or 2 Code

- 1 Click New.
- 2 Enter an Employee Character 1 or 2 code and description. The system automatically saves the new code.

#### Editing an Employee Character 1 or 2 Code

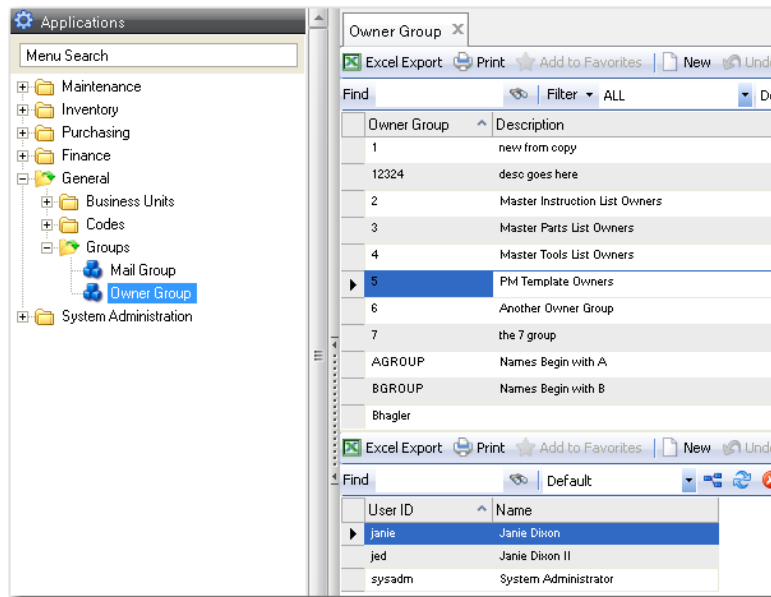
- 1 Double-click the code to edit.
- 2 Update the an Employee Character 1 or 2 description. The system automatically saves the updated code.



## Creating an Owner Group

- 1 Click New.
- 2 Name the owner group.
- 3 Enter a meaningful description.
- 4 Enter users to include in the group in the lower pane. The system automatically saves your new group.

**Fig. 8.23**  
Groups: Owner Group



# Analysis

This section discusses the following Analysis module topics:

***Analysis***    **332**

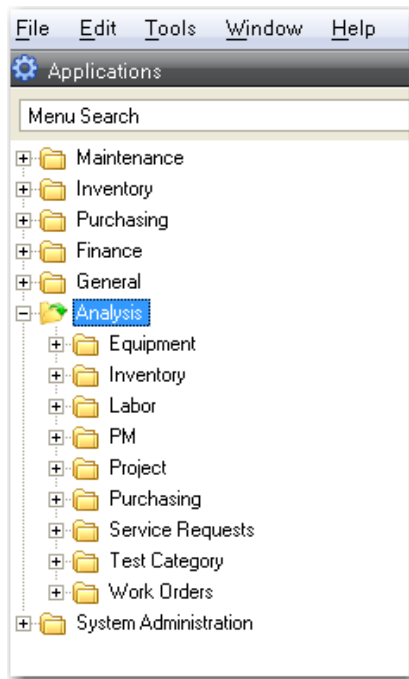
***Default Reports***    **336**

## Analysis

Reports, available in the analysis menu, help decision makers analyze diverse aspects of a business before making strategic decisions. The QAD Enterprise Asset Management system offers several default reports. While many of these reports are delivered with the system, you can generate custom reports from the information in the database.

You can choose various output media for reports. You can output the reports to external applications, as well.

**Fig. 9.1**  
Reports Menu



## Running Reports

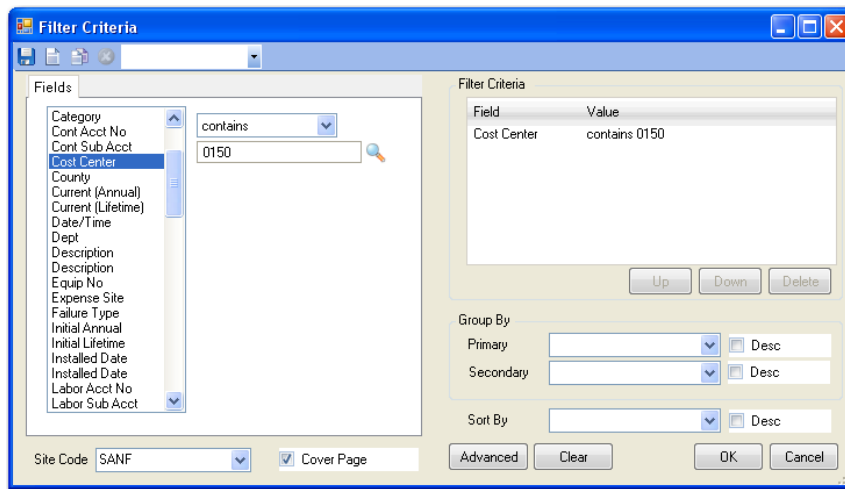
Open the Analysis folder. Navigate to the module folder, then to the appropriate report folder. Double-click the report link to open the filter criteria window. Report links have a curved gray arrow icon.

**Fig. 9.2**  
Report Shortcut



Specify report criteria in the report filter window.

**Fig. 9.3**  
Report Filter Criteria Window



## Customizing Report Filters

Each report has a default set of selection fields. You can specify filter criteria for each field; for instance, “equipment number starting with 00.”

### Specifying Filter Criteria

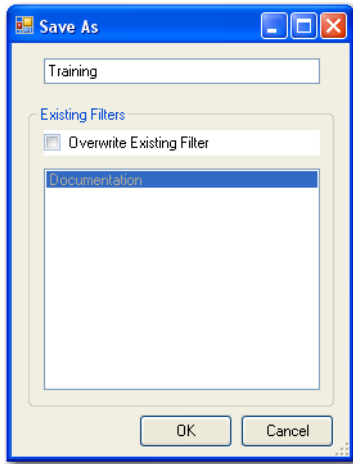
- 1 Verify the site in the drop-down on the bottom left.
- 2 If the filter requires a date range, enter it manually or use the calendar buttons.
- 3 Select a field.
- 4 Indicate the search logic. Indicators may include:
 

|                 |                  |
|-----------------|------------------|
| equals          | is zero          |
| is not equal to | is not zero      |
| is at most      | contains         |
| is at least     | does not contain |
| is more than    | is blank         |
| is less than    | is not blank     |
- 5 Use the Up and Down buttons to change the filter priority. Click Delete to remove the criteria from the Group By list. Fields removed from the Group By remain in the database.
- 6 Indicate Group By criteria for primary and secondary groupings. Select the Descending check box for a descending list.
- 7 Indicate Sort By criteria. Select the Descending check box for a descending list.
- 8 To alter the Boolean statement manually, click Advanced.
- 9 Click OK to run the report.

After you specify filter criteria, you can save those settings. Report filters are separate from application filters. They are saved at the user level.

### Saving a Report Filter

**Fig. 9.4**  
Filter Window



- 1 If it is a new or renamed filter, enter the new name.
- 2 Click Save.
- 3 Verify that you want to save the filter.

**Note** If you already have a named filter open, the system prompts you to overwrite existing selection criteria.

### Overwriting an Existing Filter

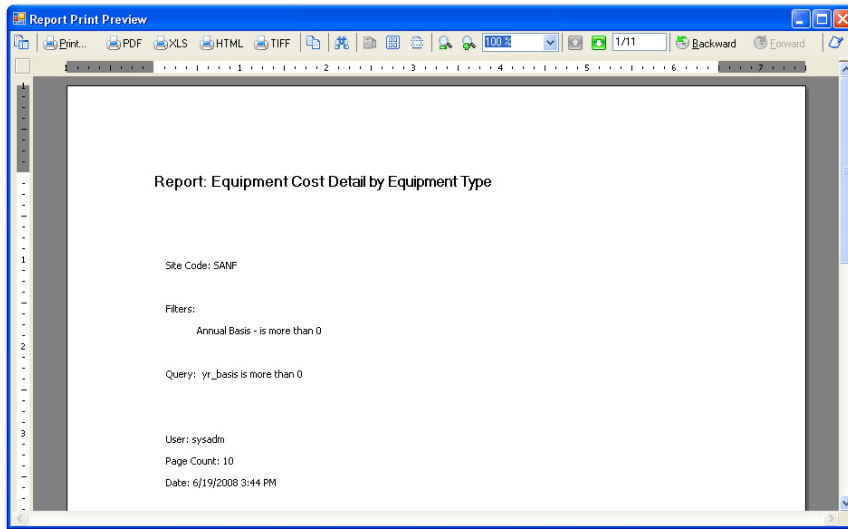
- 1 Select an existing filter.
- 2 Select the Overwrite Existing Filter check box.
- 3 Click OK.

### Report Output

Report data displays in a print preview window. Use the menu bar at the top of the report output screen to make output selections, print, and navigate through the report.



**Fig. 9.5**  
Report Print Output



## Report Format

All reports have a standard format:

- Cover page
- Cover page details
- Report pages

## Saving Output to File

You can save the report to your computer or network.

- 1 Click the button labeled with the format to save the file:
  - PDF
  - Excel
  - XLS (Microsoft Excel)
  - HTML
  - TIFF
- 2 Navigate to the location to store the file.
- 3 Enter a file name.
- 4 Click Save.

When you display a report, you can choose the output format, change the page setup, define print options, and close the report using the toolbar or the File menu.

**Fig. 9.6**  
Report menu bar



| Report Menu Option     | Purpose                                                                                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Table of Contents      | Each page in the report has an entry in the table of contents. Click the entry to directly open a page.                                                                 |
| Print                  | Send the report to a network or local printer.                                                                                                                          |
| PDF                    | Save the report in pdf format.                                                                                                                                          |
| XLS                    | Save the report in Excel format.                                                                                                                                        |
| HTML                   | Save the report in HTML format.                                                                                                                                         |
| TIFF                   | Save the report in TIFF image format.                                                                                                                                   |
| Copy to clipboard      | Select items in the report and copy them to the clipboard to use in other applications such as Word or Excel.                                                           |
| Find                   | Search for specific text or numbers.                                                                                                                                    |
| Single Page View       | View one page at a time.                                                                                                                                                |
| Multi Page View        | View up to six consecutive report pages at a time.                                                                                                                      |
| Continuous scroll      | Scroll through the report without clicking page up and down buttons.                                                                                                    |
| Zoom in                | Enlarge the display.                                                                                                                                                    |
| Zoom out               | Shrink the display.                                                                                                                                                     |
| Adjust view percentage | Indicate a specific percentage for the display view.                                                                                                                    |
| Page down              | View the next page of the report.                                                                                                                                       |
| Page up                | View the prior page of the report.                                                                                                                                      |
| Page X of Y            | Navigate to a specific page in the report or verify which page you are currently viewing.                                                                               |
| Backward               | Navigate through consecutive views you have taken of the report. These may not be consecutive pages, depending on how you originally navigated.                         |
| Forward                | Return through consecutive views you have taken of the report after navigating backward. These may not be consecutive pages, depending on how you originally navigated. |
| Annotations            | Add annotations to a report.                                                                                                                                            |

## Default Reports

EAM offers carefully constructed standard reports based on proven customer needs. Find reports in categories corresponding to modules, such as Equipment.

### Equipment

#### Equipment Cost Detail by Equipment Type

This report lists details of equipment cost by type in the selected site and filter.



**Fig. 9.10**  
Equipment Cost Transactions Report

| Cost       |             |                                |              |                     |             |            |               |               |                |            |
|------------|-------------|--------------------------------|--------------|---------------------|-------------|------------|---------------|---------------|----------------|------------|
| Site       |             | SANF San Francisco             |              |                     |             |            |               |               |                |            |
| Equip No   | Description | Status                         | Expense Site | Cost Center Acct No | Sub Acct No | Labor Cost | Material Cost | Contract Cost | Manual GL Cost | Total Cost |
| 0012 test1 |             | F                              | SANF         |                     |             | 12.00      | 0.00          | 2,442.00      | 0.00           | 2,673.55   |
| Labor      |             |                                |              |                     |             |            |               |               |                |            |
|            | Date        | Name                           |              |                     |             | Total Time | Total Cost    |               |                |            |
|            | 01/11/2002  | Sirsh - QA-2 Bagh              |              |                     |             | 3.00       | 12.00         |               |                |            |
| Material   |             |                                |              |                     |             |            |               |               |                |            |
|            | Date        | Description                    | PO No        |                     | Qty         | Unit Cost  | Total Cost    |               |                |            |
|            | 08/13/2001  |                                | 0            |                     | 1.00        | 1.26       | 1.26          |               |                |            |
|            | 08/14/2001  |                                | 0            |                     | 2.00        | 1.26       | 2.53          |               |                |            |
|            | 08/16/2001  |                                | 0            |                     | 1.00        | 1.26       | 1.26          |               |                |            |
|            | 07/30/1999  | please do not change part, mik | 0            |                     | 10.00       | 10.80      | 108.00        |               |                |            |
|            | 08/10/2001  |                                | 0            |                     | 2.00        | 1.26       | 2.53          |               |                |            |
|            | 08/10/2002  | SB -                           | 0            |                     | 2.00        | 1.26       | 2.53          |               |                |            |
|            | 08/13/2002  | SB -                           | 0            |                     | 1.00        | 1.26       | 1.26          |               |                |            |

### Equipment Cost Summary by Equipment Type

This report shows the total labor, material (issues and returns to inventory), contract (auto-issues and returns to inventory where the requisition is set to contract), and manual GLs against every piece of equipment in the selected site and filter, grouped by equipment type.

**Fig. 9.11**  
Equipment Cost Summary by Equipment Type Report

| Cost           |                     |          |          |          |           |            |
|----------------|---------------------|----------|----------|----------|-----------|------------|
| Site           | SANF San Francisco  |          |          |          |           |            |
| Equipment Type |                     |          |          |          |           |            |
| Equip No       | Description         | Labor    | Material | Contract | Manual GL | Total Cost |
| SANF-3907      | Testing Performance | 0.00     | 0.00     | 0.00     | 0.00      | 0.00       |
| SANF-2681      | Testing Performance | 0.00     | 0.00     | 0.00     | 0.00      | 0.00       |
| SANF-1455      | Testing Performance | 0.00     | 0.00     | 0.00     | 0.00      | 0.00       |
| 555A           | Power Tran.         | 1,456.62 | 0.00     | 0.00     | 0.00      | 1,456.62   |
| SANF-3908      | Testing Performance | 0.00     | 0.00     | 0.00     | 0.00      | 0.00       |

### Equipment Down Time Summary

This report lists all equipment in the selected site and filter, and it lists a summary of all the times the equipment has not been operational due to repair or maintenance.

**Fig. 9.12**  
Equipment Down Time Summary Report

| Equipment Down Time Summary |            |                          |                 |            |  |
|-----------------------------|------------|--------------------------|-----------------|------------|--|
| Site                        |            | SANF San Francisco       |                 |            |  |
| Equip No                    | D-0        | testing enghrsallocation |                 |            |  |
| Start Date                  | End Date   | Hrs Down                 | Lost Oppor Rate | Total Cost |  |
| 01/01/2003                  | 01/01/2003 | 17.00                    | 1.00            | 17.00      |  |
| 02/01/2003                  | 02/01/2003 | 1.00                     | 0.00            | 0.00       |  |
| 03/03/2003                  | 03/05/2003 | 50.00                    | 1.00            | 50.00      |  |
| 03/25/2003                  | 03/25/2003 | 2.00                     | 1.00            | 2.00       |  |
| 03/25/2003                  | 03/25/2003 | 1.00                     | 1.00            | 1.00       |  |
| 04/21/2003                  | 04/21/2003 | 1.00                     | 1.00            | 1.00       |  |
| Total                       |            | 72.00                    |                 | 71.00      |  |

### Equipment Failure Analysis by Equipment

This report lists all pieces of equipment in the selected site and filter, and detailed failure information for each.

**Fig. 9.13**  
Equipment Failure Analysis by Equipment Report

| Equipment Failure Analysis by Equipment |                     |                                |        |                  |             |                |               |
|-----------------------------------------|---------------------|--------------------------------|--------|------------------|-------------|----------------|---------------|
| Site                                    | SANF                | San Francisco                  |        |                  |             |                |               |
| Equip No                                | 003                 | TestEquip012345678901234567890 |        |                  |             |                |               |
| Failure                                 | Description         | WO Count                       | MTBF   | Expected Failure | PM Due Date | PM Template No | Failure Alarm |
| 06                                      | MITER GAPS          | 1                              | 0.00   | 01/06/2001       | 0           |                | DUE           |
| 05                                      | BAD LABEL/STAMP     | 1                              | 0.00   | 06/18/1999       | 0           |                | DUE           |
| 04                                      | MACHINE NOT CYCLING | 1                              | 0.00   | 02/28/2002       | 0           |                | DUE           |
| 04                                      | MACHINE NOT CYCLING | 1                              | 0.00   | 07/19/1999       | 0           |                | DUE           |
| 04                                      | MACHINE NOT CYCLING | 1                              | 0.00   | 08/27/2002       | 0           |                | DUE           |
| 04                                      | MACHINE NOT CYCLING | 2                              | 390.00 | 06/03/2002       | 0           |                | DUE           |

## Equipment Failure Analysis by Failure

This report displays all failure codes and lists equipment in the selected site and filter for each failure. It displays the failure summary for each.

**Fig. 9.14**  
Equipment Failure Analysis by Failure Report

| Equipment Failure Analysis by Failure |                                |                         |        |                  |             |                |               |
|---------------------------------------|--------------------------------|-------------------------|--------|------------------|-------------|----------------|---------------|
| Site                                  | SANF                           | San Francisco           |        |                  |             |                |               |
| Failure                               | 02                             | DENTS/SCRATCHES/HANGERS |        |                  |             |                |               |
| Equip No                              | Description                    | WO Count                | MTBF   | Expected Failure | PM Due Date | PM Template No | Failure Alarm |
| 12-002-121                            | Actuator Valve                 | 1                       | 0.00   | 07/28/2000       | 0           |                | DUE           |
| MILL9                                 |                                | 1                       | 0.00   | 11/20/1992       | 0           |                | DUE           |
| MOTOR                                 |                                | 3                       | 493.00 | 02/26/1994       | 0           |                | DUE           |
| SB-0002                               | Equipment for warranty testing | 1                       | 0.00   | 11/02/1999       | 0           |                | DUE           |
| 0-Rotable-Equip                       | Julia s test                   | 1                       | 0.00   | 07/30/2002       | 0           |                | DUE           |
| CONV-123                              | Converters                     | 3                       | 278.00 | 07/19/1993       | 0           |                | DUE           |

## Expected Equipment Failure

This report lists the failure information for all equipment in the selected site and filter.

**Fig. 9.15**  
Expected Equipment Failure Report

| Equipment Failures |          |               |          |      |             |                |               |
|--------------------|----------|---------------|----------|------|-------------|----------------|---------------|
| Site               | SANF     | San Francisco |          |      |             |                |               |
| Expected Failure   | Equip No | Description   | WO Count | MTBF | PM Due Date | PM Template No | Failure Alarm |
| 01/01/2003         | 555A     | Power Tran.   | 3        | 0    |             | 0              |               |
| 01/01/2003         | 555B     | Power Tran.   | 5        | 0    |             | 0              |               |
| 01/01/2003         | 555C     | Power Tran.   | 1        | 0    |             | 0              |               |
| 11/17/2001         | 6000     |               | 1        | 0    |             | 0              | DUE           |
| 11/17/2001         | 6000     |               | 1        | 0    |             | 0              | DUE           |

## Equipment Installation

This report lists the installation and purchasing information for all equipment in the selected site and filter.

**Fig. 9.16**  
Equipment Installation Report

| Equipment Installation |                                |               |                |                |              |                  |               |            |
|------------------------|--------------------------------|---------------|----------------|----------------|--------------|------------------|---------------|------------|
| Site                   | SANF                           | San Francisco |                |                |              |                  |               |            |
| Equip No               | Description                    | Yr Made       | Purchased Date | Installed Date | Retired Date | Acquisition Cost | Lifetime Cost | Life Expcd |
| 001                    | TestEquip012345678901234567890 | 0             | 10/02/2001     |                | 10/02/2001   | 137.25           | 150,054.00    | 0.00       |
| 0012                   | 123456789012345678901234567890 | 0             |                | 01/09/2002     |              | 700.00           | 886.00        | 0.00       |
| 0012 test              |                                | 2001          | 01/27/2000     | 02/15/2000     |              | 274.50           | 5,832.00      | 5.00       |
| 0012 test 3            | More testing                   | 0             |                |                |              | 0.00             | 12.00         | 0.00       |
| 0012 test1             |                                | 0             |                |                |              | 0.00             | 1,398.00      | 0.00       |
| 0012 test2             | testing                        | 2000          |                | 08/08/2003     |              | 0.00             | 11.00         | 0.00       |

## CIM Alternate

This report lists all equipment and alternate numbers in the selected site and filter. The system checks the alternate number during the batch/cimload.p batch job, which reads a DUOM file from an outside source.

**Fig. 9.17**  
CIM Alternate Report

| Equipment Lists |          |               |
|-----------------|----------|---------------|
| Site            | SANF     | San Francisco |
| Alt Equip No    | Equip No | Description   |
| conv 22A        | CONV-123 | Converters    |

## Equipment List

This report lists all equipment in the selected site and filter.

**Fig. 9.18**  
Equipment List Report

| Equipment Lists |             |               |             |         |      |         |        |  |
|-----------------|-------------|---------------|-------------|---------|------|---------|--------|--|
| Site            | SANF        | San Francisco |             |         |      |         |        |  |
| Equip No        | Description | Location      | Cost Center | Planner | Resp | Notify  | Status |  |
| BMW             | BMW         | NC            | 1000        |         |      | tonyc   |        |  |
| BOILER          | Boiler Desc | SC            | 5100        | 1235    | 406  | Sharter | O      |  |
| BOILER2         | Boiler Desc | C1            | 5100        | 3       | 406  | AGay    | F      |  |
| BOILER3         | Boiler Desc | C1            | 5100        | 3       | 406  | tonyc   |        |  |
| Boing           | boing77     |               |             |         |      | tonyc   |        |  |
| boots           | metal boots | GA            |             |         | 1235 | Anna    | F      |  |

## Name Plate

This report lists all equipment in the selected site and filter, and displays its manufacturing details.

**Fig. 9.19**  
Name Plate Report

| Name Plate |             |               |          |              |       |         |                |           |  |
|------------|-------------|---------------|----------|--------------|-------|---------|----------------|-----------|--|
| Site       | SANF        | San Francisco |          |              |       |         |                |           |  |
| Equip No   | Description | Serial No     | Location | Manufacturer | Model | Yr Made | Installed Date | Life Expt |  |
| 555A       | Power Train |               | B5MT     |              |       | 0       |                | 0         |  |
| 555B       | Power Train |               | B5MT     |              |       | 0       |                | 0         |  |
| 555C       | Power Train |               | B5MT     |              |       | 0       |                | 0         |  |

## Retired by Status

The report lists all equipment that has been removed from service in the selected site and filter. Retired equipment has a retired date in Equipment Data Entry.

**Fig. 9.20**  
Retired by Status Report

Retired by Status

Site

SANF

San Francisco

Status

blank

| Equip No     | Description | Installed Date                 | Retired Date | Acquisition Cost | Lifetime Cost | Life Expt |
|--------------|-------------|--------------------------------|--------------|------------------|---------------|-----------|
| potable peer | itworks     | 11/02/2002                     | 11/02/2004   | 5.00             | 0.00          | 0         |
| Status       | 0           | 123456789012345678901234567890 |              |                  |               |           |

| Equip No | Description                     | Installed Date | Retired Date | Acquisition Cost | Lifetime Cost | Life Expt |
|----------|---------------------------------|----------------|--------------|------------------|---------------|-----------|
| P0001    | Peggy's Test Equipment          | 06/13/2008     | 06/13/2008   | 100.00           | 0.00          | 0         |
| 001      | Test Equip012345678901234567890 |                | 10/02/2001   | 137.25           | 157,851.00    | 0         |
| 003      | Test Equip012345678901234567890 | 01/01/2007     | 04/06/2008   | 0.00             | 192.00        | 99        |

## Spending Limits and Expense

This report lists all equipment in the selected site and filter, grouped by equipment type. It displays the annual and lifetime expense limits for all equipment (annual and lifetime basis) in addition to the expense limit that can be charged against a single work order for the equipment. It also displays the current expenses charged against this equipment for the current year and or the its lifetime (annual and lifetime current).

**Fig. 9.21**  
Spending Limits and Exp Report

| Spending Limits and Exp |                     |                |                  |                |                  |              |                |          |            |
|-------------------------|---------------------|----------------|------------------|----------------|------------------|--------------|----------------|----------|------------|
| Site                    | SANF                | San Francisco  |                  |                |                  |              |                |          |            |
| Type                    |                     |                |                  |                |                  |              |                |          |            |
| Equip No                | Description         | Purchased Date | Acquisition Cost | Lifetime Basis | Lifetime Current | Annual Basis | Annual Current | WO Basis | WO Current |
| SANF-3008               | Testing Performance | 11/15/1997     | 20,000.00        | 0.00           | 0.00             | 0.00         | 0              | 0.00     | 0.00       |
| SANF-2002               | Testing Performance | 11/15/1997     | 20,000.00        | 0.00           | 0.00             | 0.00         | 0              | 0.00     | 0.00       |
| SANF-1456               | Testing Performance | 11/15/1997     | 20,000.00        | 0.00           | 0.00             | 0.00         | 0              | 0.00     | 0.00       |
| SSSA                    | Power Test          |                | 0.00             | 0.00           | 1,499.00         | 0.00         | 0              | 0.00     | 0.00       |
| SANF-3009               | Testing Performance | 11/15/1997     | 20,000.00        | 0.00           | 0.00             | 0.00         | 0              | 0.00     | 0.00       |

## Status

This report lists all equipment in the selected site and filter, grouped by equipment type. It displays equipment or machines by status. A code shows the current standing of equipment; for instance: A - Active, I - Inactive, O - Obsolete, or M - Moved.

**Fig. 9.22**  
Status Report

| Status   |                                |                                |                |                |           |                  |                |               |
|----------|--------------------------------|--------------------------------|----------------|----------------|-----------|------------------|----------------|---------------|
| Site     | SANF                           | San Francisco                  |                |                |           |                  |                |               |
| Status   | 0                              | 123456789012345678901234567890 |                |                |           |                  |                |               |
| Equip No | Description                    | Yr Made                        | Purchased Date | Installed Date | Life Expt | Acquisition Cost | Lifetime Basis | Lifetime Cost |
| 1009     | TestEquip012345678901234567890 | 0                              | 02/28/2001     | 08/27/1999     | 0         | 1,000.00         | 999,999,999.00 | 504,194.00    |
| 003      | TestEquip012345678901234567890 | 0                              | 03/05/2007     | 01/01/2007     | 99        | 0.00             | 999,999,999.00 | 192.00        |
| 001      | TestEquip012345678901234567890 | 0                              | 10/02/2001     |                | 0         | 137.25           | 2.00           | 157,851.00    |

## Vendor

This report lists all equipment in the selected site and filter, grouped by vendor.

**Fig. 9.23**  
Vendor Report

| Vendor           |                             |                     |                |                |           |                  |                |               |
|------------------|-----------------------------|---------------------|----------------|----------------|-----------|------------------|----------------|---------------|
| Site             | SANF                        | San Francisco       |                |                |           |                  |                |               |
| Vendor           | 000000001                   | Dude                |                |                |           |                  |                |               |
| Equip No         | Description                 | Yr Made             | Purchased Date | Installed Date | Life Expt | Acquisition Cost | Lifetime Basis | Lifetime Cost |
| jbeq233          | test                        | 0                   | 06/12/2007     |                | 0         | 20.00            | 0.00           | 10.00         |
| E100             | Equipment 100               | 1990                | 04/09/2007     | 04/10/2007     | 0         | 0.00             | 0.00           | 21,573.00     |
| Total Per Vendor |                             |                     |                |                |           | 20.00            | 0.00           | 21,583.00     |
| Vendor           | 000000001                   | Progress Software11 |                |                |           |                  |                |               |
| Equip No         | Description                 | Yr Made             | Purchased Date | Installed Date | Life Expt | Acquisition Cost | Lifetime Basis | Lifetime Cost |
| jbeq232          | jtest                       | 0                   | 06/10/2007     | 06/11/2007     | 5         | 1,000.00         | 0.00           | 10.00         |
| O-O              | Marina's Rotable Test Equip | 0                   | 09/10/2002     | 12/01/2002     | 78        | 925.00           | 0.00           | 7,112.00      |

## Equipment Parent/Child List

The report lists all pieces of equipment in the selected site and filter, in a hierarchical format. It groups each piece of equipment, and lists the children below the parent equipment.

**Fig. 9.24**  
Equipment Parent/Child List Report

| Equipment Parent/Child List |                                |             |        |        |          |  |
|-----------------------------|--------------------------------|-------------|--------|--------|----------|--|
| Site                        | SANF San Francisco             |             |        |        |          |  |
| Equip No                    | Description                    | Cost Center | Type   | Status | Location |  |
| 0-0-0-0                     | testing enghrs allocation      | 001         |        |        | C1       |  |
| 0-0-with-prod               | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ01_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ02_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ03_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ04_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ09_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ10_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ07_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ08_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ05_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| ZZ06_0-0-with-prod          | Maria s Rotable Test Equipment |             | CMPTTR |        | BSMT     |  |
| 0-Rotable-Apple1            | Maria s Rotable new test       |             | CMPTTR |        | BSMT     |  |
| 0-0-0-Copy                  | Maria s Rotable Test Equipment |             | CMPTTR |        | GA       |  |
| 0-0-0                       | Maria s Rotable Test Equip 1   |             | CMPTTR |        | GA       |  |

## Parts Used on Equipment - Structure

This report lists all parts in the selected site and filter, and all the equipment that includes the part in its bill of material, grouped by part number.

**Fig. 9.25**  
Structure (Parts Used on Equipment) Report

| Structure  |                                |          |     |            |            |  |
|------------|--------------------------------|----------|-----|------------|------------|--|
| Site       | SANF San Francisco             |          |     |            |            |  |
| Part No    | 0 description                  |          |     |            |            |  |
| Equip No   | Description                    | Qty      | UOM | Total Cost | Issued     |  |
| 0-0-0      | Maria s Rotable Test Equip     | 10.00    | BX3 | 50.00      | 08/23/2006 |  |
| 001        | TestEquip012345678901234567890 | 138.00   | BX3 | 2,395.06   | 10/06/2002 |  |
| 0012 test  | Equipment 0012 test-b          | 1,045.00 | BX3 | 1,743.69   | 03/27/2002 |  |
| 0012 test1 |                                | 10.00    | BX3 | 108.00     | 07/30/1999 |  |
| 0012 test2 | testing                        | 6.00     | BX3 | 11.62      | 06/12/2000 |  |
| 0012 test3 | testing                        | 10.00    | BX3 | 108.10     | 08/01/1999 |  |

## Cost (Serialized)

This report displays the total cost for all serialized parts issued to a piece of equipment, grouped by equipment number. Select serialized parts with the Serialized check box in Inventory Data Entry. The report includes all serial numbers issued to equipment, even if the serial number is no longer on the piece of equipment.

Cost includes labor, material (issues and returns to inventory), contract (auto-issues and returns to inventory where the requisition is set to contract), and manual GLs that were charged to the equipment when the serialized part was issued.

**Fig. 9.26**  
Cost (Serialized) Report

| Serialized Equipment Cost |                    |              |            |            |            |          |          |        |          |           |          |
|---------------------------|--------------------|--------------|------------|------------|------------|----------|----------|--------|----------|-----------|----------|
| Site                      | SANF San Francisco |              |            |            |            |          |          |        |          |           |          |
| Equip No                  | 12-002-121         |              |            |            |            |          |          |        |          |           |          |
| Part No                   | Description        | Serial No    | Start      | End        | No of Days | Cost/Day | Material | Labor  | Contract | Manual GL | Total    |
| 17-rotable                | 1000 big motor     | SEH1         | 03/03/2000 |            | 2,651      | 0.42     | 900.00   | 208.25 | 0.00     | 0.00      | 1,108.25 |
| 19-rotable                | 1000 big motor     | 706-651-1011 | 08/27/1999 | 08/27/1999 | 1          | 914.00   | 700.00   | 214.00 | 0.00     | 0.00      | 914.00   |
| Total per Equip No        |                    |              |            |            | 2,652      | 914.42   | 1,600.00 | 422.25 | 0.00     | 0.00      | 2,022.25 |

## Structure (System and BOMs)

This report lists all equipment and all parts that have been issued or added to the BOM of each piece of equipment's system and assembly in the selected site and filter.



**Fig. 9.27**  
Structure (System and BOMs) Report

| System And Assembly BOMs |          |                                           |                                 |      |     |            |
|--------------------------|----------|-------------------------------------------|---------------------------------|------|-----|------------|
| Site                     |          | SANF San Francisco                        |                                 |      |     |            |
| Equip No                 |          | 0-0-0-Copy Maria s Rotable Test Equipment |                                 |      |     |            |
| System                   | Assembly | Part No                                   | Description                     | Qty  | UOM | Issued     |
| EXP                      |          | 0                                         | Most Popular Part in MLS        | 5.00 | ea  |            |
|                          |          | 0                                         | Most Popular Part in MLS        | 1.00 | ea  |            |
|                          |          | 0-0                                       | ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZX | 3.00 | ea  |            |
|                          |          | 0-0-0                                     | 1000 big motor                  | 1.00 | ea  |            |
| S1                       | A1       | 0-0-0-0-0                                 | 1000 big motor                  | 2.00 | ea  |            |
|                          |          | 0-SB                                      | temp part                       |      | EA  | 05/21/2004 |
| S1                       | A1       | 00-60-00000                               | 1000 big motor                  |      | EA  |            |



# System Administration

This section discusses the following System Administration module topics:

***System Administration Menu***    346

***Set Up Roles, Employees and User Data***    347

***Roles***    348

***User/Roles***    353

***User Defined Fields***    355

***Setting Up Other System Administration Items***    356

***Mandatory Fields***    357

***Req Reroute/Notify Fields***    358

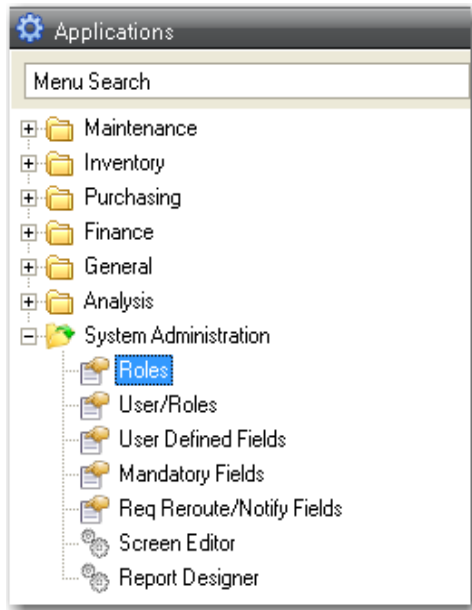
***Screen Editor***    359

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## System Administration Menu

Use System Administration to maintain standard administrative functions within EAM. You can set up custom menus, administer users, configure system settings, manage security, interface with the QAD ERP application, schedule batch jobs, sequence records, and maintain reports.

**Fig. 10.1**  
System Administration Menu

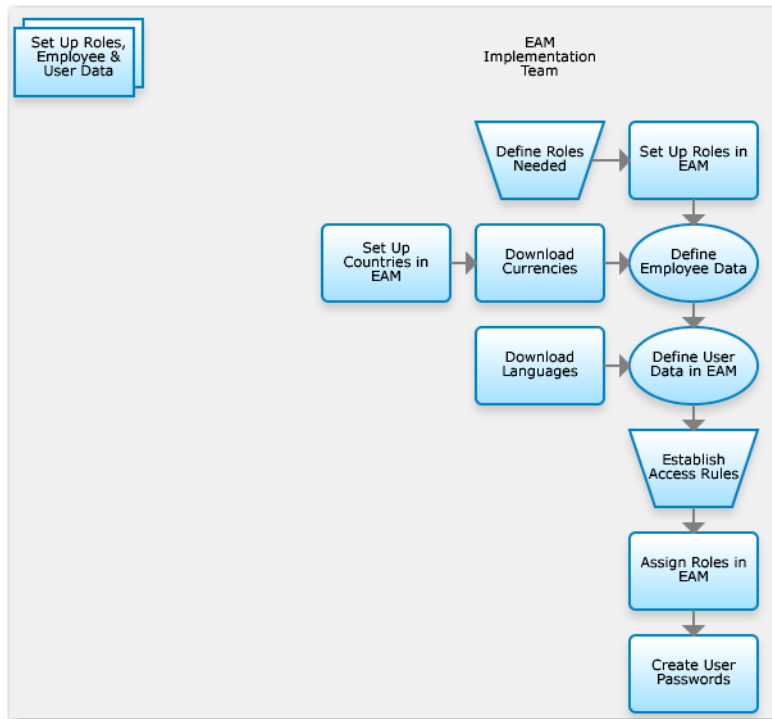


The database administrator uses System Administration. Add users, maintain security, set required fields, select site-specific options, customize reports, manage and set user-defined fields for each site. You can also reset sequences for system-generated numbering throughout EAM, such as WO number and PO number.

## Set Up Roles, Employees and User Data

### Set Up Roles, Employees and User Data Process Map

**Fig. 10.2**  
Set Up Roles, Employees, and User Data Process Maps



- 1 Define roles.
- 2 Set up roles in EAM.
- 3 Set up countries in EAM.
- 4 Download currencies.
- 5 Define employee data.
- 6 Download languages.
- 7 Define user data in EAM.
- 8 Establish access rules.
- 9 Assign roles in EAM.
- 10 Create user passwords.

## Roles

Use roles to determine permissions for user types. Roles give users access to folders within the application, and allow them to perform actions in the modules. Users can add, edit and/or delete records within the sub-folders. Assign each user one or more roles in each site they access.

The system ships with predefined roles based on typical users. You can modify or delete these, or add new roles. Use roles to grant access to features a user needs; for instance, a Purchase Requestor needs access to Requisitions, but not to Finance. Default system roles include:

- Accounting
- All No
- All Yes
- Local Application Administrator
- Inventory Clerk
- Local System Administrator
- Maintenance Supervisor
- Planner
- Purchasing Department
- Purchase Requestor
- Store Room Security Group
- Stores Manager
- Super User
- Maintenance Technician

## Roles Browse

Access this browse from System Administration|Roles. Use it to organize and display records, to access supporting functions, edit or create new records, or export data to Excel.

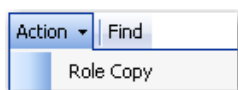
**Fig. 10.3**  
System Administration Roles Browse

| Name            | Description                |
|-----------------|----------------------------|
| ACCOUNTING      | Accounting Security Group  |
| ALLNO           | All Menus & Objects to No  |
| ALLYES          | All Menus & Objects to Yes |
| APADMIN         | Local Application Admin    |
| Inventory Clerk | Inventory Clerk            |
| LOCALSYSAD      | Local Application Admin    |
| MTCESUPER       | Maintenance Supervisor     |
| PLANNER         | Maintenance Supervisor     |
| PURCHASING      | Purchasing Department      |
| REQUESTOR       | Purchase Requestor         |
| STORES          | Stores Room Security Group |
| STORESMGR       | Store Room Manager         |
| Superuser       | Super User Role            |
| TECHNICIAN      | Maintenance Technician     |

## Roles Action Menu

Choices available on this menu vary depending on context. Access the Action menu from the toolbar or right-click menu.

**Fig. 10.4**  
Roles Action Menu



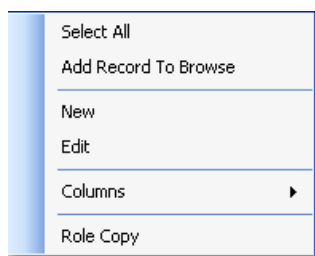
### Role Copy

You can copy a role and give it a new name after you establish its attributes. You can alter the attributes of the new role.

## Roles Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 10.5**  
User Right-Click Menu



### New

Use New to open the roles record detail to create a new record.

### Edit

Use Edit to open the roles record detail to edit the selected record.

### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Roles Record Detail

The record detail contains all information about this role. Assign a name to the role.

**Fig. 10.6**  
Roles Record Detail

### Adding a Roles Record

- 1 Click New to open a blank roles record.
- 2 Assign the role name and description.
- 3 Highlight the module and select the access level on the General tab.
- 4 Click Save.

### Editing a Roles Record

- 1 Double-click a record from the browse or click Edit to open the roles record detail.
- 2 Verify the roles name.
- 3 Highlight the module and select the access level on the General tab.
- 4 Click Save.

**Note** The default for a new role is no access in any module, indicated by an empty blue circle.

**Fig. 10.7**  
Role Access

**Note** If you are adding a role with access to almost everything, first provide full access. Then, change access to Partial or None for individual functions.

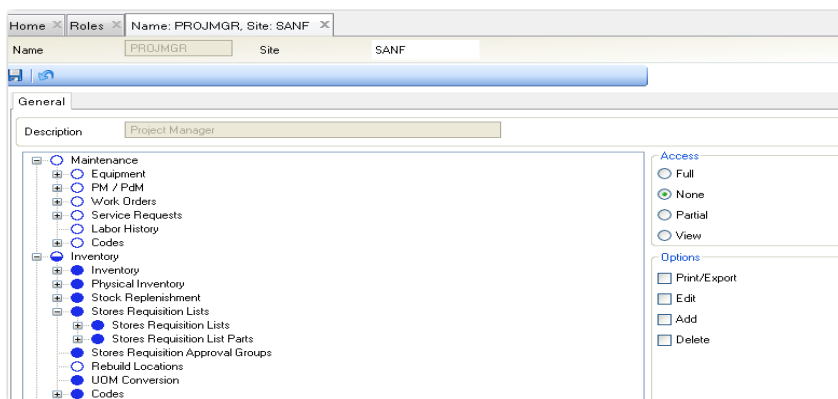


## Access Levels

Full access grants a user permission to use all functionality in the module or submodule. A solid blue circle represents full access. No access prohibits a user from viewing or using a module or submodule. A white circle with a blue outline represents no access. Partial access grants a user permission to use or view submodules or features under a larger umbrella. A half-blue circle indicates partial or view access.

For instance, you have full access to Inventory|Stores Requisitions Lists, but no access to Inventory|Locations. The circle beside Stores Requisitions Lists is solid blue. The circle beside Locations is outlined blue. The circle beside Maintenance is half-blue because subordinate submodules include multiple access levels.

**Fig. 10.8**  
Access Levels



## Full Access

Select the full option in the access box to grant a user type access to all features in a module or submodule.

## No Access

Select the none option in the access box to deny a user type access to all features in a module or submodule.

## Partial Access

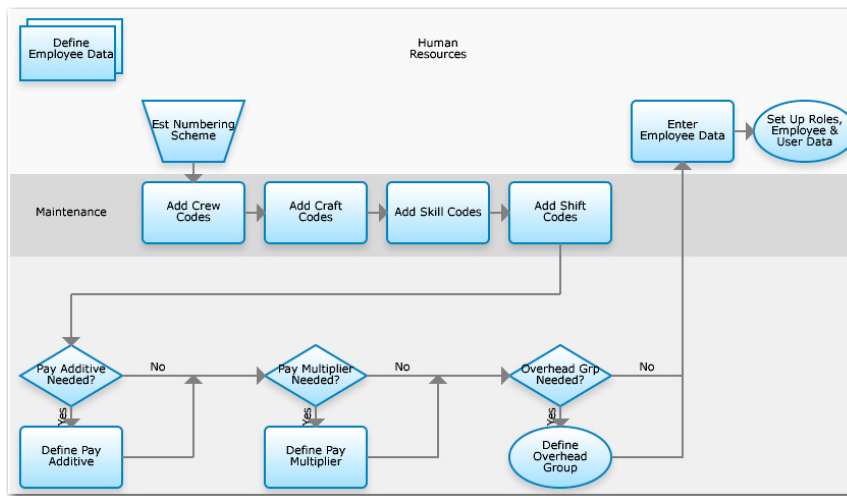
Select the partial option in the access box to grant a user type limited access to features in a module or submodule. Select partial to grant view privileges. If you indicate no access to some features and full access to others, then the higher-level circle indicator automatically displays as half-blue.

## Options

Options include Print/Export, Add, Copy, Delete, Notes, and Edit. These settings enable you to perform only the selected functions on the highlighted module or submodule. All settings are not available in all modules or submodules.

## Set Up Employee Data Process Map

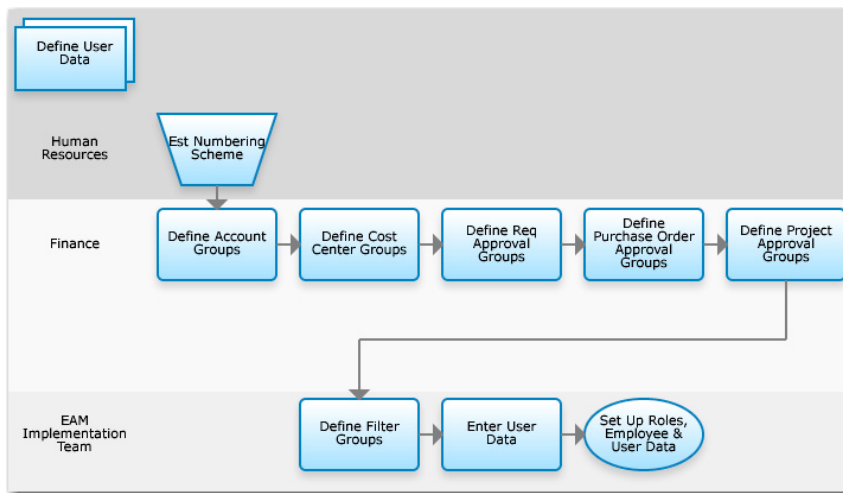
**Fig. 10.9**  
Set Up Employee Data Process Map



- 1 Establish numbering scheme.
- 2 Add crew code.
- 3 Add craft code.
- 4 Add skill code.
- 5 Add shift code.
- 6 Define pay additive.
- 7 Define pay multiplier.
- 8 Define overhead group.

## Defining User Data Process Map

**Fig. 10.10**  
Define User Data Process Map



- 1 Establish a numbering scheme.
- 2 Define account groups.
- 3 Define cost center groups.
- 4 Define requisition approval groups.
- 5 Define purchase order approval groups.
- 6 Define project approval groups.
- 7 Define filter groups.
- 8 Enter user data.
- 9 Set up roles, employee, and user data.

## User/Roles

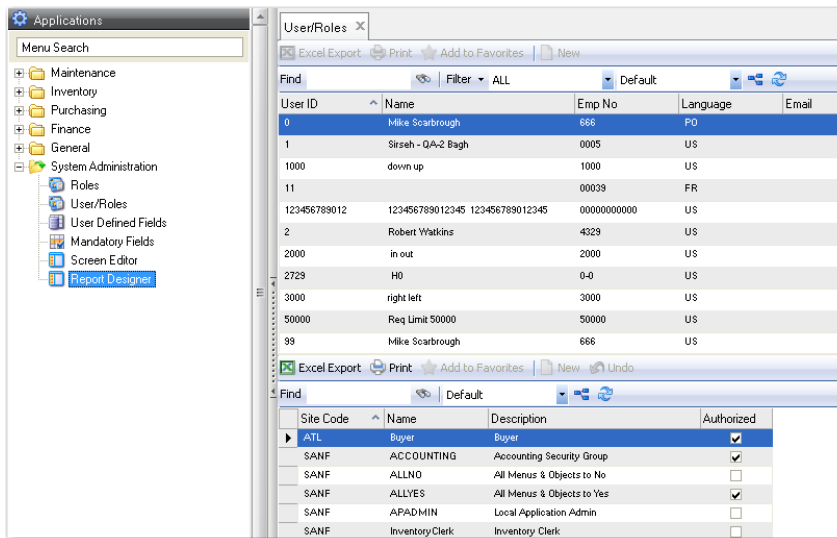
Use this module to link users created in prior versions of EAM to roles in their required sites.

### User/Roles Browse

Access this browse from System Administration|User/Roles. Use it to organize and display records, to edit or create new records or export data to Excel.

The User/Roles browse consists of the top browse, listing users, and the lower browse, listing roles for each site.

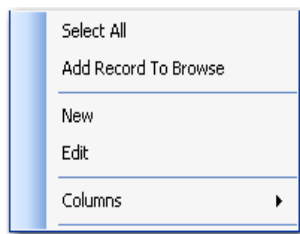
**Fig. 10.11**  
User/Roles Browse



### User/Roles Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 10.12**  
User/Roles Right-Click Menu



#### New

Use New to open the user/roles record detail to create a new record.

#### Edit

Use Edit to open the user/roles record detail to edit the selected record.

#### Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

### Creating a User/Role

- 1 Highlight the user in the upper browse. EAM displays available roles and sites for that user.
- 2 Select the check box to add a role. Authorized roles display predefined user permissions.

**Note** If you highlight a user in the upper browse to add roles and nothing displays in the child browse, the user has not been assigned a security group in any site in prior versions of EAM.

## Editing a User/Role

- 1 Highlight the user in the upper browse. EAM displays available roles and sites for that user.
- 2 Select the check box to add a role. Clear the check box to remove a role. Authorized roles display predefined user permissions.

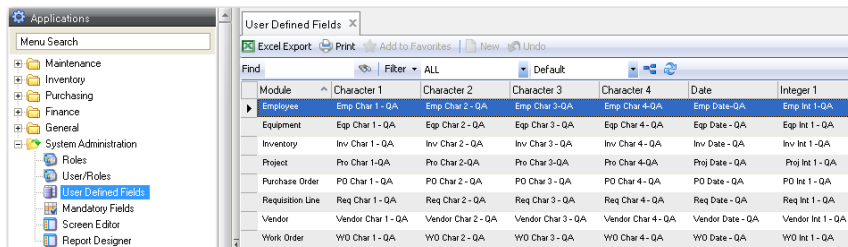
## User Defined Fields

Use this module to add specialized fields. There are eighty user-defined fields in EAM. Modules with user-defined fields are Employee, Equipment, Inventory, Project, Purchase Order, Requisition Line, Vendor and Work Order. Each has ten user-defined fields. There are two Lookup tables, integer fields, decimal fields, and two alphanumeric fields (not validated against any table). There is a date field and logical field.

### User Defined Fields Browse

Access this browse from System Administration|User Defined Fields. Use it to organize and display records, access supporting functions, and edit or create new records.

**Fig. 10.13**  
User Defined Fields Browse

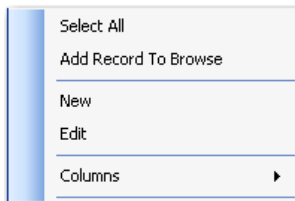


| Module           | Character 1        | Character 2        | Character 3        | Character 4        | Date             | Integer 1         |
|------------------|--------------------|--------------------|--------------------|--------------------|------------------|-------------------|
| Employee         | Emp Char 1 - QA    | Emp Char 2 - QA    | Emp Char 3 - QA    | Emp Char 4 - QA    | Emp Date - QA    | Emp Int 1 - QA    |
| Equipment        | Eqp Char 1 - QA    | Eqp Char 2 - QA    | Eqp Char 3 - QA    | Eqp Char 4 - QA    | Eqp Date - QA    | Eqp Int 1 - QA    |
| Inventory        | Inv Char 1 - QA    | Inv Char 2 - QA    | Inv Char 3 - QA    | Inv Char 4 - QA    | Inv Date - QA    | Inv Int 1 - QA    |
| Project          | Pro Char 1 - QA    | Pro Char 2 - QA    | Pro Char 3 - QA    | Pro Char 4 - QA    | Proj Date - QA   | Proj Int 1 - QA   |
| Purchase Order   | PO Char 1 - QA     | PO Char 2 - QA     | PO Char 3 - QA     | PO Char 4 - QA     | PO Date - QA     | PO Int 1 - QA     |
| Requisition Line | Req Char 1 - QA    | Req Char 2 - QA    | Req Char 3 - QA    | Req Char 4 - QA    | Req Date - QA    | Req Int 1 - QA    |
| Vendor           | Vendor Char 1 - QA | Vendor Char 2 - QA | Vendor Char 3 - QA | Vendor Char 4 - QA | Vendor Date - QA | Vendor Int 1 - QA |
| Work Order       | WO Char 1 - QA     | WO Char 2 - QA     | WO Char 3 - QA     | WO Char 4 - QA     | WO Date - QA     | WO Int 1 - QA     |

### User Defined Fields Right-Click Menu

The right-click menu contains administrative functions and options from the Action menu.

**Fig. 10.14**  
User Defined Fields Right-Click Menu



#### New

Use New to open the user-defined record detail to create a new record.

## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Edit

Use Edit to open the user-defined record detail to edit the selected record.

## Creating a User-Defined Field

- 1 Double-click the user-defined fields option to display the user-defined fields browse. This lists the modules that allow you to add a user-defined field, along with the labels.
- 2 Add a field label.
- 3 Close the user defined fields browse by clicking the x on the top of the browse.

## Editing a User-Defined Field

- 1 Double-click the user-defined fields option to display the user-defined fields browse. This lists the modules that allow you to add a user-defined field, along with the labels.
- 2 Edit a field label.
- 3 Close the user defined fields browse by clicking the x on the top of the browse.

## Setting Up Other System Administration Items

Some necessary setup actions occur in the GUI version of the product. These include:

- Adding employees
- Adding users
- Adding security groups
- Adding buyers
- Setting up system administration
- Setting up sequence maintenance
- Setting up system control

Information regarding these processes is in Appendix A, “System Setup,” on page 363.

## Mandatory Fields

Use this module to indicate that the user must provide data for critical fields.

### Mandatory Field Browse

Access this browse from System Administration|Mandatory Field. Use it to organize and display records, access supporting functions, and edit or create new records.

**Fig. 10.15**  
Required Field Browse

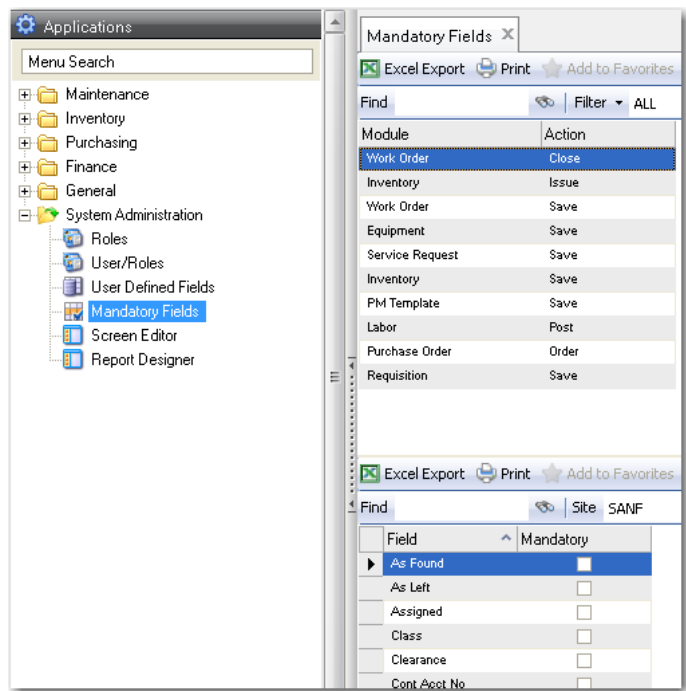
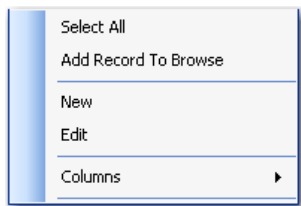


**Fig. 10.16**  
Mandatory Field Right-Click Menu

### Mandatory Field Right-Click Menu



#### New

Use New to open the required field record detail to create a new record.

## Columns

A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

## Edit

Use Edit to open the mandatory field record detail to edit the selected record.

## Creating a Mandatory Field

The upper browse lists existing actions within each module that could be set up as required.

- 1 Select the site from the upper browse.
- 2 The lower browse lists corresponding fields and whether they are mandatory for the selected module and action.
- 3 Select the check box to add a mandatory field.
- 4 Close the mandatory fields browse by clicking the x on the top of the window.

## Editing a Mandatory Field

To modify mandatory fields, highlight the module and action.

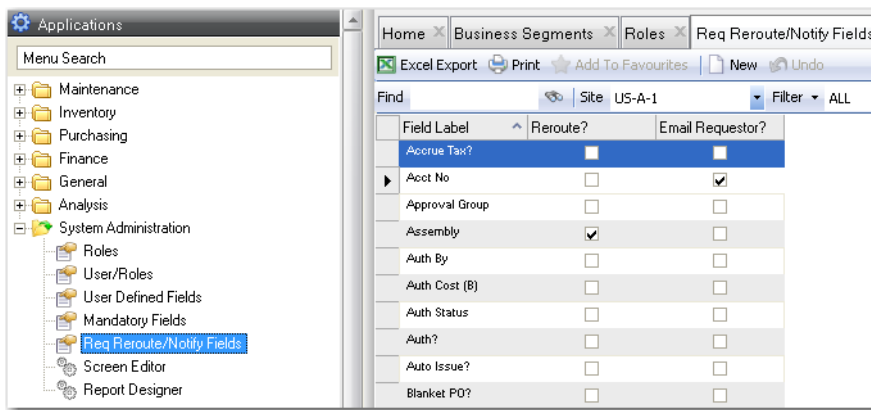
- 1 Select the site from the upper browse.
- 2 The lower browse lists corresponding fields and whether they are mandatory for the selected module and action.
- 3 Select the check box to add a mandatory field. Clear the check box to make a field optional.
- 4 Close the mandatory fields browse by clicking the x on the top of the window.

## Req Reroute/Notify Fields

Use this browse to enable or disable re-routing. Set EAM to email a requestor for individual fields in the application.



**Fig. 10.17**  
Req Reroute/Notify FieldsBrowse



## Screen Editor

Navigate to System Admin|Screen Editor to use the Screen Editor to display or hide fields on tabs. If fields in the application do not apply, you can hide them. You can designate required fields and change the display order.

A Business Entity (BE) browser contains information about database linkage and field settings such as read-only or group.

**Fig. 10.18**  
Form Designer: Business Entity Browser

| LabelText              | Name              | DBField          | FreeFormKey                         | DataTy  | IsReadOnly                          | ValidationProc | DescriptionBEFieldID | IsSortable                          |
|------------------------|-------------------|------------------|-------------------------------------|---------|-------------------------------------|----------------|----------------------|-------------------------------------|
| Acquist'n Cost         | asset_orig_cost   | asset_orig_cost  | <input checked="" type="checkbox"/> | decimal | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Acquist'n Cost         | orig_cost         | orig_cost        | <input type="checkbox"/>            | decimal | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Add Date               | add_date          | add_date         | <input type="checkbox"/>            | date    | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Add Time               | add_time          | add_time         | <input type="checkbox"/>            | integer | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Add User ID            | add_id            | add_id           | <input type="checkbox"/>            | chara.  | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Annual Basis           | yr_basis          | yr_basis         | <input type="checkbox"/>            | integer | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Asset Manufacturer     | asset_manuf_code  | asset_manuf_co.. | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                | 00010850             | <input checked="" type="checkbox"/> |
| BOM Type               | bom_code          | bom_code         | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                | 00010853             | <input checked="" type="checkbox"/> |
| BOM Type Desc          | bom_code-desc     |                  | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Book Value             | book_value        | book_value       | <input type="checkbox"/>            | decimal | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Catalog                | catalog           | catalog          | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                | 00010852             | <input checked="" type="checkbox"/> |
| Catalog Desc           | catalog-desc      |                  | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Category               | categ_code        | categ_code       | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                | 00010854             | <input checked="" type="checkbox"/> |
| Category Desc          | categ_code-desc   |                  | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Char 1 for Eqp         | char_1            | char_1           | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                | 00010856             | <input checked="" type="checkbox"/> |
| Char 2 for Eqp         | char_2            | char_2           | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                | 00010857             | <input checked="" type="checkbox"/> |
| Char 3 for Eqp         | char_3            | char_3           | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Char 4 for Eqp         | char_4            | char_4           | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Character 1 Desc       | char_1-desc       |                  | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Character 2 Desc       | char_2-desc       |                  | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Chg Date               | chg_date          | chg_date         | <input type="checkbox"/>            | date    | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Chg Time               | chg_time          | chg_time         | <input type="checkbox"/>            | integer | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Chg User ID            | chg_id            | chg_id           | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |
| Contract Acct No       | acct_noc          | acct_noc         | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            | AcctNo         | 00010848             | <input checked="" type="checkbox"/> |
| Contract Acct No Desc  | acct_noc-desc     |                  | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            |                |                      | <input checked="" type="checkbox"/> |
| Contract Sub Acct      | sub_acct_noc      | sub_acct_noc     | <input type="checkbox"/>            | chara.. | <input type="checkbox"/>            | SubAcctNo      | 00010888             | <input checked="" type="checkbox"/> |
| Contract Sub Acct Desc | sub_acct_noc-desc |                  | <input type="checkbox"/>            | chara.. | <input checked="" type="checkbox"/> |                |                      | <input checked="" type="checkbox"/> |

The left browse provides a list of Business Entities. Double-click the Equipment BE.

## Form Designer

**Fig. 10.19**  
Form Designer: Business Entity Designer

The screenshot shows the QAD Form Designer - Screen Editor Tool. The main window is titled "Equipment" and has tabs for "Codes", "Asset", "Detail", "Serialized", and "User Defined". The "Asset" tab is currently selected. The central panel displays various fields for the Equipment Business Entity, including Accounting (Expense Site, \* Dept, \* Cost Center), Labor (\* Acct No, \* Sub Acct No), Material (\* Acct No, \* Sub Acct No), Contractor (\* Acct No, \* Sub Acct No), Spending Limits (Lifetime Basis, Annual Basis, W/D Basis, Current (Lifetime), Current (Annual), Last Refreshed), and Production (Production Sch, Lost Oppor Rate). The right sidebar, titled "Form Browser", shows a list of fields with checkboxes to indicate whether they should be displayed or hidden. The fields are organized into "General" and "Detail" sections. The "General" section includes fields like Description, Category, Type, Status, Parent?, Parent No, Upd Children?, Manual, BOM Type, Failure Type, Location, Catalog, Planner, Notify, Responsible, Owner, W/D Owner, and Priority. The "Detail" section includes fields like Project No, Asset PO No, Asset Acquis'n Cost, Asset Vendor No, Asset Manufacturer, Model No, Yr Made, Weight, and Mfg Date. The bottom of the window has tabs for "Form Browser", "Object Properties", and "BE Browser".

The center panel displays all the tabs in the Equipment BE. Use the slide bar to hide fields if you want to adjust the display.

In the right panel, clear the check boxes to remove fields from the tab view.

Chapter 11

# **QAD ERP Interface to EAM**

## Interface Points

EAM is fully integrated with the QAD ERP application. If you use EAM with the QAD ERP application, the points of contact are:

- Purchase orders copy from EAM to the QAD ERP application. The QAD ERP application pays out POs. They are recorded as Memo parts. There is no inventory cost; only a PO to record the payment.
- Vendors and exchange rates set in the QAD ERP application copy to EAM.

## QAD ERP Option Module

Define when and how to generate purchasing information in EAM and QAD ERP.

Assign PO prefixes to unique sites and apply general ledger validation rules.

## QAD ERP Purchasing Recovery

If the connection between EAM and the QAD ERP database fails while you are processing or otherwise updating purchase orders and requisitions, updates occur in EAM only. The system displays a message indicating that the information cannot be updated in the QAD ERP. After re-establishing the connection, use the Purchasing Recovery feature to update the purchase orders and requisitions in the QAD ERP.

You can recover a selected purchase order, or all purchasing updates within a date range.

The Purchasing Recovery feature does not “post” transactions. Any associated general ledger transactions that occur while QAD ERP is disconnected remain unposted in the EAM Posted GL Maintenance module. Post them from within the Posted GL Maintenance module. To facilitate the posting process:

- 1 Filter the Posted GL maintenance browse list to transactions which have not been posted and which fall within a specified date range.
- 2 Click Send to QAD ERP option in the Posted GL Global Features submodules.

# System Setup

Set up these system elements for EAM v12 in the prior version of the product (v11).

***Set Up Codes for Employees    364***

***Set Up Buyers    364***

***Set Up Users    364***

***MFG/PRO Option Maintenance    368***

***Add System Control Maintenance Global Features for All Sites    374***

***Sequence Maintenance    399***

## Set Up Codes for Employees

All other setup in this chapter occurs in v11, unless otherwise noted.

### Develop Codes for the Employee File

Navigate to Maintenance|Codes in v12. These tables support the employee file and Craft, Crew, Skill, Shift codes.

### Set Up Employees

Navigate to Utilities|File Maintenance|Employee Maintenance or Maintenance|Maintenance File Maintenance|Employee Maintenance. Use the Employee module to set up files on individual employees. Use these employee files to distribute labor, for reference information, to assign employees to work orders, and to designate an employee as a buyer in one or more sites. The employee receives an employee number.

### Set Up Buyers

Navigate to Utilities|File Maintenance|Employee Maintenance|Buyer Site Module. Designate at least one employee as a buyer in one or more sites. Click Buyer Sites. Add a site code. Associate the buyer with a PO Approval Group for routing and purchase order approvals.

### Set Up Users

Navigate to SystemAdmin|User Maintenance. Use the User Maintenance module to set up individuals access to EAM. Every user in EAM must have a user ID and password. Users can have access to multiple sites.

| Setting         | Details                                                                                                                                                                                                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee No     | Link the user record to the user's employee number, which includes information from the employee file. It populates the user record. Link the user record to the employee record when creating transactions in EAM, such as adding work orders, distributing labor, creating stores requisitions or purchase requisitions.   |
| Language        | The default Language code for the selected user. Languages are: <ul style="list-style-type: none"> <li>• CS - Castilian Spanish</li> <li>• DU - Dutch</li> <li>• FR - French</li> <li>• GE - German</li> <li>• IT - Italian</li> <li>• LS - Latin Spanish</li> <li>• PO - Portuguese</li> <li>• US - English (US)</li> </ul> |
| Del Msg?        | Indicate whether to display a warning message before deleting records. Select this check box for most users. Deleted records cannot be restored.                                                                                                                                                                             |
| Override Del?   | Determines whether the user can override system controls for record deletion. Permit only a few high-level users to override.                                                                                                                                                                                                |
| Prt Title Page? | Indicate whether to print the title page whenever this user generates reports using Actuate.                                                                                                                                                                                                                                 |

| Setting         | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Set Up          | This defaults to No for a new user record. Enable set up for most users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Pre-filter?     | Indicate whether to automatically pre-filter browses for all screens.<br>Pre-filtering automatically applies the any default filters when a user opens a browse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Filter Grp No   | The Filter Group is a predefined set of filters in each of the major modules.<br>In a major module, such as Equipment, you can filter the equipment records to a smaller group based on your criteria. Filter buttons are powerful search engines that provide the users with a flexible means of grouping required records. The System Administrator can create universal predefined filter selections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Other Labor     | Determine whether the user can post labor for other users.<br>If this user sets this field to Yes, EAM allows this user to post/reverse labor for any employee, provided this user has security for the option and the employee has the Assigned? setting in the employee file set to Yes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Original Notify | Specify another user to receive an automated e-mail, notifying them that a service request has been created by this user ID.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Spending Limits | Indicate the user's spending limit here.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| PO Limit?       | Determines this user's spending limit for purchase orders approval. The amount in the field represents the user's PO Spending Limit.<br><br>If the user's spending limit is equal to or greater than the purchase order, the purchase order is approved and authorized. If the purchase order is greater than the user's spending limits, the purchase order is approved, but the purchase order goes into PO Routing for approval.<br><br>To use Purchase Order authorization, set up: <ul style="list-style-type: none"> <li>• At least one user with a sufficient PO Spending Limit.</li> <li>• The PO Auth? option on the System Admin System Control Maintenance System Site Maintenance Misc tab.</li> <li>• APO Approval Group at Utilities Group Maintenance PO Approval Group Maintenance.</li> <li>• At least one user with a PO spending limit in the PO Approval Group.</li> <li>• An employee in a site. Link this employee to the site and the PO Approval Group using Utilities File Maintenance Employee Maintenance  Employee Buyer Site Maintenance.</li> </ul>                                                              |
| Project Limit?  | Determine whether the user has a spending limit for project approvals. The amount in the field represents the amount for which a user can approve a given project.<br><br>If the user's spending limit is equal to or greater than the project, the project is approved and authorized. If the project exceeds the user's spending limits, the user can approve the project, but the project goes into Project Routing for approval. The project is not authorized until someone with an appropriate spending limit authorizes it.<br><br>To use project authorization: <ul style="list-style-type: none"> <li>• Set up at least one user with a sufficient Project Spending Limit.</li> <li>• Select the Project Auth? option on the System Admin System Control Maintenance System Site Maintenance Maint tab.</li> <li>• Define a Project Approval Group at Utilities Group Maintenance Project Approval Group Maintenance.</li> <li>• Add at least one user with a Project spending limit to the group.</li> <li>• Set up a Project in a site linked to a Project Approval Group at Maintenance Project Maintenance Detail tab.</li> </ul> |

| Setting         | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req Limit?      | Determine whether the user has a spending limit for requisition approval. The amount in the Requisition Expense Limit field is the user's Requisition Expense Spending Limit. The amount in the Requisition Capital Limit field represents the user's Requisition Capital Spending Limit. The amount in the Requisition Over Limit field represents the user's over-budget spending limit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Req Exp Limit   | <p>When a user approves a requisition, the system validates the user's spending limit. If the user's spending limit is equal to or greater than the requisition's total cost, the requisition is approved and authorized. If the requisition exceeds the user's spending limits, the requisition is approved, but not authorized. The requisition routes to the next approver.</p> <p>A setting at the requisition level determines whether a requisition uses a capital or expense limit. Requisitions default to expense limit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Req Cap Limit   | <p>Requisition Capital Limit is the amount a user can approve for a capital expense requisition.</p> <p>The system validates the user's spending limit. If the user's spending limit is equal to or greater than the requisition, the requisition is approved and authorized. If the requisition is greater than the user's spending limits, the requisition is approved, but not authorized. The requisition routes to the next user. A setting on the Misc tab of the Requisition Maintenance screen determines whether a requisition is capital or expense. Requisitions default to expense limit.</p> <p>To use Requisition authorization:</p> <ul style="list-style-type: none"> <li>• Set up at least one user with a sufficient Req Exp or Cap Spending Limit.</li> <li>• Set the Req Auth? option on the System Admin System Control Maintenance System Site Maintenance Misc tab to Yes.</li> <li>• Set up a Req Approval Group at Utilities Group Maintenance Req Approval Group Maintenance. Add at least one user with a requisition expense or requisition capital spending limit to the group.</li> <li>• Set up a Req Approval Group at Utilities Group Maintenance Req Approval Group Maintenance. Add at least one user with a requisition expense or requisition capital spending limit to the group.</li> <li>• Set up a Cost Center Group at Utilities Group Maintenance Cost Center Group Maintenance. Add at least one cost center to the group.</li> <li>• Link the user approving the requisition to the Cost Center Group at System Admin User Maintenance User Browses CC Grps tab.</li> </ul> |
| Req Over Limit  | <p>Use this field to enter the requisition over-budget spending limit.</p> <p>Use Requisition Over Limit when routing a requisition for a budget that has been met or exceeded. If the budget has been exceeded, EAM uses the Requisition Over Budget Spending Limit, which is lower than the requisition expense amount. This forces the approval higher in the organization, providing better oversight and control.</p> <p>EAM verifies every requisition's cost center/account/sub account. EAM evaluates the user's requisition over-limit, regardless of the expense type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Receive e-mail? | <p>Indicate whether this user should receive automated internet e-mail.</p> <p>Enter the enabled user's internet e-mail address in the e-mail address box.</p> <p>The user receives two messages: one at the internet mailbox, and one at the EAM mailbox. Only the EAM e-mail provides the functionality to perform any actions, such as approve or disapprove a requisition.</p> <p>The third tab is Mail Opts or EAM mail options. Use the Mail Opts page to set exactly what type of mail a user receives within EAM. Mail options are: Maintenance, Inventory, and Purchasing. Whenever a new user is added, the system enables all the mail options boxes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



## Populate Codes on User Browses Sub-Modules

Navigate to SystemAdmin|User Maintenance|User Browses. In the User Browses sub-module there are four tabs.

### Link Users to Security Groups

Assign each user to a security group in at least one site. The Sites tab lists all the sites to which the user has access. A user can access any site selected on this tab. Associate a security group with each site. When the user logs onto EAM, the application accesses the primary site and security.

Users can select which site they want to work in by clicking Options on the Menu Bar. Click the Site Preference option in the EAM Main Menu.

### Link Users to Account Groups

Account groups are site-specific. In the .NET interface, you can build a list of account numbers that a user or group can access for transaction processing. Use this to prevent a user from charging a purchase request or stores requisition to areas outside their control or budget.

### Link Users to Cost Center Groups

Add cost center groups in the .NET interface. Cost center groups accommodates purchasing for different organizations. Cost centers in most systems are specific to a department. If you limit people's ability to charge parts, issue parts out, or purchase parts by department instead of by account number, use cost center groups instead of account number groups.

### Link Users to Approval Groups

Add approval groups in the .NET interface. The Approval Group identifies the group of users who receive routing requests to authorize requisitions from an initiator. Associate approval groups if your organization uses User Based Routing.

**Note** The routing methods for requisitions are determined by the setting under System Admin|System Control Maintenance|System Site Maintenance|Misc tab|Approval Method.

In User-Based Routing the system routes all approval requests for requisitions according to the user who clicks Authorize on the requisition browse.

## MFG/PRO Option Maintenance

Define when and how to update the QAD ERP application with purchasing information generated in EAM. Assign Purchase Order prefixes to unique sites and apply general ledger validation rules.

- 1 Navigate to SystemAdmin|System Control Maintenance|Misc tab.
- 2 Set MFG/PRO Interface? setting to Yes.
- 3 Select (MFG/PRO) Interface? to downloaded data from the QAD ERP application.

### Set MFG/PRO Options on the Detail tab

Navigate to System Admin|MFG/PRO Interface|MFG/PRO Option Maintenance|Detail tab.

| Setting                   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Set General Fields</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Set Update?               | <p>There are two ways to update the QAD ERP application with general ledger transactions: one is live, the other is batch. All general ledger transactions created in EAM create corresponding GL transactions in the QAD ERP application in real time for live updates. General ledger transactions are created in EAM but defer updates to the QAD ERP application for batch.</p> <p>Use the following batch jobs to upload general ledger transactions to the QAD ERP application:</p> <ul style="list-style-type: none"> <li>• Sends GLs to MFG/PRO - The batch job procedure named qad/post-all.p sends all general ledger transactions where In MFG/PRO? = No. and the Trans Type is not “MR” to the QAD ERP application.</li> <li>• MFG/PRO Purchasing Recovery - This batch job is for users updating the QAD ERP application in batch mode. The batch job sends and copies any marked purchase orders and receipts to the QAD ERP application. The batch job unmarks these records. They do not go to the QAD ERP application when the batch job runs again.</li> </ul> |
| Set Show Error?           | Select this setting to display an error message and a description of the error during processing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Set Validate Post?        | When a general ledger transaction is created in the QAD ERP application, validate post causes EAM to run the ERP application validation routine to verify that the cost center and account and sub-account combinations are valid within ERP application validation tables.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Set Database Name         | <ul style="list-style-type: none"> <li>• The Database name to use when filling out QAD ERP application purchasing fields related to a multiple-database configuration; should match the Database Name on the Database Connection Maintenance screen (menu 36.6.1) in the QAD ERP application.</li> <li>• When copying EAM purchase orders to the QAD ERP application, EAM copies the Database Name to each purchase order line item's PO Database field [pod_det.pod_po_db]. This allows ERP application users to view EAM purchase orders with their Purchase Order Maintenance screen (menu 5.7).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Set Domain                | The Domain to use when filling out the QAD ERP application Domain fields should match the domain that EAM interfaces with from the QAD ERP application's Domain Maintenance screen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Setting                                      | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Set Receiver?                                | <p>Select the software to use for receiver number generation. When the Receiver? is MFG/PRO, EAM uses the QAD ERP application to generate its receiver numbers. If it is set to EAM, the application generates a receiver number for receipts and returns to vendor using an EAM receiver prefix number entered in the next field EAM Recv Prefix.</p> <p>When EAM runs the MFG/PRO Purchasing Recovery Batch Job, it verifies the receiver. If receiver is MFG/PRO, the application uses the QAD ERP application to generate its receiver numbers. If receiver is EAM, the application generates a receiver for receipts and returns to vendor using an EAM sequence number and the entered EAM Recv Prefix - Receiver Prefix.</p> |
| Enter Recv Prefix                            | <p>A three-character prefix for EAM receiver numbers. This field is only updateable if both Update? = Batch and Receiver? = EAM. If the Receiver? changes from EAM to MFG/PRO, the EAM Recv Prefix defaults to EAM. EAM Recv Prefix cannot be blank if Receiver? = EAM. If you click Save and this is the case, the application changes EAM Recv Prefix to EAM.</p>                                                                                                                                                                                                                                                                                                                                                                 |
| Set Create PO When?                          | <p>EAM allows the administrator to determine when a PO added in EAM was created in the QAD ERP application. There are three choices:</p> <ul style="list-style-type: none"> <li>• Created - When the PO is added in EAM, create the corresponding PO in the QAD ERP application.</li> <li>• Authorized - Create the PO in the QAD ERP application at the point that the EAM PO is authorized (if PO Authorization is used).</li> <li>• Ordered - When the EAM PO status is changed to O for ordered, the PO in the QAD ERP application is created. This is the typical setting.</li> </ul>                                                                                                                                          |
| Set Use EIR?                                 | <p>This setting determines whether to use the Expense Items Receipts accounting structure from the QAD ERP application instead of accounting codes set up at EAM PO Receipt Default AP Liability (Credit) (at System Site Maintenance / PO tab) for receipt credits. This also applies to overwriting the credit accounts, if any are specified, on the vendor record. Specify an accounting structure to be credited upon receipt on the vendor record in Vendor Maintenance.</p>                                                                                                                                                                                                                                                  |
| Set Bill To Address Type                     | <p>The Address Type code (stored in addresses in the QAD ERP application) designates Bill To addresses. Only addresses with this type code are available to download from the QAD ERP application into EAM's Bill To table.</p> <p>The purchasing integration between EAM and the QAD ERP application requires the bill addresses to match in both systems.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| Set Ship To Address Type                     | <p>The Address Type code (stored in addresses in the QAD ERP application) designates Ship To addresses. Only addresses with this type code are available to download from the QAD ERP application into EAM Ship To table.</p> <p>The purchasing integration between EAM and the QAD ERP application requires ship to addresses to match in both systems. It defaults to company.</p>                                                                                                                                                                                                                                                                                                                                                |
| Set the MFG/Pro Clause Type to be downloaded | <p>Clause Type refers to the Type field in the Standard Comments section in the QAD ERP application. Standard Comments can be used in a variety of places. To organize these comments, use a user-defined Type field to classify comments. The screen for downloading Standard Comments to the Purchase Order Standard Clauses of EAM only displays comments based on the Clause Type entered into this field on the Detail tab. Enter in the first type of clauses to be downloaded. If you want to view all Standard Comments, enter an asterisk "*" .</p>                                                                                                                                                                        |
| <b>Set Tax Fields</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Setting                  | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use GTM?                 | <p>This setting controls Global Tax Management. If it is selected, EAM handles Global Tax Management and integrates with the Global Tax Management in the QAD ERP application. To accrue taxes in EAM and track accruals in the QAD ERP application, set up Global Tax Management in EAM and the QAD ERP application. If not, EAM handles tax functionality with the QAD ERP application US Sales Tax Management System.</p> <p>MFG/PRO eB and later versions support Global Tax Management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Set Tax History?         | <p>Use this setting to transfer the Tax History table data from EAM to the QAD ERP application. If it is selected, the QAD ERP application populates the tables, making the data available for tax reports in the QAD ERP application. If not, the data is not captured in the QAD ERP application. If Use GTM? = Yes and Tax History? = No, the QAD ERP application includes only the tax related fields for the PO record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Set Budget Code Field    | <p>Enter the QAD ERP application budget code to use on budget download. Use the code when downloading budgets under the Download From MFG/PRO Module.</p> <p>Set the QAD ERP application Options on the Database tab.</p> <p>Navigate to System Admin MFG/PRO Interface MFG/PRO Option Maintenance Database tab.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Set Database Name</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Logical Name             | <p>Use this database name when populating the QAD ERP application purchasing fields related to the multiple database configuration. The name matches the database name on the QAD ERP application Database Connection Maintenance screen (menu 36.6.1).</p> <p>When copying EAM purchase orders to the QAD ERP application, EAM copies the database name to each purchase order line item's PO database field [pod_det.pod_po_db]. You can view EAM purchase orders in the QAD ERP application with the Purchase Order Maintenance screen (menu 5.7).</p> <p>During connection checks, EAM verifies all the databases listed on the Database tab. If a complete set of tables is split between several databases, multiple QAD ERP application databases can be linked to EAM. Each database is part of a complete QAD ERP application database. No two databases can contain matching tables. This is called a split schema. For example, one database could contain only purchasing-related tables, another could contain only maintenance-related tables, and a third could contain all the tables other than the purchasing and maintenance ones. You can improve speed and performance by creating separate QAD ERP application databases, each one unique to an individual plant operation.</p> |

### Set Options on the MFG/PRO Site Maintenance Defaults Tab

Navigate to System Admin|MFG/PRO Interface|MFG/PRO Option Maintenance|MFG/PRO Sites Module|Defaults tab. Specify a PO Prefix to accompany the PO number when sent to the QAD ERP application.

The Manual GL? setting controls the default for the Send MFG/PRO? field in Unposted GL Maintenance.

## Set Defaults Fields

| Setting                                         | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Set PO Prefix                                   | <p>The PO Prefix is an alphanumeric two-character field that accompanies all POs created in EAM and sent to the QAD ERP application.</p> <p>Create unique PO prefixes for up to 1332 EAM sites. The PO prefix only displays on the QAD ERP application side.</p>                                                                                                                                                                                                                                                                                   |
| Blank PO Site?                                  | <p>The setting indicates whether EAM purchase orders copied to the QAD ERP application have a blank PO Site.</p> <p>When copying EAM purchase orders to the QAD ERP application, if Blank PO Site? is selected, the application clears the value in the QAD ERP application purchase order's PO Site field [po_mstr.po_site].</p> <p>If Blank PO Site? is cleared, the EAM purchase order's site code is copied to the PO Site field.</p>                                                                                                          |
| Set Manual GL?                                  | <p>If this setting is active for a site, Send MFG/PRO? defaults to active when a user adds an unposted GL transaction on the Unposted GL Maintenance screen for the site.</p>                                                                                                                                                                                                                                                                                                                                                                      |
| Set Custom Field                                | <p>MFG/PRO field used by the PdM module to mark which operation history (op_hist) records have been read by EAM.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Set Trans                                       | <p>This field displays the number of the record with which EAM begins reading the Shop Floor Operation History (SFOH) table in the QAD ERP application for the Load DUOM function. EAM tracks which records have been read, and where to begin reading again when the process resumes.</p>                                                                                                                                                                                                                                                         |
| Setting                                         | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Create Conv?<br>[mfg_create_conv]               | <p>This setting determines whether a DUOM Conversion record is automatically created in DUOM/MFG/PRO Item Conversion when a new DUOM is added to an equipment record in Equipment DUOM Maintenance.</p> <p>If this setting is active, the system automatically generates a conversion record in DUOM/MFG/PRO Item Conversion for the QAD ERP application Load DUOM function. The auto-created conversion record references the piece of equipment and the newly added DUOM; however, the Item Number is blank and the default Multiplier is 1.</p> |
| Batch Job PF File<br>[system.mfg_batch_pf_file] | <p>Indicate which PF File to use when running the batch job qad/duomload.p for the selected site.</p> <p>When the Batch Job Scheduler runs the qad/duomload.p batch job for a specific site, it looks up the Batch Job PF File for that site. If there is a Batch Job PF File, the BJS attempts to obtain from it the database connections to use when running the batch job. DUOM readings in each site in EAM are updated by a different QAD ERP application database.</p>                                                                       |

| Setting                            | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ignore Tools?<br>[mfg_ignore_tool] | <p>This setting controls the Tools process that reads the QAD ERP application SFOH table to update DUOMs in EAM.</p> <p>The Tool code in the QAD ERP application has no validation and is user-defined. A Tool code may be typed incorrectly or the same Tool may have several different codes. There is no automated way to check for these errors. The Tool field in EAM must match exactly what is used in the QAD ERP application.</p> <p>Ignore Tools to avoid errors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Separate Tools?<br>[mfg_sep_tool]  | <p>This setting controls whether a single Shop Floor Operations History record in the QAD ERP application updates DUOM records for one or two pieces of equipment.</p> <p>Activate this setting if two equipment records should be updated in EAM when the Shop Floor Operations History record in the QAD ERP application is ready for the Load DUOM function. For example, if the SFOH record contains a Machine and a Tool, both can have equipment numbers in EAM. When the Machine and Tool both appear on a history record, the process checks for a conversion for both and update both DUOMs if a conversion has been set up.</p> <p>Clear this setting to update the DUOMs for only one EAM piece of equipment per SFOH record read.</p> <p>If this setting is No, specify all three codes, Work Center, Machine, and Tool, if you want to update the DUOMs of a Tool mapped to an EAM equipment ID. When this setting is No, the mapping records under Equipment Mapping to MFG/PRO should NOT contain a blank Work Center.</p> |

## Set Options on the MFG/PRO Site Maintenance Operation Tab

Navigate to System Admin|MFG/PRO Interface|MFG/PRO Option Maintenance|MFG/PRO Sites Module|Operation tab.

## Establish Purchasing Data in EAM

### Download MFG/PRO Vendors

Use the vendor download to copy all or specified vendors in the QAD enterprise application into all sites set up in EAM.

### Download MFG/PRO Standard Clauses

The QAD enterprise application has functionality similar to EAM Standard Clauses called Standard Comments. When a purchase order is copied to the QAD enterprise application, the EAM Standard Clauses are copied to the Standard Comments section of the QAD enterprise application's purchase orders. Use Standard Clauses to download all or specified Standard Clauses in the QAD enterprise application into all sites set up in EAM.

During implementation, you can copy Standard Comments from the QAD enterprise application to EAM Standard Clauses. Standard Comments in the QAD enterprise application are grouped by Type. Before the QAD enterprise application Standard Comments are copied to EAM, the system administrator must identify the Type of Standard Comments that are to be copied to EAM at the MFG/PRO Option Maintenance screen found at SystemAdmin|MFG/PRO Interface|MFG/PRO Option Maintenance|Detail tab.

## Download Terms

Terms codes represent the Vendor's terms for payment. Terms can be downloaded from the QAD enterprise application using the download option. The terms download allows users to download all or specified terms codes found in the QAD enterprise application into all sites set up in EAM. Choosing this option opens a Download Terms screen with a browse of the QAD enterprise application fields for Terms Code and Description. The screen includes the standard download options.

## Download MFG/PRO Bill To's

The Bill To download allows the user to pull down bill-to addresses from the QAD enterprise application into the Bill To table in EAM.

### Setup Default Bill To in Each Site

Navigate to System Admin|System Control Maintenance|System Site Maintenance|POs tab.

Add the Bill To downloaded from the QAD enterprise application into the default Bill To field.

## Download MFG/PRO Ship To's

The Ship To download allows the user to pull down ship-to addresses from the QAD enterprise application into the Ship To table in EAM.

### Setup Default Ship To in Each Site

Navigate to System Admin|System Control Maintenance|System Site Maintenance|POs tab.

Add the Ship To downloaded from the QAD enterprise application into the default Ship To field.

### Delete the Default Ship To Code

Navigate to Utilities|Code Maintenance|Ship To Maintenance.

Since the Ship To codes established in EAM should match those set up in the QAD enterprise application there is no need for the default Ship To code. It should be deleted.

## Currency Download

Add and/or update currency types and exchange rates to EAM by downloading them from the QAD enterprise application. The system displays the types of currency and exchange rates that have been set up in the QAD enterprise application.

When a Tax Code is specified on a purchase transaction, EAM checks the Tax Types associated with that Tax Code and matches them against Tax Rates that include those Tax Types and any Tax Class or Tax Usage that might also be associated with the purchase.

## Add System Control Maintenance Global Features for All Sites

Navigate to System Admin|System Control Maintenance. The system control module is used by the system administrator to set up specific system-wide parameters and site-specific parameters to determine how EAM functions. The system-wide parameters are set and utilized by all sites within a given database.

### Set the Database Level Features on the Misc tab

| Setting         | Details                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Name    | The name entered appears on the bottom of the EAM main menu panel. It helps users differentiate between production and test databases.                                                                                                                                                                                                                                                                   |
| Mandatory Color | Select a color for the label on mandatory fields. The color should be noticeable so users know to fill that field before saving a record.                                                                                                                                                                                                                                                                |
| SMTP Server     | EAM routes e-mail to the SMTP server name or corresponding IP address to send internet mail. For a user to receive internet e-mail from EAM, set up a MAPI client on the client PC. For example, Microsoft Outlook includes a MAPI client.                                                                                                                                                               |
| System Mail ID  | The ID to appear in the From: box on EAM system generated e-mail sent over the Internet.                                                                                                                                                                                                                                                                                                                 |
| Wait Hrs        | The number of hours a request for approval of a requisition or purchase order spends in an individual's mailbox. A batch routine can check every ten minutes, every hour, or once a day for approval requests beyond the specified Wait Hrs period. If the batch routine finds that the Wait Hrs limit has been reached, the system routes the request as required to the next person.                   |
| Batch Purge Hrs | This number determines how long the system maintains a history of executed batch routines. The system purges all history of executed batch routines prior to the length of time here. The system checks this number of hours against the Date Started and Time Started fields listed in Batch Job Scheduler-History.                                                                                     |
| Min Agents      | The minimum number of agents to start when the Batch Job Scheduler is on. These fields determine the number of Agents spawned by the Batch Manager when it starts: Init Agents, Min Agents, and Max Agents. Min Agents must be less than or equal to Init Agents.                                                                                                                                        |
| Init Agents     | The Init Agents field contains the initial number of agents to start when the Batch Job Scheduler is on. Init Agents must be less than or equal to Max Agents. The default value for Init Agents is 1, Min Agents is 2, and Max Agents is 3.                                                                                                                                                             |
| Max Agents      | The Max Agents field determines the maximum number of agents that can be started. The Init Agents field contains the initial number of agents to start. Min Agents is the minimum number to start. The Max Agents field determines the maximum number of agents that can be started. Min Agents must be less than or equal to Init Agents.                                                               |
| Interface?      | Select this to use the interface to the QAD ERP application. If this interface is set to No, the interface programs do not pass general ledger transactions to the QAD ERP application. There are other options and settings to set up under the MFG/PRO Interface module.                                                                                                                               |
| Mstr List Rev?  | Select this option to create Revisions in the Master Lists (Instruction, Parts and Tool) if changes are made to any of those files. Make notes on the Comments tab of the Revisions screen. Access to each of the tabs can be controlled through Objects Security Maintenance. Access to each of the Revisions module button in the Master Lists can be controlled through Objects Security Maintenance. |



## Set the Database Level Features on the More Misc Tab

Password Options include:

| Setting              | Details                                                                                                                                                                                                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Restrict Pwd?        | Use this setting to put restrictions on the user password in EAM. Select Yes to enable the fields below that control user password restrictions in EAM.                                                                                                                                                                                     |
| Exp Days             | This three-digit integer field determines the number of days at which user passwords should expire.                                                                                                                                                                                                                                         |
| Min Length           | This one-digit integer field controls the minimum length for user passwords.                                                                                                                                                                                                                                                                |
| Purge Days           | This three-digit integer field determines the number of days of history to keep for user passwords.<br><br>If these restrictions are enabled and a user makes three unsuccessful attempts to log on to EAM, the user's ID is locked by the system. An e-mail is automatically sent to the System Admin. The System Admin can unlock the ID. |
| Incl Proj on Iss/Rec | This setting determines which sides (if any) of the issue/receipt transaction should include the Project No. The default setting is Both Sides. While in Modify mode, you can change the setting to Debit, Credit, or Neither.                                                                                                              |
| Both Sides           | The system includes the Project No on both sides of the transaction record.                                                                                                                                                                                                                                                                 |
| Debit                | The system includes the Project No only on the Debit side of the transaction record.                                                                                                                                                                                                                                                        |
| Credit               | The system includes the Project No only on the Credit side of the transaction record.                                                                                                                                                                                                                                                       |
| Neither              | The system does not include the Project No on either side of the transaction record.                                                                                                                                                                                                                                                        |

## System Registry Maintenance Review for All Sites

Navigate to System Admin|System Control Maintenance|System Registry Maintenance|Products|EAM|Normal.

### Set the Database Level Features in System Registry Maintenance

During the installation of EAM, the registry is populated with values. Access to the registry has three purposes:

- 1 Review the registry settings in case of a question.
- 2 Change a value in case it was entered incorrectly during the installation.
- 3 Add or update a registry setting.

Do not modify the registry unless there is a definite need to do so. Contact the EAM Professional Services group for advice on your situation.

To use the CIM Load functionality, write a routine that generates the file to be read by EAM. The file containing the DUOM readings must be deposited in a recognized location. EAM checks this location by entering the path in the System Registry.

Under the CIM Module, access the node labeled Equipment Readings. EAM shows DataFileWithPath in the Data column. Update the Value column by double-clicking on DataFileWithPath. The entry in the Value column contains the name and location of the data file of DUOM readings for the CIM module to read.

**Important** UNIX users: Users who run the Batch Job Scheduler on UNIX should copy this data file to where the Batch Job Scheduler files are. Include the data file name with the extension without the full path. If you keep the file on a remote box, your IT department will configure for remote file access.

Format Commodity codes to match industry standards. The maintenance area in the EAM System Registry controls formatting for the Commodity code on screens and when printing.

Commodity codes are an important tool for buyers to help analyze a company's spending habits. Commodity codes group items based on the type or use of the part. Your company might have tens of thousands of part numbers. Many of these items are similar; however, it is hard for a buyer to connect two part numbers together in the same family without the use of a Commodity code.

The buyer uses Commodity code reports to analyze how much and where the company is spending. With this information, the buyer can focus on commodities where the company spends the most money. They can also use commodity-purchasing history to negotiate with suppliers for volume purchase discounts. In most cases, each grouping in a Commodity code represents a type of part.

When the system administrator double-clicks on any of the format lengths, EAM stops you from entering a value if any of the following are true:

- There are previous lengths that have not been updated.
- There are previous lengths that are zero.

The following rules apply for all new values entered:

- Length must be an integer.
- Length 5 cannot be zero if any later lengths are not zero.
- The sum of all lengths (including dashes) cannot exceed 15.

**Note** The value for Length 1 defaults to 15 and all other values default to blank. In most cases, this preserves any existing Commodity codes in the system. If after the upgrade changes are made to the value for Length 1 and if additional Lengths are set up, any existing Commodity codes are forced into the new format. It may be advisable to create comparable codes for any existing codes and set the Commodity codes on Inventory records. Afterward the any old Commodity codes can be deleted.

*Fax Exchange|RightFax / VsiFax* . Enter the fax exchange software purchased for use with EAM. If you are using VsiFax, click on the "+" to the right of Fax Exchange to show the two subsidiary directories. Click on the VsiFax directory to display the AutoSendDir and the ServerDir. Double click on each and enter the path for the directories.

*Inventory|?EOQ* . Holding Cost (%) defaults to 20 and the Reorder Cost defaults to 100.

The Inventory Usage Analysis report calculates a Suggested Economic Order Qty. The formula for the calculation uses the Holding Cost (%) and the Reorder Cost values established here.

### Identifying the Production Readings Data File

Navigate to Production Hours|Readings|DataFileWithPath.

The entry in the Value column tells EAM the name and location of the data file of production readings to read for the Loads Production Hours batch job. If there is no entry in the registry or the file name entered cannot be found, the e-mail sent to the batch job's Notify notes this lack of data and informs the Notify that the job ran.

The format for the data file must be the following tab-delimited fields:

**Equip No Date Hours.** The Hours field is an integer or decimal value. For example, 1-1/2 hours should be represented as 1.5 in the data file. The batch job writes the entries from the file into a table with the same fields as above along with a Loaded? logical and a 30-character Comment field.

For each record read in from the data file, EAM attempts to perform the same function as adding Prod Hrs on the Equipment Browses screen. If EAM is able to add the production reading, it sets the Loaded? logical to Yes. If not, Loaded? is set to No and the Comment is filled out based on the following:

| Problem                                                                                                 | Comment          |
|---------------------------------------------------------------------------------------------------------|------------------|
| If Hours is not formatted as a number or is greater than 24                                             | Invalid Hours    |
| If Date is not formatted as a date                                                                      | Invalid Date     |
| If EAM cannot find a match for the Equip No either in the equipment table itself or the alternate table | Invalid Equip No |

### Formatting Business Segments

Navigate to Project|Business Segments|Format.

An organization may have specialized Business Segments that operate as distinct units, concentrating on particular interests or tasks. EAM allows managers to track which Business Segments are initiating particular capital projects, and identify the driving Business Segments in the Project module. EAM provides the ability to add up to eight levels to the Business Segment format. That provides the flexibility to define the format based on your organization's requirements. In addition to having the ability to format the Business Segment, the length of the Business Segment can be selected for a total of up to fifteen characters among the eight levels of formatting.

### Formatting Jobs

Navigate to Project|Jobs|Format.

Job Format - Larger projects need to be broken down into many components, called jobs. Sometimes these jobs have smaller jobs, which collectively make up the higher-level job. EAM provides the ability to add up to eight levels of formatting to the Job No. That provides the flexibility to define the format based on your organization's requirements. A primary reason for using the job format is to enable cost rollup of jobs in reporting. In addition to having the ability to format the Job No, the length of the Job No can be selected for a total of up to fifteen characters among the eight levels of formatting.

Both the job format and the business segments format follow the same rules. When the system administrator double-clicks on any one of the eight lengths, EAM prohibits entering a value if any of the following are true:

- Previous lengths have not been updated. For example, users are not able to update length 5 if length 4 has not been filled out.
- Previous lengths are zero. For example, users are not able to update length 5 if length 4 is zero.

When the system administrator enters a new value for any one of the eight lengths, EAM stops the update if any of the following are true:

- The value entered is not an integer.
- The value is zero (or blank) and later lengths that are zero. For example, users are not able to make Length 5 zero if Length 6 is 3.
- The value does not cause the sum of all lengths (including dashes) to exceed a total of 15. For example, if Length 1 is 5 and Length 2 is 5, users are not able to enter a value of 4 or higher for Length 3.

When EAM runs a custom report, it scans these directories for the custom reports:

- Reporting Tools|Other|Receipt Label. Using this option, change and adjust the margins for the Receipt Label. You can manually change the numbers for PrinterOffsetY(mm) and PrinterOffsetX(mm). The defaults are PrinterOffsetY(mm) = 1 and PrinterOffsetX(mm) = 100. They are the x and y axis for the point where the print should start on a label. It is printer specific.
- User Time Out|Setup. Add values for the Idle Minutes Before Time Out and Users to Exclude from Time Out. This functionality puts a time limit on an idle User ID. It provides users of EAM with an assurance that the additions and modifications made to maintenance records can be verified by a valid electronic signature. Selected users such as sysadm can be excluded from the time out provision. Specifically for customers who use a UNIX platform. If you are using an NT or Windows 2000 platform and want to accomplish the same results, refer to the instructions provided on the QAD Support website, in the KB titled Eliminating Inactive Users.
- Integrated Windows Login. For some organizations, an individual PC belongs to a specific EAM user, and no other EAM users use that PC to log into EAM. In this case it would be desirable to log the user into EAM using his/her Windows login and not present the user with a prompt for User ID and Password. For other organizations multiple EAM users share a PC and this functionality would not be desirable. Settings are provided in the System Registry to configure the system to match either setup.
- Windows Login. Allow Manual EAM Login determines whether users can manually log into EAM if their Windows login does not exist in EAM. It applies if Automatic EAM Login is set to Yes. Valid values are blank (the default), yes, and no.

If Automatic EAM Login is set to Yes, EAM reads the Windows Login User Name

If this results in a system error:

- If Allow Manual EAM Login is set to No, displays the error message “Error Reading Windows Login User Name” and does not log the user into EAM.
- If Allow Manual EAM Login is set to any other value, displays the standard EAM Login screen, allowing the user to log into EAM manually

If this does not result in a system error:

- If there is an EAM User ID that matches the Windows Login User Name, logs the user directly into EAM without a prompt.
- If there is not an EAM User ID that matches the Windows Login User Name:
  - If Allow Manual EAM Login is set to No, displays the error message “User ID zzzz does not exist in EAM” and does not log the user into EAM.

- If Allow Manual EAM Login is set to any other value, displays the standard EAM Login screen, allowing the user to log into EAM manually.

## Importing and Exporting Work Order Data

You can view employee hours and availability, assign resources, change start dates, priorities, and so on graphically. You have an overview of how labor is assigned and can easily reassign labor. Use it to identify overallocated resources and utilize labor resources to their capacity.

EAM can export work order data into Microsoft Project. The method used to import/export work order data from EAM is XML files. Through XML, EAM provides a two-way interface with Microsoft Project. Items updated in Microsoft Project can be imported back into EAM.

Navigate to Work Order Schedule|Import and Export.

| Setting    | Details                                                                                                                                                                                                                                            |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RunProject | This setting prompts, Do you want to automatically launch Microsoft Project after exporting work orders? If yes, EAM attempts to run Microsoft Project and returns focus to the EAM Main Menu. Otherwise, EAM just returns focus to the Main Menu. |
| DefaultDir | Select a default directory to save the XML documents.                                                                                                                                                                                              |

## System Control Maintenance Features for Individual Sites

Navigate to System Admin|System Control Maintenance|System Site Maintenance. Through the Sites module you can enter site-specific default information.

## Set the Features on PO Tab

### PO Receipts Defaults

| Setting                   | Details                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Debit</b>              |                                                                                                                                                                                                                                                                                                                                                                      |
| Stock accounting data     | When you receive a requisition for an item with an EAM part record, EAM validates any asset accounting data in the part record. If there is none, EAM uses the default Stock accounting data for PO receipts established at this site for the following fields:<br><br>Stock Dept, Stock CC, Stock Acct No and Stock Sub Acct No.                                    |
| Non Stock accounting data | Non-stock parts on requisitions of a PO are automatically set to auto-issue. The user cannot specify any accounting data to be debited upon receipt of a non-stock part. Upon receipt, EAM validates the site's PO Receipts Defaults and debits accounting data for the following fields:<br><br>Non Stock Dept, Non Stock CC, Non Stock Acct No, Non Stock Sub Acct |
| <b>Credit</b>             |                                                                                                                                                                                                                                                                                                                                                                      |
| AP Liab Dept              | EAM credits this liability department when items are received.                                                                                                                                                                                                                                                                                                       |
| AP Liability CC           | EAM credits this liability cost center when items are received.                                                                                                                                                                                                                                                                                                      |

| Setting         | Details                                                                                                                                                                                                                                                                  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AP Liab Acct No | EAM credits this account when items are received. It is also called the “Expensed Items Receipt” account. You can enter an account number, but if EAM is connected to the QAD ERP application, EAM uses the QAD ERP application’s Expensed Items Receipt account number. |
| AP Liab Sub     | EAM credits this liability sub-account when items are received.                                                                                                                                                                                                          |
| <b>Defaults</b> |                                                                                                                                                                                                                                                                          |
| Bill To No      | This is the default bill-to address that is utilized on all POs for the specific site.                                                                                                                                                                                   |
| Ship To No      | This is the default ship-to address for all POs and requisitions created for this specific site.                                                                                                                                                                         |

## Freight Charges

| Setting          | Details                                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inv Freight?     | When Inv Freight? is No, EAM does not include freight in the part expense for stock or non-stock parts. When Inv Freight? is Yes, Stock and Non-stock parts include the estimated freight percentage on the requisition as part of the cost. |
| Freight Dept     | If freight is specified on a requisition of a PO, at receipt EAM distributes the freight cost to the freight department for the site.                                                                                                        |
| Freight CC       | If freight is specified on a requisition of a PO, EAM distributes the freight cost to the cost center for the specific site set up here.                                                                                                     |
| Freight Acct No  | If freight is specified on a requisition of a PO, EAM distributes the cost to the freight account for the specific site set up here.                                                                                                         |
| Freight Sub Acct | If freight is specified on a requisition of a PO, EAM distributes the cost to the freight sub-account for the specific site set up here.                                                                                                     |
| NStock Freight   | This number identifies the additional percentage added to a non-stock part’s cost to cover freight when Inv Freight? is selected.                                                                                                            |

## PO Document Options

| Setting        | Details                                                                                                                                                                                                         |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print Clauses? | This setting controls whether standard clauses print before or after the line items on a Purchase Order Document. This option is available if your organization uses Actuate or Accelio as your reporting tool. |

## Set Features on Inventory Tab

### Inventory Issue Default

| Setting                       | Details                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Debit</b>                  |                                                                                                                                                                                                                                                        |
| Inventory Issue Default Debit | When a part is issued and no accounting data is specified in the issue transaction, EAM validates the site’s Inventory Issue Defaults and debit the accounting data established here for the following fields: Dept, Cost Center, Acct No, Sub Acct No |

| Setting                                 | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acct No (Equip) and Sub Acct No (Equip) | When a part is issued to a piece of equipment and no Material Account or Material Sub Account is specified in the equipment record, EAM validates the site's Inventory Issue Defaults and debits the account and sub account if one is specified here.                                                                                                                                                                                                                                |
| <b>Credit</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Stock accounting data                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Inventory Issue Default Credit          | When a stock part is issued and the user cannot specify accounting data to be credited, EAM looks at the site's Inventory Issue Defaults and credit the accounting data established here for the following fields: Stock Dept, Stock CC, Stock Acct No and Stock Sub Acct.<br><br>These fields are populated if an entry was made in the Stock Dept, Cost Center, Acct No or Sub Acct No on the PO tab.                                                                               |
| NStock accounting data                  | When a non-stock part is received, EAM also issues it. When the non-stock part is issued and the user cannot specify any accounting data to be credited, EAM looks at the site's Inventory Issue Defaults and credits the accounting data established here for the following fields: NStock Dept, NStock CC, NStock Acct No and NStock Sub Acct.<br><br>This field is populated if an entry was made in the NStock Dept, NStock CC, NStock Acct No and NStock Sub Acct on the PO tab. |
| OH Group                                | This field contains a site's default overhead group for non-stock issues. An overhead group set up in the requisition for a non-stock part has priority over the site default.                                                                                                                                                                                                                                                                                                        |

### Consignment Inventory Defaults

Use PO Receipt Default accounting information on the POs tab to create the debit side of the GL receipt transaction. A set of GL transactions (a debit and a credit) are created in EAM and the QAD ERP application upon receipt for each part that uses this default asset account information. The Stock CC, Stock Acct No, and Stock Sub Acct accounting information is debited upon receipt for non-consigned inventory. Accounting data added to the Consignment Inventory Defaults on the Inventory tab is the default in any GL transactions created when an inventory transaction is done for a consignment part.

The Cons Asset accounting data is debited upon receipt if the Cons Asset accounting data is blank in the received consignment part record.

The Cons Asset accounting data is credited when a vendor return is done if the Cons Asset accounting data is blank in the returned consignment part record.

The Cons Adj accounting data is used and either debited or credited when inventory adjustments are made if the Cons Adj accounting data is blank in the adjusted consignment part record.

### Set Features on More Inv Tab

#### Inventory Adjustment Defaults

Inventory Adjustment accounting data - This is the offsetting adjustment account for inventory in EAM. The administrator can specify the accounting data to be used for an adjustment. It is debited or credited based on the inventory's quantity either going up or down. EAM uses the Adj Dept,



Adj Cost Center, Adj Acct No and Adj Sub Acct No codes established here if the Adj Dept, Adj Cost Center, Adj Acct No and Adj Sub Acct No accounting data is blank in the adjusted part record.

### Include as Inv Usage

Indicate which fields should be included in the Inventory Usage calculations by selecting the available fields under “Include As Inv Usage.”

- Adjust Down - Select this check box to include downward adjustments after physicals in the calculation of inventory usage.
- Adjust Up - Checking this box allows you to include upward adjustments after physicals in the calculation of inventory usage.
- Issue - Checking this box allows you to include stock parts issues in the calculation of inventory usage.
- Relocation - Checking this box allows you to include stock relocations in the calculation of inventory usage.
- Return - Checking this box allows you to include stock returns in the calculation of inventory usage.
- Transit Accounts
  - Dept (Transit) - When parts are issued from stores and credited against the inventory’s account number, cost center and department, EAM uses the transit department (if one exists) and debits it during the transit stage.
  - Cost Center (Transit) - If the transit option is set to Yes for the specific site, when EAM relieves inventory, it credits the inventory’s cost center and account number, and it debits the transit’s cost center, if one exists.
  - Acct No (Transit) - If transit is set to Yes, when a part is issued from stores, EAM credits the site’s inventory from which it was removed, and it debits the transit Account Number. Likewise, when the part is received in the other site, an off-setting credit is issued against the transit account number.
  - Sub Acct No (Transit) - If transit is set to Yes, when a part is issued from stores, EAM credits the site’s inventory from which it was removed, and it debits the transit sub account. Likewise, when the part is received in the other site, an off-setting credit is issued against the transit sub account.
- Variance (Std. Cost)
  - Dept (Variance) - Standard Cost inventory price variance department.
  - Cost Center (Variance) - Standard Cost inventory price variance cost center.
  - Acct No (Variance) - Standard Cost inventory price variance account.
  - Sub Acct No (Variance) - Standard Cost inventory price variance sub account.

### Options

- Auto Close Stores? This setting indicates whether stores requisitions are automatically closed once they issue 100% of planned quantities.
- Stores Auth? This setting indicates which Stores Requisitions require authorization to issue parts or exclude purchases. The following choices are offered:



- None - Any user with security access can issue from Inventory to a Stores Requisition List. This is the default setting.
- Projects - Parts cannot be issued from Inventory to a Stores Requisition List that references a project if the Stores Requisition List is not authorized. For all other Stores Requisition Lists, any user with security access can issue from Inventory.
- All - Parts cannot be issued from Inventory to any Stores Requisition List if it is not authorized.
- Appr Mthd - This setting identifies the appropriate Stores Req Approval method to use when authorizing a Stores Requisition List. The following choices are offered: Acct No, Cost Center, and User. Appr Mthd defaults to Acct No and is only updateable when Stores Auth? is set to All.
- Prompt for Pick Ticket? - This setting determines whether to use pick tickets in a particular site. To use Pick Ticket, set the field to Yes. Select a printer. The Pick Ticket option prints a form.
- Stck Repl Create - This setting determines which type of requisition to automatically create when a stock run is initiated. If these purchases need to be authorized, an entire stock run can be authorized as one multi-line requisition, rather than numerous individual requisitions.

## Set Features on Maint tab

### Warranty Options

| Setting                | Details                                                                                                                                                                                                                                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Warning Days           | This field contains the number of days ahead of a warranty expiration to e-mail a notify person.                                                                                                                                                                                                                                                        |
| Dept (Warranty)        | EAM enters this department by default on work orders in this site when the setting Warranty Claim? is selected on Work Order Maintenance-Equip tab.                                                                                                                                                                                                     |
| Cost Center (Warranty) | EAM enters this cost center by default on work orders in this site when the setting Warranty Claim? is selected on Work Order Maintenance-Equip tab.                                                                                                                                                                                                    |
| Acct No (Warranty)     | This field contains the default account to expense against for reimbursable costs. EAM enters this account by default on work orders in this site when the setting Warranty Claim? is selected on Work Order Maintenance-Equip tab.                                                                                                                     |
| Sub Acct No (Warranty) | This field contains the default sub-account to expense against for reimbursable costs. EAM enters this sub-account by default on work orders in this site when the setting Warranty Claim? is selected on Work Order Maintenance-Equip tab.<br><br>Note: Authorized repair shops for equipment they use are typical users of warranty cost information. |

### Service Request Options

| Setting     | Details                                                                                                                                                                                                                                                           |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purge Days  | The number of days the system maintains records of closed or cancelled service requests in Service Request History.                                                                                                                                               |
| Notify Days | The number of days after a service request has been generated before e-mailing the notify person.<br><br>Note: You can also modify the run parameters (start date/time, interval, include days) for these batch procedures in System Admin - Batch Job Scheduler. |

## Equipment Options

| Setting                             | Details                                                                                                                                                                                                                          |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parent Lookup?                      | Select the Parent lookup setting for Equipment for the graphical parent/child lookup (GUI). The graphical lookup provides hierarchical information. Use the GUI lookup to see which parent and children equipment relationships. |
| Purge Days (CIM Equipment Readings) | Enter the number of days the system maintains records of any downloaded CIM Equipment Readings. Review the information for the CIM module in the Batch Job Scheduler.                                                            |
| Prod Purge Days                     | Enter the days of history to keep for equipment production readings.                                                                                                                                                             |

## Project Options

| Setting         | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Auth?   | This setting determines whether projects must be authorized before you can charge against them.                                                                                                                                                                                                                                                                                                                                                                                               |
| Spending Limit  | Use this field to enter the percentage by which a project's cost can exceed its spending limit.<br><br>If project reaches its spending limit while issuing parts or distributing labor, those transactions are blocked.<br><br>EAM does not check the limit when creating purchase requisitions referencing the project. You can create purchase orders to show to managers (who can change the project's spending limit). Items can be received for these requisitions, but not auto-issued. |
| Calc % Spnd Est | Select the value to use to calculate percentage of spending estimate: Total Spent, Committed, Auth Purch and Planned Purch.                                                                                                                                                                                                                                                                                                                                                                   |

## Budget Options

| Setting       | Details                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Calc % Budget | This radio-set allows selection of the value to use to calculate percentage of budget with the following options: Expensed, Committed, Auth Purch, and Planned Purch. Set Up: This option defaults to Expensed.<br><br>Calc % Budget is used to determine how to calculate the % Budget for projects and for cost center/account/sub accounts in the Budget Cost Analysis section. |

## Set Features on GL/Tax tab

| Setting                       | Details                                                                                                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Ledger Options</b> |                                                                                                                                                                                             |
| Material GL?                  | If Material GL? is selected, all inventory transactions create a general ledger transaction in EAM. They are sent to the QAD ERP application, if the MFG/PRO Interface setting is selected. |
| Labor GL?                     | If Labor GL is selected, all labor postings create a general ledger transaction. They are sent to the QAD ERP application, if the MFG/PRO Interface setting is selected.                    |
| Contract GL?                  | If Contract GL is selected, all requisitions set as contract Yes create a general ledger transaction. They are sent to the QAD ERP application.                                             |

| Setting            | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upd OH Group?      | <p>This setting designates whether users can modify or add the overhead code on the Issue Inventory, Requisition Maintenance and Post Labor transaction screens. If Upd OH Group? is selected, the user can modify the overhead code on transaction screens. Examples of transaction screens include the Requisition Maintenance record (if auto-issue) and the Inventory Issue module.</p> <p>If Upd OH Group? is not selected, the overhead code can only be modified in source records. For example, the overhead code can be modified in Inventory Maintenance screen or in Employee Maintenance screen.</p> |
| <b>Tax Expense</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Calculate Tax?     | <p>This setting designates whether EAM calculates sales and use tax for this site.</p> <p>If Calculate Tax is selected, all other options on the tax site configuration screen are available and function as described below.</p>                                                                                                                                                                                                                                                                                                                                                                                |
| Dept (Tax)         | This field contains the site-specific default Tax Expense Dept.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Cost Center (Tax)  | This field contains the site-specific default Tax Expense Cost Center.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Acct No (Tax)      | This field contains the site-specific default Tax Expense Account Number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sub Acct No (Tax)  | This field contains the site-specific default Tax Expense Sub Account Number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Account Calendar Options

| Setting           | Details                                                                                                                                                                                           |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create Inv Hist?  | This setting determines whether to store an inventory history under Close Period Maintenance-Acct Hist tab in the Accounting module.                                                              |
| Create Acct Hist? | This setting determines whether to store an account activity history under Close Period Maintenance-Acct Hist tab in the Accounting module. (See Utilities Accounting Closed Period Maintenance.) |

### Set Features on Labor Tab

If the Labor GL? setting on the System Site Maintenance G/L Tax tab is set to No, any labor postings do not create a general ledger transaction in EAM and there is no need to fill out the following information.

### Labor Defaults

| Setting                   | Details                                                                                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept (Labor Debit)        | If there is no department in the labor department routine, the system validates the site's default department labor debit and uses it when labor is posted.               |
| Cost Center (Labor Debit) | If there is no cost center when labor is posted in the labor distribution module, EAM includes the site's cost center labor debit field.                                  |
| Acct No (Labor Debit)     | If an account number is not specified on the Labor Transaction tab, EAM includes the site's labor account number debit as the expense side of the G/L transaction.        |
| Sub Acct No (Labor Debit) | If a sub-account number is not specified on the Labor Transaction tab, EAM includes the site's labor sub-account number debit as the expense side of the G/L transaction. |

| Setting             | Details                                                                                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acct No (Equip)     | When time or labor is posted to a specified equipment without a labor account number, EAM includes the default labor account number for the equipment and site.         |
| Sub Acct No (Equip) | When time or labor is posted to a specified equipment without a labor sub-account number, EAM includes the default labor sub-account number for the equipment and site. |

## Credit

| Setting                       | Details                                                                                                                                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept (Labor Credit)           | When posting an employee's labor, EAM validates the offsetting labor credit against the department on the Personal tab of the Employee Maintenance screen. If there is not one specified, EAM includes the site's default department labor credit field. |
| Cost Center (Labor Credit)    | When posting an employee's labor, EAM validates the offsetting labor credit against a cost center on the Personal tab of the Employee Maintenance screen. If there is not one specified, EAM includes this one.                                          |
| Account No (Labor Credit)     | When posting an employee's labor, EAM validates the offsetting labor credit against an account number on the Personal tab of the Employee Maintenance screen. If there is not one specified, EAM includes this one.                                      |
| Sub Account No (Labor Credit) | When posting an employee's labor, EAM validates the offsetting labor credit against a sub-account number on the Personal tab of the Employee Maintenance screen. If there is not one, EAM includes this one.                                             |
| OH Group (Labor)              | This field indicates the site's default overhead group for labor posting, not required. An employee's overhead group has priority over the site default.                                                                                                 |

## Set Features on Misc tab

### Sole Source Options

| Setting       | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requestor     | EAM adds this employee ID to all requisitions for sole source parts created as a result of the stock replenishment routine, in batch mode or real-time.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Notify        | EAM notifies this Notify Group or User ID through the EAM messaging Notification and Response System (NRS) when a sole source part could not be ordered due to expired or incorrect data on a stock replenishment.                                                                                                                                                                                                                                                                                                                                                                              |
| Automatically | <p>The stock replenishment routine commits an order requirement based on re-order points or safety stock levels. The settings are: Create Req, Auth Req, Create PO, Auth PO, Order PO.</p> <p>If the system setting is Create Requisition, the stock replenishment routine only creates the purchase requisition for each designated item. If the system setting is Order PO, EAM creates the requisitions, authorizes the requisitions (if used), creates the purchase orders, authorizes the purchase orders (if used), and places the purchase order on order, reflecting a status of O.</p> |

## Rounding Defaults

| Setting            | Details                                                                                                                                                                                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department         | EAM registers debits or credits relating to rounding to this department.                                                                                                                                                                                                                                                                         |
| Cost Center        | EAM registers debits or credits relating to rounding to this cost center. Whenever rounding occurs—for example, due to conversion of a part's Order UOM to its Issue UOM or when including sales tax in a part's cost results in a total with more than two decimal points—the system places rounding errors in the default rounding department. |
| Acct No            | EAM registers debits or credits relating to rounding to this account.                                                                                                                                                                                                                                                                            |
| Sub Account Number | EAM registers debits or credits relating to rounding to this sub-account.                                                                                                                                                                                                                                                                        |

## Inter-Company Defaults

| Setting     | Details                                                                                                                                                                                                                                                                                                        |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department  | This field indicates the default department for inter-company transactions.                                                                                                                                                                                                                                    |
| Cost Center | This field indicates the default cost center for inter-company transactions. Whenever transactions occur between this site and a different site, EAM uses this cost center number to act as a buffer for credits and debits between company units. This cost center appears only on the GL transaction record. |
| Acct No     | This field indicates the default account for inter-company transactions.                                                                                                                                                                                                                                       |
| Sub Acct No | This field indicates the default sub-account for inter-company transactions.                                                                                                                                                                                                                                   |

## Authorization Options

| Setting   | Details                                                                                                                                                                      |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| O Auth?   | A Yes/No logical setting that determines whether or not purchase orders must be authorized before they can be placed on order in this site.                                  |
| Req Auth? | A Yes/No logical setting that determines whether or not requisitions must be authorized before the purchase orders they are attached to can be placed on order in this site. |

| Setting          | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use Hierarchy?   | <p>Select this option to use hierarchy when the system gets the requisition Approval Group during the authorization process launch.</p> <p>Select Req Auth? to enable this setting.</p> <p>If the Use Hierarchy? setting is not selected when the Authorize option is selected on the Requisition Maintenance screen or on the Requisition Global Features screen or on the Multi-Line Requisition Maintenance screen, the site's (primary) Appr Mthd determines how to look up the requisition Approval Group used for routing.</p> <p>If the Use Hierarchy? setting is selected, EAM looks up the Approval Group like this:</p> <p>Look for an Approval Group on the requisition. Use this Approval Group if found, if not found go to Step 2.</p> <p>Look up Approval Group on the requisition's project (if there is one). Use this Approval Group if found, otherwise go to Step 3.</p> <p>Look up Approval Group based on the site's (primary) Appr Mthd: Acct No, Cost Center, or User based method. Use this Approval Group if found, otherwise Step 4.</p> <p>Look up Approval Group based on the site's 2nd Appr Mthd: Acct No, Cost Center, or User. Use this Approval Group if found, otherwise Step 5.</p> <p>Look up Approval Group based on the site's 3rd Appr Mthd: Acct No, Cost Center, or User. Use this Approval Group if found, otherwise give error message.</p> |
| Use Over Budget? | <p>Use this setting to select the period to use to determine if Over Budget Limit applies with the following options: YTD or Current Period. Use the Use Over Budget? setting to determine whether the Req Over Limit field in User Maintenance is used when routing.</p> <p>The Budget Maintenance module can enhance the requisition routing approval process. In many organizations, a spending limit policy is based on an individual's position in the company. For example, a Maintenance Manager may have \$10,000 spending authority on individual purchases.</p> <p>If the maintenance department has exceeded their approved budget, managers may want more visibility for purchases in that department. Above, the Maintenance Manager had a \$10,000 spending authority. When a requisition's approval starts, EAM validates whether the department is over the budget (YTD or Current Period). If the department has exceeded the budget, EAM uses the Maintenance Manager's Requisition Over Budget Spending Limit. This forces the approval higher in the organization providing better oversight and control.</p> <p>EAM uses the Calc % Budget and Use Over Budget settings with the values displayed on the Budget Analysis screen to determine if a cost center, account, and sub-account are over budget.</p>                                                       |

## Approval Group Options

| Setting       | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quality Sort  | This setting determines where the quality approver is placed in routing groups sort order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Upd Appr Grp? | <p>This setting determines whether users can update Approval Groups for Requisitions and Purchase Orders.</p> <p>If both the PO Auth? and Req Auth? settings are not selected, you cannot update this setting.</p> <p>The Approval Group field (in Purchased Order Maintenance, Requisition Maintenance, and Multi Line Requisition Maintenance) enables users to override the default approval group. If there is an Approval Group, EAM uses that approval group to create a routing, ignoring the Buyer, Acct No, Cost Center, and so on. If not, EAM uses the default approval method from System Site Maintenance.</p> |

## Set Features on More Misc Tab

| Setting       | Details                                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Header | The first line of information entered in the Report Header prints on most reports in EAM. All the information appears on the purchase order document. |

## Attach Files Options

| Setting      | Details                                                                                                                                                    |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equip to PM? | This setting determines whether files that are attached to an equipment record automatically copy to any PM record associated with the piece of equipment. |
| Equip to WO? | Use this setting to copy any electronic files linked to the EAM equipment record to any work orders associated with that piece of equipment.               |
| PM to WO?    | This setting determines whether files that are attached to a PM record automatically copy to any work orders created from PM templates.                    |
| Inv to Req?  | Use this setting to copy any electronic files associated with the EAM inventory record to any requisitions created for that part.                          |
| Inv to WO?   | This setting determines whether files that are attached to an inventory part record automatically copy to any to fabricated work orders for that part.     |

## Revision Control

| Setting    | Details                                                                                                                                                |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equip Rev? | This setting determines whether revisions are automatically created for equipment records. EAM stores revision records in the Revisions module.        |
| PM Rev?    | This setting determines whether revisions are automatically created for PM Templates. EAM stores revision records in the Revisions module.             |
| WO Rev?    | This setting determines whether revisions are automatically created for work orders. EAM stores revision records in the Revisions module.              |
| Proj Rev?  | This setting determines whether revisions are automatically created for projects. EAM stores revision records in the Revisions module.                 |
| PO Rev?    | A Yes/No logical that determines whether revisions are automatically created for purchase orders. EAM stores revision records in the Revisions module. |

| Setting     | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor Rev? | <p>This setting determines whether the user is prompted to make Vendor Revisions when a purchase order with the status of O (Ordered) changes. Access these revisions under Purchasing/Purchase Order Maintenance/Vendor Revisions.</p> <p>In certain cases, EAM offers default information on what changes were made. System comments precede the user's comments when the revisions are displayed on the Vendor Revisions screen.</p> <p>Change any of the following on the purchase order to update the Revision Comment text box: Bill To No, Date Due, FOB, Ship To No, Ship Via, Terms and Vendor No.</p> |
| Req Rev?    | <p>This setting determines whether revisions are automatically created for requisitions. EAM stores revision records in the Revisions module.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Set User Defined Mail Maintenance

Navigate to System Admin|System Control Maintenance|System Site Maintenance|User Defined Mail Maintenance module button. EAM creates system-generated mail messages throughout the Maintenance, Inventory, and Purchasing modules. For each type of mail message, EAM gives the user access to the relevant module while reading the mail message. For example, a message indicates that the status of a work order has changed. EAM enables the Work Order module option so that you can drill down to the changed work order.

If Receive e-mail? on the User Maintenance screen is enabled, you can read e-mail outside of EAM. Module options are not available. Within EAM, you can define which fields to display in the system-generated mail messages.

To control which fields appear on an EAM-generated e-mail

- 1 Select the module on the Browse tab.
- 2 Click the Detail tab to select the fields.
- 3 Click Modify.
- 4 Under Available Fields, select the field you want.
- 5 Click Add to move the field under Selected Fields. The fields in the Selected Fields column are on any system-generated e-mail relating to the specified module. The Available Fields selections list defaults to all fields displayed on the maintenance screen for each module.

## System-Generated Mail

When EAM creates a system-generated mail message, it builds the message from the default and selected fields for the module and site.

## Use Batch Update Routines

Navigate to SystemAdmin|Batch Update Routines. Use these routines to perform updates and recalculations of specific fields in EAM modules.



## ABC Calculation

Navigate to SystemAdmin|Batch Update Routines|ABC Calculation. The reclassification routine calculates the total value of the inventory based on the user-defined percentage set on the Inventory tab at SystemAdmin|System Site Maintenance. EAM automatically assigns a classification code of A, B, or C to each part.

## Calculate Budget Costs

Navigate to SystemAdmin|Batch Update Routines|Calculate Budget Costs. Use this routine to calculate the Committed, Auth Purch, and Planned Purch fields displayed on the Budget Analysis screen, for any cost center/account/sub account combinations stored on the Budget Maintenance screen. This routine performs the same function as the Calculates Budget Costs batch job.

## Create Acct Hist Records

Navigate to SystemAdmin|Batch Update Routines|Create Acct Hist Records. The Create Acct Hist Records batch update routine fills the account history fields in Closed Period Maintenance on the Acct Hist tab at Utilities|Accounting|Closed Period Maintenance.

## Create MFG/PRO Conv Records

Navigate to SystemAdmin|Batch Update Routines|Create MFG/PRO Conv Records. This option displays the following text:

This routine creates DUOM/MFG/PRO Item conversion records for each equipment DUOM record in EAM. Existing DUOM/MFG/PRO Item conversion records will not be updated. Used for the QAD ERP application Load DUOM function, this utility fills the EAM DUOM/the QAD ERP application Item Conversion table with all the current EAM Equipment Numbers and their DUOM data. Once this utility is run, the DUOM/the QAD ERP Item Conversion contains basic records that you can modify.

For more information, see Equipment Mapping to MFG/PRO, DUOM/MFG/PRO Item Conversion, Batch Job Scheduler and MFG/PRO Option Module.

## Init MFG/PRO Operation Table

Navigate to SystemAdmin|Batch Update Routines|Init MFG/PRO Operation Table. This option displays:

This routine will initialize the QAD ERP application operation transaction table by marking all records with an effective date prior to the date entered below as having been read by EAM. This will prevent the DUOM usage associated with these records from being loaded into EAM. To include all existing records, leave the date field blank.”

Used for the QAD ERP application Load DUOM function, this utility limits those records that are included during the routine that converts the QAD ERP application’s Shop Floor Operation History (SFOH) records into EAM Equipment DUOMs. Once you select a date and click the OK button, EAM changes the selected Custom Field for all the QAD ERP application operation transaction (op\_hist) records with an effective date (op\_hist.op\_date) less the

entered date. EAM also sets the Trans field on the QAD ERP application Option Maintenance screen to the value of the Trans ID (op\_hist.op\_trnbr) of the last record marked as read plus one. For example, if the Trans ID of the last marked record is 500, the Trans field is set to 501. For more information, see Equipment Mapping to MFG/PRO, DUOM/MFG/PRO Item Conversion, Batch Job Scheduler and MFG/PRO Option Module.

## Initialize Batch Scheduler

Navigate to SystemAdmin|Batch Update Routines|Initialize Batch Scheduler. Use the batch routine only when a server crash has occurred, or if the batch process stopped outside EAM. The system displays:

Warning: Use this routine after EAM batch processing has been stopped abnormally. It deletes all batch agents and resets the status on all batch jobs stuck in Running to Queued. DO NOT use this routine while batch jobs are running.

If you click OK, EAM:

- 1 Toggles Start/Stop option in the Batch Job Scheduler to the appropriate setting (next time user selects it, Start occurs).
- 2 Deletes all Batch Agents.
- 3 Resets the Status on the Batch Queue and Batch Job to Queued.

It does not start the batch processes again. When the routine is complete, the system displays the following message: Initialization complete. You may now restart the batch process from the server.

## Planned and On-Order Calculation

Navigate to SystemAdmin|Batch Update Routines|Planned / On Order Calculation. This batch update routine recalculates the Planned Order and On Order fields for part records in Inventory Maintenance.

## Rename Equipment

Navigate to SystemAdmin|Batch Update Routines|Rename Equipment.

This option displays:

Warning: This routine will change the Equip No of every relevant record from Old Equip No to New Equip No. It may potentially take a long time and should be run in single-user mode.

Use this utility to change the equipment number on an EAM Equipment Maintenance record (and all other relevant records), retaining the history for that piece of equipment. The system prompts for the old equipment number and new equipment number.

Since equipment numbers are site-specific, you can select the appropriate site from which to select the old equipment number. The equipment lookup is available for old equipment number, filtered to the selected site.

## Rename Inventory

Navigate to SystemAdmin|Batch Update Routines|Rename Inventory. This option displays:

Warning: This routine will change the Part No of every relevant record in all sites from Old Part No to New Part No. It may potentially take a long time and should only be run in single-user mode.

Use this utility to change the part number on an EAM Inventory Maintenance record (and all other relevant records), retaining the history for that part. The system prompts for the old part number and new part number.

The Include the QAD ERP application Tables toggle defaults to cleared, and is disabled if the QAD ERP application interface is set to No (under System Site Maintenance/Misc tab). If you select this option, this utility replaces the old part number with the new part number in the QAD ERP application as well. When this option is applied, the following the QAD ERP application tables are affected:

| Table            | Description                                      |
|------------------|--------------------------------------------------|
| pod_det pod_part | QAD ERP application - Purchase Order Maintenance |
| prh_hist pr_part | QAD ERP application - PO Receipt Cost Browse     |
| tr_hist tr_part  | QAD ERP application - Transaction by Item Browse |

## Reserved Short Calculation

Navigate to SystemAdmin|Batch Update Routines|Reserved Short Calculation. This batch update routine recalculates the reserved and short fields for part records in Inventory Maintenance.

## Reserved Short Calculation

Navigate to SystemAdmin|Batch Update Routines|Reserved Short Calculation. This batch update routine recalculates the reserved and short fields for part records in Inventory Maintenance.

## Reset qad/recv-EAM.p Batch Jobs

Navigate to SystemAdmin|Batch Update Routines|Reset qad/recv-EAM.p Batch Jobs. This routine affects Receipts/Returns in QAD ERP application batch jobs.

The Receipts/Returns job refers to date and time fields that store the last date/time of a successful run. The first time the batch job runs, it initializes the fields with the current date and time. During future batch job runs, EAM copies only transactions done after the initial run.

The system displays a window Reset MFG/PRO Receipts/Returns Batch Jobs, which includes a browse of qad/recv-EAM.p batch jobs. Use this screen to back-date the last successful run of the batch job. If any QAD ERP application receipts/returns were missed, this utility forces EAM to go back in time and get them.

- The Job ID is displayed, but is not updateable.
- The DateSuccRun and TimeSuccRun fields are updateable.
- DateSuccRun: This represents the last date the QAD ERP application Receipts/Returns batch job was successfully run.

- **TimeSuccRun:** This represents the time at which the QAD ERP application Receipts/Returns batch job last successfully ran.

Warning text displays above the browse:

Warning: EAM uses the displayed date/time to determine which the QAD ERP application transactions are reviewed when each batch job is run. Changing these values may have unexpected results. Please contact technical support before making any changes.

## Reset Undefined Costs

Navigate to SystemAdmin|Batch Update Routines|Reset Undefined Costs. To maintain the accuracy of Average Cost as your costing method, use this batch update routine to find any parts that have an undefined cost (shows up in the part record's cost field as a string of question marks - ??????) and reset the cost for those parts to zero.

## Transaction Period Stamp

Navigate to SystemAdmin|Batch Update Routines|Transaction Period Stamp. This batch update updates the Year, Period, and Quarter fields in the general ledger record for transactions that occurred prior to implementation of accounting periods in EAM. Set up Account Calendar Maintenance with the periods that ended prior to implementation of MLS version 8.0 (EAM's prior name/versioning structure) before using this batch update routine. The routine updates the viewable fields in Posted GL Maintenance, the part transaction table, and labor transaction table in the EAM database for reporting purposes. Once this routine is run, you can run the Create Account History Records batch update routine.

The warning message reminds you that you must have previously set up Account Calendar Maintenance with the Year, Period, and Quarter combinations you intend to appear on past transactions.

## Set Up and Run Batch Job Scheduler

Navigate to SystemAdmin|Batch Job Scheduler. Set up and schedule customized jobs for routine procedures with the Batch Job Scheduler (BJS). Automated procedures occur in the background without manual steps. For example, maintenance routines purge certain records after a set amount of time. Some batches automatically send e-mail after a certain amount of time in specific situations, such as when a service request has not been addressed.

Under a single Batch Job Scheduler Procedure, you can create multiple customized Batch Jobs for a single site. You can create a customized Batch Job for all sites.

## PM Auto Issue

Select the PM Auto Issue procedure. Add a new Job and specify the site. Access the Filter tabbed page.

Select the date field criteria and add: Start: \_\_\_\_ Days from Today and End: \_\_\_\_ Days from Today. To filter for a range of days, the number in the Start field must be lower than the number in the End field. To filter for a single day, the numbers in the two fields match.

When the batch/autopmiss.p procedure runs, it issues any PMs that match the entered filter. Filtering by date may result in multiple issues for a given PM, and certain PMs are automatically skipped:

- Active? is set to No.
- Equip No is Locked.
- Sliding Sched? is set to Yes and there is an open work order for the PM.
- PM is being issued during a skip period.
- Superior PM is being issued within entered time frame.

## Stock Replenishment

Select the Stock Replenishment procedure. Add a new Job and specify the site.

Select the Last Issued field in the filter and enter the number of months. For the Stock Replenishment procedure only, the Filter tabbed page offers the switch At or Below: select Reorder Point or Safety Stock.

When batch/autostck.p runs, it searches for any parts that match the entered filter. If there is at least one, EAM creates a batch stock replenishment run. Records are created for any parts matching the filter with the quantity to order calculated like it is in a manual stock run. If the Create Requests? setting is selected, the procedure creates requests (requisitions and work orders) with the same functionality as the Create Requests option under Stock Replenishment Maintenance. This closes out the stock replenishment run.

**Note** Only the PM Auto Issue and the Stock Replenishment batch job procedures offer a Filter tabbed page.

## Sends Mail on Blanket Expire

This job identifies blanket purchase orders that have expired and sends mail to the notify user or group.

When batch/blankexp.p runs, it searches for any expired blanket purchase orders and mails results to the designated notify user.

## Calculate Budget Costs

This job recalculates budget costs displayed on the Budget Analysis screen.

The batch job batch/budgprch.p calculates committed, authorized, and planned purchases from the Budget Analysis screen, for any cost center/account/sub account combinations stored on the Budget browse.

## Loads DUOM Readings

The batch job batch/cimload.p reads a data file from the location specified in the System Registry and applies the readings. It performs the same function as updating Current Readings on the Equipment readings sub detail browse.

## Forward Mail Routings

The batch job batch/forwmail.p searches for any mail routing requests that have remained unread for the wait hours period, marks them as skipped, and forwards the routing request to the next approver. If this is the last person in the approval group, EAM notifies the originator.

## Purges Batch Job History

The batch job batch/jb-purge.p deletes batch jobs from the history table based on the system control setting for Batch Purge Hrs on the Misc tabbed page in the System Control Maintenance screen.

## Sends Service Request Mail

The batch job batch/mail-sq.p searches for any service request that has not been closed, canceled, or added to a work order in the past number of days designated by the Notify Days option on the System Site Maintenance screen (based on the Orig Date in the service request). It e-mails results to the notify user.

## Sends Mail When PM's Are Due

The batch job batch/pmdue.p searches for any Calendar (or Both) PMs whose next issue date has arrived. It e-mails results to the notify user.

## Sends Mail on Pricing Expire

The batch job batch/priceexp.p searches for any expired pricing schedules and sends mail to the notify user designated on the System Site Maintenance Misc tab. If this field is blank, the batch job sends the mail message to the notify user designated on the part.

## Loads Production Hours

The batch job batch/prodload.p reads the data file from the System Registry settings under the following tree structure: Production Hours / Readings / DataFileWithPath. The entry in the Value column tells EAM the name and location of the data file of production readings to read for this batch job. If there is no entry in the registry or the file name entered cannot be found, the e-mail sent to the batch job's Notify notes this lack of data and informs the Notify that the job ran. The format for the data file must be the following tab-delimited fields: Equip NoDate Hours. The batch job writes the entries from the file into a table with the same fields as above along with a Loaded? logical and a 30-character Comment field.

## Purges CIM Module History

The batch job batch/purge-cm.p deletes CIM equipment readings from the history table based on the setting for Purge Days on the Maint tabbed page in the System Site Maintenance screen.

## Purges Production Hours History

The batch job batch/purge-ph.p deletes old records from the table of readings based on the Production Purge Days setting on the Maint tabbed page in the System Site Maintenance screen.

## Purges User Password History

The batch job batch/purge-pl.p deletes history of user passwords based on the system control setting for Pwd Purge Days on the Maint tabbed page in the System Site Maintenance screen.

## Purges Service Requests

The batch job batch/purge-sq.p deletes old closed and canceled service requests that have not been modified in the past number of Purge Days on the Maint tabbed page in the System Site Maintenance screen.

## Calculates Equipment Costs

The batch job batch/refrsheq.p can regularly recalculate the equipment's Life Current Basis and Annual Current Basis. It recalculates the equipment costs and updates the Last Refreshed Date/Time, the same as the refresh option in Equipment Maintenance.

## Calculates Project Costs

The batch job batch/refrshpr.p can regularly recalculate the project costs and updates the Last Refreshed Date/Time. It performs the same function as the refresh option on the Project Maintenance screen.

## Shuts Down Batch Job Scheduler

The batch job batch/shutdown.p stops the batch job scheduler when all jobs are complete.

**Note** The time the shutdown begins may differ substantially from the time it is complete, if the running jobs are lengthy. A system administrator must restart the Batch Job Scheduler from the server. All Job Statuses are automatically restored to the status before the shutdown. This batch job performs the same function as the manual method of running the Stop option on the Batch Job Scheduler Maintenance screen.

## Equipment Failure Analysis

The batch job batch/upd-fsys.p updates the data on the Equipment Failure Analysis screen by recalculating. It defaults to run every weeknight at midnight.

## Updates Equipment Warranty

The batch job batch/wr-batch.p searches for any expired equipment warranties and sets the status to OUT. It searches for any equipment warranties near expiry (within warning days) and sends mail to the user on the warranty notify field. This job recalculates the estimated expiration date for warranties that are IN and are at least partially DUOM based.

## MFG/PRO Download

EAM can automatically download shared tables from the QAD ERP application through the batch job qad\downall.p.

**Note** To use this option, EAM must be connected to the QAD ERP database. This batch job updates data in the following shared tables from QAD ERP: Accounts, Accounting Calendars, Bill Tos, Cost Centers, Currency, Languages, Ship Tos, Standard Clauses, Sub Accounts, and Vendors.

**Note** The batch job only downloads records from the QAD ERP that already exist in EAM, updating any information modified in the QAD ERP.

Manually download any new records, such as vendors or account numbers. The qad\downall.p file in the Batch Job Scheduler automatically downloads any future updates.

**Note** Manually download amendments to QAD ERP records. For example, if you change the address of a vendor in the QAD ERP and you want that address shown in EAM that same day for an immediate order, you must manually download the specific record in the vendor table.

## Loads DUOM Usage from MFG/PRO

The batch job batch/duomload.p loads DUOM usage into EAM from the QAD ERP application operation transaction table (op\_hist).

## MFG/PRO Purchasing Recovery

The batch job procedure qad/porecovr.p runs the QAD ERP application purchasing recovery routine. This is the equivalent of running the menu option manually (at System Admin|MFG/PRO Interface|MFG/PRO Purchasing Recovery), except that the filter is defined in a different way. Users updating the QAD ERP application manually use live mode. It copies any purchase orders, requisitions, or receipts that occurred when a connection was lost or when the QAD ERP application database server was down to the QAD ERP application.

This batch job is for users updating the QAD ERP application in batch mode (instead of in live mode). It searches for any purchase orders and receipts marked to send to the QAD ERP application and copies them up to the QAD ERP application. The batch job unmarks these records so they are not sent to the QAD ERP application when the batch job runs again.

## Sends GLs to MFG/PRO

The batch job procedure qad/post-all.p sends remaining GL transactions where In the QAD ERP application? where the Trans Type is not MR.

This is the equivalent of the following manual steps in EAM:

- 1 Access Utilities|Accounting|Posted GL Maintenance.
- 2 Filter to In MFG/PRO? = No.
- 3 Select Global.
- 4 Select Send to MFG/PRO.



With the manual process, EAM displays validation errors on the screen. The batch job mails errors listing all GLs by Reference that were not sent to the QAD ERP application to the batch job's notify user. If the QAD ERP application interface is not on, the batch job cannot pass GLs to it and mails the information to the notify user.

## MFG/PRO Receipts/Returns

The batch job procedure qad/recv-EAM.p updates EAM purchase order records to reflect applicable receipts/returns from the QAD ERP application.

This batch procedure searches only QAD ERP application inventory transactions (tr\_hist) records with a newer date and time than the last successful run of the batch job. Based on changes made to the record in the QAD ERP application, this job updates the EAM record. EAM performs the same checks as a manual receipt or return to vendor.

The Receipts/Returns job refers to date and time fields that store the last date and time of a successful run. The first time the batch job runs, it initializes the fields with the current date and time. EAM copies only transactions after this initial run during future runs.

## Sequence Maintenance

### Set Sequence Maintenance Numbers

Navigate to SystemAdmin|Sequence Maintenance. The system administrator uses the Sequence Maintenance module to set the next number for certain tables and documents. For example, the first work order of the new year should be numbered 20000, but EAM is currently set so that the next number is 15034. You can go to the sequence table and set the last work order number for your site to 19999. The system begins incrementing work orders from 20000.

### Set Sequence Numbers Used by All Sites

Navigate to SystemAdmin|Sequence Maintenance. Sequence fields are broken into two major groups: shared by all sites and site-specific. The nine fields listed at the top of the screen are shared by all sites: Job ID, PM Template No, Master Instruction List No, Master Parts List No, Master Tool List No, PM Run No, Receiver No, Transit No, Claim No., Stock Out No.

Before changing any value in Sequence Maintenance, verify the highest value already in use in EAM. For example, if you wanted to change the Service Number, first check for the highest Service Number listed on both the Service Request Browse and Service Request History. Enter a number higher than the highest existing number to avoid errors.

### Set Site-Specific Sequence Numbers

Navigate to SystemAdmin|Sequence Maintenance. There are nine fields listed at the bottom of the screen that are site specific: Inv No (physical inventory number), PO No (purchase order number), Req No (requisition number), Multi-Line No (multi-line requisition number), RFQ No (request for quotation number), Service No (service request number), Stock Run No (inventory stock replenishment number), Stores Req. No. (stores requisition number), WO No (work order number).

A Master Instruction List can be created by one site, but accessed and utilized by any other site. Numbers for the other documents or files are site-specific. Each site has its own set of work order numbers. Two sites could have two work orders, both numbered 100. The site and the work order number create a unique identifier. The Master Instruction List number is unique regardless of the site.

# Glossary

**ABC Class.** An inventory classification and ranking system based on the annual dollar usage of the inventory. Three classes are used: A, B, and C. Class A items have the highest annual usage and receive the most attention. Class B items have lower annual usage and are controlled using reorder point. Class C items have the lowest annual usage. Inventory value is determined by annual usage, unit cost, lead time, space available for storage, and quality.

**Absorbed Tax.** A sales tax not passed on to the customer.

**Abstract Class.** A class with no instances. Abstract classes organize a class hierarchy or define methods and variables for subclasses. Also called virtual class.

**Backflush.** (1) The automatic recording of component/raw material issues based on (a) the quantity of end items received and (b) the quantity per of the component from the end items bill of material. Can be used for both work order and repetitive production. (2) Calculates the quantity completed for the base process using Work Order Receipt Backflush (16.12). The backflush quantity for the base process is used to calculate the issue (backflush) quantities for the co-products and by-products.

**Buyer.** The individual responsible for purchasing. Buyer duties include vendor selection, negotiation, order placement, and follow-up as well as evaluation of new materials or processes, evaluation of vendor performance, and value analyses.

**By-product.** A product that is an incidental result of a process and usually has little sales value. Recyclable products and waste products are types of by-products.

**Calendar Days.** All days of the year. Calendar days include both workdays and non-workdays. Calendar days are usually used to schedule purchase order due dates.

**Call.** Any type of contact that generates a service response, ranging from a phone call from a customer. For instance, a service visit or a call by a field technician.

**Call Activity Recording (CAR).** The process of recording actual time, materials, and expenses consumed in handling a call.

**Column Type.** An attribute of a column in a group. Values for column types are:

- Actual. Actual posted amounts are included in the column.
- Budget. Budgeted amounts are included in the column. (A budget code is specified to indicate the budget for extraction.)
- Calculation. The column is a function of columns.

**Common Business Practice.** A common practice or procedure that the business community subscribes to.

**Consignment.** Suppliers stock inventory at the customer site, but do not bill until it is issued from the storeroom. Customers have critical spares available on demand, without paying for it until it is consumed. Consignment inventory and adjustment accounts are needed for consignment transactions. GL transactions created when there is an inventory transaction against a consignment part use this data.

**Data File.** A collection of related data records organized in a specific manner in a computer system.

**Data Folder.** A business UI component that displays the fields the user will edit or view. The fields exist in the application's primary table; that is, the table with the fields the application requires to perform its business function.

**Data Item.** The smallest element of data in a database.

**Data Record.** A collection of related data items.

**Dynamic Unpeg.** The process in which peg quantities are unpegged from unconfirmed shippers and pegged to ship lines on newly created shippers for the same order line number.

**ECCN.** Export Control Classification Number.

**Economic Order Quantity (EOQ).** A demand rate calculation used to balance total inventory costs against order costs. The EOQ is a type of fixed order quantity that may be used to determine the optimal amount of an item to be purchased or manufactured at one time. The purpose of the calculation is to minimize the combined costs of acquiring and carrying inventory.

**Enterprise Asset Management (EAM). External Warehouse.** A customer warehouse where stock is stored.

**Fab Auth Days.** Fabrication Authorization Days. The time period or authorization horizon during which the customer authorizes a supplier to fabricate items.

**Fab Qty.** Fabrication Quantity. The maximum quantity of this item that the customer authorizes you to produce in anticipation of the customer's scheduled demand.

**Free on Board (FOB).** Identifies when title passes from the seller to the buyer and who pays shipping.

**Full Pegging.** Refers to the ability of a system to automatically trace requirements for a component all the way up to its ultimate end item, customer, or contract number.

**Gateway Program.** A connecting computer link that translates between two different kinds of computer networks.

**GATT.** General Agreement on Tariffs and Trade.

**General Allocation.** The needed quantity of an item is reserved from the available inventory at a specific site. Ensures that the quantity of inventory required by the order is available. Does not reserve specific items of inventory.

**GGTM.** Global Tax Management.

**Handle.** The internal pointer of a component. Messaging between components uses handles to find the component that is to perform a procedure.

**Header.** The header identifies the specification by name, type, category and sub-category, system ID, and unique ID. It also identifies the business unit responsible for the specification.

**Header Application.** The main application; it maintains the master table, which holds the specifications for the application's components. It is the application that first instantiates when an OBCM application runs.

**HIN.** Health Industry Number.

**Implementation.** The integration of a system into day-to-day operations. The system implemented may be manual or computerized.

**Implementation Standard.** A set of programming guidelines that describes the correct use of general purpose programs provided for an area of functionality.

**Job.** A sales order that is directly produced by the shop. A job may include one or more work orders. The sales/job number is used to group costs.

**Job Order Costing.** A costing system where costs are charged to specific sales/job numbers. This system can be used with either actual or standard costs in the manufacture of discrete items or product lots.

**Kanban.** A Japanese method of production and inventory control first developed and used at Toyota. Designed for the day-to-day on-floor control of production and inventory, it relies on a series of control triggers, typically in the form of cards. Kanban is the predecessor of Just in Time.

**Labor.** (1) The direct cost associated with labor. (2) The physical work performed.

**Labor Burden.** The overhead cost associated with labor. Usually stated as a percent of the direct labor amount or as a cost per direct labor hour.

**Labor Cost.** The dollar amount of added value due to labor performed during manufacturing.

**Labor Rate Variance.** The difference between the reported work center labor rate and the payroll labor rate for that employee.

**Lower Level Costs.** The cost category representing a cost added at prior stages of manufacturing. Lower-level material costs are the cost of all purchased materials used in the final product and any subassemblies. Lower-level labor, burden, and subcontract are developed from the cost of making any lower-level subassemblies.

**Machine Burden.** The overhead cost based on the number of hours a machine is in use—both while it is being set up and while products are being run.

**Maintenance Contract.** A contract that includes a number of scheduled visits by an engineer not to fix broken equipment but to ensure that it remains in good working order.

**MSDS.** Material Safety Data Sheet

**Multiple Time Zones.** An optional feature of SSM that enable the system to present call dates and times from the point of view of a call's end user. This allows users in diverse geographical locations to view times relative to their own time zones.

**N-Tier Architecture.** Applications can be distributed across multiple systems. A three-tier architecture is one in which user interface components are on a user's client machine, the business components are on an application server, and the database is on a separate data server.

**NAFTA.** North American Free Trade Agreement.

**NDC.** National Drug Code.

**Need Date.** The date items must be available for shipping or for issuing to manufacturing. The due date plus inspection lead time (if any) should equal the need date.

**Net Change MRP.** Replans those items that have had changes in supply or demand since the last MRP run.

**OBCM.** Acronym for Object-Based Component Model; QAD ERP 3.2's model-based development environment for building and running object-based components and applications.

**Overissue.** Removal from stock and assignment to a schedule of a quantity higher than the schedule quantity.

**Packing Slip.** A document included with a shipment that itemizes and details the contents.

**Pallet.** A portable platform used to store and transport inventory. Some companies group items by pallet for operations planning.

**Pick ticket.** A transaction for part allocation. Use it as a reference to manually pull a part from the correct location.

**Proximo Terms.** A special type of credit term used in France and some other countries. Allows you to manage due dates so processing occurs once a week, once a fortnight, or monthly.

**Purchase Order.** A purchase order formalizes a purchase transaction with a supplier.

**Push System.** Replenishment or production of items or materials in response to a schedule or order from a centralized authority, or warehouse.

**Quality Order.** A document authorizing a test or inspection. It specifies four things about an item: how much will be tested, where, when, and by what procedure.

**Quotation.** A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser. When in response to an inquiry, it is usually considered an offer to sell.

**Rate Variance.** The difference between the actual output rate of product and planned or standard.

**Requisition.** Requisitions are requests in EAM to purchase inventory stock items, non-stock parts, or service work. Approved requisitions attach to purchase orders. Requisitions represent the detailed line item information on the purchase orders.

**RVC.** Regional Value Code.

**Safety Lead Time.** The time added to normal lead time for the purpose of completing an order in advance of its need date.

**Scrap Account.** A general ledger account charged when items or products are scrapped.

**Screen.** A means of accessing a program where you can add, delete, view, or modify data.

**Service Request.** All users in a plant can use service requests. A receptionist can request light outage replacement. A technician can note a problem on a production line. Service requests are an easy way to request maintenance.

**System-Level Items.** Typically an item that is the parent or top-level item in a configured product structure. However, you can use this attribute in any way that is meaningful to your organization.

**Tare Weight.** The weight of just the containers. Does not include the weight of its contents.

**Target Dataset.** Number Range Management (NRM) sequences are associated with dataset identifiers. These are called the *Target Dataset* for the sequence. The target dataset can indicate who owns the sequence, or where its sequence numbers will be used. A sequence owner can be a

process, a document, or some other entity that the client can recognize. For instance, the target dataset may be the name of the principal database field where numbers from the sequence will be used.

**Tax Class.** Tax class codes track a class of people or items. A tax class can represent a customer, supplier, or item. In some cases, tax law specifies that the tax applies based on tax class.

**Tax Code.** A tax code specifies the tax types that apply to a particular taxable purchase.

**Tax Rate.** Use the tax rate code to define a specific tax rate percentage. Each tax rate must have an associated tax type. Associate a tax class or usage code with a rate code to identify a specific rate percentage.

**Tax Type.** Tax types are the building blocks of tax codes. A tax type code represents the tax definition for a region (state, county, city, and so on.). EAM groups tax types under a tax code.

**Trial Daybook Report.** Lists individual entries for a specified daybook or range of daybooks. A trial report displays all data specified in the selection criteria, but it does not update page and entry numbers.

**Unapplied Payments.** Payments such as deposits and prepayments that do not apply to specific customer invoices, memos, or finance charges.

**Utilization.** A measure of how intensively a resource is being used. Utilization equals the direct time charged divided by the clock time scheduled.

**Value.** The element information entered for this category. This value may be an authorization number, a contact name, or packaging information.

**Wait Time.** The time a work order must wait after it has been worked on, but before it is moved to the next operation. For instance, drying, curing, cooling.

**Warehouse System.** Computer application used in external warehouse that exchanges data with QAD ERP 3.2 through the Warehousing Interface, as well as interface processing of its own.

**Work Order.** A work order outlines upcoming maintenance. Work orders can contain the following information: the equipment ID, a statement of work to be done, any precautions, the employees responsible for doing the labor, the scheduling information, the expense accounting structure and the recipient of the expense. Also, you can attach instruction lists, stores requisition lists, and safety procedures.

**Workstation.** Assigned location where a worker performs the job, such as a machine or workbench.

**Yield.** Ratio of usable output from a process to its input.

**Yield %.** Yield Percentage. Percentage of acceptable quality of a manufacturing order.

**Zero Inventories.** A philosophy of manufacturing based on planned elimination of all waste and consistent improvement of productivity. The goals of zero inventories are to:

- Have only the required inventory, when it is needed
- Improve quality to zero defects
- Reduce lead times by reducing setup times, queue lengths, and lot sizes
- Streamline operations to achieve these goals at minimum cost





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