



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

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Contents

Change Summary	xv
Chapter 1 Introduction	1
Asset Lifecycle Management	2
EAM Business Areas	2
EAM Application Framework	3
EAM Modules	4
Maintenance	5
Inventory	5
Purchasing	5
Finance	5
Project Accounting	6
General	6
Analysis	6
System Administration	7
EAM and Other QAD Applications	7
Chapter 2 Navigation	9
Logging in to EAM	10
Process Maps	11
Process Map Nodes	12
EAM Display Elements	12
Title Bar	13
Menu	14
File	14
Edit	14
Tools	14
Window	15
Help	15
Status Bar	16
Toolbar	16
Vertical Menu	18
Opening a Module	18
Favorites	19
Mail	20

Tabs	21
Using Keyboard Keys	21
Lookups	21
Browses	21
Ordering Columns	22
Hiding a Column	22
Adding Columns	22
Removing Columns	23
Saving a Custom Browse	24
Right-Clicking a Browse Record	25
Group	25
Sorting a Single Column	25
Sorting Multiple Columns	26
Viewing the Current Record	26
Selecting a Record	27
Action Menus	27
Find	27
Site	27
Record Filters	27
Entering Fields in the Filter Manager	28
Printing	29
Chapter 3 Maintenance.....	31
Maintenance Menu	32
Equipment	32
Setting Up Equipment	33
Equipment Browse	33
Equipment Record Detail	36
Creating an Equipment Record	37
Editing an Equipment Record	37
Equipment Tabs	37
Equipment Submenu	43
DUOM Conversion	45
Preventive/Predictive (PM/PdM) Maintenance	46
Performing Preventive Maintenance	47
Instructions	47
PM Template Record Browse	47
PM Template Record Detail	49
Creating a PM Template	50
Editing a PM Template	50
PM Tabs	50
PM Templates Submenu	57
Master Lists	59

Instruction List	59
Creating an Instruction List	60
Editing an Instruction List	60
Parts List	63
Parts List Browse	63
Parts List Record Detail	64
Creating a Parts List	64
Editing a Parts List	64
Parts List Parts	65
Adding Parts to a List	65
Editing a Parts List	66
Parts List Part Detail	66
Work Orders	66
Performing Planned Maintenance	68
Work Order Browse	68
Work Order Record Detail	74
Creating a Work Order	75
Editing a Work Order	75
Work Order Tabs	75
WO Submenu	83
Service Requests	84
Performing a Non-Urgent Service Request	84
Service Request Browse	85
Service Request Record Detail	87
Creating a Service Request	88
Editing a Service Request	88
Service Request Tabs	88
Service Request Submenu	90
Labor History	91
Labor History Browse	91
Codes	92
DUOMs	92
Equipment Codes	93
Adding Codes for PM Management	102
Events	102
Holidays	103
List Types	104
Pay	106
Reasons	108
Service Types	109
Skills	109
Work Order	110

Chapter 4 Inventory 127

Inventory	128
Issue Inventory	129
Issuing Inventory	129
Creating an Inventory Record	130
Editing an Inventory Record	130
Inventory Browse	131
Inventory Record Detail	135
Inventory Tabs	136
Inventory Submenu	143
Physical Inventory	145
Managing Physical Inventory	145
Creating a Physical Inventory Record	146
Adding Parts to a Physical Inventory Record	147
Physical Inventory Browse	147
Physical Inventory Record Detail	148
Stock Replenishment	149
Replenishing Purchased Stock	149
Stock Replenishment Browse	150
Stock Replenishment Record Detail	152
Stock Replenishment Middle Browse	152
Stores Requisition Lists	155
Adding a Stores Requisition	155
Stores Requisition Browse	156
Stores Requisition List Detail	157
Creating a Stores Requisition List	158
Editing a Stores Requisition List	158
Stores Requisition List Detail Tab	158
Stores Requisition Approval Groups	161
Authorizing a Stores Requisition	161
Stores Requisition Approval Groups Browse	161
Creating a Store Requisition Approval Group	162
Editing a Stores Requisition Approval Group	163
Rebuild Locations	163
Rebuild Locations Browse	163
Rebuild Locations Record Detail	164
Creating a Rebuild Location Record	164
Editing a Rebuild Location Record	164
Rebuild Locations Detail Tab	165
UOM Conversions	167
UOM Conversion Browse	167
Creating a UOM Conversion Record	168
Editing a UOM Conversion Record	168

Codes	168
Commodities	168
Adding a Commodity Code	169
Editing a Commodity Code	169
MSDS	170
Adding an MSDS Code	170
Editing an MSDS Code	170
Part	170
Physical Inv Types	176
Adding a Physical Inventory Type Code	177
Editing a Physical Inventory Type Code	177
Stock Out Types	177
Adding a Stock Out Type Code	177
Editing a Stock Out Type Code	177
Stock Run Types	178
UOMs	178
Sales Order	179
Inventory Transaction History	180
Chapter 5 Purchasing	181
Purchasing Introduction	182
Purchase Orders	183
Adding and Distributing Purchase Orders	183
Receiving Purchase Orders	184
Purchase Orders Browse	184
Creating a Purchase Order	185
Editing a Purchase Order	185
Purchase Orders Record Detail	188
Purchase Orders Tabs	188
Purchase Order Submenu	193
Requisitions	194
Fulfilling a Requisition	194
Requisitions Browse	194
Creating a Requisition	195
Editing a Requisition	195
Requisitions Record Detail	197
Requisitions Tabs	197
Requisitions Submenu	203
Requisition Lines	205
Requisition Lines Detail Tab	205
Requisition Line Submenu	212
Quotes	213
Create a Request for Quotation	214

Quotes Browse	214
Quotes Action Menu	215
Quotes Right-Click Menu	216
Quotes Record Detail	217
Quotes Submenu	218
Quote Lines	219
Quote Lines Detail Tab	219
Quote Line Submenu	220
Routing Substitutions	221
Using Established Purchasing Controls	221
Routing Substitutions Browse	222
Vendor	222
Adding a Vendor Record to EAM	222
Vendor Browse	223
Adding a Vendor Record	223
Editing a Vendor Record	223
Vendor Record Detail	224
Vendor Tabs	224
Vendor Submenu	229
Standard Clauses	230
Downloading and Adding a Standard Clause	230
Creating a Standard Clause	230
Editing a Standard Clause Record	231
Standard Clauses Browse	231
Currency	232
Creating a Currency Record	232
Editing a Currency Record	233
Currency Browse	233
Approval Groups	235
Establishing Purchasing Controls	235
Account Group	235
Cost Center Group	236
Requisition Approval Group	236
Purchase Order Approval Group	238
Codes	239
Defining Vendor Codes	239
Addresses	239
Minorities	241
Order Methods	242
Returns	242
Ship Vias	243
Terms	244
Purchase Order	245

Requisition	247
Vendor	248
Quote Reason	251
All PO Lines Browse	251
Chapter 6 Finance.....	253
Finance	254
Setting Up Financial Data in EAM	255
Setting Up the GL Calendar in EAM	255
Accounting	256
Posted GL Transactions Browse	256
Unposted GL Transactions Browse	257
GL Calendar	258
GL Calendar Browse	258
GL Calendar Record Detail	262
Lifetime Budgets	262
Lifetime Budget Browse	263
Budget Record Detail	264
Editing a Budget Site Record (lower browse)	265
Departments Browse	265
Cost Centers	266
Cost Centers Browse	266
Accounts	267
Account Browse	268
Sub-Accounts	269
Sub-Accounts Browse	269
Tax	271
Setting Up Tax Structure in EAM	271
Tax Classes	271
Tax Classes Browse	272
Tax Codes	272
Tax Codes Browse	273
Tax Rates	274
Tax Rates Browse	274
Tax Rate Record Detail	275
Tax Types	276
Tax Types Browse	277
Tax Usages	278
Tax Usages Browse	278
Overhead	278
Overhead Rates	278
Overhead Rates	278
Overhead Rates Browse	279

Overhead Groups	280
Overhead Groups Browse	280
Groups	282
Setting Up Finance Groups	282
Account Group	282
Account Group Browse	282
Cost Center Group	284
Cost Center Group Browse	284
Project Approval Group	286
Project Approval Group Browse	286
Codes	287
Project	287
Jobs	290
Intercompany Accounts	291
Intercompany Accounts	291
Intercompany Accounts Record Detail	292
Chapter 7 Project Accounting	295
Project Accounting Introduction	296
Setting Up a Project	296
Project Browse	297
Project Record Detail	300
Creating a Project Record	301
Editing a Project Record	301
Project Tabs	301
Projects Submenu	310
Jobs	311
Setting Up a Job	311
Job Browse	312
Job Record Detail	314
Creating a Job Record	314
Editing a Job Record	315
Job Tabs	315
Jobs Submenu	317
Chapter 8 General	319
General	320
Business Units	321
Business Segments	321
Business Segments Browse	321
Set Up Domain, Entity and Site Data	322
Set Up Business Units and Access to EAM Process Map	322

Domain Browse	323
Domain Record Detail	325
Domain Tabs	325
Sites	331
Sites Browse	331
Site Tabs	332
Codes	337
Countries	337
Languages	337
Descriptor Types	338
Descriptor Definitions	339
Sizes	341
Priorities	341
Manufacturers	342
Systems/Assemblies	343
Employee	345
Set Up Employee Data Process Map	346
Employee Browse	346
Employee Record Detail	348
Groups	354
Mail Group	354
Owner Group	354
Change Password	355
Chapter 9 Analysis	357
Analysis	358
Running Reports	358
Customizing Report Filters	359
Report Output	360
Default Reports	362
Equipment	362
Chapter 10 System Administration	371
System Administration Menu	372
Set Up Roles, Employees, and User Data	373
Set Up Roles, Employees, and User Data Process Map	373
Roles	374
Roles Browse	374
Roles Record Detail	376
Access Levels	377
Set Up Employee Data Process Map	378
Employee Browse	379

Employee Action Menu	379
Employee Right-Click Menu	379
Employee Record Detail	380
Creating an Employee Record	380
Editing an Employee Record	380
Employee Tabs	380
Defining User Data Process Map	385
Users	385
Users Browse	385
User Right-Click Menu	386
Creating a User Record	387
User Tabs	387
User Subdetail	391
User/Roles	393
User/Roles Browse	393
Creating a User/Role	394
Editing a User/Role	394
System Control	394
System Control Process Map	395
System Control Browse	395
System Control Right-Click Menu	396
System Control Record Detail	396
System Control Tabs	397
System Control Tab: MFG/PRO Options	399
ERP Interface	400
Download	400
Account Download Browse	401
Sub Account Download Browse	403
Cost Center Download Browse	403
GL Calendar Download Browse	404
Currency Download Browse	405
Bill To Download Browse	406
Ship To Download Browse	407
Project Download Browse	408
Vendor Download Browse	409
Standard Clauses Download Browse	410
Terms Download Browse	411
User Defined Fields	412
User Defined Fields Browse	413
Creating a User-Defined Field	414
Editing a User-Defined Field	415
Job Control Application	415
Job Control Browse	416

Job Control Action Menu	416
Job Program	419
Set Up Sequence Data	424
Set Up System Sequence Data	424
System Sequence Browse	424
System Sequence Right-Click Menu	424
System Sequence Record Detail	425
Set Up Site Sequences Data	426
Site Sequences Browse	426
Site Sequences Record Detail	427
Editing the Site Sequences Record	427
Set Up Registry Data	429
Registry Browse	429
Report Setup	433
Report Xref	433
Report Xref Right-Click Menu	433
Mandatory Fields	434
Mandatory Fields Browse	434
Creating a Mandatory Field	436
Editing a Mandatory Field	437
Req Reroute/Notify Fields	437
Req Reroute/Notify Fields Browse	437
Roles Right-Click Menu	438
Editing a Req Reroute/Notify Fields Record	438
Screen Editor	438
Form Designer	440
Report Designer	441
User-Defined Mail	446
User Defined Mail Browse	447
Creating a User Defined Mail Record	448
Editing a User Defined Mail Record	449
Product Line	449
Product Line Browse	449
Chapter 11 QAD ERP Interface to EAM.	453
Interface Points	454
QAD ERP Purchasing Recovery	454
Index.	455

Change Summary

The following table summarizes significant differences between this document and the previous version.

Date/Version	Description	Reference
March 2012/EAM 12.4	Updated Inventory functionality enhancements	page 128
	Added Quote functionality to Purchasing	page 213
	Updated standard reports descriptions in Analysis	page 362
	Added significant updates to System Administration functionality	page 372
October 2011/EAM 12.4	Updated browse navigation procedures	page 21
	Added copy part across sites information	page 133
	Updated default analysis reports descriptions	page 362

Introduction

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

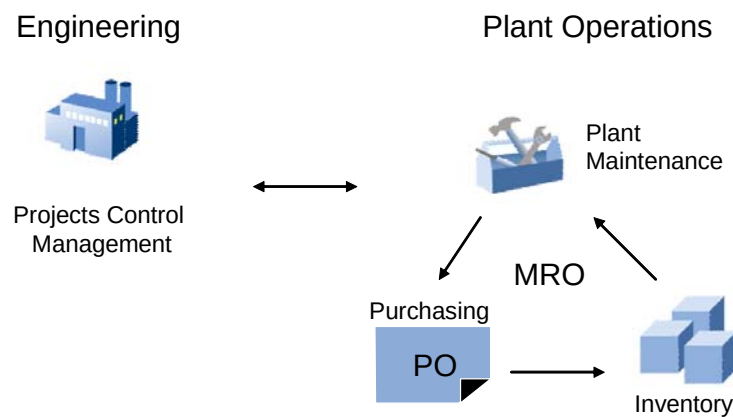
Asset Lifecycle Management **2**

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.

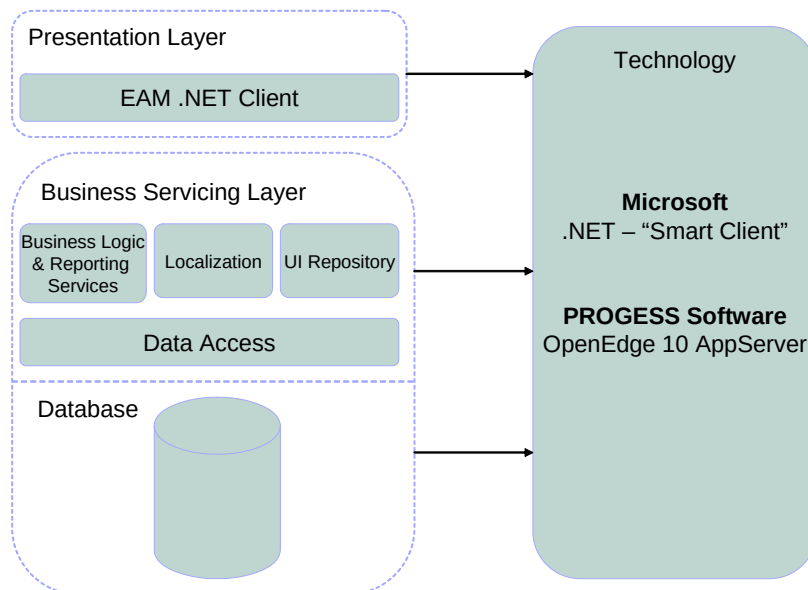
Plant Maintenance

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

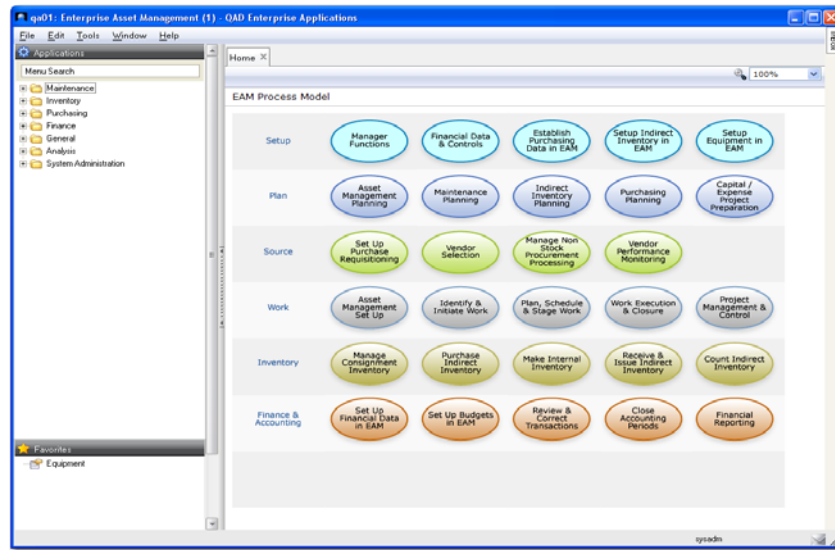
The EAM application framework is an Open Edge Reference Architecture (OERA) compliant system divided into three primary tiers, or layers. The topmost layer, or presentation layer, is a relatively thin client.NET executable designed to run on Windows XP and newer operating systems. The middle layer is 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

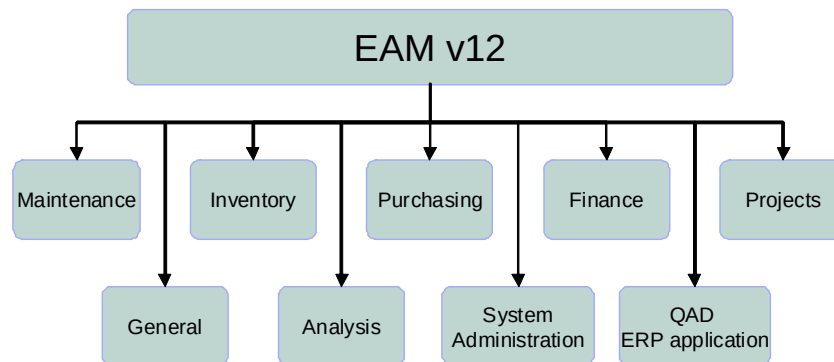


EAM Modules

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

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.

This section discusses the following navigation topics:

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

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 example, 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.

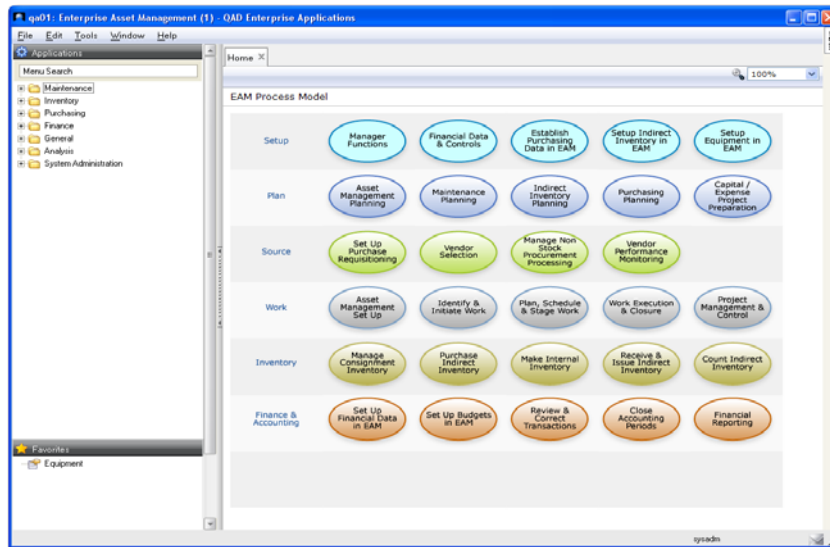
5 Click OK.

Fig. 2.1
EAM Login



The EAM main window opens.

Fig. 2.2
EAM Main Interface



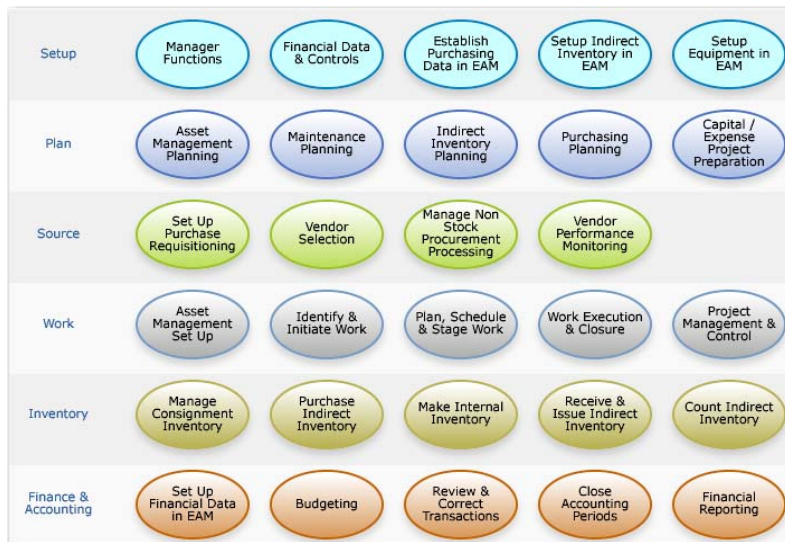
Process Maps

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:

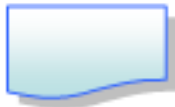
- Click a node
- Click a swim lane.

Fig. 2.3
EAM Home Process Map



Process Map Nodes

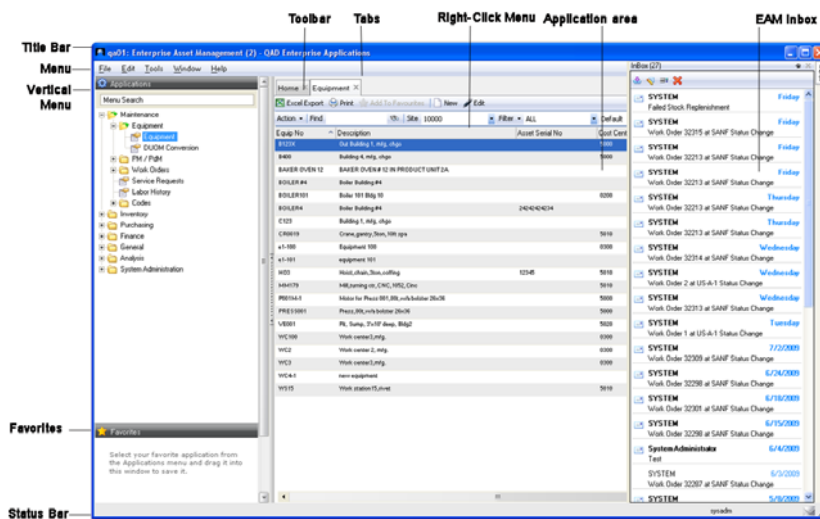
There are six types of process map nodes in EAM.

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

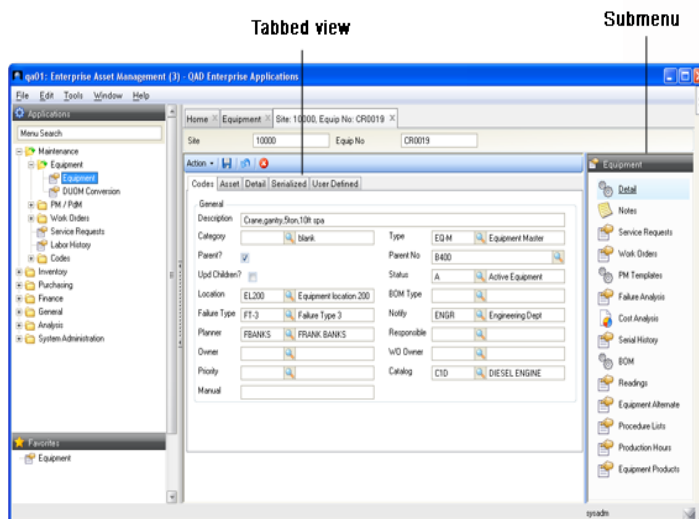
EAM modules use standard display and navigation elements. Each display has a title bar, vertical menu bar, a status bar, a menu, a toolbar, and an application area.

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 example: *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

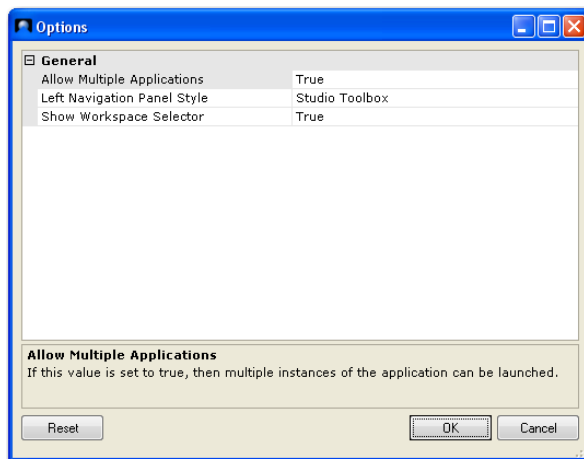
Options are Cut, Copy, Paste, and Menu Search.

Tools

Options are Options, Internet Properties, and Manage Workspaces.

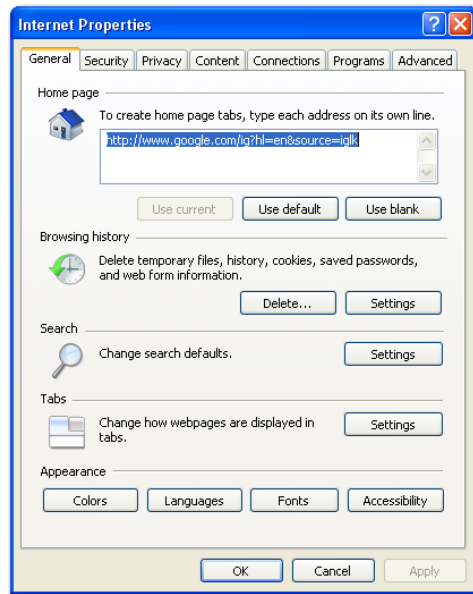
Set workspace options such as whether to allow multiple instances of the application to run, display the left navigation panel, and display multiple workspaces.

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.

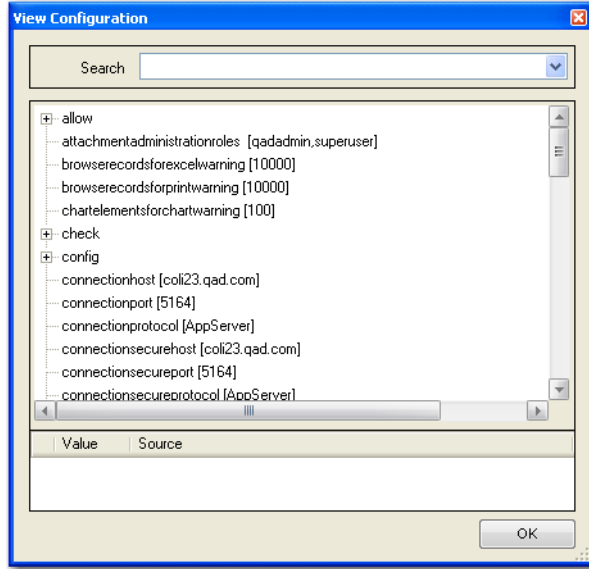
Application Help

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.

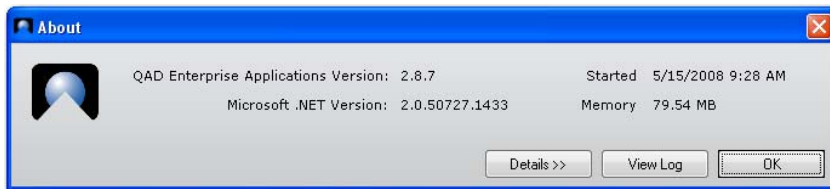
Fig. 2.10
Help|View Configuration



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:

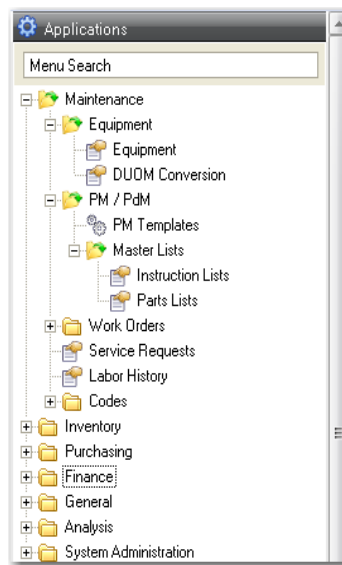
- Home
- Maintenance
- Inventory
- Purchasing
- Finance
- General
- Analysis
- System Administration

Opening a Module

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

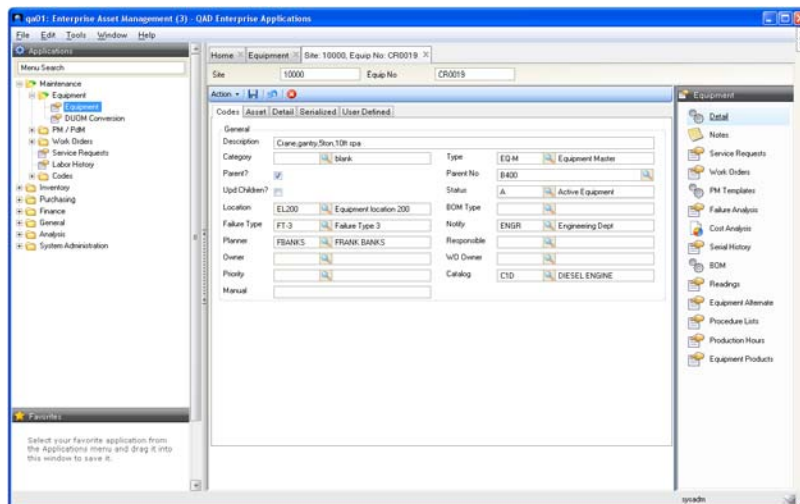
Double-click a vertical menu folder or click the plus sign to expand its display options. Double-click an option to open a browse or list.

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.

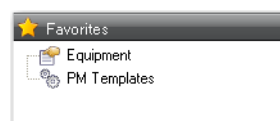
Fig. 2.15
EAM Submenu and Record Tabbed View



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 example, 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.

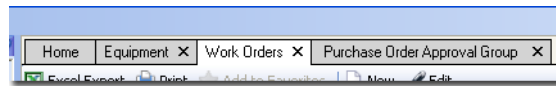
Mail

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 e-mail, 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 example, 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



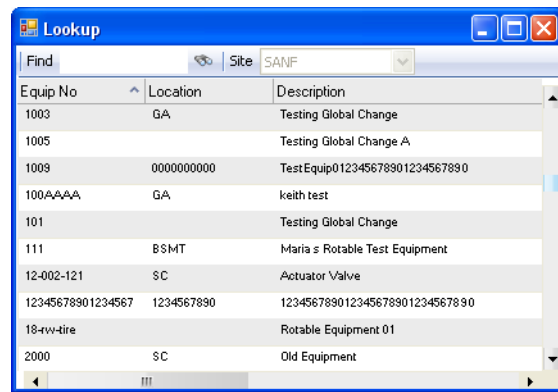
Using Keyboard Keys

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

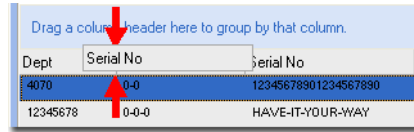
A browse lists the records that meet specified site criteria in the current module. EAM browses look and function like Excel spreadsheets. Column headers provide flexible, dynamic display options through ordering, hiding, showing, sorting, and grouping records. All users can view a browse. You can add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

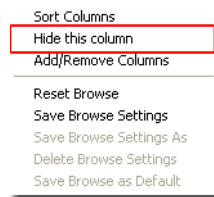


Hiding a Column

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

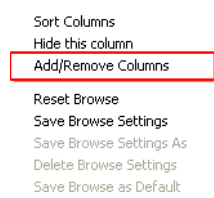


Adding Columns

Use this option to add or remove columns.

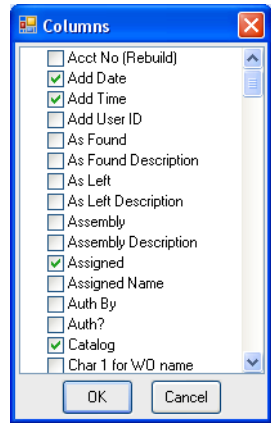
- 1 Right-click a column heading.
- 2 Scroll down to the Add/Remove Columns option.

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



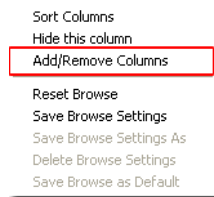
- 3 Select the check box to add a column to the display.
- 4 Click OK.

Removing Columns

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

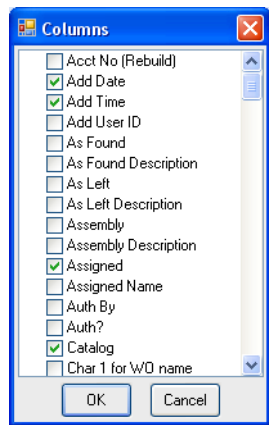
- 1 Right-click a column heading.
- 2 Scroll down to the Add/Remove Columns option.

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



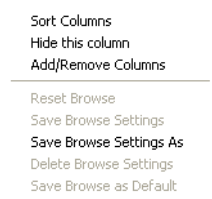
- 3 Clear the check box to remove the column from the display.
- 4 Click OK.

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.

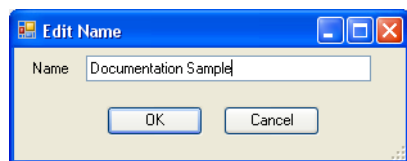
- 1 Right-click over the column heading.
- 2 Select the Save Browse Settings option.

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

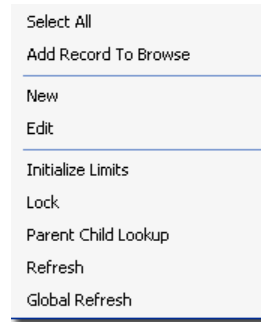


From the right-click menu, delete the custom browse or set it as the default view.

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

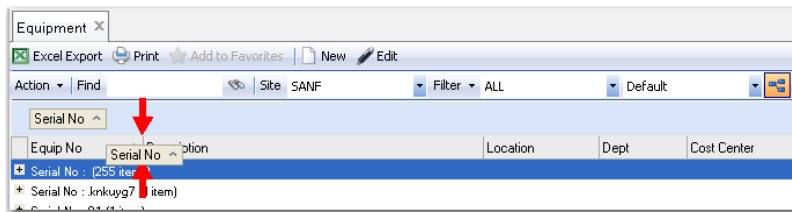
Group looks like a flowchart and is located in the Toolbar.

Fig. 2.28
Group



- 1 Click Group.
- 2 Drag the column header to group records. For example, 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 up (for ascending sort) or down (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

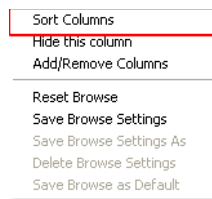
Note If a column contains large amounts of data, EAM may issue a time warning.

Sorting Multiple Columns

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

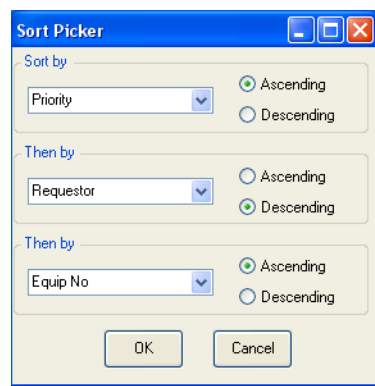
- 1 Right-click a column heading in the current browse.
- 2 Select the Sort Columns option.

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 example, Priority 1—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

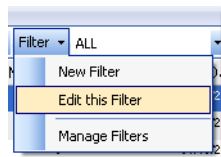
If your user ID has access to multiple sites, you can change the active site to work with records.

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.

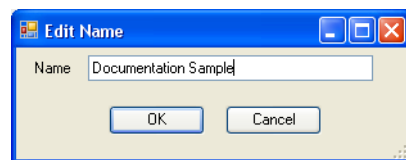
Fig. 2.33
Filter Menu Options



- 2 Name the new filter.

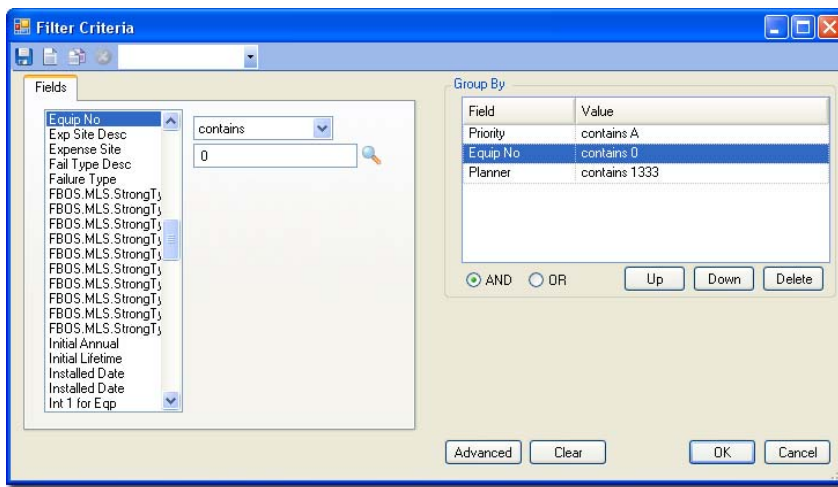
- 3 Click OK.

Fig. 2.34
Name New Filter



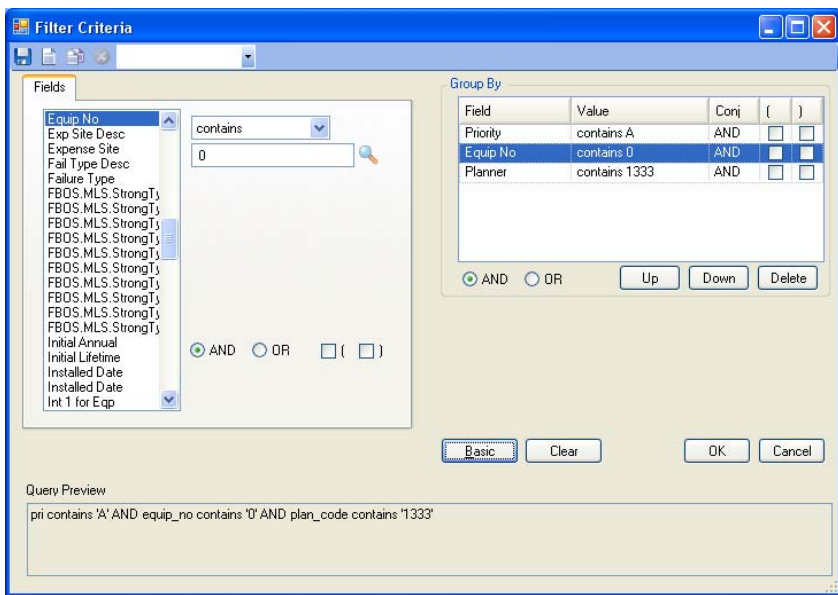
The Filter Criteria window opens.

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 example, 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 (as opposed to 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 parentheses 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 example, 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

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.

This section discusses the following Maintenance module topics:

Maintenance Menu **32**

Equipment **32**

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

Master Lists **59**

Work Orders **66**

Service Requests **84**

Labor History **91**

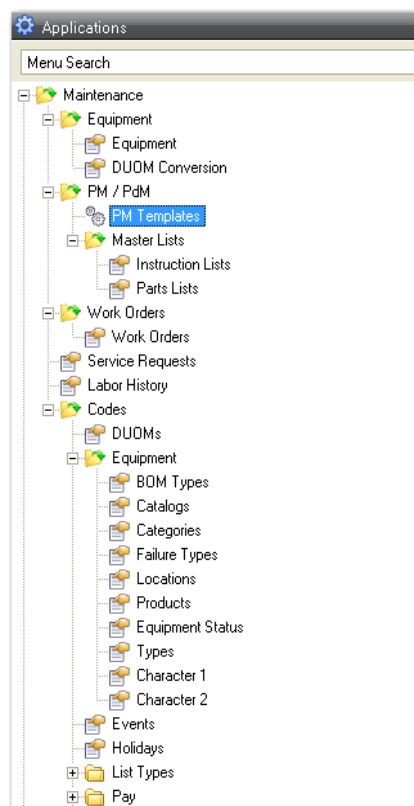
Codes **92**

Maintenance Menu

The Maintenance Menu includes the following submenus:

- “Equipment” on page 32
- “Preventive/Predictive (PM/PdM) Maintenance” on page 46
- “Work Orders” on page 66
- “Service Requests” on page 84
- “Labor History” on page 91
- “Codes” on page 92

Fig. 3.1
Maintenance Menu



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

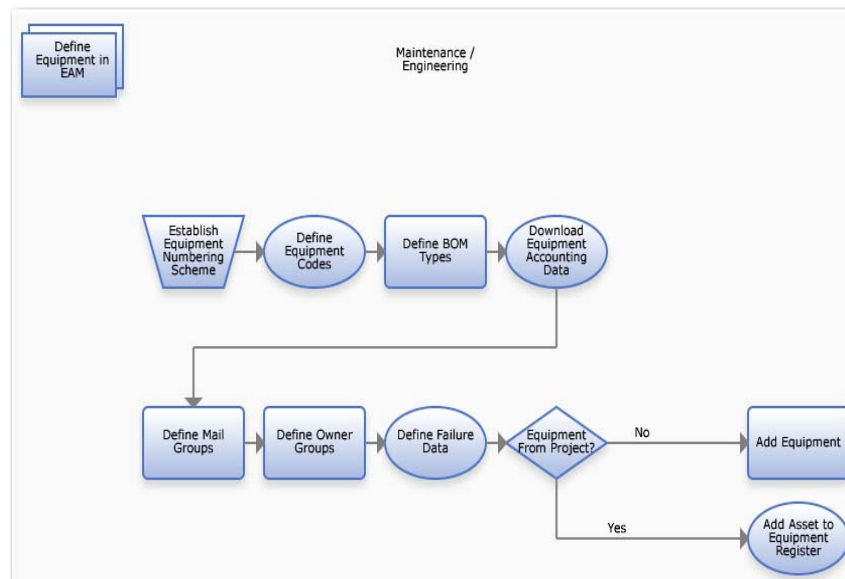
- Purchasing
- Labor

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.

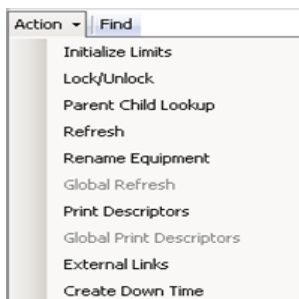
Fig. 3.3
Equipment Browse

Equip No	Description	Asset Serial No	Cost Center	Dept	Location	Parent?	Parent No	Status
00	new equipment				EL100	☐		
B122X	One Building 1.mfg, chgs		5000	PROD	EL100	☐		O
B400	Building 4.mfg, chgs		5000	PROD	EL100	☐		F
BAKER OVEN#12	BAKER OVEN#12 IN PRODUCT UNIT24				EL100	☒	e100	A
BOILER101	Boiler 101 Bldg 10		0200		EL200	☐		A
BOILER#4	Boiler Building#4	242404204			EL200	☐		A
C123	Building 1.mfg, chgs		5000	PROD	EL100	☐		F
CR8819	Crate,assy,50m,100,spn		5010		EL200	☒	B400	A
e1-100	Equipment 100	0300				☐		
e1-101	equipment 101					☐		
H03	Heat, chas, 20m, cooling	12345	5010		EL200	☒	B400	A
Boiler#4	Boiler Building#4				EL200	☐		A
M4179	M4179mfg or CNC, 1052, Cnc		5010	PROD	EL100	☒	WC2	A
P001041	Motor for Press 001.00m, m/bolster 20x28		5000		A1	☒	PRE3001	F
PRE31001	Press 001.m/bolster 20x28		5000		A1	☐		F
V0001	PL Pump, 75/100 deep, 80g		5020	PROD	EL200	☒	WC2	
WC100	Work center 1.mfg.		0300	PROD	EL200	☐		A
WC2	Work center 2.mfg.		0300	PROD	EL200	☒	B400	A
WC3	Work center 3.mfg.		0300	PROD	EL200	☐		A
WV15	Work station 15, level		5010	PROD	EL200	☐		

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

Note Refresh the Equipment record to display changes.

Lock/Unlock

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 which 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



Global Refresh

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

Print Descriptors

Use Print Descriptors to print an Equipment descriptor, which is used to store technical information about a piece of equipment.

Global Print Descriptors

Use Print Descriptors to print the Equipment descriptor for all or a group of selected records in the current browse.

External Links

Link an unlimited number of files to an EAM equipment record. If you can run the file on your operating system, you can run it from EAM once it is linked.

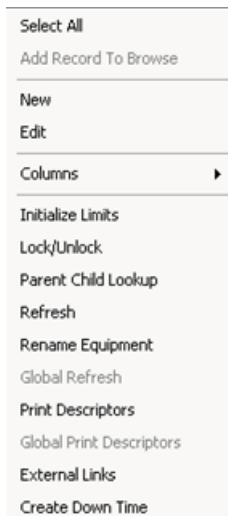
Create Down Time

EAM provides a method of tracking downtime directly to a specific Equipment record. Downtime is usually considered to be the entire time a piece of equipment is not operational.

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/Unlock, Parent Child lookup, Refresh, Rename Equipment, Global Refresh, Print Descriptors, Global Print Descriptors, External Links and Create Down Time are options from the Action menu.

Equipment Record Detail

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

Fig. 3.8
Equipment Record Detail

Home Site: 10000, Equip No: CR0019

Site: 10000 Equip No: CR0019

Action

Codes Asset Detail Serialized User Defined

General

Description Crane, gantry, 5ton, 10ft spa

Category blank

Type EQ-M Equipment Master

Parent? ☒ Parent No B400

Upd Children? ☐ Status A Active Equipment

Location EL200 Equipment location 200

Failure Type FT-3 Failure Type 3

Planner FBANKS FRANK, BANKS

Owner CTD DIESEL ENGINE

Priority

Manual

Equipment

Detail

Notes

Service Requests

Work Orders

PM Templates

Failure Analysis

Cost Analysis

Serial History

BOM

Readings

Equipment Alternate

Procedure Lists

Production Hours

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

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 example: 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 example:

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

The screenshot shows a software interface for the 'Equipment Tab: Asset'. It features a tabbed menu at the top with 'Codes', 'Asset', 'Detail', 'Serialized', and 'User Defined'. The 'Detail' tab is active, displaying two main sections: 'Detail' and 'Fixed Asset Data'. The 'Detail' section includes fields for Project No, PO No (0), Acquisition Cost (125000), Vendor No (A2002), Manufacturer (Crane Tech), Yr Made (1998), Weight UOM (TON), Purchased Date (1/2/1999), Profile ID, Job No, Job Cost Center, Job Sub Acct No, Job Capitalize Date, Model No (Top Runnin), Weight (10), Serial No (99-5029), and Tax Auth Loc. The 'Fixed Asset Data' section includes fields for Installed Date (3/2/1999), Retired Date (none), Fixed Asset No (101000), County, New Asset? (checkbox), Asset Last Update (none), Replcmnt Value (25000), Book Value (15000), Life Expt (0), Asset Create Date (none), Update Asset? (checkbox), and Quantity (0.0000).

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.

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? This field indicates this equipment was added to EAM as a new asset.

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

Codes		Asset		Detail		Serialized		User Defined	
Accounting									
Expense Site	US-A-1	Site for Domain USA in QAD EE	Dept	30	Packaging				
Cost Center	WC01	Work Center 1							
Labor									
Acct No		Sub Acct No							
Material									
Acct No	7200	Repair Maintenance	Sub Acct No						
Contractor									
Acct No	7200	Repair Maintenance	Sub Acct No						
Spending Limits									
Lifetime Basis	31000	Current (Lifetime)	31195						
Annual Basis	20000	Current (Annual)	18872						
WO Basis	100	Last Refreshed	01/26/2011 16:09						
Production									
Production Sch		Lost Oppor Rate	0						

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.

Material 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.

Contractor 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.

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.

Note 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

Detail	
Serial No	PO No
Acquisition Cost	Life Expect
Purchased Date	Installed Date
Model No	Serial Asset No
Manufacturer	Vendor No

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.

Serial 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

Detail	
Egp Char 1	
Egp Char 2	
Egp Char 3	
Egp Char 4	
Egp Char 5	
Egp Char 6	
Egp Char 7	
Egp Char 8	
Egp Char 9	
Egp Char 10	
Egp Char 11	
Egp Char 12	
Egp Char 13	
Egp Char 14	
Egp Char 15	
Egp Char 16	
Egp Char 17	
Egp Char 18	
Egp Char 19	
Egp Char 20	
Egp Char 21	
Egp Char 22	
Egp Dec 1	0.0000
Egp Dec 2	0.0000
Egp Dec 3	0.0000
Egp Dec 4	0.0000
Egp Dec 5	0.0000
Egp Dec 6	0.0000
Egp Dec 7	0.0000
Egp Dec 8	0.0000
Egp Int 1	0
Egp Int 2	0
Egp Date	(none)
Egp Logical	☐

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

Character 4-22. These are free-form, user-defined character fields, not validated against tables.

Decimal 1-8. These are user-defined decimal fields for equipment.

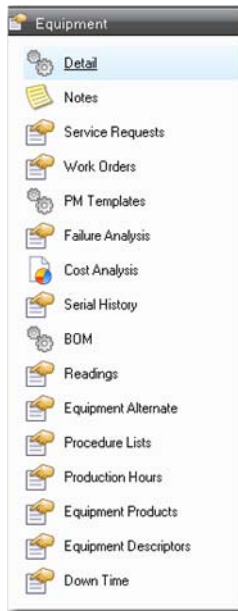
Integer 1-2. These are user-defined integer fields for equipment.

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

Equipment Submenu

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

Fig. 3.14
Equipment Menu



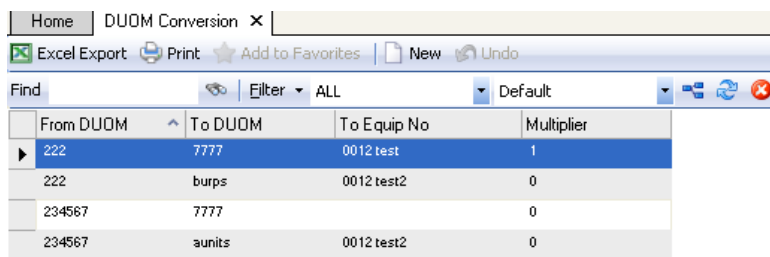
Equipment Menu Option	Purpose
Detail	This option opens the tabbed view.
Notes	Use this option to add notes about the equipment.
Service Requests	Use this option to create requests for service needed on any piece of equipment. You can convert approved requests into work orders.
Work Orders	Use this option 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.
Equipment Descriptors	Equipment Descriptors allow the user to set up a standard template for certain technical information and then these descriptors can be associated to a number of pieces of equipment. A given piece of equipment can have multiple descriptors associated with it. Once the descriptor is associated with a given equipment record, the user can go in and update the information on a given field.
Down Time	EAM provides a method of tracking downtime directly to a specific equipment record. Downtime may or may not be associated with a maintenance work order. Each down time record is also associated with an equipment record and, potentially, System, Assembly, Reason Down, and Failure codes.

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

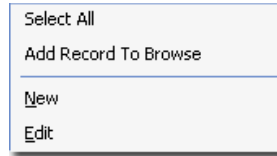


Home	DUOM Conversion	×	
Excel Export	Print	Add to Favorites	New Undo
Find	Filter	ALL	Default
From DUOM	To DUOM	To Equip No	Multiplier
222	7777	0012 test	1
222	burps	0012 test2	0
234567	7777		0
234567	aunits	0012 test2	0

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

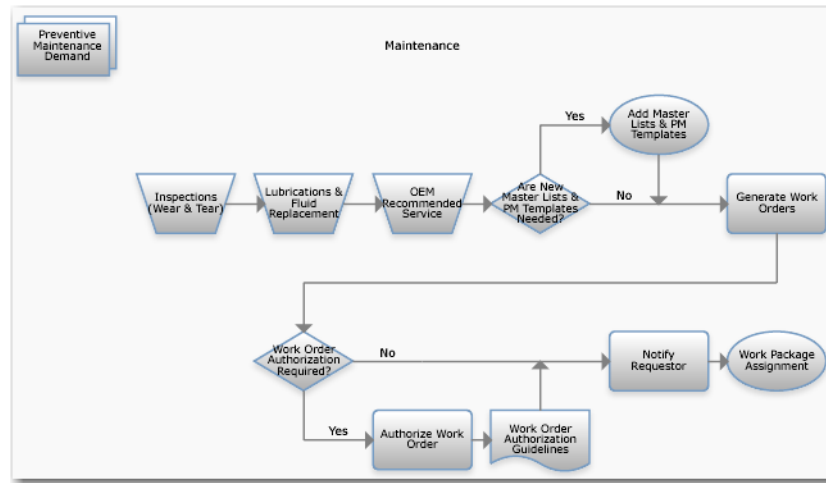
Use Preventive Maintenance (PM) templates to produce work orders, based on a number of scheduling methods. A PM template addresses several methods including calendar frequency, equipment DUOM, special events, and a combination of calendar and equipment DUOM.

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.

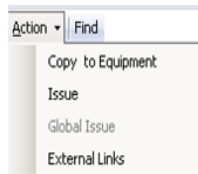
Fig. 3.18
PM Templates Browse

PM Template ID	Description	Equip No	Next Date	Next Failure	Cost Center	Event Next Issue	Precautions	Problem
1412	checking the PM Assessment	BOILER4	07/01/2009					
1414		00	07/01/2009					
1415	Isolated PM	Isolated	06/01/2009					
1419	Test for PM Due from SJS	BOILER4	09/10/2009					
1420	441 C&I Bulkers	BOILER4	10/06/2009					Identify PM
1440	441 C&I BULKERS	BOILER4	04/03/2009					441C&I Bulker PM
1440	441 C&I BULKERS	BOILER4	02/02/2009		0200			441C&I Bulker PM
1485	200 C & I 148 Machine PM	441178	06/06/2009		5010			200 C&I 148 PM
1486	441 C & I	W115	04/16/2009		5010			441 C&I PM
1487	445 Feed Feedworkment	W115	08/05/2009		5010			445 Feed PM
1489	34 Press stop time check	W115	06/11/2009		0300			34 Press PM
1481	2000 HP C&I Bulkers	BOILER4	05/04/2009					2000 HP PM
1482	2000 C&I	W115	10/04/2009		0300			2000 C&I PM

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
PM Templates Action Menu



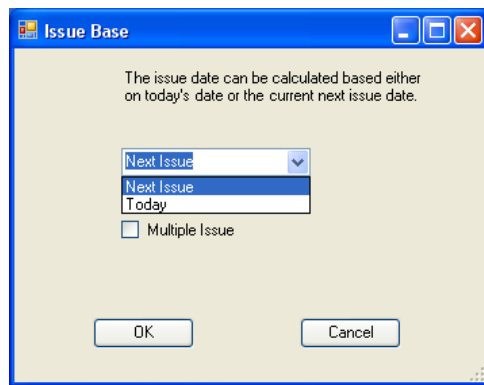
Copy to Equipment

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.

External Links

Link an unlimited number of files to an EAM PM Template record. If you can run the file on your operating system, you can run it from EAM once it is linked.

PM Templates Right-Click Menu

The right-click menu contains administrative functions and options from the Action 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, Global Issue, and External Links 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. 3.21
PM Template Record Detail

Home x PM Template No: 1455 x

PM Template No 1455

Equipment Issue Method Codes Detail User Defined

Equipment

Description 5w/ C & I Mill Machine PM Catalog 1HBA3541 Single phase

Equip No MK179 Mill,turning ctr,CNC,105 Location EL100 Equipment Location 100

Problem PERFORM ASSIGNED PM TASKS. Precautions

PM Templates

- Detail
- Notes
- Readings
- Skips
- Superiors
- Subs
- Failures
- Work Order
- PM Master Parts List
- PM Master Instruction List
- PM Safety Procedures

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. 3.22
PM Tab: Equipment

Equipment	
Description	M Press stop time check
Equip No	WC3  Work center3.mfg.
Problem	PERFORM THE ASSIGNED PM TASKS PER INSTRUCTIONS
Catalog	1TH12B BRASS HEAD
Location	EL200 Equipment location 200
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. EAM copies location data from the equipment record.

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 example, every 6 months)
- DUOM or Driving Unit of Measure (for example, change the car’s oil every 3,000 miles)
- Both Calendar and DUOM (for example, change the car’s oil every 3,000 miles or every 3 months, whichever comes first)
- Event (for example, 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 example, if you selected a daily issue cycle and you want to perform the PM every day, enter 1 as the number of cycles. If you want the PM to be due every 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 example, if production brings down a line or piece of equipment, maintenance can use unscheduled downtime to perform predefined preventive maintenance that is not dated.

Fig. 3.23
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.

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

Sliding Sch? Clear the check box 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.

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: Today + ((next DUOM cycle - current reading)/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 (that is, 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: next issue date – 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.

Duration. Enter the estimated duration for this work.

PM Tab: Codes

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

Fig. 3.24
PM Tab: Codes

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: Detail

Use this tab to apply expense information from the equipment record to the PM templates and to work orders created from this template.

Fig. 3.25
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. 3.26
PM Tab: User Defined

User Defined	
W/O Char 1	W/O Char 2
W/O Char 3	W/O Char 4
W/O Dec 1	W/O Dec 2
W/O Int 1	W/O Int 2
W/O Date	W/O Logical

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.

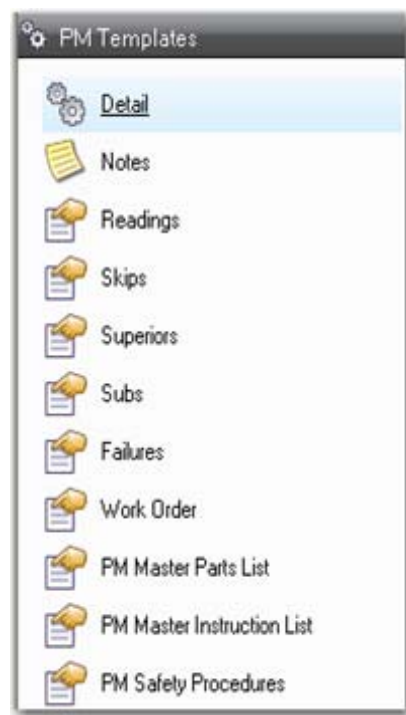
WO Date. Name the user-defined date field for PM Templates or work orders.

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

PM Templates Submenu

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

Fig. 3.27
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. This option displays PMs superior to the current record.
Subs (Subordinates)	Subordinates (subs) link multiple levels of PMs together. 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. 3.28
Master Instruction List Browse

The screenshot displays the 'Master Instruction List Browse' window. The top section shows a list of instruction records with columns: Mstr Inst No, Kind, Description, Type, Description, Procedure, and Owner. Record 20 is selected. The bottom section shows a detailed view of the selected record with columns: Step, Qty, Craft, Skill, Std Hrs, Cost, and Description. The detailed view shows four steps for removing the oil plug, cleaning parts, lubricating, and replacing filters.

Mstr Inst No	Kind	Description	Type	Description	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

Master Instruction List Action Menu

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

External Links

Link an unlimited number of files to an EAM Master Instruction List record. If you can run the file on your operating system, you can run it from EAM once it is linked.

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. 3.29

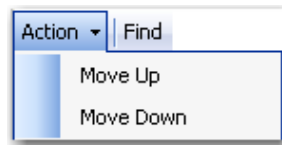
Instruction List Header Record Detail

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. 3.30

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. 3.31
Instruction List Header Record Detail

The screenshot shows a software window titled 'General' with a 'Detail' section. It contains four input fields: 'Kind' with a dropdown menu showing 'Instruction', 'Type' with a text box containing 'LUINS', 'Description' with a text box containing 'Lubrication Instructions', and 'Owner' with an empty text box. There are small magnifying glass icons next to the 'Type' and 'Owner' fields.

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. 3.32
Instruction List Step

The screenshot shows two data grids. The top grid, titled 'Instruction Lists', has columns: Mstr Inst No, Kind, Description, Type, Procedure, and Owner. It contains one row with '1758' in the first column. The bottom grid, titled 'Instruction List Step', has columns: Step, Qty, Craft, Skill, Std Hrs, Cost, and Description. It contains one row with '1' in the first column. Both grids have a toolbar above them with icons for Excel Export, Print, Add To Favourites, New, and Edit.

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. 3.33
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 source site for parts. Highlight a master parts list in the upper browse to add or delete a part or edit the quantity required for the parts in the lower browse.

Fig. 3.34
Parts List Browse

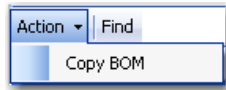
Mstr Pts No	Type	Description	Procedure	Source Site	Owner
1	359	Facilities Mtce Supplies	New Procedure	WHSE	1000
2	FACMT	Facilities Mtce Supplies	K	SANF	BGROUP
4	FACMT	test 300 changes	Procedure A...	SB-01	
5	FORKL	test 400s	Procedure 101111	SANF	sysadm
6	HVAC	HVAC SYSTEM MTCE SUPPLIES	TEST	SANF	
7	HVAC	HVAC SYSTEM MTCE SUPPLIES	This is a test	SANF	
8	VEHMT	Vehicle Mtce Supplies	VMH1.020	SANF	
9	VEHMT	Vehicle Mtce Supplies	VM10.1.....	SANF	
10	VEHMT	Vehicle Mtce 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. 3.35
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. 3.36
Parts List Header Record Detail

 A screenshot of a software form titled 'Parts List Header Record Detail'. At the top, there is a field for 'Mstr Pits No' with the value '7'. Below this is a tabbed interface with 'General' and 'Detail' tabs. The 'General' tab is active, showing fields for 'Type' (HVAC), 'Description' (HVAC SYSTEM MTCE SUPPLIES), 'Procedure' (This is a test), 'Source Site' (SANF), and 'Owner'. Each field has a magnifying glass icon next to it, indicating a search function.

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. 3.37
Parts List Header General Tab

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. 3.38
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" Alermite #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.

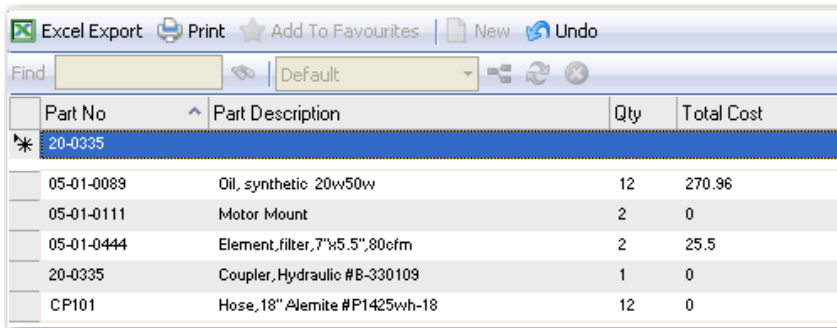
Editing a Parts List

- 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. 3.39
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

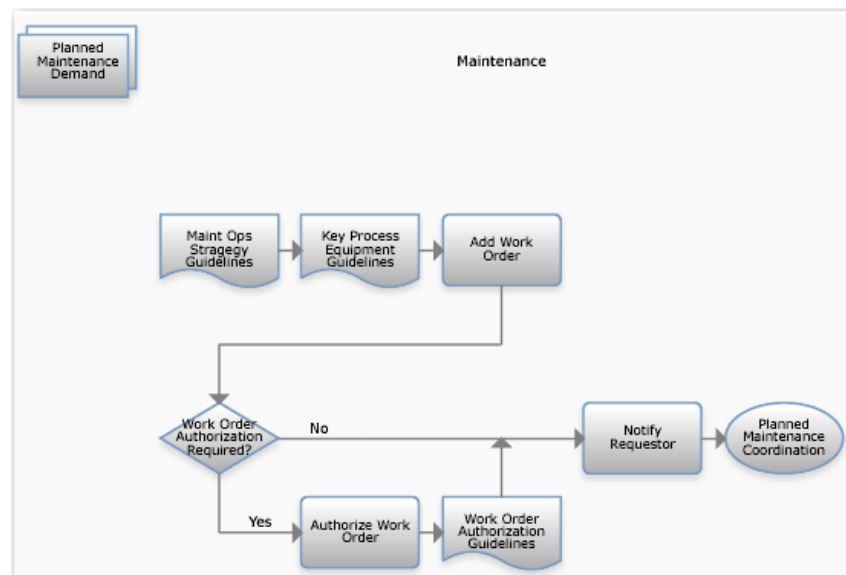
For example, use product number for tooling maintenance. You can configure one tool to make different product numbers. This applies maintenance activities to the tool (equipment) ID, and to the product it was configured to make at the time of repair.

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. 3.40
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. 3.41
WO Browse

WO No	Equip No	Status	Priority	Type	Class	Received	Start	Location	Planner	Requestor	Assigned
122	PD-41	S		PM		01/01/2011	01/01/2011	CDH-ASM	DISCARBIO	1233	
121	CONV-41	S		PM		01/01/2011	01/01/2011	CDH-ASM	JBRVANT	1233	
120	CONV-43	S	2	PM	4	01/01/2011	01/01/2011	GVAN-ASM	EGRAVES	AAANT	JHARRIS
119	CONV-44	S	2	PM	4	01/01/2011	01/01/2011	C.D.H.LINE	EGRAVES	AAANT	JHARRIS
118		C		CM		01/01/2011	01/01/2011			sysadm	
117	CONV-44	PL		CM		01/01/2011	01/01/2011			AAANT	
116	CONV-41	S		CM		01/01/2011	01/01/2011	HAANT	JBRVANT	AAANT	
114	AIRMAVEUP1	PL		CM		01/01/2011	01/01/2011	BUILDING	JFIELD1	AAANT	
113		PL		CM		01/01/2011	01/01/2011			sysadm	
112	CONV-41	PL		CM		01/01/2011	01/01/2011	HAANT	JBRVANT	AAANT	
111	CONV-41	C	2	CM	3	01/01/2011	01/01/2011	HAANT	JBRVANT	AHOWARD	DEADBY
110	CONV-41	D		CM		01/01/2011	01/01/2011	HAANT	JBRVANT	AAANT	
109	AIRMAVEUP1	PL		CM		01/01/2011	01/01/2011	BUILDING	JFIELD1	ABRADY	
108	CONV-45	C		CM		01/01/2011	01/01/2011	PRESSROOM	JFIELD1	AAANT	JHARRIS
107	CONV-41	PL		CM		01/01/2011	01/01/2011	HAANT	JBRVANT	ABRADY	
106	CONV-41	PL		CM		01/01/2011	01/01/2011	HAANT	JBRVANT	ABRADY	
105	CONV-45	C		CM		01/01/2011	01/01/2011	PRESSROOM	JFIELD1	AAANT	JHARRIS
104	CONV-43	PL		CM		01/01/2011	01/01/2011	GVAN-ASM	JFIELD1	AHOWARD	
103	CONV-41	PL	20	CM		01/01/2011	01/01/2011	HAANT	JBRVANT	AHOWARD	
102	CONV-43	PL		CM		01/01/2011	01/01/2011	GVAN-ASM	JFIELD1	AAANT	

WO Action Menu

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

Fig. 3.42
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 post 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. 3.43
Post Labor

Site. The work order's default site.

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, separated by a colon) 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. The work order's source or default site.

Expense Site. This field defaults to the current work order's expense site.

Note The data in the following fields has to have been added to the work order to appear on this screen.

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 equipment number linked to the work order.

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

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. 3.44
Issue

Issue To	
WO No	107
Equip No	COMP-1
Rebuild	
Serialized Part	
Serial No	
Requestor	ABRADY
Project No	
Job No	
System	
Assembly	
Expense Site	US-A-1
Dept	
Cost Center	wc01
Matl Acct No	7200
Matl Sub Acct	

Issue From	
Source Site	US-A-1
Part No	1763
Qty	10.0000
UDM	EA
Location	TBD
OH Group	
On Hand (Company)	104
UDM Cost	10.25
Date	3/8/2011
Warranty Date	(none)
Comment	

Note The data in the upper portion of this screen has to have been added to the work order to appear on this screen.

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 predetermined 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.

Global Print Document

Use Global Print Document to print the work order packages for the highlighted work orders.

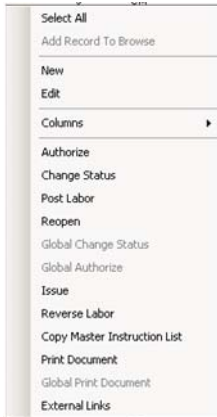
External Links

Link an unlimited number of files to an EAM work order record. If you can run the file on your operating system, you can run it from EAM once it is linked.

WO Right-Click Menu

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

Fig. 3.45
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.

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. For more information, see “WO Action Menu” on page 69.

Work Order Record Detail

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

Fig. 3.46
Work Order Record Detail

Home | Work Orders | Site: 10000, W.O. No: 96

Site: 10000 W.O. 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. 3.47

WO Tab: Equipment

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 center's 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.

Target Date. This field displays the date when the work order is targeted to start.

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 example, 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. 3.48
WO Tab: Codes

Equip Codes Text Detail User Defined	
Codes	
Failure: 04	MACHINE NOT CYCLING
Repair: CLEAN	Lack of Cleaning
System:	
Assembly:	
As Found: DIS	Disconnected
As Left: INC	Incomplete
Pti Craft: ELEC1	ELECTRICIAN 1
Owner:	
Crew:	
Shift: ES	Early Shift
Clearance: new3	Equipment can be running
Planned?	☒
Internal	
Fabricated?	☐
Stock Run No	0
Source Site	
Part No	
Qty to Build	0
Part UOM	
Date Due	
Qty Received	0
Rebuild	
Rebuild	Cost Center (Rebuild)
Serialized Part	Acct No (Rebuild)
Serial No	Sub Acct No (Rebuild)
Dept (Rebuild)	

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.

Internal

Note The Internal portion is available for data to be added if the work order is a request for fabricated parts.

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 intercompany part. For example, 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

Note The Rebuild portion is available for data to be added if the work order is a request for serialized parts.

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 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 is 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. 3.49
WO Tab: Text

The screenshot shows a software interface for the 'WO Tab: Text'. 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 a white border around the text areas.

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. 3.50
WO Tab: Detail

The screenshot shows a software window titled 'WO Tab: Detail'. It contains several sections of input fields:

- Expense Information:** Project No, Job No, Expense Site (dropdown), Dept (dropdown), Cost Center (dropdown).
- Account Information:** Matl Acct No, Cont Acct No, Labor Acct No, Matl Sub Acct, Cont Sub Acct, Labor Sub Acct.
- Estimates:** Labor Estimate (1250), Cont Estimate (1450), Est Hrs Labor (10.0000), Matl Estimate (1000), Est Hrs Down (5.0000).
- Detail:** Type (CM), PM Template No (0), PM Run No (0), Auth? (checkbox), Auth By (asmt).

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 and 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 intercompany 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. 3.51
WO Tab: User Defined

The screenshot shows a software interface with a tabbed menu at the top: Equip, Codes, Text, Detail, and User Defined (which is selected). Below the tabs is a section titled 'User Defined Fields'. It contains ten input fields arranged in two columns. The first column has: 'WO Char 1' (text), 'WO Char 3' (text), 'WO Dec 1' (decimal, showing 0.0000), 'WO Int 1' (integer, showing 0), and 'WO Date' (dropdown menu showing '(none)'). The second column has: 'WO Char 2' (text), 'WO Char 4' (text), 'WO Dec 2' (decimal, showing 0.0000), 'WO Int 2' (integer, showing 0), and 'WO Logical' (checkbox).

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.

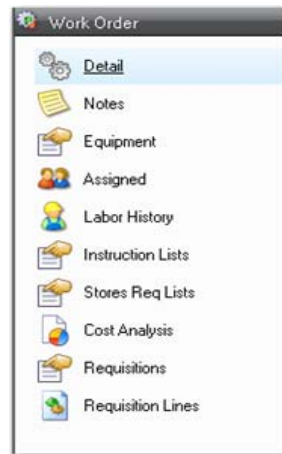
Logic for WO name. This is a user-defined check box.

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 example, the active option below is Detail.

Fig. 3.52
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 Lists	Use Stores requisitions lists to create a detailed list of parts for technicians to use to perform the work.
Cost Analysis	This option displays the estimated and actual cost associated with the work order.

Requisitions	Use requisitions to display a list of requisitions associated with this work order. The information displayed here is the same as on the Requisition browse as if it were filtered to an individual work order.
Requisition Lines	Use requisition lines to display the upper browse of the list of requisitions associated with this work order. The information cannot be updated here.

Service Requests

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

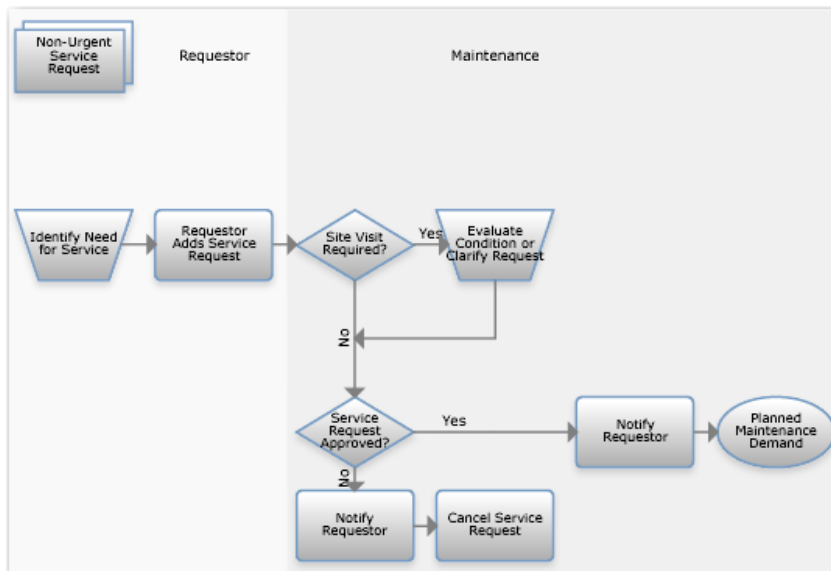
If a piece of equipment has several associated service requests, you can consolidate them into a single work order. Service Requests also lists duplicate requests, enabling maintenance to cancel duplicates. If open service requests are not assigned to a work order, include them to address multiple issues 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. 3.53
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.

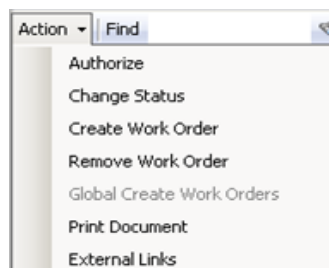
Fig. 3.54
Service Request Browse

Service No	Equip No	Problem	Priority	Status	Originator	W/O No	Auth?
45	COMP-1	TEST EQ PRODUCTS REPORT	PL	AANT	112		☐
43	COMP-1	FIX COMPRESSOR	D	wait	110		☐
42	CONV-05	TEST U/D MAIL	NSR	wait	0		☐
41	COMP-1	TESTED ADDING AN ORIGINAL NOTIFY	PL	already	106		☐
40	COMP-1	THE COMPRESSOR IS ACTING SULENLY	PL	ABRADY	107		☐
39	CONV-05	CHANGE WATER IN PARTS WASHER	PL	wait	100		☐
38	CONV-03	CHECK FLUIDS	PL	AHOWARD	104		☐
37	CONV-05	CHECK MAIL FOR NOTIFY GROUP & ORIG NOTIFY	PL	AANT	105		☐
36	COMP-1	MORE COMPRESSOR PROBLEMS	NSR	AANT	0		☐
35	CONV-03	CHECK BEARINGS ON CONVEYOR	NSR	AANT	0		☐
34	COMP-1	CHECK COMPRESSOR	20	PL	showard	103	☐
33	CONV-03	CHECK BEARINGS	PL	wait	102		☐
32	ASMBLY-1	UPDATE Floor Plan	PL	wait	99		☐
31	CONV-05	TEST SR EMAIL	N2	AHOWARD	06		☐
29	CONV-05	WATER LEAKING FROM WASHER	D	wait	04		☐
28	CONV-05	LEAKING WATER	20	D	E GRAVES	02	☒
27	CONV-05	CHANGE WATER IN WASHER	D	wait	03		☒
25	p401			janin	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. 3.55
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.

Print Document

Use Print Document to print the service request.

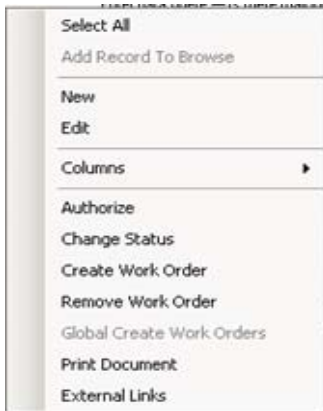
External Links

Link an unlimited number of files to an EAM service request record. If you can run the file on your operating system, you can run it from EAM, once it is linked.

Service Request Right-Click Menu

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

Fig. 3.56
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, Global Create Work Order, Print Document, and External Links 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. 3.57
Service Request Record Detail

 A screenshot of the 'Service Request Record Detail' form. The form is titled 'Service No: 964, Site: SANF'. It has tabs for 'General' and 'User Defined'. The 'General' tab is active, showing fields for Origin (Originator: jrosinto, Orig Date: 2/23/2009), Detail (Equip No: 555C, Priority: 5, Class: 5, Problem: CHECK SAFETY SWITCHES), Status (Status: 0, W/O No: 32159, Assigned: , Start: 2/23/2009), and Authorization (Auth?: , Auth By:). A right-hand sidebar contains a 'Service Request' section with links to 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. 3.58
Services Tab: General

The screenshot shows a 'Service Request' form with the following data:

Origin		Detail		Status		Authorization	
Originator	EGRAVES	Equip No	CONV-05	Status	0	Auth?	☒
Orig Date	1/7/2011	Location	PRESSROOM	Assigned	JKEY	Auth By	EGRAVES
Orig Notify	AANT	Notify	MFGM	WO No	82		
	Adam Ant	Service Type		Start	1/7/2011		
		Problem	LEAKING WATER				

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.

Alert. Use the lookup to select a user ID to receive pager text messages about this service request.

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. 3.59
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: 'WD Char 1' (text), 'WD Char 3' (text), 'WD Dec 1' (decimal, showing 0.0000), 'WD Int 1' (integer, showing 0), and 'WD Date' (dropdown menu showing '(none)'). The right column contains: 'WD Char 2' (text), 'WD Char 4' (text), 'WD Dec 2' (decimal, showing 0.0000), 'WD Int 2' (integer, showing 0), and 'WD 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.

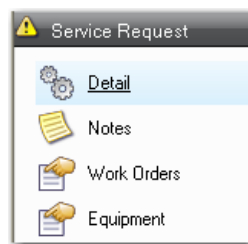
Logic for WO name. This is a user-defined check box.

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 example, the active option below is Detail.

Fig. 3.60
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.

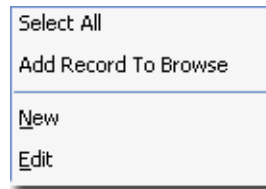
Fig. 3.61
Labor History Browse

Date	Emp No	Name	Time	Total Cost	W/O No	Project No	Job No	To Site	Equip No	Rebuild	Servo
06/01/2009	10000	Bob Jones	5.30	125.0	50			10000	HC0		
05/01/2009	FRANKS	FRANK BANKS	8.15	245.44	50			10000	HC0		
05/03/2009	12145X	Ralph Rodgers	10.30	474.6	57			10000	HC0		
05/05/2009	MF6PRO	MF6PRO Employee	10.00	2100	100	1047W-01		10000			
05/05/2009	MF6PRO	MF6PRO Employee	111.00	-2100	100	1047W-01		10000			
05/05/2009	10000	Bob Jones	5.00	225	100	1047W-01		10000			
05/05/2009	FRANKS	FRANK BANKS	2.30	133.75	100	1047W-01		10000			
05/05/2009	FRANKS	FRANK BANKS	111.30	-40.25	100	1047W-01		10000			
05/05/2009	10000	Bob Jones	1.00	49.32	68			10000	YC0		
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	YS15		
05/04/2009	FRANKS	FRANK BANKS	2.30	114.3	83			10000	YS15		
05/04/2009	12145X	Ralph Rodgers	2.30	64.08	83			10000	YS15		
05/04/2009	FRANKS	FRANK BANKS	5.15	156.19	83			10000	YS15		
04/04/2009	FRANKS	FRANK BANKS	2.30	74.38	81	1047W-01		10000			
04/02/2009	MF6PRO	MF6PRO Employee	2.30	267.5	81	1047W-01		10000		TS1	
04/17/2009	FRANKS	FRANK BANKS	3.30	240.39	78			10000	CR0019		
03/02/2009	FRANKS	FRANK BANKS	5.00	140.75	57			10000	HC0		
03/02/2009	10000	Bob Jones	10.30	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	YC2		

Labor History Right-Click Menu

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

Fig. 3.62
Labor History Right-Click Menu



Codes

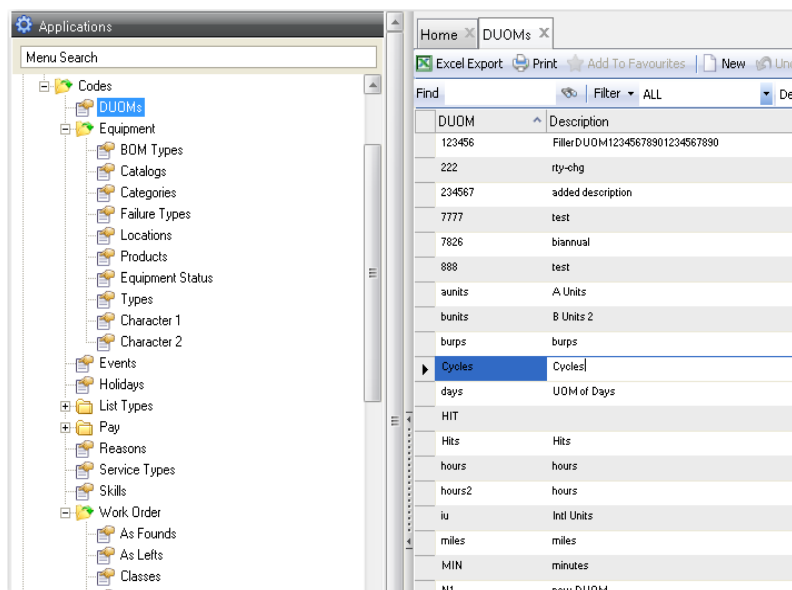
Use Codes to view or add supporting data to lists of codes, such as equipment locations, events, holidays, priority, failure repair, and others critical to the Maintenance Module. Depending on your permissions, you can add or edit existing records.

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. 3.63
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

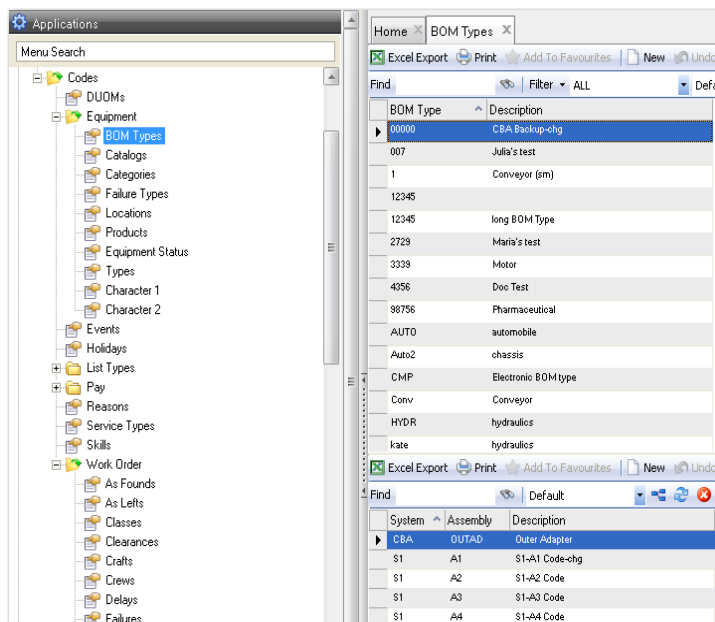
The BOM Types lookup displays in Maintenance, Inventory, and Purchasing. You can add or edit codes in Maintenance|Codes|Equipment|BOM Types.

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. 3.64
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

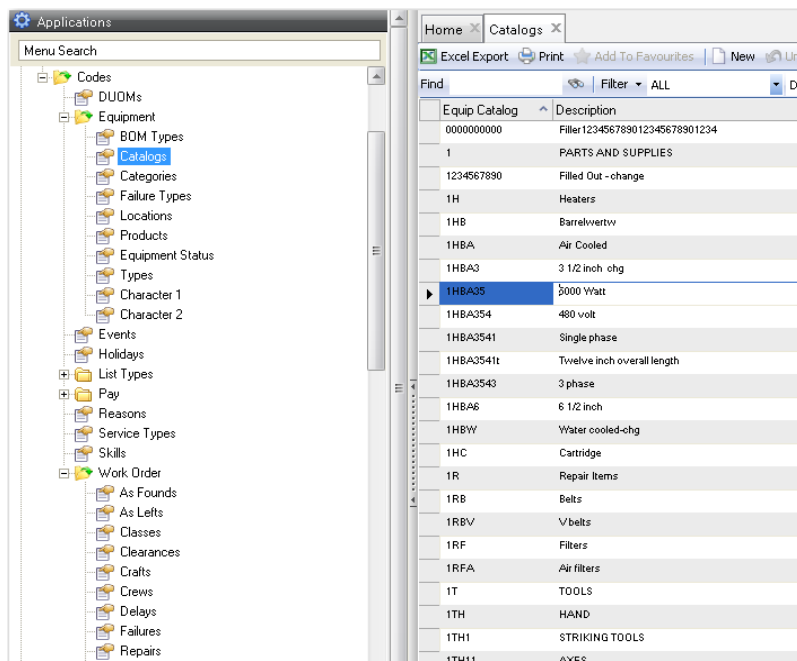
- 1 Double-click the code to edit.
- 2 Update the BOM type description.
- 3 Right-click Edit in the lower pane to edit a system or an assembly. The system automatically saves the updated code.

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. 3.65
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

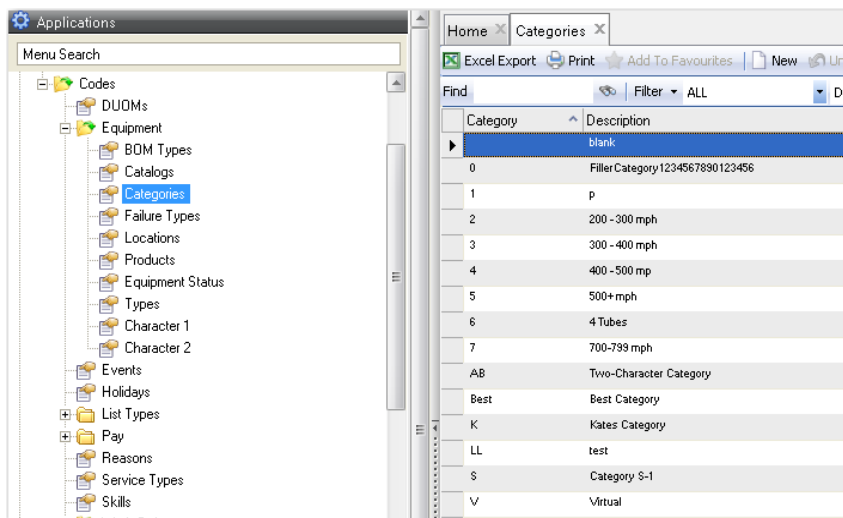
- 1 Double-click the code to edit.
- 2 Update the equipment catalog description. The system automatically saves the updated code.

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. 3.66
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

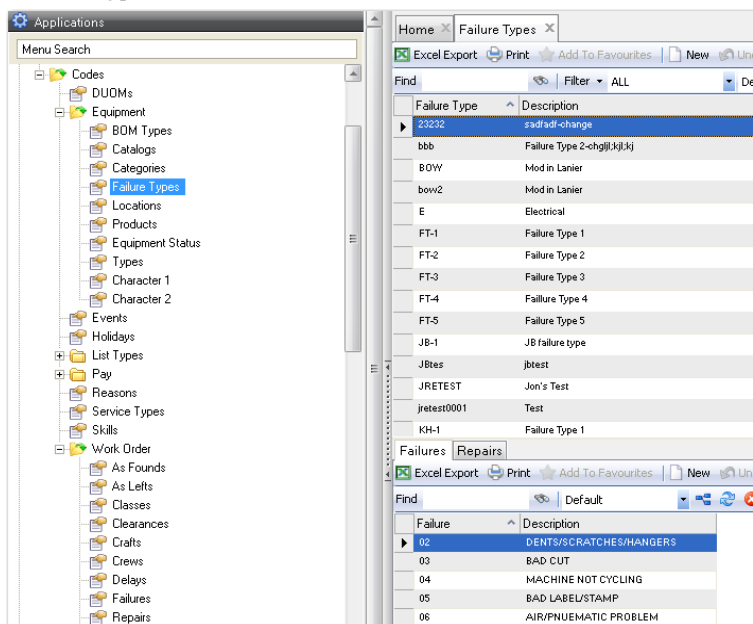
The Failure Types lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Failure Types.

Use Failure Types to create a grouping of failure codes based on a type of equipment. For example, “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. 3.67
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

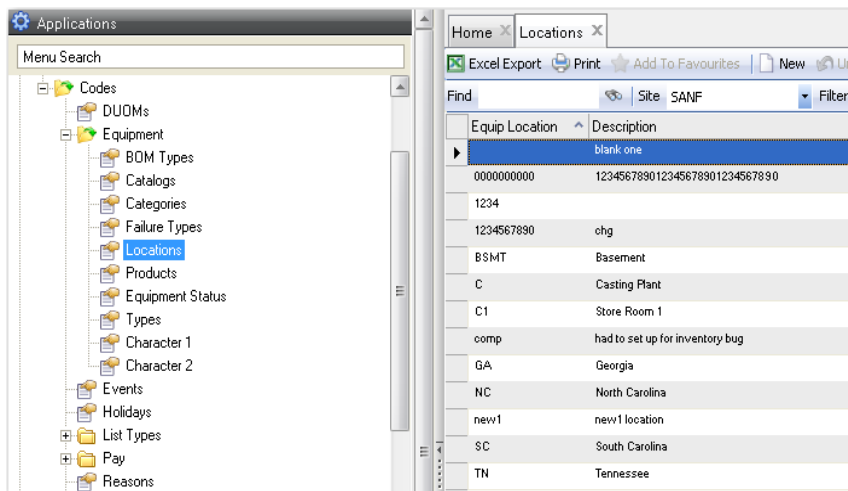
- 1 Double-click the code to edit.
- 2 Update the failure type description. The system automatically saves the updated code.
- 3 Right-click New in the lower pane to link a failure code to the failure type highlighted in the upper pane.
- 4 Click the Repairs tab.
- 5 Right-click New to select a repair 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. 3.68
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.

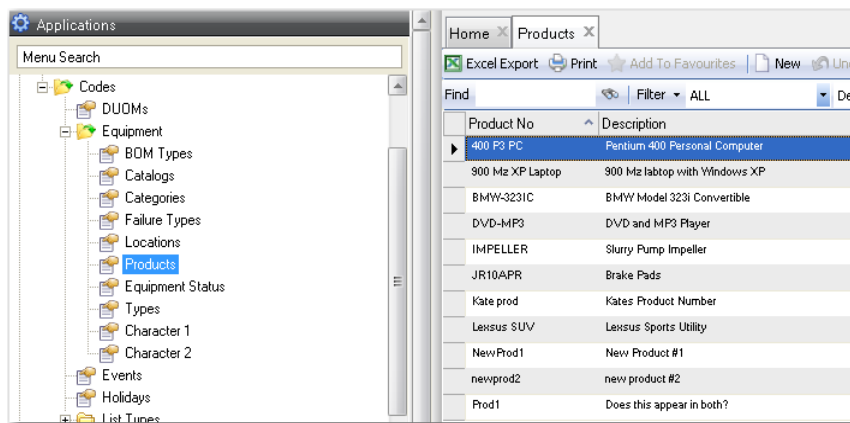
Products

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 example, 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. 3.69
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

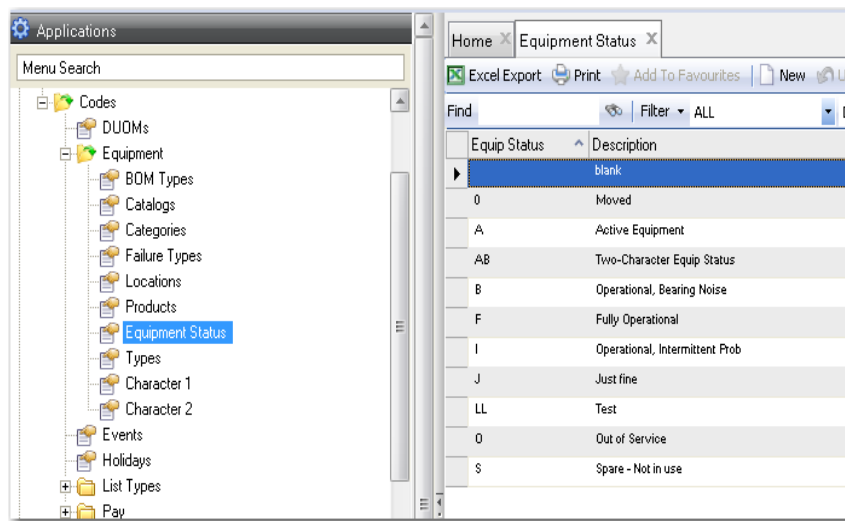
- 1 Double-click the code to edit.
- 2 Update the product number description. The system automatically saves the updated code.

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. 3.70
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

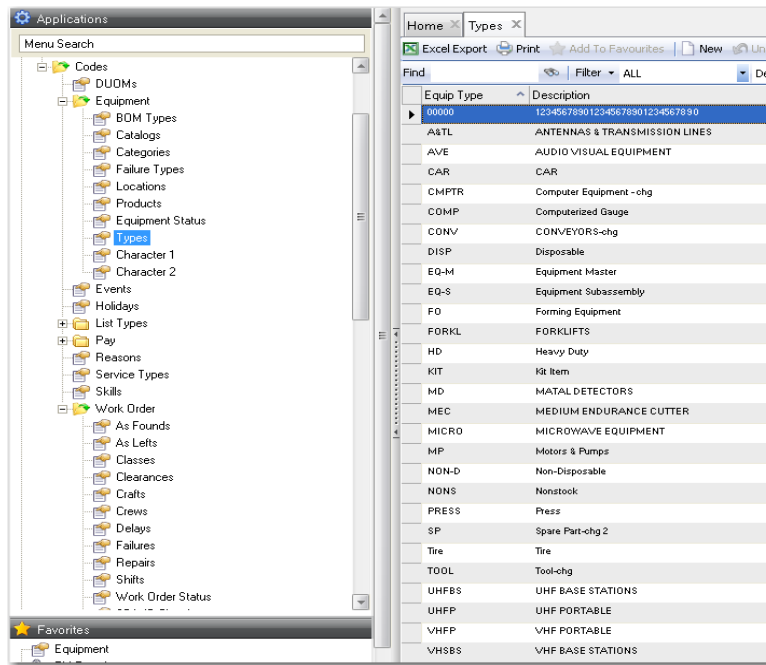
- 1 Double-click the code to edit.
- 2 Update the equipment status description. The system automatically saves the updated code.

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. 3.71
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

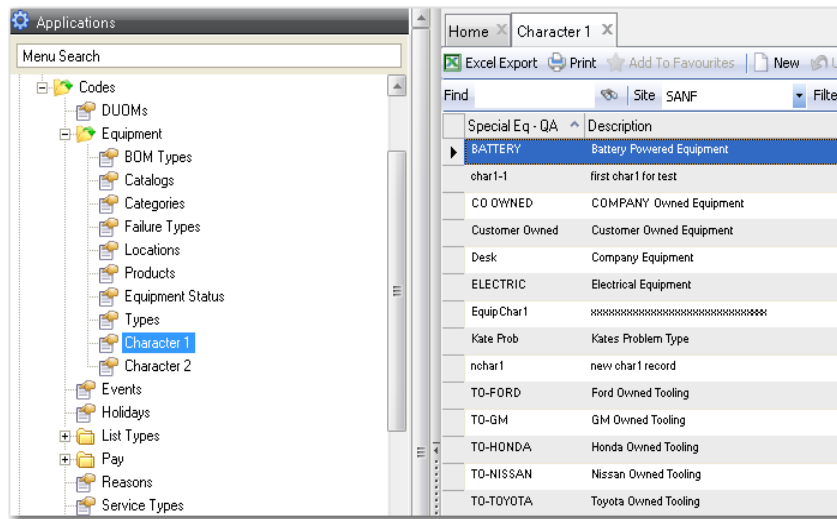
- 1 Double-click the code to edit.
- 2 Update the type or description. The system automatically saves the updated code.

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 example, legacy cost center data.

Fig. 3.72
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

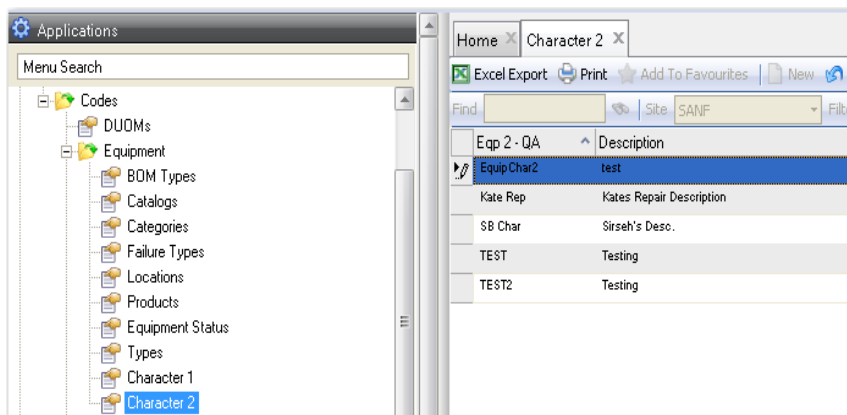
- 1 Double-click the code to edit.
- 2 Update the item description. The system automatically saves the updated code.

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 example, level.

Fig. 3.73
Codes: Equipment Character 2



Adding a Character 2 Code

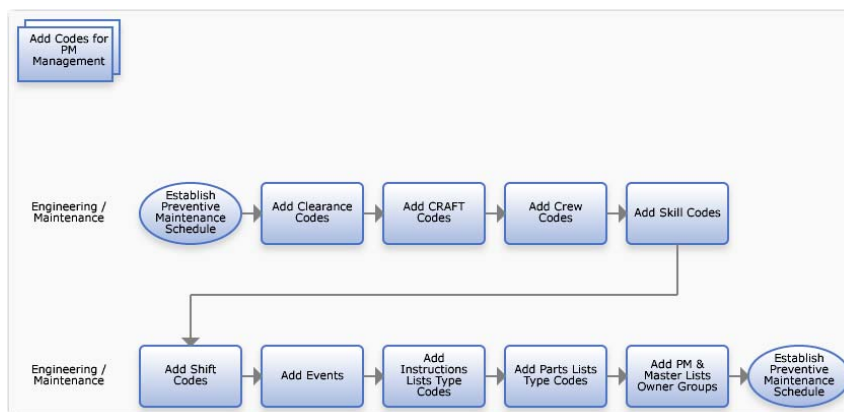
- 1 Click New.
- 2 Enter the item and description. The system automatically saves the new code.

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. 3.74
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. 3.75
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

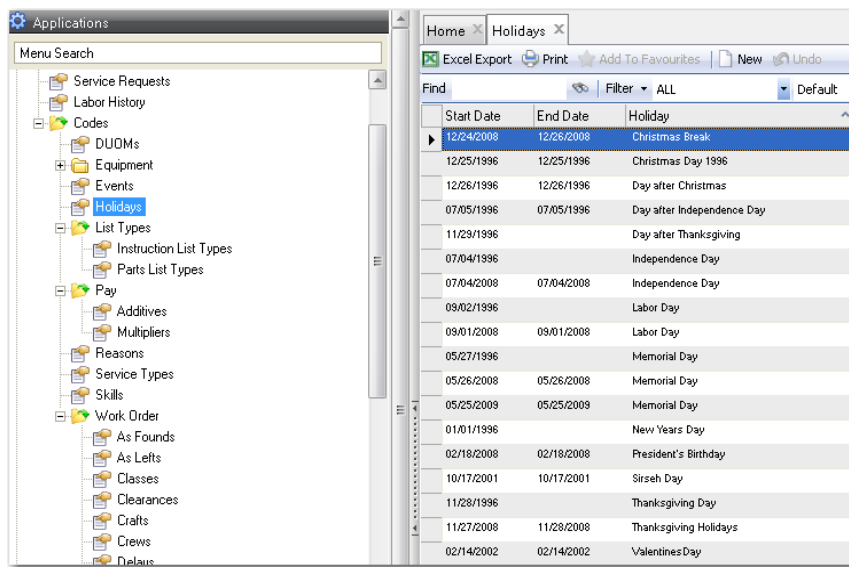
- 1 Double-click the code to edit.
- 2 Update the event description. The system automatically saves the updated code.

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. 3.76
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

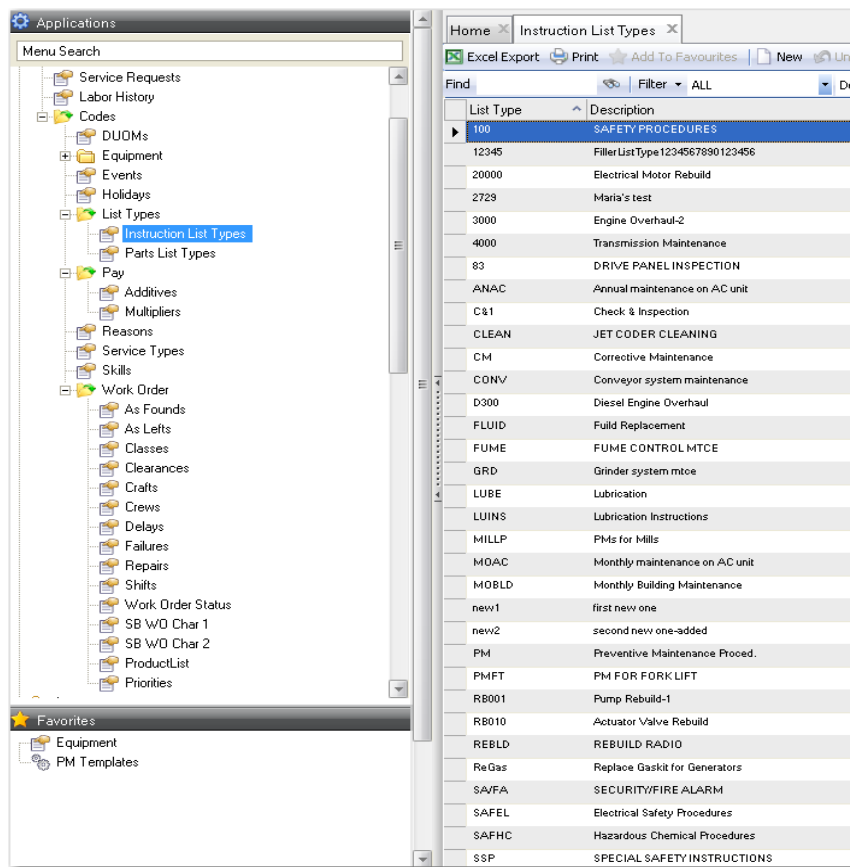
The two List Type lookups display in Maintenance. You can add or edit codes in Maintenance|Codes|List Types.

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. 3.77
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.

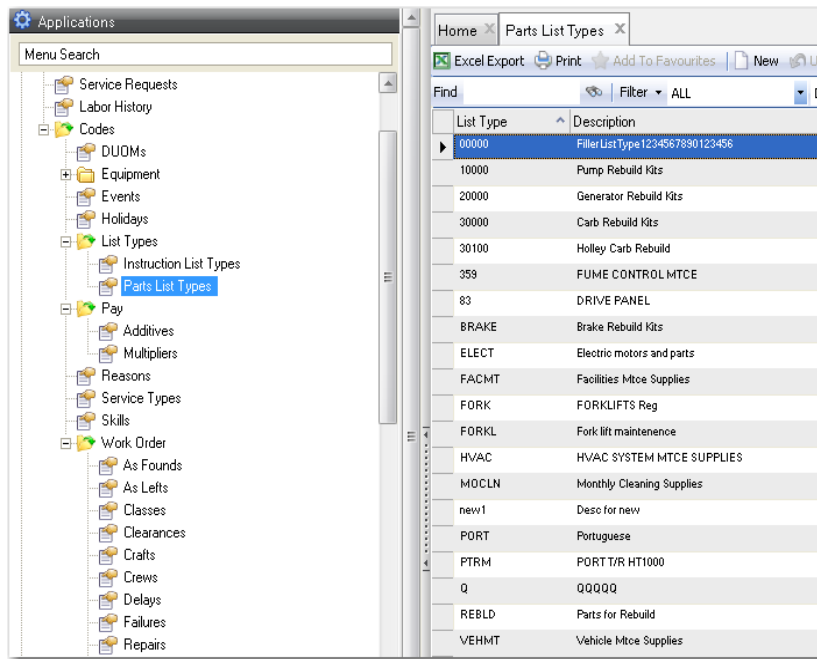
Parts Type Lists

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. 3.78
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.

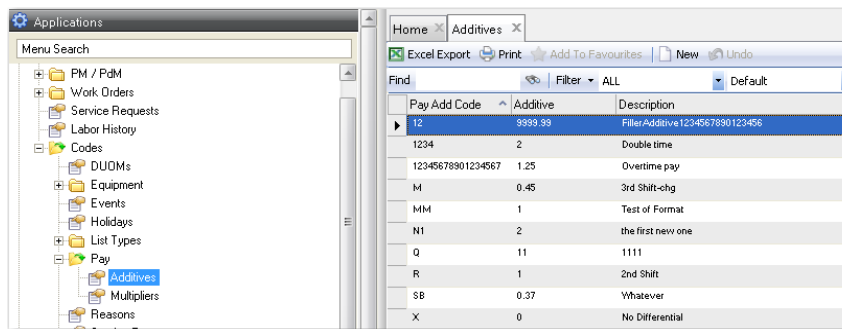
Pay Additives

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. 3.79
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

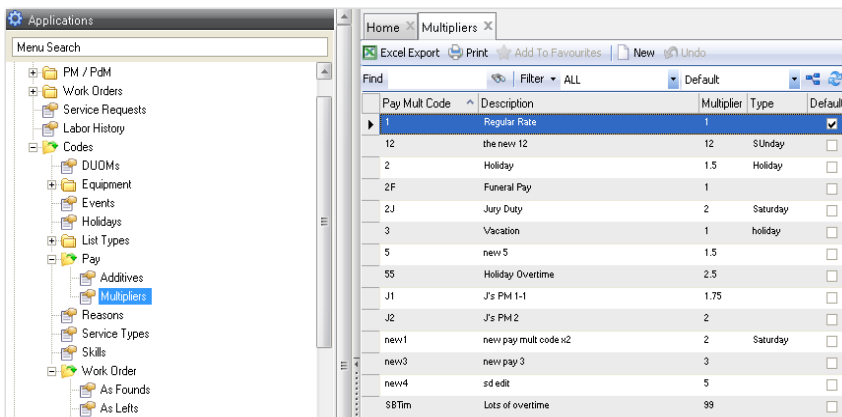
- 1 Double-click the code to edit.
- 2 Update the pay additive description. The system automatically saves the updated code.

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. 3.80
Codes: Pay Multiplier



Pay Multi Code	Description	Multiplier	Type	Default?
1	Regular Rate	1		☒
12	the new 12	12	Sunday	☐
2	Holiday	1.5	Holiday	☐
2F	Funeral Pay	1		☐
2J	Jury Duty	2	Saturday	☐
3	Vacation	1	holiday	☐
5	new 5	1.5		☐
S5	Holiday Overtime	2.5		☐
J1	J's PM 1-1	1.75		☐
J2	J's PM 2	2		☐
new1	new pay multi code x2	2	Saturday	☐
new3	new pay 3	3		☐
new4	sd edit	5		☐
S8Tim	Lots of overtime	99		☐

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

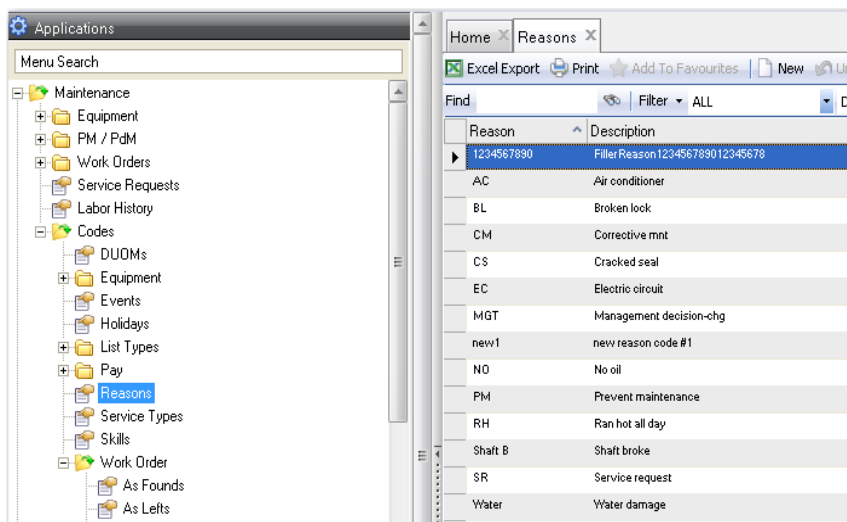
- 1 Double-click the code to edit.
- 2 Update the pay multiplier, description, or type.
- 3 Indicate whether this code is the system default. The system automatically saves the updated code.

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. 3.81
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

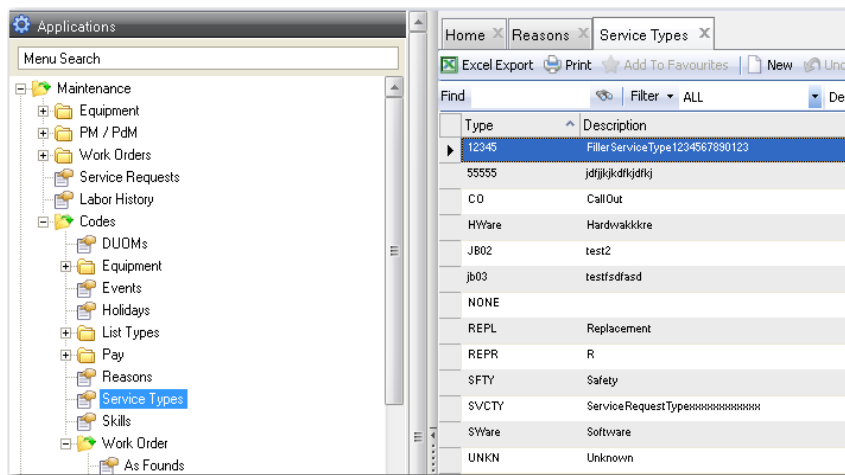
- 1 Double-click the code to edit.
- 2 Update the reason description. The system automatically saves the updated code.

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. 3.82
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

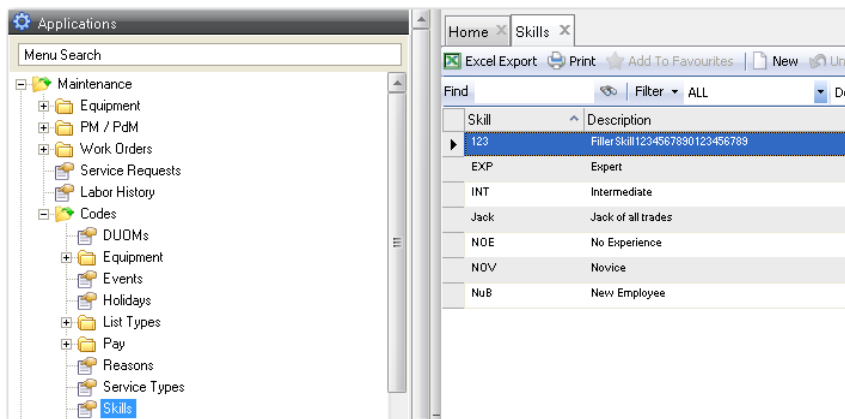
- 1 Double-click the code to edit.
- 2 Update the type description. The system automatically saves the updated code.

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 example, 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. 3.83
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

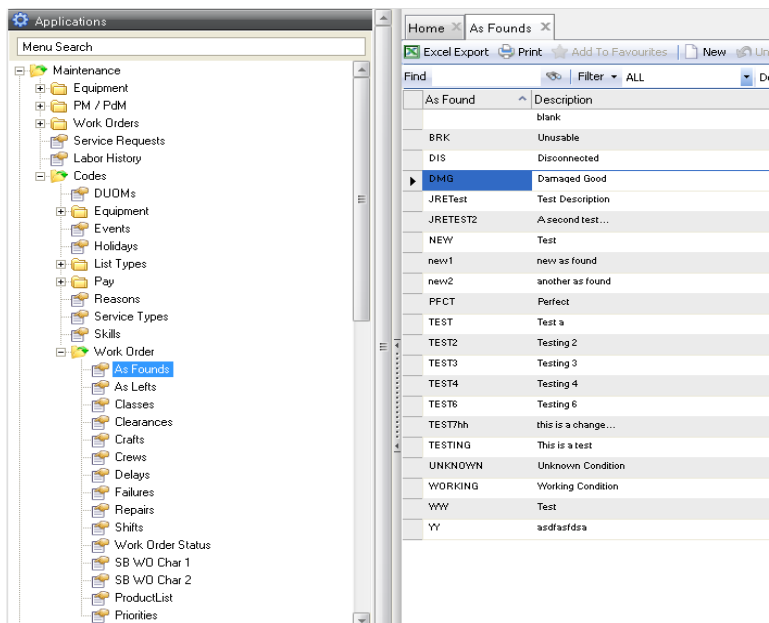
Work Order includes As Finds, As Lefts, Classes, Clearances, Crafts, Crews, Delays, Failures, Repairs, Shifts, Statuses, Character 1, and Character 2. You can add or edit codes in Maintenance|Codes.

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. 3.84
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

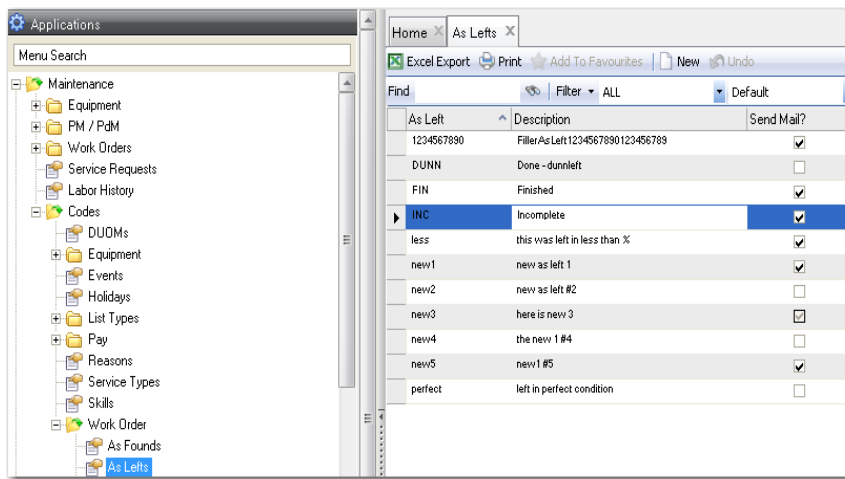
The As Lefts lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|As Lefts.

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

Fig. 3.85
Codes: As Lefts



Adding an As Left Code

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

Editing an As Left Code

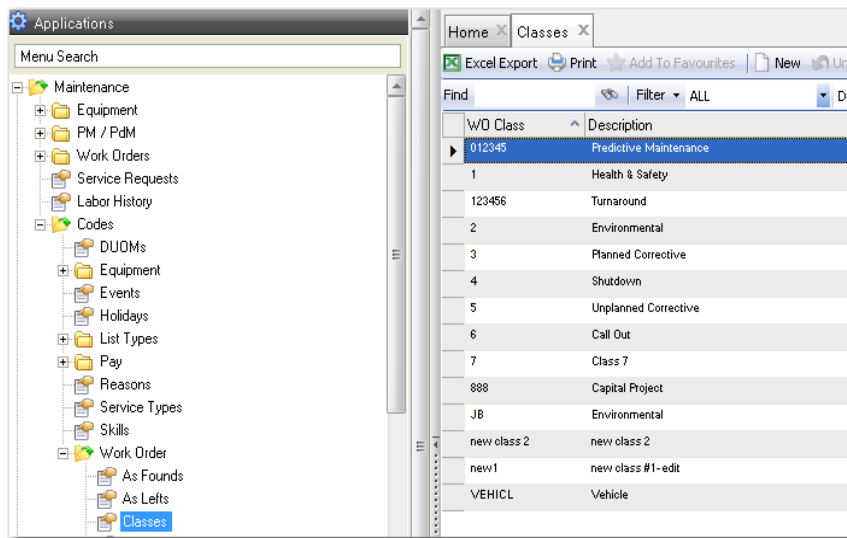
- 1 Double-click the code to edit.
- 2 Enter the as left description.
- 3 Select the mail check box to notify. The system automatically saves the updated code.

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. 3.86
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.

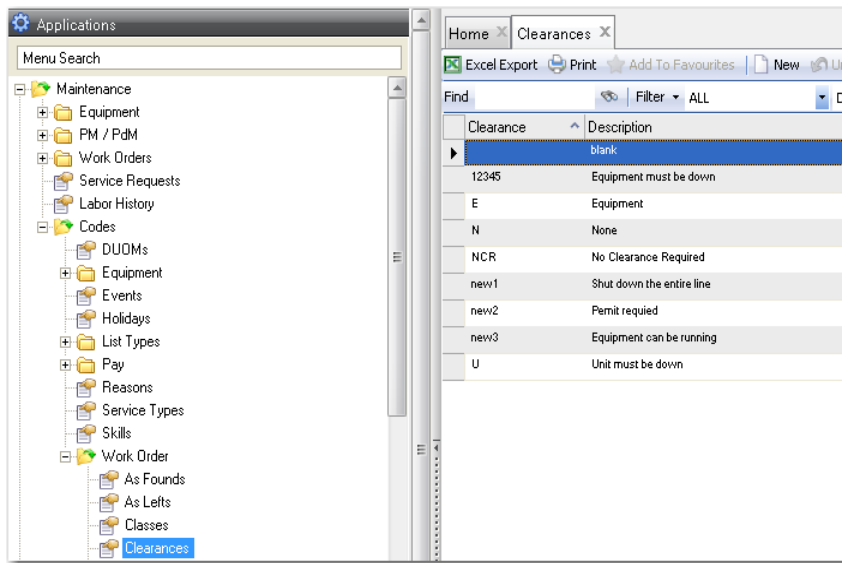
Clearances

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 example, 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. 3.87
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. 3.88
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

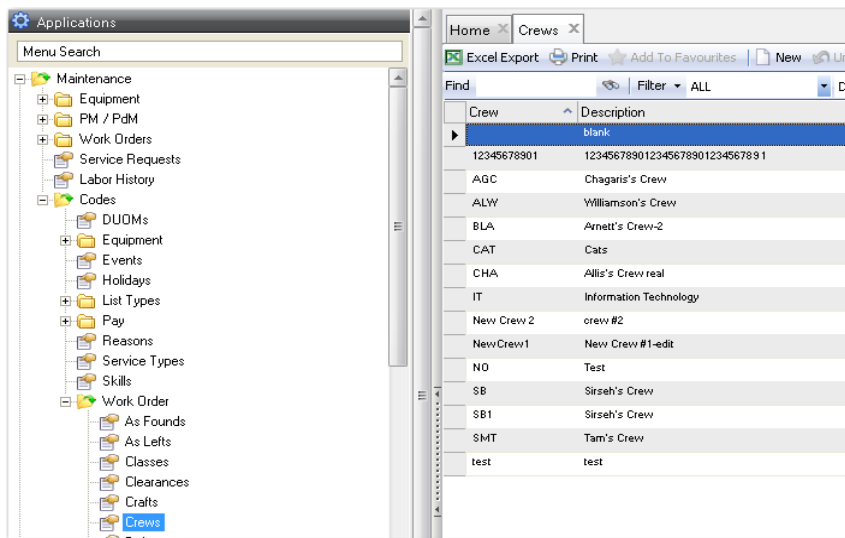
- 1 Double-click the code to edit.
- 2 Update the craft number, description, or pay rate. The system automatically saves the updated code.

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. 3.89
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

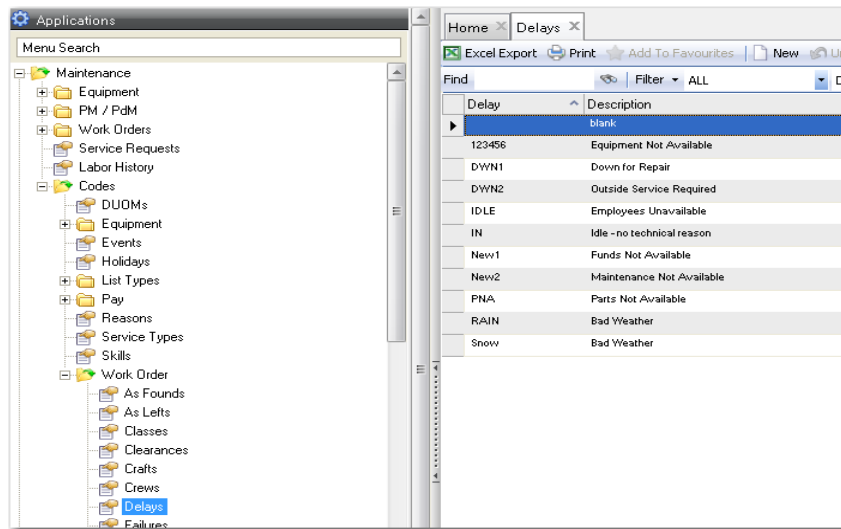
- 1 Double-click the code to edit.
- 2 Update the crew or description. The system automatically saves the updated code.

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. 3.90
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

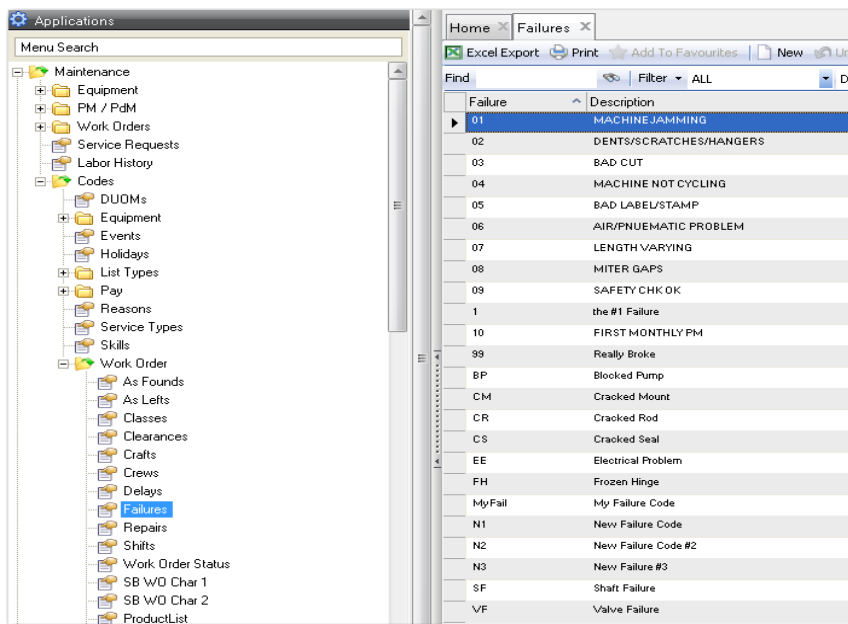
- 1 Double-click the code to edit.
- 2 Update the delay description. The system automatically saves the updated code.

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. 3.91
Codes: Failures



Adding a Failure Code

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

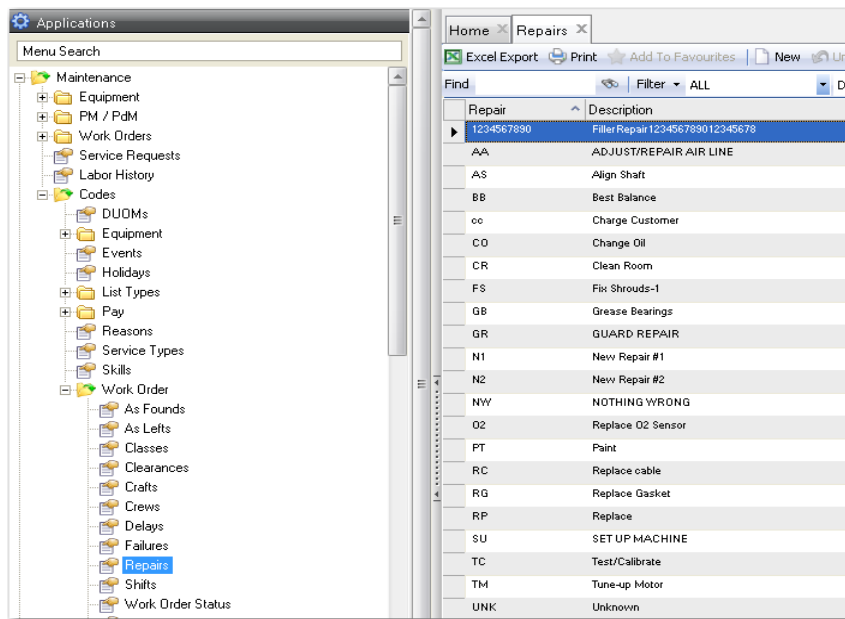
Editing a Failure Code

- 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. 3.92
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

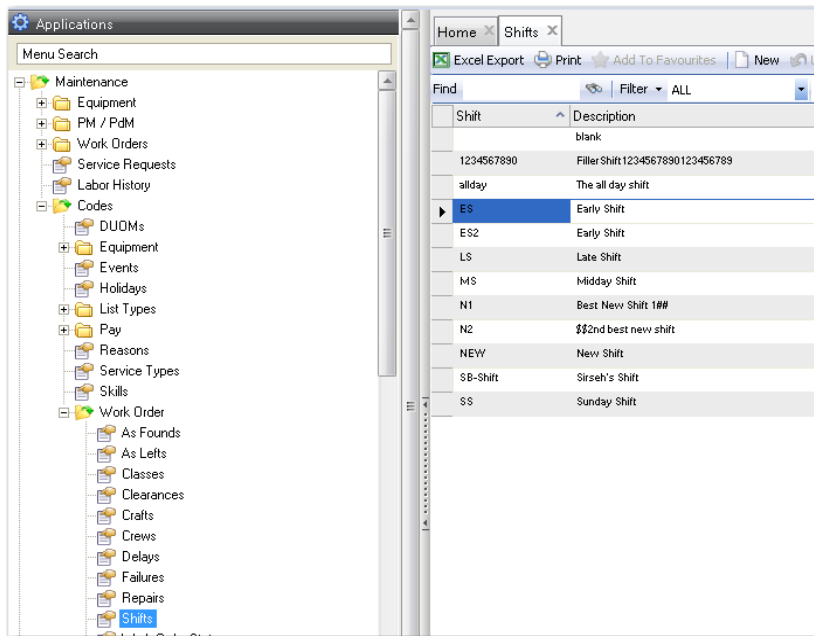
- 1 Double-click the code to edit.
- 2 Update the repair description. The system automatically saves the updated code.

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. 3.93
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

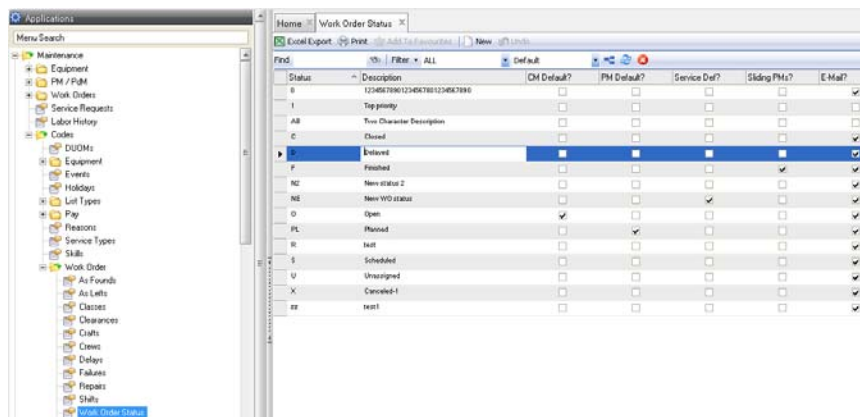
- 1 Double-click the code to edit.
- 2 Update the shift description. The system automatically saves the updated code.

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. 3.94
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

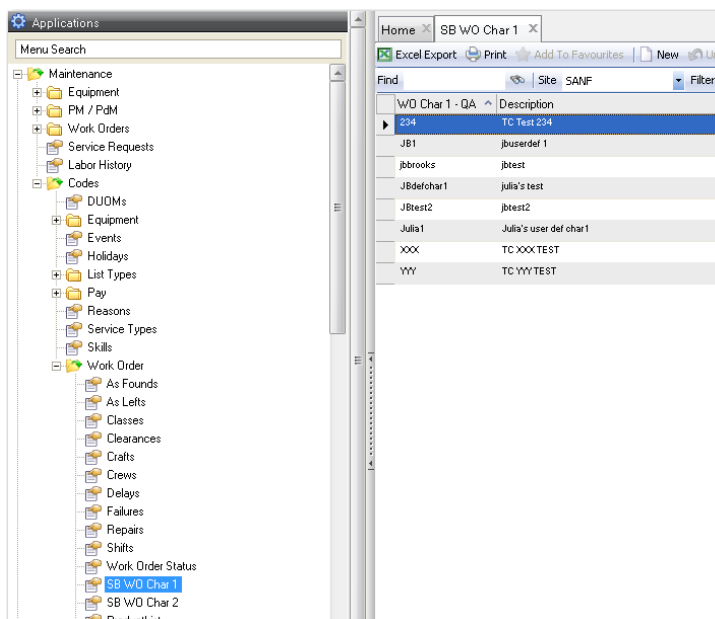
- 1 Double-click the code to edit.
- 2 Update the status description.
- 3 Select the check boxes to indicate that this status is a CM, PM, or Service default.
- 4 Select the check box to indicate which status to use for a sliding PM.
- 5 Select the check box to notify with changes. The system automatically 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. 3.95
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

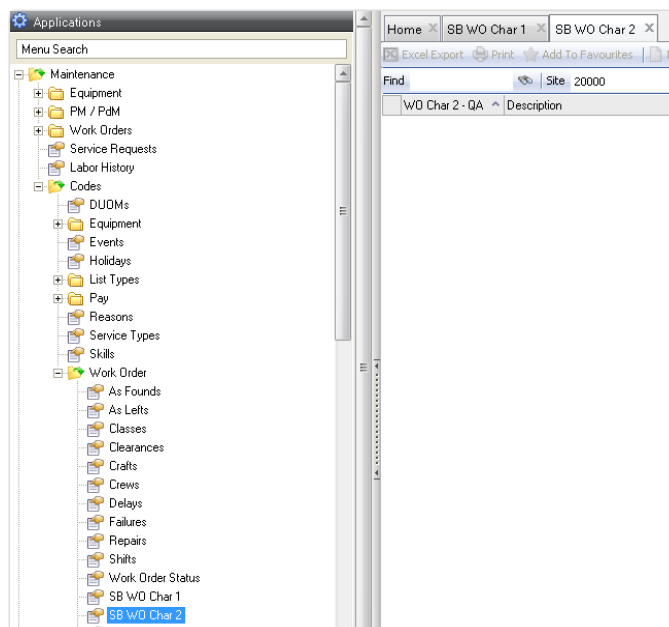
- 1 Double-click the code to edit.
- 2 Update the character description. The system automatically saves the updated code.

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. 3.96
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

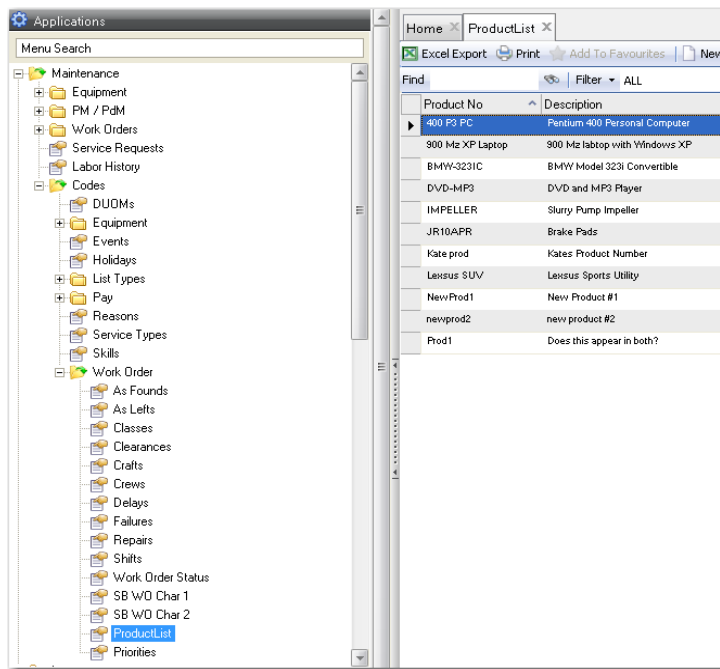
- 1 Double-click the code to edit.
- 2 Update the character description. The system automatically saves the updated code.

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 example, a die used in a press. Management can run reports based on the product being produced by the piece of equipment.

Fig. 3.97
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

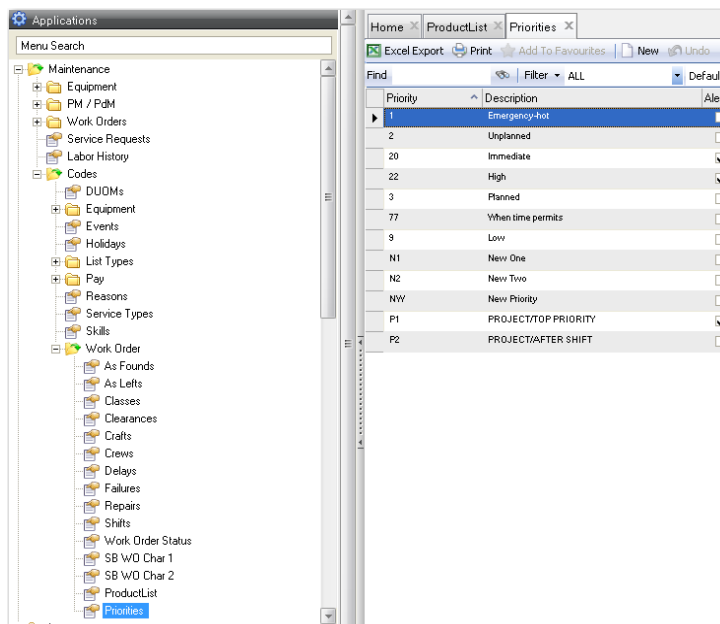
- 1 Double-click the code to edit.
- 2 Update the product list description. The system automatically saves the updated code.

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. 3.98
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* 128**

***Issue Inventory* 129**

***Physical Inventory* 145**

***Stock Replenishment* 149**

***Stores Requisition Lists* 155**

***Stores Requisition Approval Groups* 161**

***Rebuild Locations* 163**

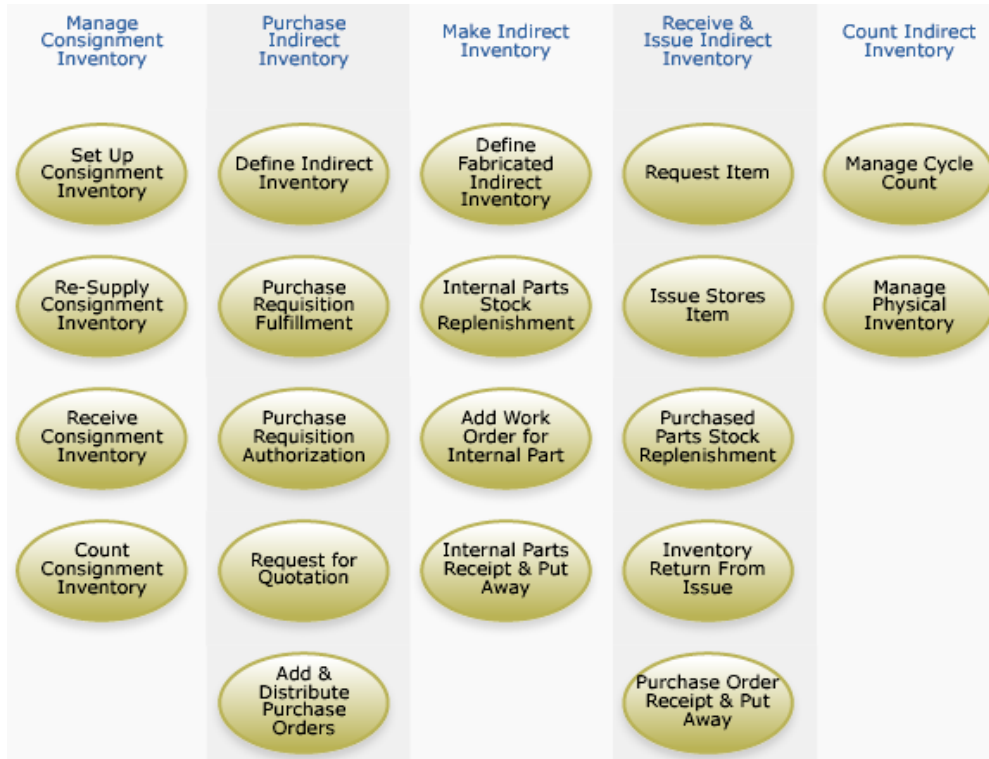
***UOM Conversions* 167**

***Codes* 168**

Inventory

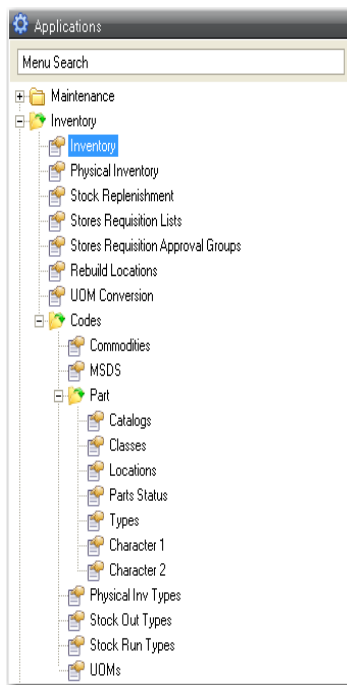
Use Inventory to store Maintenance, Repair, and Operational (MRO) part records. EAM classifies and catalogs parts with unique part numbers.

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 129
- “Physical Inventory” on page 145
- “Stock Replenishment” on page 149
- “Stores Requisition Lists” on page 155
- “Stores Requisition Approval Groups” on page 161
- “Rebuild Locations” on page 163
- “UOM Conversions” on page 167
- “Codes” on page 168

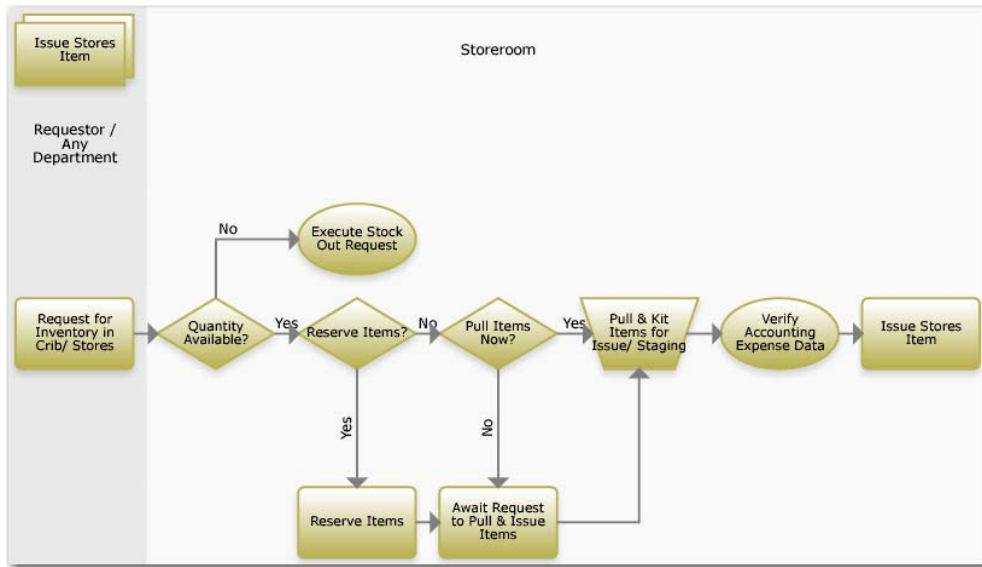
Issue Inventory

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

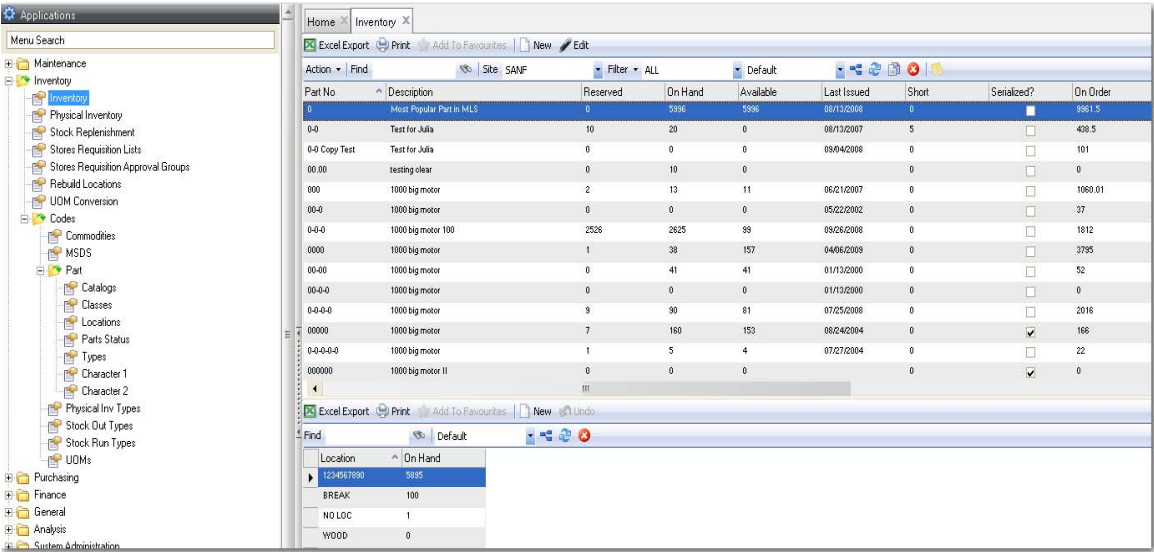
- 1 Double-click a record from the browse or click Edit to open the inventory record detail.
- 2 Verify the part number.

- 3 Verify the correct site.
- 4 Enter information into relevant fields on the tabs.
- 5 Click Save.

Inventory Browse

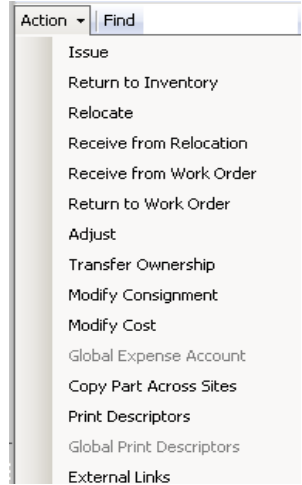
Access this browse from Inventory|Inventory. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 4.4
Inventory Browse



Inventory Action Menu

Fig. 4.5
Inventory Action Menu



Issue

Use this option to give out a part and remove it from inventory. Issue Inventory Detail displays.

Fig. 4.6
Issue Inventory Detail

To		From	
To Site	SANF	Source Site	SANF
*WO No	0	Qty	0.0000
Reserved	0	UOM	ea
Rebuild		On Hand	158
Serial No		Date	1/30/2009
Job No		Comment	
Assembly			
Dept	ATLDPT		
*Acct No	1044		
Requestor	sysadm	OH Group	
Stores Req No	0	Part No	0000
Equip No		Location	BR-01A
Serialized Part		UOM Cost	0.08
Project No			
System			
Expense Site	ATL		
Cost Center	A100		
Sub Acct No	ATL		

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.

UOM. This field displays the unit of measure with which to issue parts. For example, you buy parts in boxes, but you issue them individually or in units of each.

Overhead Group. This field contains the part's overhead group, if one is associated with the part.

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

Date. This field displays today's date.

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 storeroom 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 and, if applicable, location at that site.

Fig. 4.7
Copy Part Across Sites

The screenshot shows a Windows-style dialog box titled "Copy Part Across Sites". It contains several input fields and buttons:

- Title No:** A text field containing "000113".
- Description:** A text field containing "1000 big motor".
- Site:** A dropdown menu currently showing "CHI".
- Location:** A dropdown menu currently showing "BR-01A".
- Add:** A button located below the Site and Location dropdowns.
- Table:** A table with two columns, "Site" and "Location". The first row contains "CHI" and "BR-01A". There are several empty rows below it.
- Delete:** A button located to the right of the table.
- Copy:** A button at the bottom left.
- Cancel:** A button at the bottom center.

Print Descriptors

Use Print Descriptors to print an Inventory descriptor. Inventory descriptors are used to store technical information about an EAM Inventory item.

Global Print Descriptors

Use Print Descriptors to print the Inventory descriptor for all records or a group of selected records in the current browse.

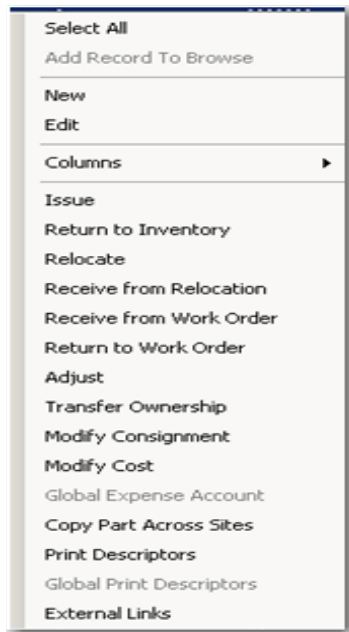
External Links

Link an unlimited number of files to an EAM inventory record. If you can run the file on your operating system, you can run it from EAM once it has been linked.

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, Global Expense Account, Print Descriptors, Global Print Descriptors and External Links 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

The screenshot shows the 'Inventory Record Detail' window. At the top, there are tabs for 'Home', 'Inventory', and 'Site: US-A-1, Part No: 1763'. Below this, there are input fields for 'Site' (US-A-1) and 'Part No' (1763). The main area is divided into two sections: 'Order Detail' and 'Inventory'. The 'Order Detail' section contains fields for 'Description' (Run Capacitor, 4 MFD, 440 VAC), 'Status', 'Critical?' (checkbox), 'Serialized?' (checkbox), 'Source' (Vendor), 'Pri Vendor' (A2001), 'Manufacturer', 'Prod Line' (Valves), 'Buyer' (ABRADY), 'Lead Days' (0), 'Sole Source?' (checkbox), 'Consignment?' (checkbox), 'Area', 'Vendor Part No' (A-1763), 'Manuf Part No', and 'Initial Location'. The 'Inventory' section on the right contains a list of links: Detail, Notes, Requisitions for the Part, Vendor Parts, Serial Numbers, Reserve Analysis, FIFO/LIFO Stack, Consignment Stack, Alternates, Common Names, Manufacturers, Accounts, BOMs, Inventory Descriptors, and Analysis.

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

The screenshot shows the 'Inventory: General Tab' window. It has a similar layout to Fig. 4.9, with tabs for 'General', 'Stock Detail', 'Codes', 'Cost', 'PO Text', and 'User Def'. The 'General' tab is selected. The 'Order Detail' section contains the same fields as in Fig. 4.9. The 'Inventory' section on the right is not visible in this screenshot.

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

Levels			
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		

Detail			
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 designated minimum order quantity.

Available. This field displays 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. Enter the vendor-designated quantity or multiple of this 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 example, 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

Type. Use the part type for reporting and filtering purposes in inventory only. For example, 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.

Planner Name. The system displays the name of the planner you select from the lookup.

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.

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 example, 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			
Inventory			
Inv Dept	4321	Inv Cost Cntr	
Inv Acct No	1040	Inv Sub Acct	
Adjustment			
Adj Dept	3020	Adj Cost Center	
Adj Acct No	1039	Adj Sub Acct No	
Primary Expense			
Expense Site			
Exp Dept		Exp Cost Center	
Exp Acct No		Exp Sub Acct No	
Consignment			
Cons Asset Dept		Cons Asset CC	
Cons Asset Acct		Cons Asset Sub	
Cons Adj Dept		Cons Adj CC	
Cons Adj Acct		Cons Adj Sub	
Cost			
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 example, 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 example, 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 established at General|Business Units|Sites on the Inventory tab.

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.

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

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

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.

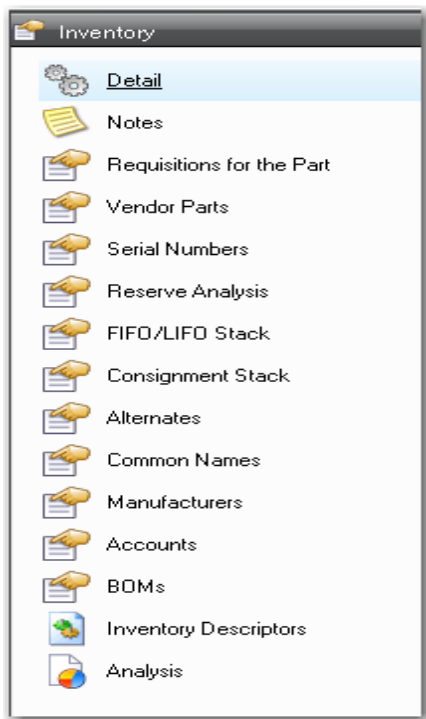
Inventory Date. This is a user-defined date field for inventory.

Inventory Logic. This is a user-defined logical field for inventory.

Inventory Submenu

The currently active option displays an underlined text label. For example, 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. The information displayed here is a combination of the contents of the upper and lower Requisition browses.
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.
Inventory Descriptors	View a part's current availability, general ledger transaction history, work order usage, purchase requisition history, and stock out history.
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:

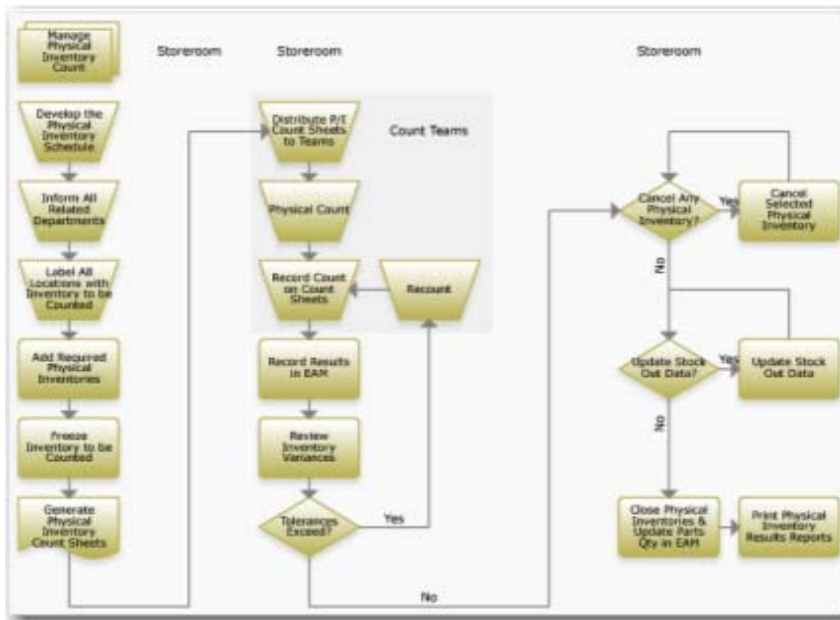
- Pick a group of parts based on user-defined criteria to count and print count sheets.
- Verify the quantity in inventory and enter count results.
- Make adjustments to the on-hand inventory quantity automatically after closing count.

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.

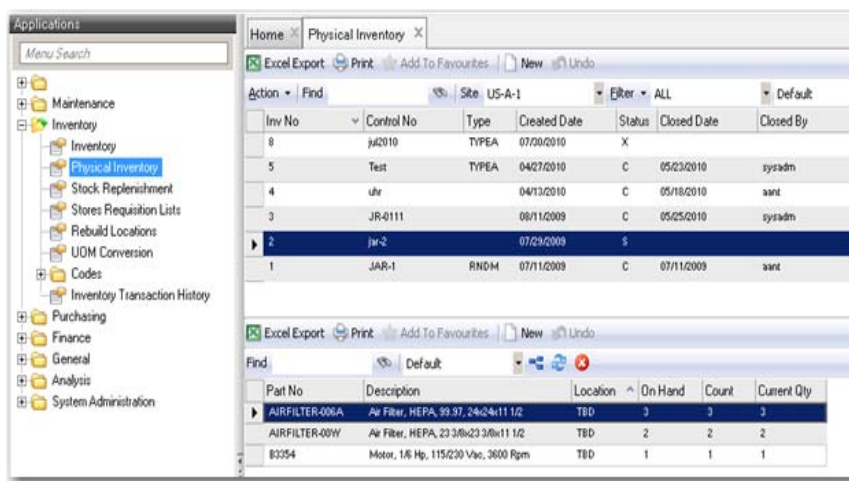
Adding Parts to a Physical Inventory Record

- 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

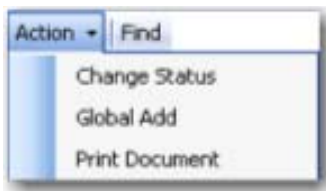
Access this browse from Inventory|Physical Inventory. Use it to organize and display records, to access supporting functions, and to edit or create new records.

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.

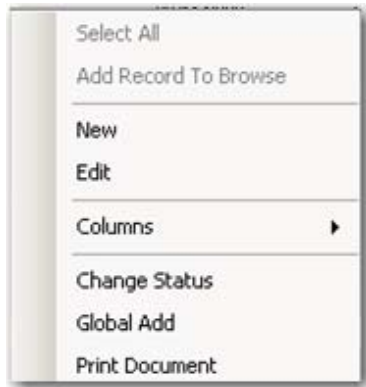
Print Document

Use Print Document to print a count sheet. You can also print it from Analysis|Inventory|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.

Column

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

Inv No	Control No	Type	Consignment?	Vendor No	Created Date	Status	Closed Date	Closed By
345	Inv Sample	SCH	☐	800000001	07/07/2008	I		
344	D0246075	SCH	☐	5001008	07/07/2008	I		
337	test here		☒	test	05/16/2008	I		
335			☒		03/05/2008	I		
313	Part's Test 1012		☐		01/29/2008	C	02/26/2008	ayradm
312	Part's Test 1011		☐		01/29/2008	C	02/26/2008	janw
311	Part's Test 1010		☐		01/29/2008	C	02/26/2008	ayradm
310	Part's Test 1009		☐		01/29/2008	I		
309	Part's Test 1008	TYPGA	☐	800000001	01/29/2008	I		
307	Part's Test 1007		☐		01/29/2008	I		

Stock Replenishment

Use Stock Replenishment to identify parts below reorder point or safety stock level. Create requisitions or work orders to replenish depleted inventory.

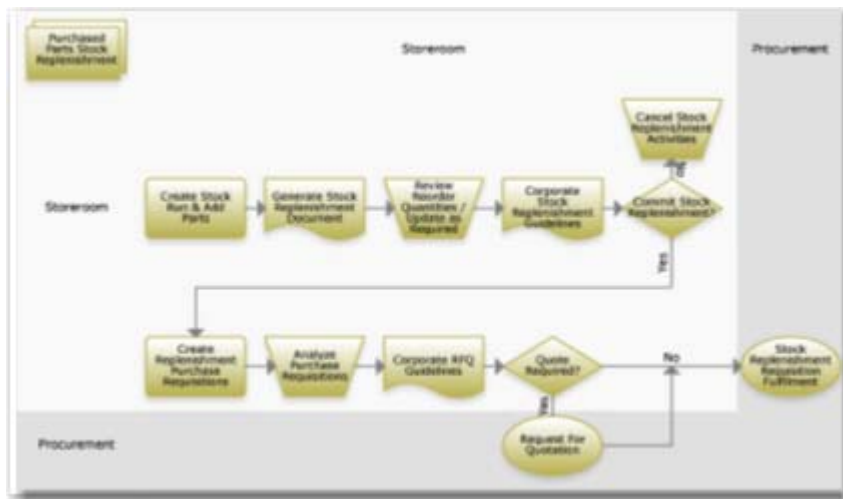
- Create a stock replenishment header or stock run in the top frame.
- Globally add parts or attach individual parts to a stock run.
- Print the list of items below reorder point or safety stock level for review in the bottom frame.

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

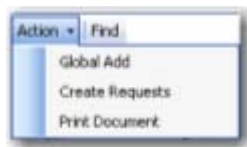
Access this browse from Inventory|Stock Replenishment. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 4.23
Stock Replenishment Browse

Stock Run No	Description	Type	Status	Originator	Orig Date
46	Daily Run (non-Consignment)	NC	P	ware	03/10/2011
45	mze run FR	C		sysadm	03/01/2011
44	mze run B	C		sysadm	03/01/2011
43	mze run	C		sysadm	03/01/2011
42	Ball Fab test	C		sysadm	02/22/2011
40	Sara's test	C		sysadm	02/10/2011
39	chk vend no 2	C		janie	08/21/2010
38	chk vend no	C		janie	08/01/2010
37	for req	C		janie	08/27/2010
36	another for req	C		janie	08/27/2010
35	for req	C		janie	08/27/2010
34	check for req	C		janie	08/27/2010

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.

Fig. 4.25
Global Add



Print Document

Use Print Document to print a Stock Replenishment document. You can also print it from Analysis|Stock Replenishment.

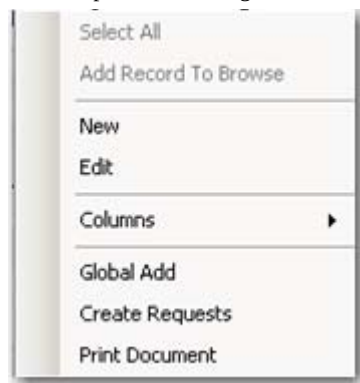
Create Requests

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. 4.26
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

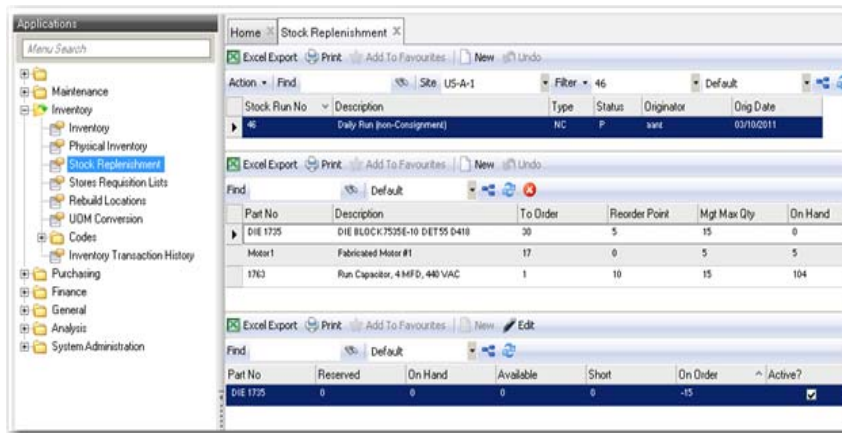
A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Global Add, Print Document, and Create Requests are options from the Action menu.

Stock Replenishment Record Detail

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.

Fig. 4.27
Stock Replenishment Record Detail



Stock Replenishment Middle Browse

Review and update order information about each part to replenish on the middle browse.

Fig. 4.28
Stock Replenishment Tab: Parts

Part		Part	
Part No	000	1000 big motor	To Order
Quantities			
Mgt Max Qty	11	On Hand	13
Planned Order	38168	On Order	1050.01
Reserved	23	Short	0
Reserved Orders	20	Source	Vendor
Pri Vendor	1005000	Req No	
W/O 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 example, 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 Lower Browse

In the lower browse, you can review order information about each part highlighted on the middle browse.

Fig. 4.29

Stock Replenishment Lower Browse



Part No	Description	Reserved	On Hand	Available	Short	Planned Order	On Order	Last Issued
CAP102	Cap. Hard, White, Me	0	0	0	0	755	0	

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.

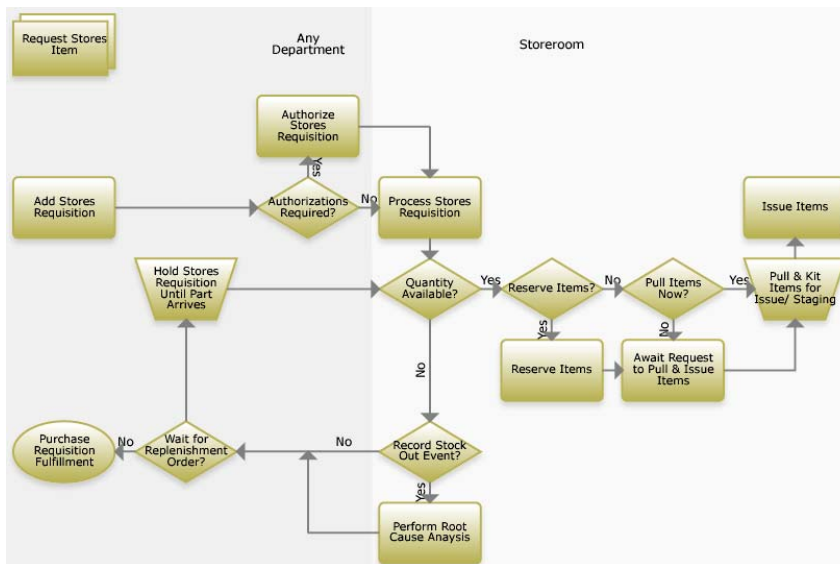
EAM automatically creates a stores requisition if you are:

- 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. 4.30
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.

- 4 If the quantity is available:
 - a Reserve or pull the item.
- 5 Pull the items and kit for issue or staging.
- 6 Issue the items.

Stores Requisition Browse

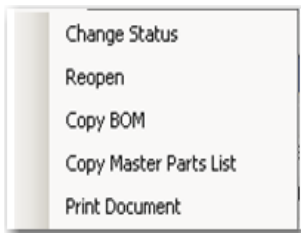
Access this browse from Inventory|Stores Requisition. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 4.31
Stores Requisition List

Stores Req No	Description	Status	WO No	Equip No	Project No	Cost Center	Requestor	Required Date
85		PL	6				AANT	03/06/2011
84	HVAC SYSTEM MTCE SUPPLIES	S	121	CONV-01		MFG	1333	04/05/2010
82	TEST EQ RENAME	PL	39	ASSEMBLY-1		WC01	AANT	01/24/2011
81	Electric motors and parts	S	100	ASSEMBLY-1		WC01	AANT	04/19/2011
80	Vehicle Tire Supplier	S	100	ASSEMBLY-1		WC01	AANT	04/19/2011
79	Parts from Store Rm	PL	97		11-62-8	MFG	AANT	05/16/2010
78		PL	97		11-62-8	MFG	AANT	05/17/2010
77		PL	96		11-62-8	MFG	AANT	05/17/2010
75	Parts from Store Rm	PL	93		New CS Test	MFG	AANT	05/16/2010
74		PL	93		New CS Test	MFG	AANT	05/17/2010
73		PL	92		New CS Test	MFG	AANT	05/17/2010
72	Electric motors and parts	C	89	CONV-05		WC01	AANT	01/21/2011

Stores Requisition List Action Menu

Fig. 4.32
Stores Requisition List Action Menu



Change Status

Use the change status option to update the status of a stores requisition. Select the current status from the lookup.

Note Customize the change status table under Maintenance|Codes|Work Order Status Maintenance. Add or delete status codes, set defaults, and mark codes to trigger e-mail based on work order changes.

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.

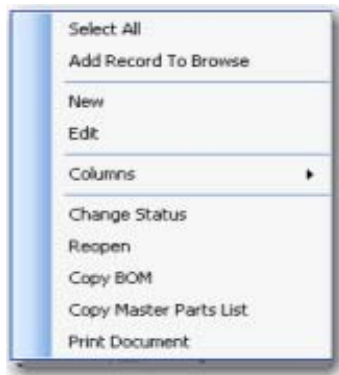
Print Documents

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. 4.33
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. 4.34
Stores Requisition Record Detail

Vendor?	Area	Contact	Address
☒	MACHINESHOP		36 Croghan Street
☐	Q1245		

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 the request to withdraw parts from stores on the Detail tab.

Fig. 4.35
Stores Requisition Tab: Detail

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 from 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.

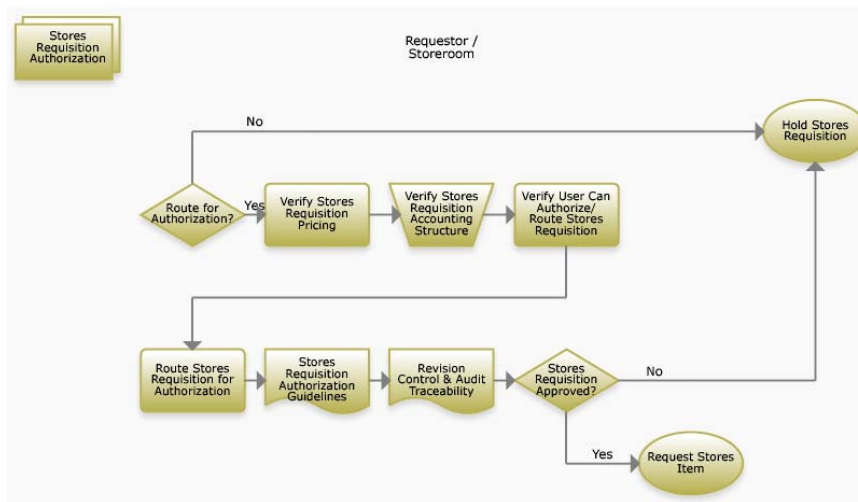
Stores Requisition Approval Groups

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. 4.36
Authorize Stores Requisition Process Map

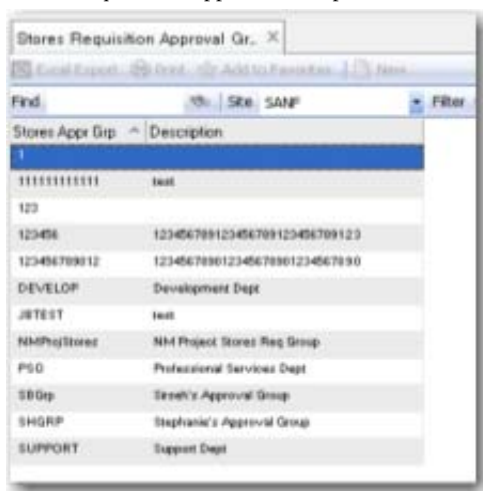


- 1 If the stores requisition routes for approval:
 - a Verify pricing and accounting structure.
 - b Verify that the user can authorize the stores requisition.
 - c Route the stores requisition for authorization.
 - d Verify stores requisition authorization guidelines.
 - e Submit to revision control 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.

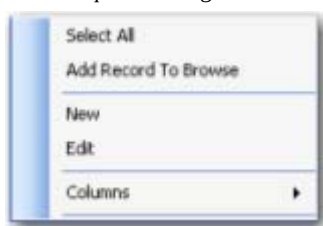
Fig. 4.37
Stores Requisition Approval Groups Browse



Store Requisition Approval Groups Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 4.38
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.

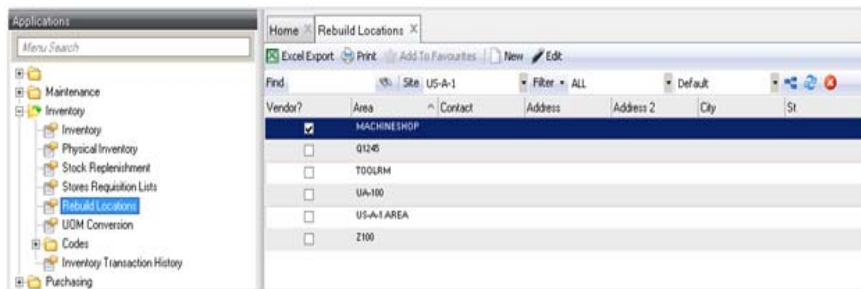
- Send parts removed from equipment to internal or external vendor locations for repair.
- Generate work orders against a rebuild location, instead of equipment, and the associated serial number for the serialized part at that location. Add work orders to build internal parts linked to a rebuild location.
- 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. 4.39
Rebuild Locations Browse



Rebuild Locations Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 4.40
Rebuild Locations Right-Click Menu



New

Use New to create a new Rebuild Location record.

Edit

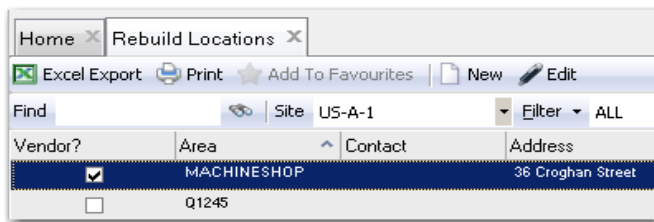
Use Edit to open the Rebuild Location record to edit.

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. 4.41
Stores Requisition Record Detail



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. 4.42
Rebuild Location Tab: Detail

The screenshot shows a software window titled 'Rebuild Location Tab: Detail'. At the top, there are two tabs: 'Site' (selected) and 'Area' (MACHINESHOP). Below the tabs is a 'Detail' section with the following fields: 'Vendor?' (checked), 'Address' (36 Croghan Street), 'City' (Fremont), 'Zip' (43420), 'Fax' (empty), 'Contact' (empty), 'Address 2' (empty), 'St' (OH), 'Phone' (414.125.1024), and 'Country' (US). Below the 'Detail' section is an 'Accounting' section with the following fields: 'Expense Site' (USA-1), 'Dept' (empty), 'Cost Center' (Adm), 'Acct No' (5000), and 'Sub Acct No' (empty). Each field has a small icon to its right, likely for a lookup or dropdown menu.

Site. This field displays the site identified with the rebuild location. When the system creates the rebuild location, the Site field is read-only.

Area. This field refers to the rebuild location name.

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. This field refers to the street address of the rebuild location.

Address 2. This field refers to additional information about the rebuild location street address, such as suite number.

City. This field refers to the rebuild location city.

Zip. This field displays the postal code of the rebuild location.

Country. Enter the country of the rebuild location.

Phone Number. This field displays the phone number of the rebuild location.

Fax. This field displays the fax number for the rebuild location.

Expense Site. Select the site to charge for the rebuild from the lookup.

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.

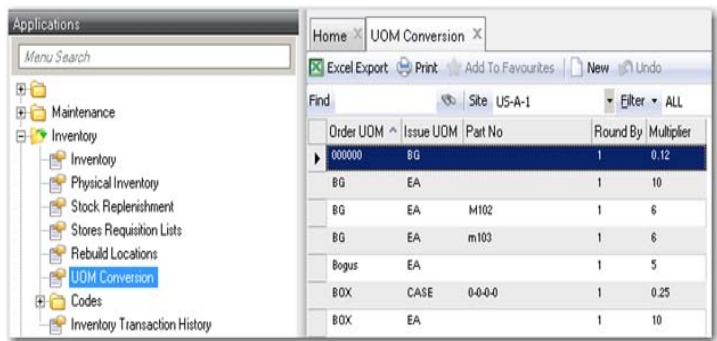
For example, parts issue out of inventory in units of each (such as individual pencils). The vendor requires the company to buy the part (pencils) in units of boxes (25 pencils to a box).

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.

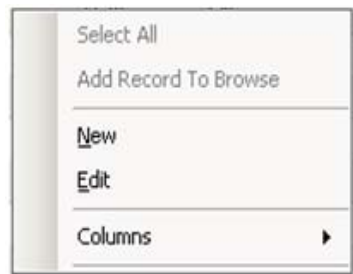
Fig. 4.43
UOM Conversions Browse



UOM Conversions Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 4.44
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 example: 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

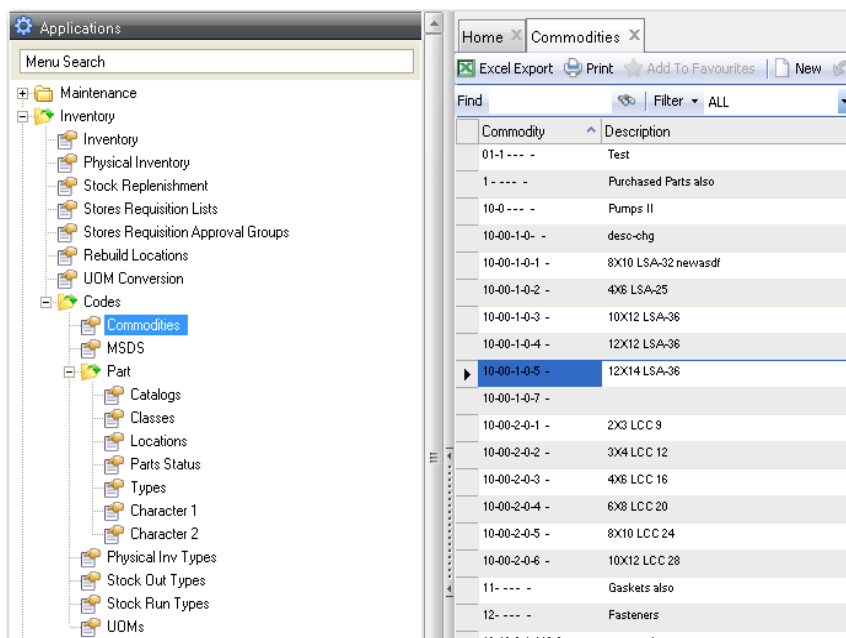
The commodity lookup displays in Inventory. Add or edit codes from Inventory|Codes|Commodities.

- 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. 4.45
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

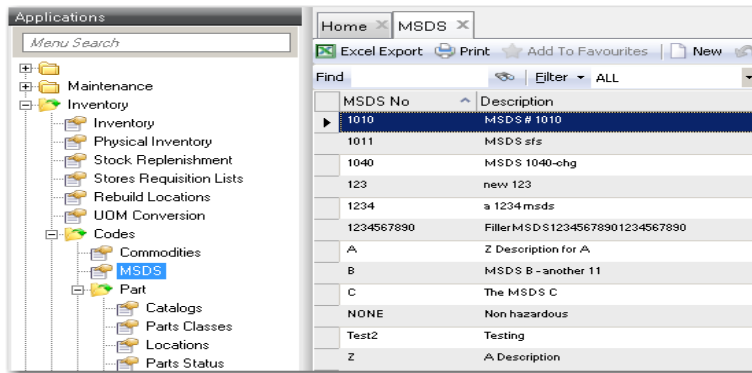
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 4.46
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

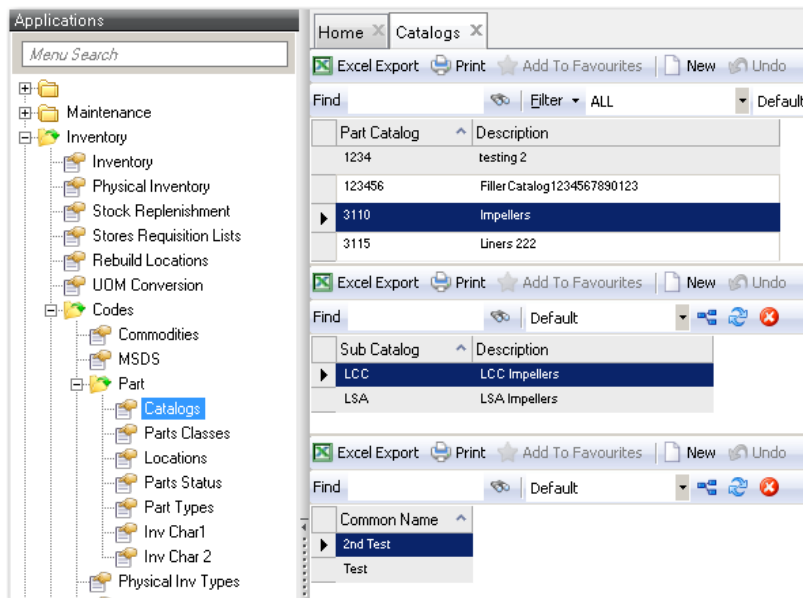
Part includes information to associate with parts, such as catalogs, classes, locations, statuses, Types, User-defined Inv Char 1 and Character 2.

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. 4.47
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

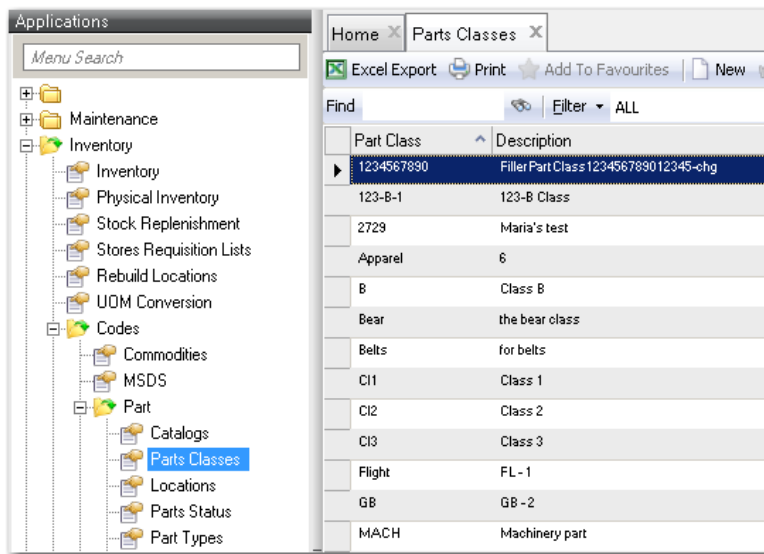
- 1 Double-click the code to edit.
- 2 Update the part catalog or description.
- 3 If there is a sub-catalog to update, enter it and its description.
- 4 Update the common name. The system automatically saves the new code.

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. 4.48
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

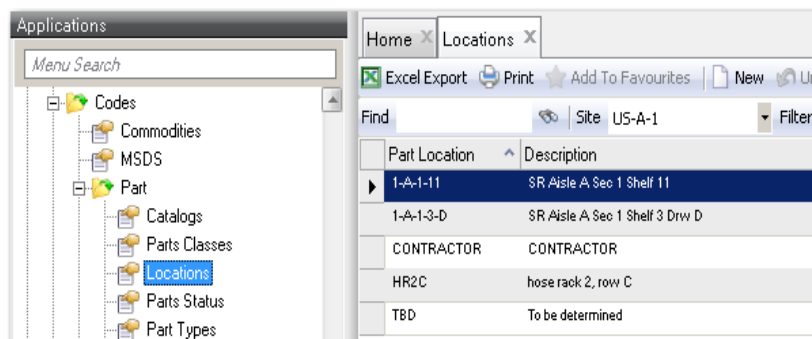
- 1 Double-click the code to edit.
- 2 Update or add the part class description. The system automatically saves the updated code.

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. 4.49
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

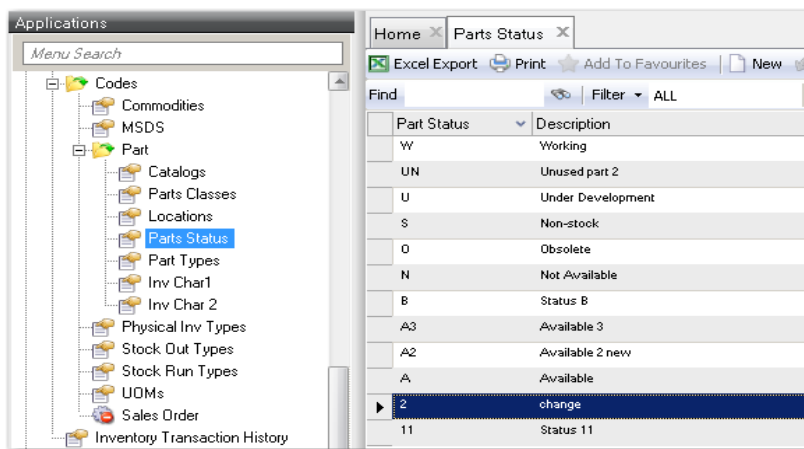
- 1 Double-click the code to edit.
- 2 Update or add the part location description. The system automatically saves the updated code.

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. 4.50
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.

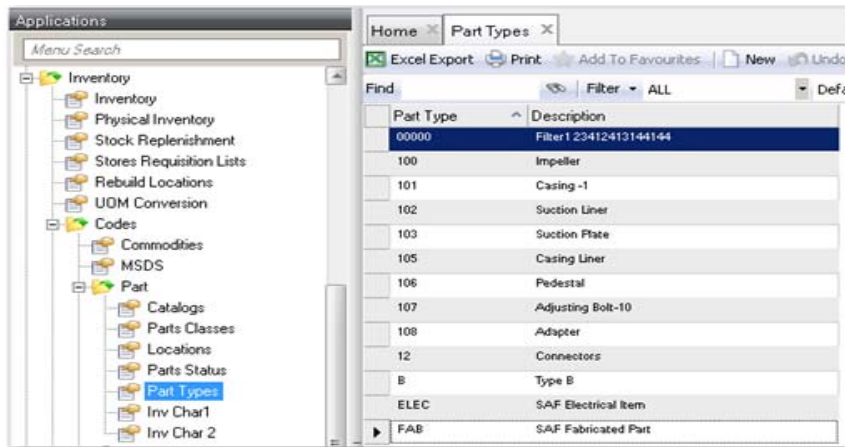
Types

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.

Note Type codes should be added or edited only for accounting/SAF purposes. They should match the corresponding SAF data found in the QAD ERP at Generalized Codes Maintenance. The items with which they are associated should be items in Item Master Maintenance if and when those items are used in operational transactions.

Fig. 4.51
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

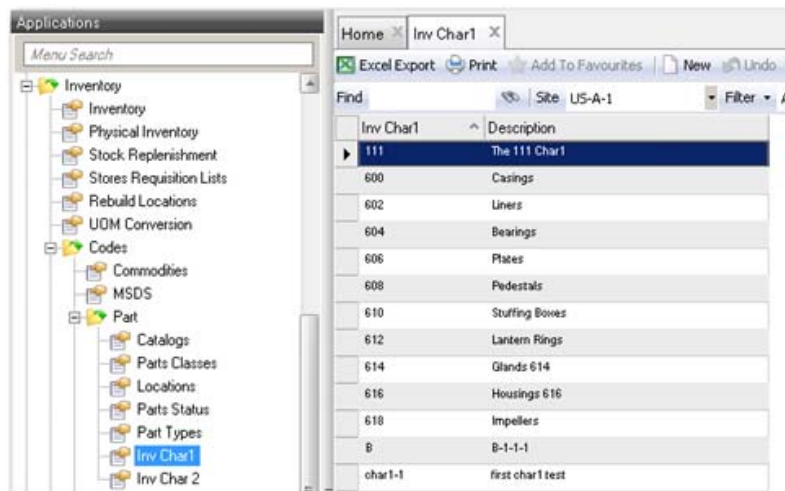
- 1 Double-click the code to edit.
- 2 Update or add the part type description. The system automatically saves the updated code.

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. 4.52
Codes: Inv Char 1



Adding an Inv Char 1 Code

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

Editing an Inv Char 1 Code

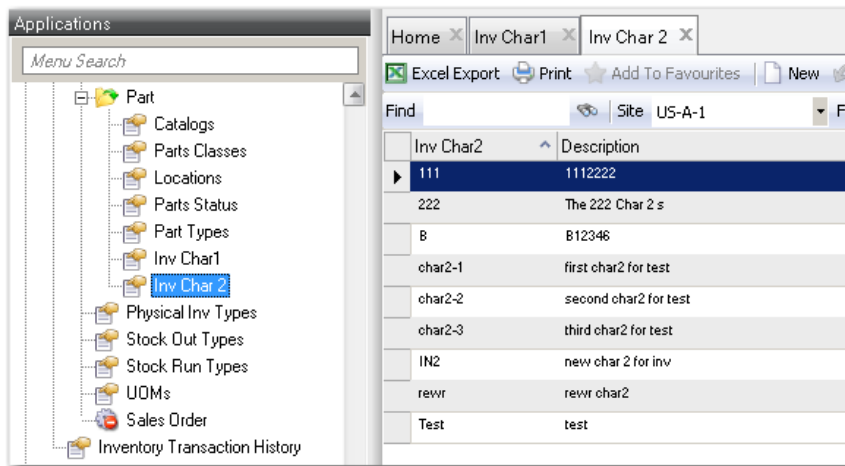
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

Inv Char 2

The Inv Char 2 lookup displays in Inventory. Add or edit codes from Inventory|Codes|Part|Inv Char 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. 4.53
Codes: Inv Char 2



Adding an Inv Char 2 Code

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

Editing an Inv Char 2 Code

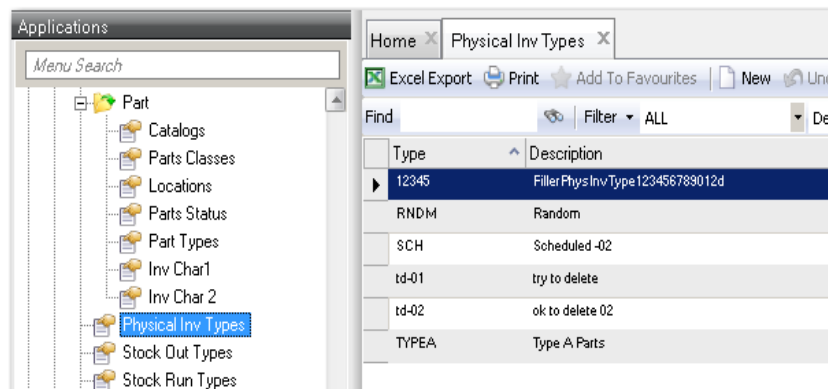
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 4.54
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

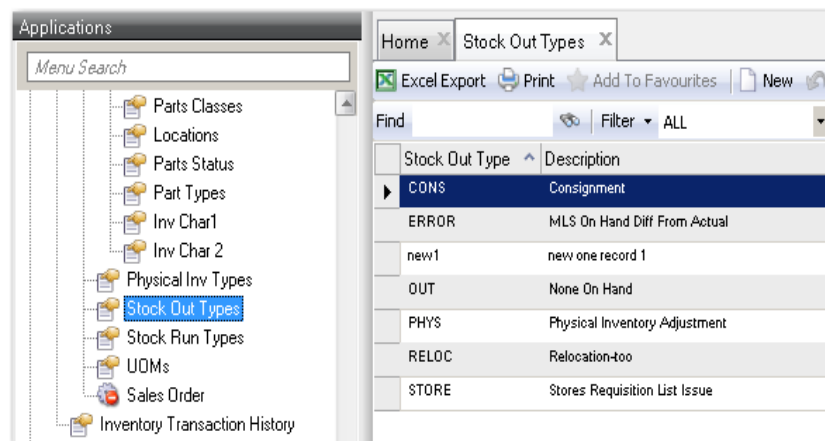
- 1 Double-click the code to edit.
- 2 Update or add the type description. The system automatically saves the updated code.

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. 4.55
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

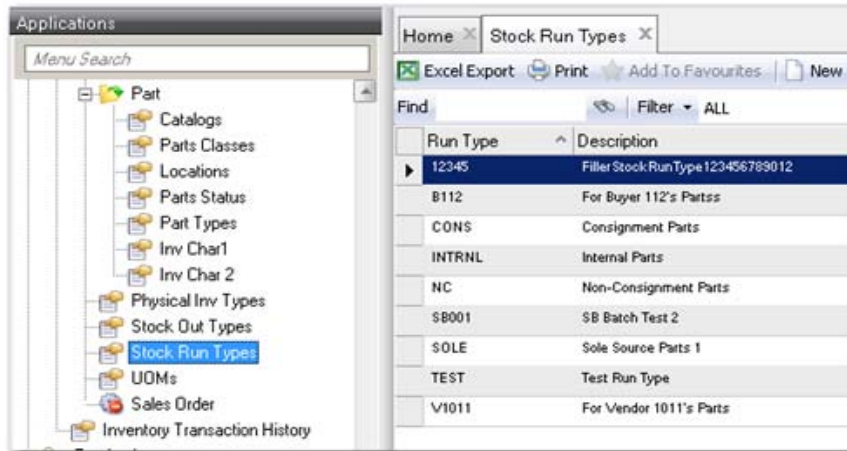
- 1 Double-click the code to edit.
- 2 Update or add the stock out type description. The system automatically saves the updated code.

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. 4.56
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

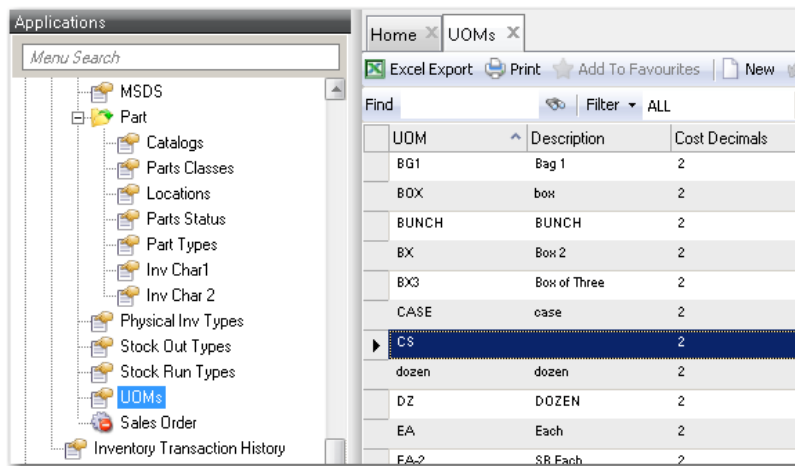
- 1 Double-click the code to edit.
- 2 Update or add the run type description. The system automatically saves the updated code.

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. 4.57
Codes: UOMs



Adding a UOM Code

- 1 Click New.
- 2 Enter the UOM, description, and cost decimal. The system automatically saves the new code.

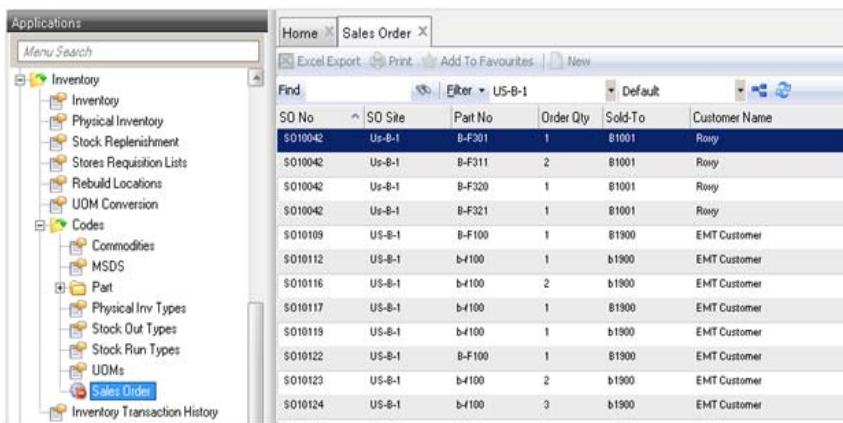
Editing a UOM Code

- 1 Double-click the code to edit.
- 2 Update the UOM description, or cost decimal. The system automatically saves the updated code.

Sales Order

The Sales Order lookup displays in Inventory|Stores Requisition Lists. View sales orders added in QAD ERP from Inventory|Codes|Sales Order.

Fig. 4.58
Codes: Sales Order

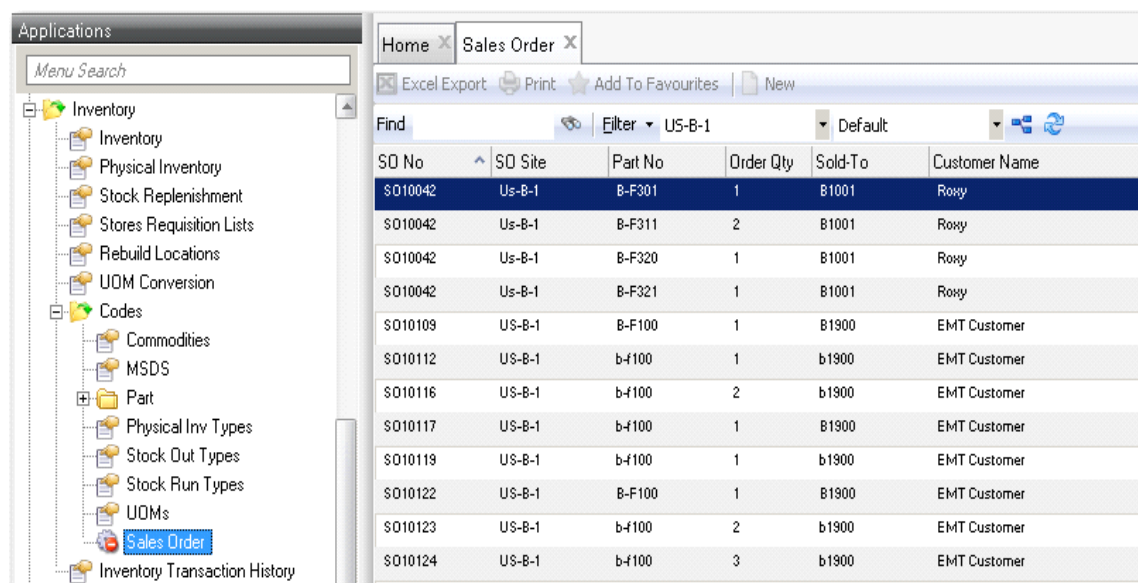


Inventory Transaction History

The Inventory Transaction History displays in Inventory.

Whenever an Accounting Period set up in GL Calendar at Finance|Accounting|GL Calendar is Closed, EAM can create an Inventory History for that closed period. This option is controlled by enabling a setting in General|Business Units|Sites on the General tab.

Fig. 4.59
Codes: Sales Order



SD No	SD Site	Part No	Order Qty	Sold-To	Customer Name
\$010042	Us-B-1	B-F301	1	B1001	Roxy
\$010042	Us-B-1	B-F311	2	B1001	Roxy
\$010042	Us-B-1	B-F320	1	B1001	Roxy
\$010042	Us-B-1	B-F321	1	B1001	Roxy
\$010109	US-B-1	B-F100	1	B1900	EMT Customer
\$010112	US-B-1	b-f100	1	b1900	EMT Customer
\$010116	US-B-1	b-f100	2	b1900	EMT Customer
\$010117	US-B-1	b-f100	1	B1900	EMT Customer
\$010119	US-B-1	b-f100	1	b1900	EMT Customer
\$010122	US-B-1	B-F100	1	B1900	EMT Customer
\$010123	US-B-1	b-f100	2	b1900	EMT Customer
\$010124	US-B-1	b-f100	3	b1900	EMT Customer

Purchasing

This section discusses the following Purchasing module topics:

***Purchase Orders* 183**

***Requisitions* 194**

***Requisition Lines* 205**

***Quotes* 213**

***Quote Lines* 219**

***Routing Substitutions* 221**

***Vendor Submenu* 229**

***Standard Clauses* 230**

***Currency* 232**

***Approval Groups* 235**

***Codes* 239**

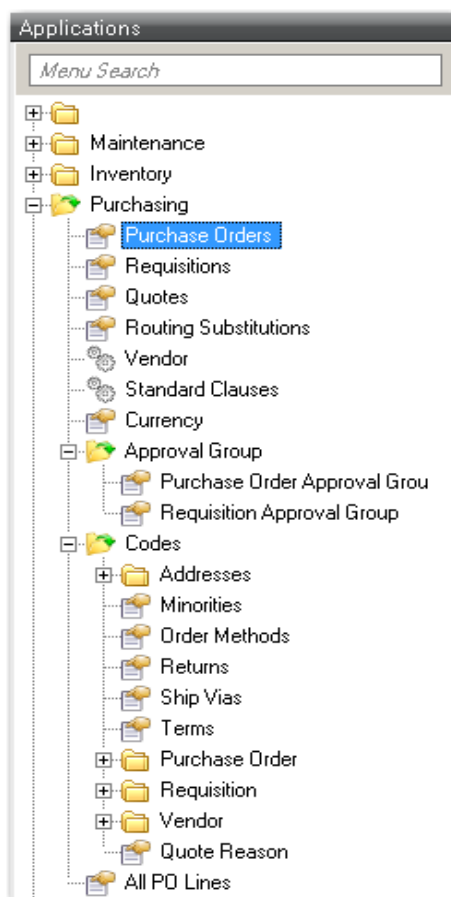
Purchasing Introduction

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
- Requisitions
- Routing Substitutions
- Vendor
- Vendor Revision
- Standard Clauses
- Currency
- Approval Groups
- Codes

Fig. 5.1
Purchasing Menu

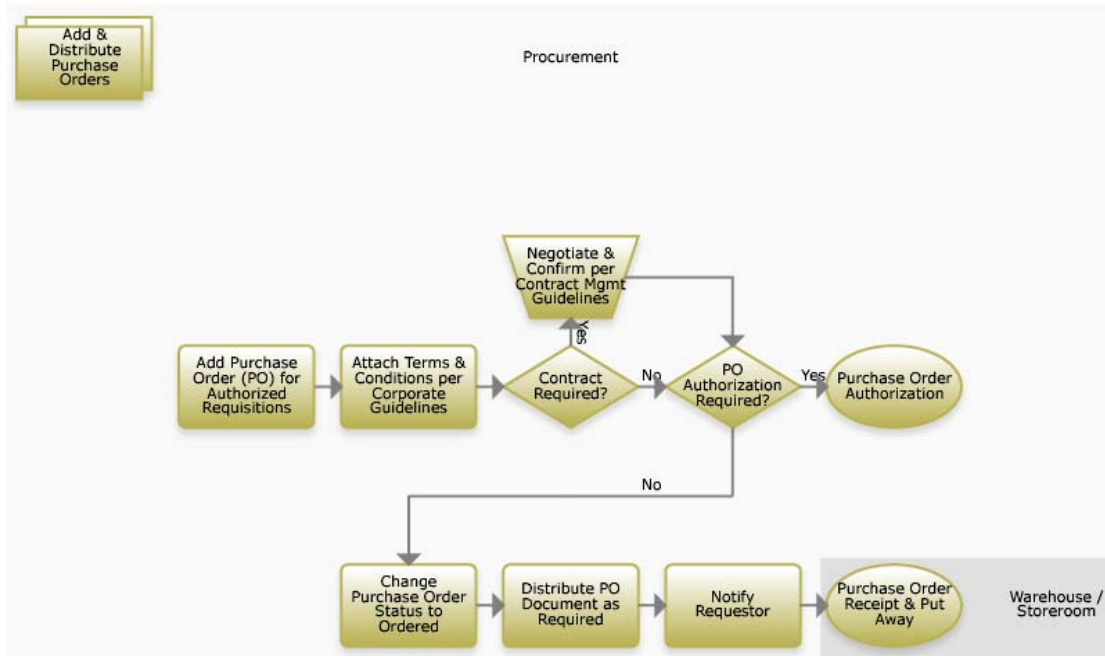


Purchase Orders

Use a purchase order to formalize a purchase transaction with a supplier.

Adding and Distributing Purchase Orders

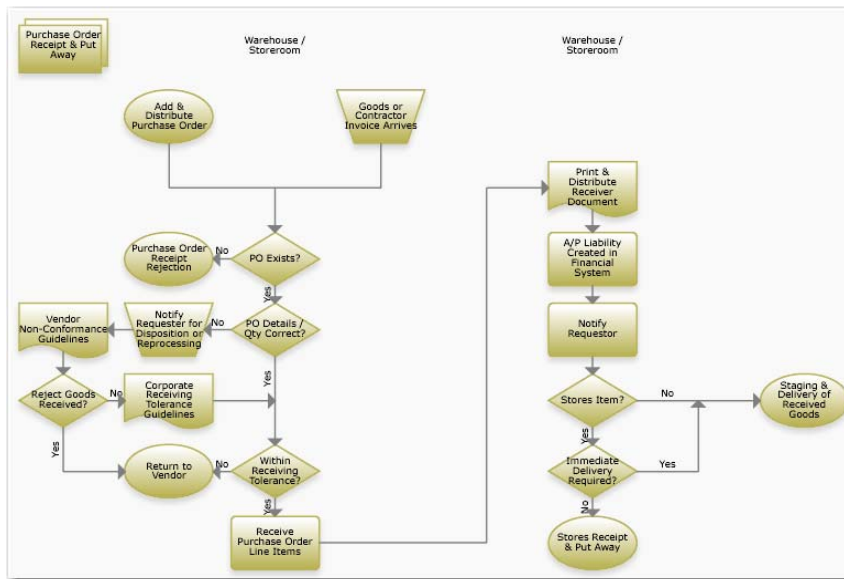
Fig. 5.2
Creating a Purchase Order Process Map



- 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

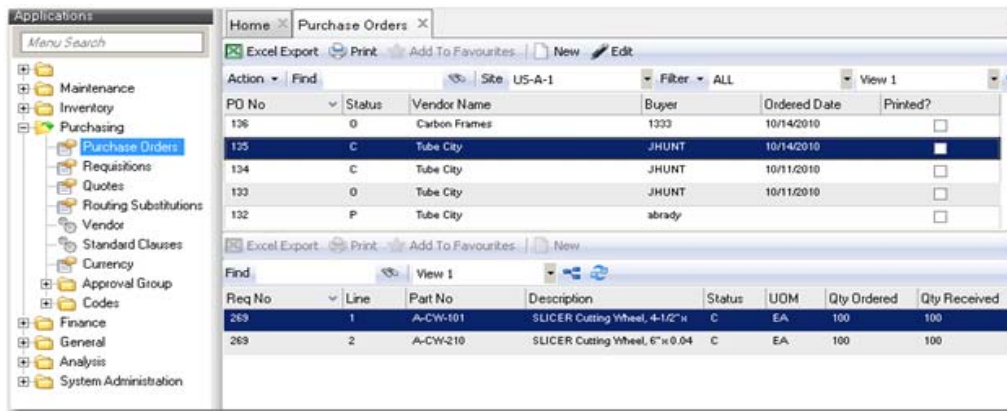


- 1 When you add and distribute a purchase order, or a goods or contractor invoice arrives, verify that a PO exists.
 - If there is no PO, reject the receipt.
- 2 Verify that the quantity and details are correct.
 - a If the quantity and details are incorrect, notify the requestor for disposition or 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 Accounts Payable 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



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.

Reopen

The reopen option only applies if Reopen PO/Reqs? has been enabled in General|Business Units|Domain on the PO/Reqs tab. Users with the required settings in Roles can reopen POs once they have been closed.

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
☒	34-03-0531	Motor, elec. 1hp. 115/230v	5	5	5	0	EA	A1-4A	
☒	SPR-001	Spring 001	5	5	5	0	EA	break	
☒	R3311	Hour Meter 3311-0000	10	10	10	0	EA	comp	
☒	SW-250	250V Switch	25	25	25	0	EA	comp	
☒	RE-8501	Relay 8501KP13V24	25	25	25	0	EA	break	
☒	C-1/4"	1/4" Clamp 355657	50	50	50	0	EA	break	
☒	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.

Change PO Status. Use this action to change the status of this PO to C-Change or X-Cancel.

Authorize. Use this action to authorize this PO.

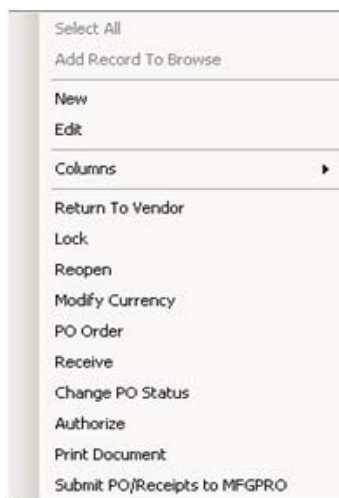
Print Document. Use Print Document to print the purchase order. You can also print it from Analysis|Purchase Order Print|Purchase Order.

Submit PO/Receipts to MFG/PRO. Use this action 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, Reopen, Modify Currency, PO Order, Receive, Change PO Status, Authorize, Print Document, and Submit PO/Receipts are options from the Action menu.

Purchase Orders Record Detail

Fig. 5.8
Purchase Orders Browse

Home X Purchase Orders X

Excel Export Print Add To Favourites New Edit

Action Find Site US-A-1 Filter ALL Short View

Vendor No	PO No	Type	Status	Vendor Name	Buyer	Ordered Date
A2001	136	P	O	Carbon Frames	1333	10/14/2010
A2002	135	P	C	Tube City	JHUNT	10/14/2010
A2002	134	P	C	Tube City	JHUNT	10/11/2010
A2002	133	P	O	Tube City	JHUNT	10/11/2010
B2002	132	P	P	Tube City	abrady	
A2002	131	P	P	Tube City	abrady	
A2001	130	P	P	Carbon Frames	abrady	
A2002	129	P	C	Tube City	ABRADY	09/23/2010
A2002	128	P	O	Tube City	ADAVIS	09/22/2010
A2002	127	P	O	Tube City	JHUNT	09/22/2010

Excel Export Print Add To Favourites New

Find Short View

Req No	Part No	Description	Status	UDM	Qty Ordered	Qty Received	Qty Returned
269	A-CW-101	SLICER Cutting Wheel, 4-1/2"x	C	EA	100	100	0
269	A-CW-210	SLICER Cutting Wheel, 6"x 0.04	C	EA	100	100	0

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

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, which can be changed on this PO.

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. Use this field to enter general remarks pertaining to the vendor, usually about the order or the shipping process. These notes will be displayed 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 a software interface for a Purchase Miscellaneous Tab. It has three tabs: Order, Misc, and User Def. The main content area is divided into three sections:

- Shipping:**
 - Vendor Invoice: [Empty field]
 - Ship To No: B5002 (with an 'Explore' button)
 - Ship Via: CONSOLIDATED (with a 'CONSOLIDATED FRT' button)
 - Terms: 2M (with a tooltip '2 months after month end of invoice date')
 - FOB: [Empty field]
- Detail:**
 - Buyer: abradby (with a dropdown arrow and 'ANDREW BRADY' text)
 - Ordered By: AANT (with a dropdown arrow and 'Adam Ant' text)
 - Ordered Date: 1/18/2011
 - Status: 0
 - Auth Status: [Empty field]
 - Printed?: [Empty checkbox]
 - Expeditable?: [Checked checkbox]
 - Auth?: [Empty checkbox]
 - Auth By: [Empty field]
 - Notify: MFGM (with a dropdown arrow and 'Manufacturing Maintenance Group' text)
- Blanket Expiration:**
 - Blanket?: [Checked checkbox]
 - Blanket Type: [Empty field]
 - Release No: [Empty field]
 - Current Amount: 0
 - Exp Date: [Empty field]
 - Exp 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 General|Business Units|Domain. 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 General|Business Units|Domain. 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. Free 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 example, if the buyer lives in Des Moines and buys a product FOB 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 if PO Authorization is not enabled at General|Business Units|Sites. 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 Orders User-Defined Tab

The screenshot shows a window titled 'User Def' with a tab labeled 'User Defined Fields'. Inside, there are two columns of input fields. The left column contains: 'PD Char 1 - QA' (text box), 'PD Char 3 - QA' (text box), 'PD Date - QA' (text box), 'PD Dec 1 - QA' (text box with '0'), and 'PD Logical - QA' (checkbox). The right column contains: 'PD Char 2 - QA' (text box), 'PD Char 4 - QA' (text box), 'PD Int 1 - QA' (text box), 'PD Int 2 - QA' (text box), and 'PD Dec 2 - QA' (text box with '0').

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.

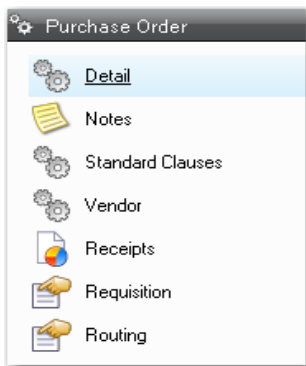
Integer 1/2. These are user-defined integer fields for POs.

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 example, 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.

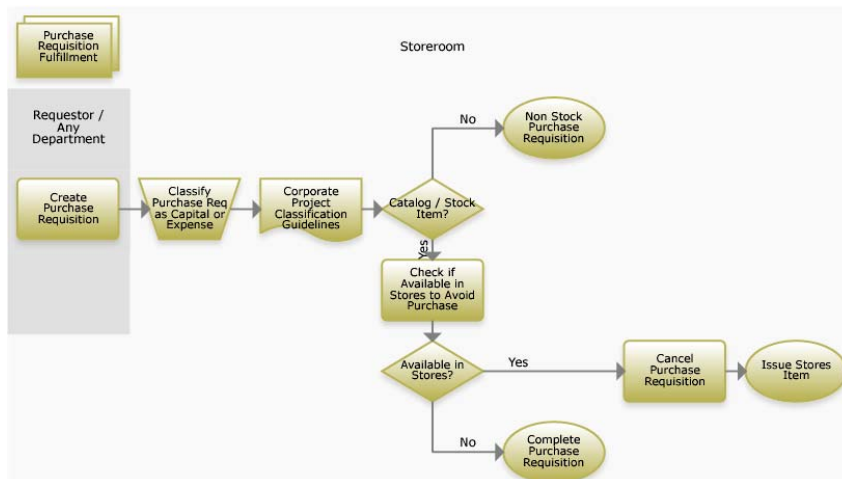
Create a header record identifying the expense in terms of account code cost center, work order, equipment identification, supplier, and more.

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	Description	Vendor No	Date Due	Buyer	Auth?	Total Cost
336	0	P	Stock Run No 43	A2003			☒	4000
335	158	P		B2002	02/06/2011	ABRADIY	☐	138.5
334	157	P		A2001	03/11/2011		☐	5000
333	0	P	Stock Run No 44	B2003			☐	4100
332	0	P	Stock Run No 45	FR001		1333	☐	425.21
331	0	P	Stock Run No 23				☐	425.21
330	0	P		A2003	02/03/2011	AANT	☐	10000
329	0	P	Test Job format		03/03/2011	ABRADIY	☐	5000
328	154	P	Test UD Mail FOR pe pPROJECT NOTIF	A2002		ABRADIY	☒	2050
325	0	P	Test UD Mail FOR pe pPROJECT NOTIF	A2002	02/14/2011	ABRADIY	☐	650

Creating a Requisition

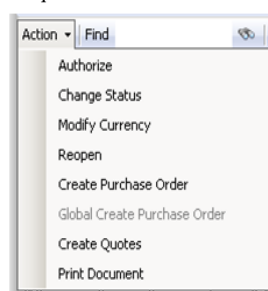
- 1 Click New to open a blank requisition record. The system assigns a requisition number.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

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 lines.

Reopen

This action only applies if Reopen PO/Reqs? has been enabled in General|Business Units|Domain on the PO/Reqs tab. When enabled, any closed or canceled requisitions may be reopened to process further.

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.

Create Quotes

Use this option to create a request for quotation for the requisition.

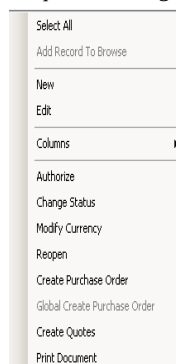
Print Document

Use Print Document to print the requisition. You can also print it from Analysis|Purchasing|Requisition Document|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.

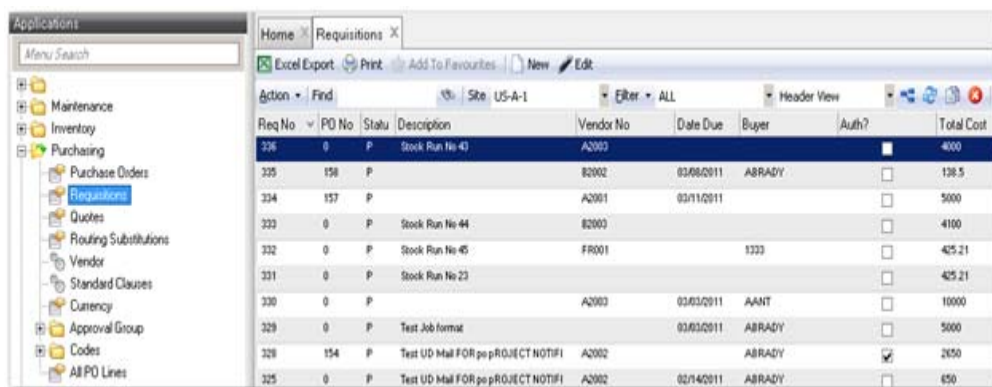
Columns

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, Reopen, Create Purchase Order, Global Create Purchase Order, Create Quotes, and Print Document are options from the Action menu.

Requisitions Record Detail

Fig. 5.17
Requisitions Browse



Req No	PO No	Status	Description	Vendor No	Date Due	Buyer	Auth?	Total Cost
336	0	P	Stock Run No 43	A2002			☐	4000
325	158	P		B2002	02/06/2011	ABRADY	☐	138.5
334	157	P		A2001	03/11/2011		☐	5000
333	0	P	Stock Run No 44	B2002			☐	4100
332	0	P	Stock Run No 45	FR001		1333	☐	425.21
331	0	P	Stock Run No 23				☐	425.21
330	0	P		A2002	02/03/2011	AANT	☐	10000
329	0	P	Test Job format		03/03/2011	ABRADY	☐	5000
328	154	P	Test UD Mail FOR po PROJECT NOTIFI	A2002		ABRADY	☒	2150
325	0	P	Test UD Mail FOR po PROJECT NOTIFI	A2002	02/14/2011	ABRADY	☐	650

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

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 number 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 General|Employees|Buyer Sites|sub detail.

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 General|Business Units|Domain|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 General|Business Units|Domain|PO|Reqs tab.

Requisition Expense Tab

Enter expense and tax information about the requisition on the Expense tab.

Fig. 5.19
Requisitions Tab: Expense

The screenshot shows a software interface for entering requisition details. It has a tabbed interface with 'Detail' and 'Expense' tabs. The 'Expense' tab is active. The form is organized into three main sections: 'Charge', 'Expense', and 'Tax'. The 'Charge' section contains fields for 'W/O No' (0), 'Stores Req No' (0), 'Equip No', 'Rebuild', 'Serialized Part', 'Serial No', 'Project No' (14P1), 'Job No' (111111111), 'System', and 'Assembly'. The 'Expense' section contains fields for 'Expense Site' (USA-1), 'Dept', 'Cost Center' (WCD1), 'Acct No' (5120), and 'Sub Acct No'. The 'Tax' section contains a 'Taxable?' checkbox (checked), 'Tax Class' (FU), 'Tax Code' (EAM), and 'Tax Usage' (IE).

WO No. If the requisition is associated with a work order number, you can identify it here. 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 job 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 enable the Req Proj Limit? check box in General|Business Units|Sites|Authorization Options tab, 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 example, 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.

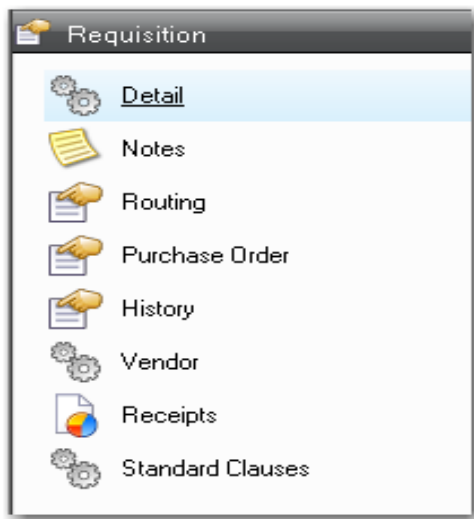
The part's tax code copies to any requisition for the part, unless there is a project tax code with a higher priority. If the part has a special tax status, add a tax code to the part. The Tax Code field is typically blank.

To default to a selected taxable check box, all components of a requisition must be taxable.

Requisitions Submenu

The currently active menu option is displayed with an underlined text label and highlighted line. For example, the active option below is Detail.

Fig. 5.20
Requisition Submenu



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 the history of this requisition.

Vendor

View, add, and delete vendors associated with this requisition.

Receipts

View parts received against this requisition.

Standard Clauses

View, add, and delete standard clauses to associate with this requisition.

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. 5.21
Requisition Lines Detail Tab

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.

- If no vendor price schedule exists, the system populates the order cost with the last price charged for this part.
- If no price schedule or last price exists, 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 accounts 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.

Product Line. Select the required Product Line code from the lookup.

Note Add or edit Product Line codes at System Administration|Product Line. The codes entered here should be used exclusively for accounting/SAF purposes and should match the corresponding SAF data found in Product Line Maintenance in QAD ERP.

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.

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.

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.

Buyer. If this is a stock part and a buyer is associated with the part number, the buyer's employee ID and name are 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.

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.

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.

Orig Date Due. This field displays the original date the buyer expected the parts to be received prior to vendor feedback.

Requisition Lines Expense Tab

Enter information about the requisition line on the Expense tab.

Fig. 5.22
Requisition Lines Expense Tab

The screenshot shows a software window with four tabs: Detail, Expense (selected), PO Text, and User Defined. The Expense tab contains the following sections and fields:

- Charge:**
 - WO No: 60
 - Equip No: CONV-05
 - Serialized Part
 - Project No
 - System
 - Expense Type: Expense
 - Stores Req No: 57
 - Rebuild
 - Serial No
 - Job No: --
 - Assembly
- Expense:**
 - Expense Site: US-A-1
 - Dept: 30
 - Acct No: 7200
 - Cost Center: W/C01
 - Sub Acct No
- Asset:**
 - Asset Source Site
 - Asset Dept
 - Asset Acct No
 - Asset Cost Cntr
 - Asset Sub Acct
- Tax Information:**
 - Taxable? ☒
 - Tax Class: FU
 - Tax Code: EAM
 - Tax Usage: IE

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 example, 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 is displayed 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 is displayed 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 displayed 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. 5.23
Requisition Lines PO Text Tab

The screenshot shows a software window titled 'PO Text' with a tab labeled 'PO Text'. Inside the window, there is a label 'Purchase Order Text' and a large, empty rectangular text area for entering comments about the requisition line.

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. 5.24
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.

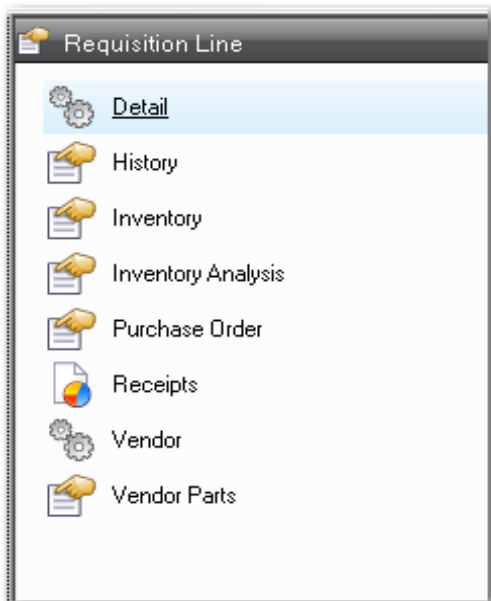
Date. Enter a date type field here.

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

Requisition Line Submenu

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

Fig. 5.25
Requisition Line Submenu



Requisition Submenu Option	Purpose
Detail	This option opens the tabbed view.
History	View this requisition's history.
Inventory	View inventory associated with this requisition line.
Inventory Analysis	View EAM's analysis of inventory associated with this requisition line.
Receipts	View goods and serviced received against this requisition line.
Vendor	View, add, and delete vendors associated with this requisition.
Vendor Parts	View add, and delete vendor parts if the requisition line is for a stock part. EAM will display the vendor part(s) for the EAM part.

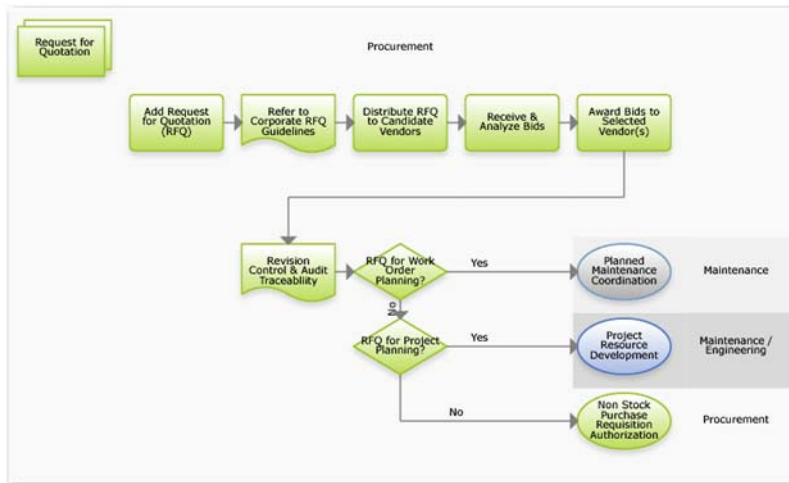
Quotes

The Quote module, sometimes referred to as Request for Quotation (RFQ), is used to allow the organization to request competitive bids on parts or services from various vendors.

The Quote module contains a number of components. The first is the quote header, which contains basic information about the quotation, such as a general description, requester, an assigned buyer, technical contacts, status, dates required, and response due dates by vendors. Requisitions can be turned into Quotes or they can be added manually. The next component is the quote line, where a specific part or service is added. Requisitions turned into Quotes create the lines automatically or they can be added manually. The next component is the Bids Sub Detail, where vendors are added, and the buyer enters the vendor's bid quantities, price, and valid dates to the quote line. The Quote Actions provides the ability to print quotes, change status, and award a quote or quote line to a specific vendor or vendors.

Create a Request for Quotation

Fig. 5.26
Creating a Request for Quotation Process Map



To create a request for quotation:

- 1 Refer to corporate RFQ guidelines.
- 2 Distribute RFQ to candidate vendors.
- 3 Receive and analyze bids.
- 4 Award bids to selected vendor or vendors.
- 5 If the RFQ is needed for Project or Work Order planning, direct it to that group for authorization.
- 6 If the RFQ is not needed for Project or Work Order planning, direct it to the proper group for authorization.

Quotes Browse

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

Fig. 5.27
Quotes Browse

Site	RFQ No.	Description	Status	Requestor	Buyer	Tech Contact	Date Required	Response Due	Date Opened	Date Awarded
US-A-1	12	req 225 copy of 225	P	sysadm	abndy					
US-A-1	11	req 226 copy of 225	P	sysadm	test					
US-A-1	10	req 225	P	sysadm	AAAT					
US-A-1	9	Book Run No 32	P	sysadm						
US-A-1	8	Book Run No 31	P	AAAT						
US-A-1	5	Leather Pained Work	P	ABROWN	ABROWN	JJONES	08/04/2010	08/05/2010		
US-A-1	4	multiline	P	1233						
US-A-1	3	test	P	1233						
US-A-1	2	checking dupes	P	1233						

RFQ Line	Status	Part No.	Description	Qty Requested	Order UOM	Date Required
1		CAP101	Cap. Hard, 512k, 1g	400	EA	
2		CAP102	Cap. Hard, 512k, 1g	165	EA	
3		CAP103	Cap. Hard, 512k, 1g	75	EA	

Creating a Quote

To create a quote:

- 1 Click New to open a blank quote record. The system assigns an RFQ number.
- 2 Enter information in relevant fields on the Detail tab.
- 3 Click Save.

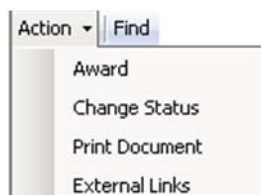
Editing a Quote

To edit a quote:

- 1 Double-click a record from the browse or click Edit to open the quote record detail.
- 2 Enter information in relevant fields on the Detail tab.
- 3 Click Save.

Quotes Action Menu

Fig. 5.28
Quotes Action Menu



Award

Use the Award action to award bids to those vendors that have a positive Award Qty entered on the lower browse. Once the bids have been awarded, they can be turned into purchase orders.

Change Status

Use the Change Status option to update the status of a quote. Select the current status from the lookup. Options are (C) Close or (X) Cancel.

Print Document

Use Print Document to print the quote. You can also print it from Analysis|Purchasing|Quote Document|Request For Quote.

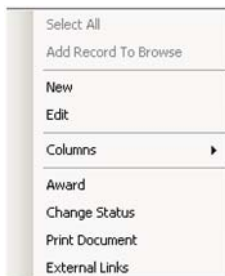
External Links

Link an unlimited number of files to an EAM quote record. If you can run the file on your operating system, you can run it from EAM once it is linked.

Quotes Right-Click Menu

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

Fig. 5.29
Quotes Action Menu



New

Use New to create a new quote.

Edit

Use Edit to edit the selected quote.

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.

Award, Change Status, Print Document, and External Links are options from the Action menu.

Quotes Record Detail

Fig. 5.30
Quotes Browse

Site	RFQ No	Description	Status	Requestor	Buyer	Tech Contact	Date Required	Response Due
US-A-1	16	QUOTE FOR PROJ ETC	P	AANT	ABRADY	GCOOGLE	05/01/2011	04/30/2011
US-A-1	12	222 copy of 225	P	sysadm	abrad	abrad	05/01/2011	04/30/2011
US-A-1	12	Reorder	P	sysadm	abrad	abrad	05/01/2011	04/30/2011
US-A-1	11	req220 copy of 225	P	sysadm	abrad	abrad	05/01/2011	04/30/2011
US-A-1	10	req 229	P	sysadm	AANT	AANT	05/01/2011	04/30/2011
US-A-1	9	Stock Run No 32	P	sysadm			05/01/2011	04/30/2011
US-A-1	8	Stock Run No 31	P	AANT			05/01/2011	04/30/2011
US-A-1	5	Leather Palm'd Work Gloves Quote	P	ABROWN	ABROWN	JJONES	08/24/2010	08/21/2010
US-A-1	4	multiline	P	1333			05/01/2011	04/30/2011
US-A-1	3	test	P	1333			05/01/2011	04/30/2011
US-A-1	2	checking dupes	P	1333			05/01/2011	04/30/2011

Quotes Detail Tab

Enter information about the quote on the Detail tab.

Fig. 5.31
Quotes Record Detail

General	
Description	QUOTE FOR PROJ ETC
Status	P
Requestor	AANT
Tech Contact	GCOOGLE
Buyer	ABRADY
Ship To No	USA
Date Required	5/31/2011
Commodity	
Tech Contact Phone	770 123 0987
Dept	20
Bill To No	US-A-1
Response Due	4/30/2011

Description

Enter up to a 30-character alphanumeric description of the quote. You can filter and sort by the description.

Status

Status defaults to P (planned) on a new quote. From within the quote, you can select the change status action and elect to either X (cancel) or C (close) the quote.

Requestor

Enter the employee who requested the items, goods, or services associated with the quote. When you create a quote, EAM adds the employee number of the user ID entering the new quote in the requestor field. You can override this field.

Commodity

This user-defined table in the inventory, requisition, quotes, and vendor modules can group general classifications of parts and services. Specify a commodity code here in the quote header or upper browse. This code is not added to the individual lines on the quote.

Tech Contact

The designated employee, identified by an employee ID number, who is to be contacted by the vendor with any technical issues surrounding the quote.

Buyer

The code for the user who is assigned as the buyer to a given quote.

Dept

Enter the department requesting the goods or services.

Ship To No

The address that is used as the Ship To, which is eventually used on the PO created from the quotation header.

Bill To No

A Bill To Address can be entered by the user/buyer on the quote header for use when the quote is turned into a purchase order.

Date Required

This field displays the required date for the material or service, entered by the creator of the quote.

The buyer uses this scheduling information when negotiating with the vendors. It is printed on the quotation document sent to the vendor.

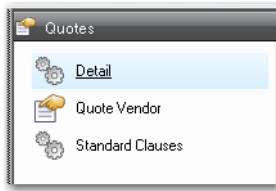
Response Due

The date the buyer is requiring the vendor to have the response to the quote sent back.

Quotes Submenu

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

Fig. 5.32
Quote Submenu



Quote Submenu Option	Purpose
Detail	This option opens the tabbed view.
Quote Vendor	Use this option to display the vendors added in the Quote lines and the parts they are bidding on.
Standard Clauses	View, add, and delete standard clauses to associate with this quote.

Quote Lines

Create an individual request for quote of an inventory stock item, non-stock parts, or service work. Access this information from the lower browse in Quotes.

Quote Lines Detail Tab

Enter or update information about the quote line on the Detail tab.

Fig. 5.33
Quote Lines Detail Tab

 A screenshot of a software window titled "Quote Line". At the top, there are input fields for "Site" (US-A-1), "RFQ No" (16), and "RFQ Line" (2). Below these is a tabbed interface with two tabs: "Detail" (selected) and "Bids". The "Detail" tab contains a "General" section with the following fields: "Part No" (N1234), "Description" (Engine, Gas 8hp, 3600rpm), "Qty Requested" (10.0000), "Order UOM" (EA), "Date Required" (3/28/2011), and "Commodity" (262011).

Note If the quote is generated from a Requisition, the information on the quote lines pictured above cannot be updated. However, you can view the Detail tab by double-clicking on a quote line. The Bids Submenu can be then be accessed and additional vendors and bid data can be entered.

Part Number. The part number associated with the quote. Access the lookup at the part number field. The lookup displays a list of valid stock part ID numbers. However, EAM allows you to type in any number such as a vendor part number, non-stock part, or service description. If the part number entered is a valid EAM stock number, the system pulls in all the relevant information such as the description, and commodity code.

Description. Enter up to a 30-character alphanumeric description of the quote. If a stock part number is added to the quote, the part's description in Inventory|Inventory is copied to this field.

Qty Requested. This is the quantity required on this quote for the specified part.

Order 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.

Date Required. This field displays the required date for the material or service, entered by the creator of the quote.

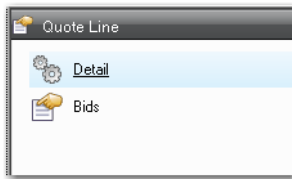
The buyer uses this scheduling information when negotiating with the vendors.

Commodity. A user-defined table used to describe the type of part. If the quote 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 quote. A commodity code can be specified on each quote line.

Quote Line Submenu

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

Fig. 5.34
Quote Line Submenu



Quote Line Submenu Option	Purpose
Detail	This option opens the tabbed view.
Bids	View, add, update, and delete vendors' responses to the part or service on the quote line.

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. 5.35
Purchase Requisition Authorization Process Map

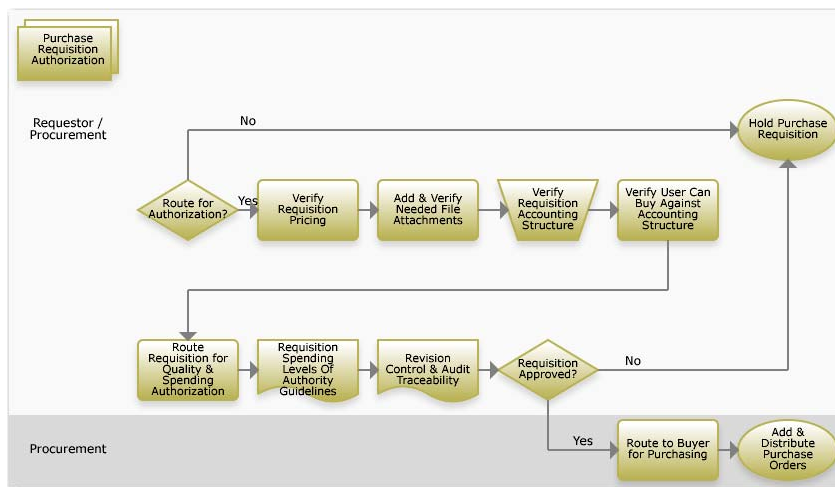
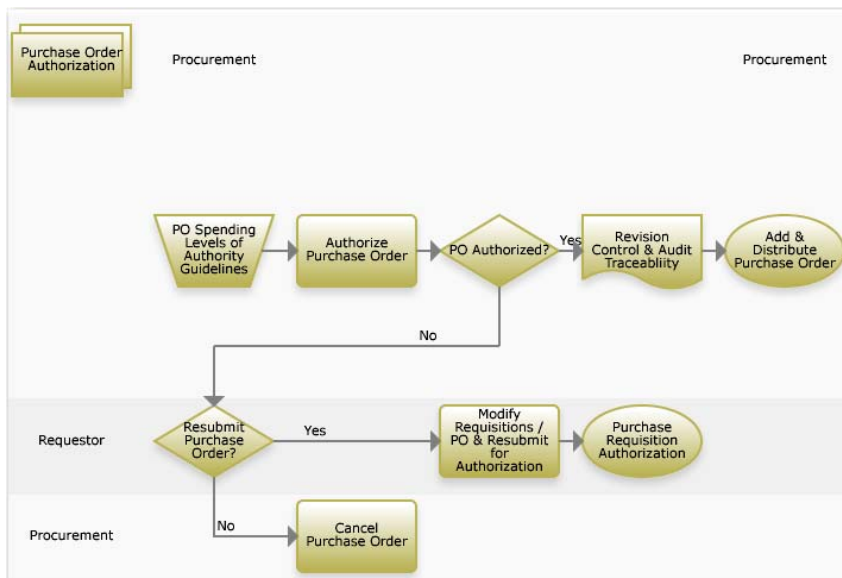


Fig. 5.36
Purchase Order Authorization Process Map



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. 5.37
Routing Substitutions Browse

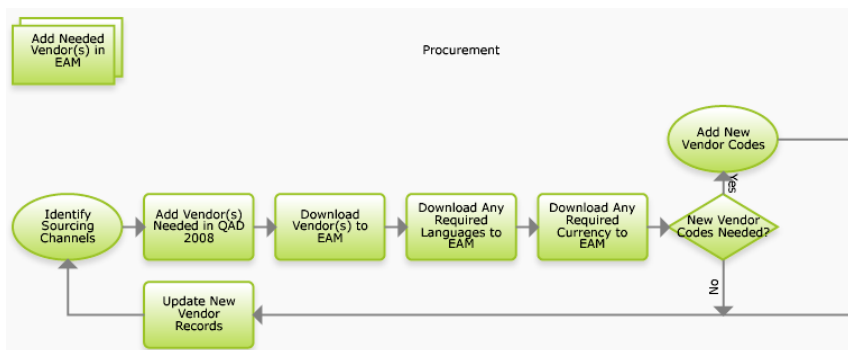
Start Date	End Date	User ID	Substitute ID
09/29/2009	10/20/2009	janie	janie2
09/01/2009	10/29/2009	abrady	jed
09/01/2009	10/31/2009	jed	janie2
01/09/2008	01/29/2008	janie	11
01/01/2008	01/31/2008	janie	sysadm
11/21/2003	01/24/2004	0	2
11/21/2003	08/31/2004	3000	SHQ
09/29/2003	09/29/2003	SH1000	sysadm
07/30/2003	07/31/2003	BWeiss	ARudeseal

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. 5.38
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. 5.39
Vendor Browse

Vendor No	Name	Address 1	City	State	Country	Domain
A2001	Carbon Frames	E Main Street 1508	Wilmington	UT	US	USA
A2002	Tube City	Croghan Street 36	Fremont	OH	US	USA
A2003	100X Pure	Hartford Avenue	Bellingham	MA	US	USA
A2004	Subcontractors Inc.	Design Street 759	Foley	AL	US	USA
A2005	Corazon	Calle Corazon	Tijuana	MX	USA	
B2001	Carbon Frames	E Main Street 1508	Wilmington	UT	US	USA
B2002	Tube City	Croghan Street 36	Fremont	OH	US	USA
B2003	100X Pure	Hartford Avenue	Bellingham	MA	US	USA
B2005	Corazon	Calle Corazon	Tijuana	MX	USA	
B2006	Shang's	Jieshi Road 35	Shanghai	TN	CN	USA
B2900	SEU Supplier	150 Cawrenney St	Boston	MA	US	USA

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.

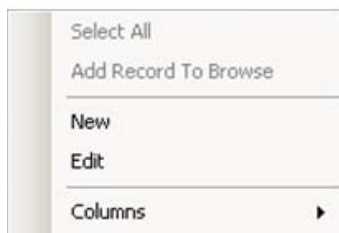
Editing a Vendor Record

- 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. 5.40
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. 5.41
Vendor Record Detail

The screenshot shows a window titled 'Vendor Record Detail'. At the top, there are three tabs: 'Home', 'Vendor', and 'Vendor No: A2001'. Below these, there is a field labeled 'Vendor No' with the value 'A2001'. Underneath the field is a toolbar with three icons: a floppy disk (save), a circular arrow (refresh), and a red 'X' (close). At the bottom, there are five tabs: 'Address', 'Detail', 'Codes', 'Remit', and 'User Defined'. The 'Address' tab is currently selected.

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. 5.42
Vendor: Address Tab

The screenshot shows the 'Vendor: Address Tab' window. The 'Address' tab is selected, and the 'Address Details' section is visible. It contains several fields: 'Name' (Carbon Frames), 'Address 1' (E Main Street 1508), 'Address 2' (empty), 'Address 3' (empty), 'City' (Wellington), 'State' (UT), 'Zip' (UT84542), 'County' (Carbon), 'Country' (US), 'Phone No' (empty), 'Email' (empty), 'Pii Contact' (Lilly Allen), and 'Fax No' (empty). On the right side, there is a sidebar with a 'Detail' button and four links: 'Purchase Orders', 'Vendor Clauses', 'Vendor Contacts', and 'Vendor Commodities'.

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.

Note The primary contact cannot be updated directly from this field. The contact information can only be added or updated from the Vendor Contacts submenu.

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. 5.43
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 displays the date the vendor's insurance expires.

Ship Via. Use the preferred method to ship goods to this vendor.

FOB. Free 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 example, if the buyer lives in Des Moines and buys a product FOB 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. 5.44
Vendor: Codes Tab

The screenshot shows a software window titled "Vendor: Codes Tab" with a tabbed interface. The "Codes" tab is active. The form contains the following fields and values:

- Codes Section:**
 - Type: LOC (dropdown)
 - Status: E (dropdown)
 - Language: us (dropdown)
 - Currency: USD (dropdown)
 - Tax Code: EAM (dropdown)
 - Tax Usage: VATH (dropdown)
 - Taxable?: ☒
 - Tax Class: C (dropdown)
 - Send Cons ERP?: ☒
- Receipt Credit Section:**
 - Dept: (empty dropdown)
 - Cost Center: (empty dropdown)
 - Acct No: (empty dropdown)
 - Sub Acct No: (empty dropdown)

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. 5.45

Vendor: Remit Tab

The screenshot shows the 'Remit' tab of a vendor form. It contains the following fields:

- Remit To:** A2001
- RMT Name:** Carbon Frames
- RMT Address 1:** E Main Street 1508
- RMT Address 2:**
- RMT Address 3:**
- RMT City:** Wellington
- RMT Zip:** UT84542
- RMT Country:** Carbon
- RMT Country:** US (with a dropdown showing UNITED STATES)
- RMT Contact:** Lily Allen
- RMT Phone No:**
- RMT Fax No:**
- RMT St:** UT

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. 5.46

Vendor: User-Defined Tab

The screenshot shows the 'User Defined' tab of a vendor form. It contains the following fields:

- Char 1 Code:** 5-STAR (with a dropdown showing Excellent)
- Char 2 Code:** INSTATE (with a dropdown showing In State Vendor)
- Vendor Char 3-QA:**
- Vendor Char 4-QA:**
- Vendor Dec 1:** 0.0000
- Vendor Dec 2:** 0.0000
- Vendor Int 1:** 0
- Vendor Int 2:** 0
- Vendor Date:** (none)
- Vendor Logical:** ☒

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.

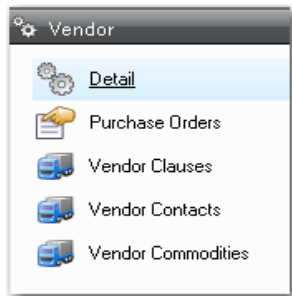
Integer 1/2. These are user-defined integer fields for vendor.

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

Vendor Submenu

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

Fig. 5.47
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.

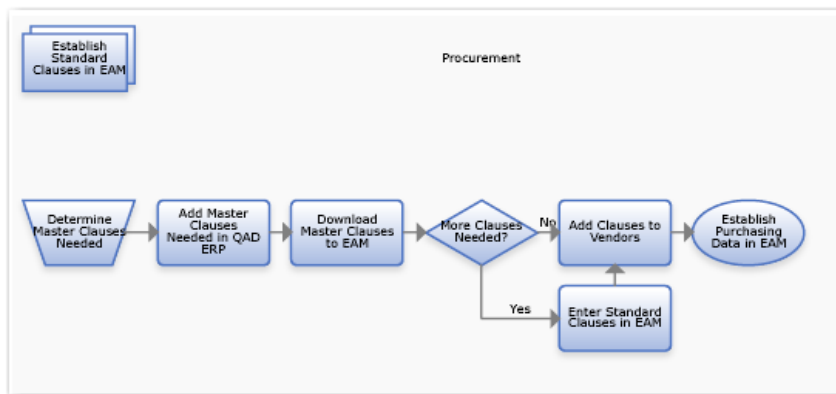
Standard Clauses

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 application 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. 5.48
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.

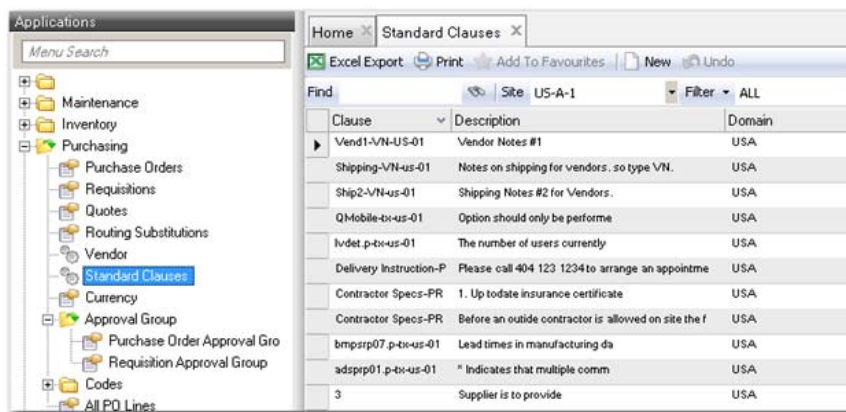
Editing a Standard Clause Record

- 1 Highlight a record in the browse.
- 2 Double click the record.
- 3 Enter information in the Description or Text fields. 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.

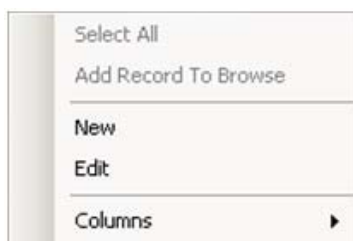
Fig. 5.49
Standard Clauses Browse



Standard Clauses Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 5.50
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: New

Creating a Standard Clause Record

- 1 Click New.
- 2 Enter information in relevant fields.

Editing a Standard Clause Record

- 1 Double-click a record from the browse.
- 2 Enter information in relevant fields. The system will automatically save your changes.

Currency

Fig. 5.51
Currency Browse

Currency	Description	Rounding	Euro?	Use Euro?
THB	Thai Baht	0.01	☐	☐
SGD	Singapore Dollar	0.01	☐	☐
SEK	Swedish Krona	0.01	☐	☒
QUART	Quarter dollar	0.01	☐	☐
PHP	Philippine Peso	0.01	☐	☐
PES	Mexican Pesos	0.01	☐	☐

To Currency	From Date	To Date	Exchange Rate
CNY	01/01/2007	12/31/2008	0.125
CNY	01/01/2009	12/31/2009	0.146563
EUR	01/01/2007	12/31/2009	1.3
MXN	01/01/2007	01/01/2011	0.093488
MXN	02/01/2011	12/31/2009	0.666667

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.

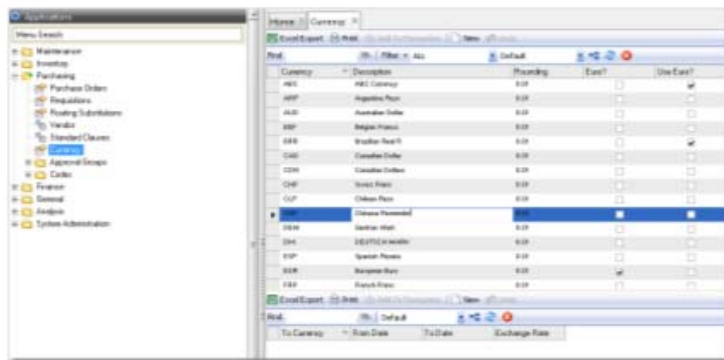
Editing a Currency Record

- 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.

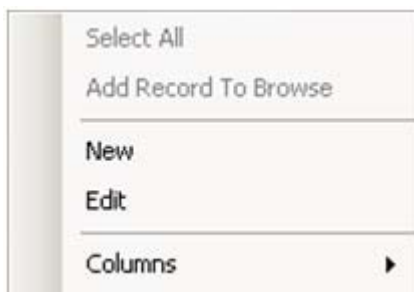
Fig. 5.52
Currency Browse



Currency Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 5.53
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

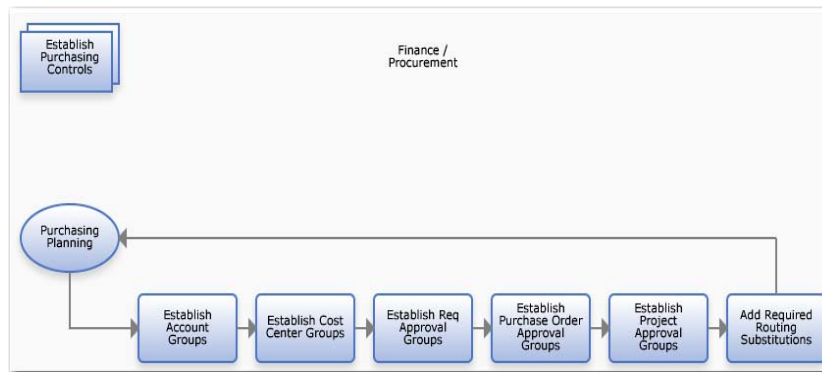
Use Approval Groups to monitor and control costs across the organization. Approval groups consist of individuals who have specific spending authority. There are two types of approval groups: requisition and purchase order.

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. 5.54
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|Account Groups. Associate one or more account groups 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|Cost Center Groups. Associate one or more cost center groups 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.

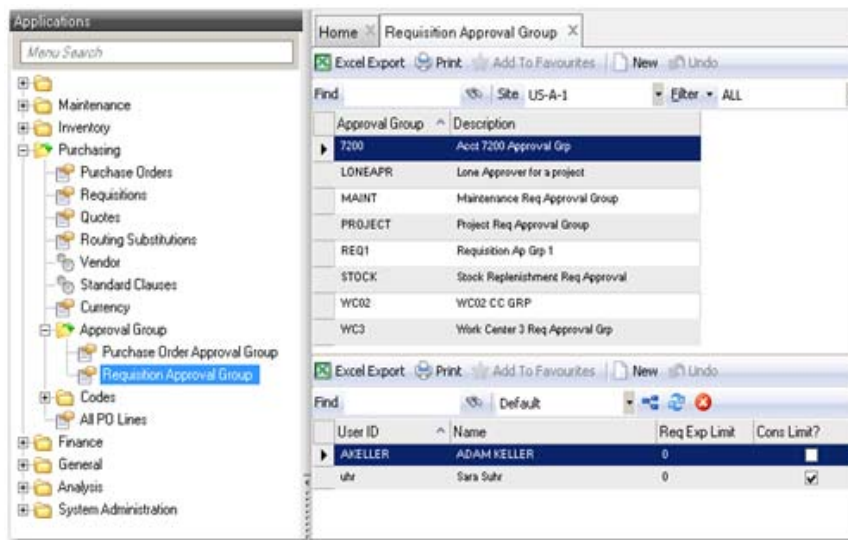
Requisition Approval Group

User IDs can be associated with the requisition approval group in Purchasing|Approval Groups|Requisition Approval Groups. The requisition approval group can also be associated with any number of account numbers or cost centers.

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. 5.55
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 General|Business Units|Sites|Authorization Options 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 Finance|Accounting|Cost Centers.

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.

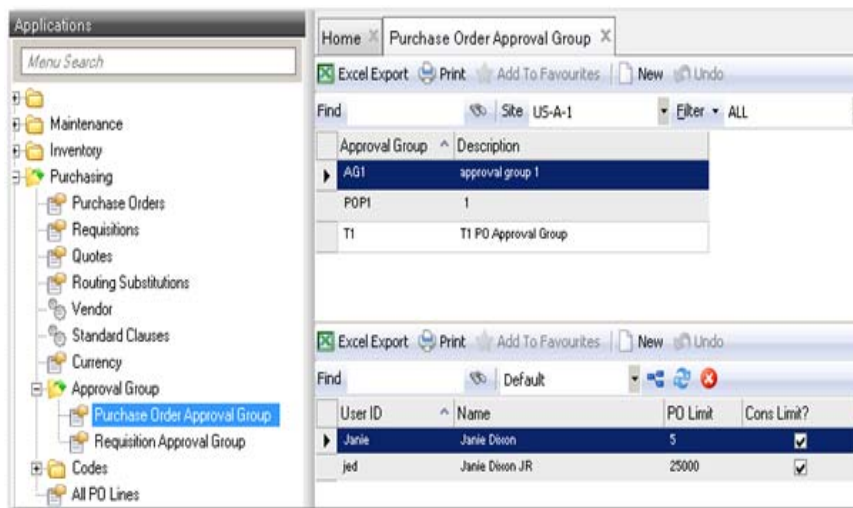
For example, the first method is cost center, the second is account, and the third is user. EAM uses the cost center approval group first. If no cost center is listed or no requisition approval group is linked to the cost center, it uses the account approval group. If no requisition approval group is linked to the account, EAM 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. 5.56
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.

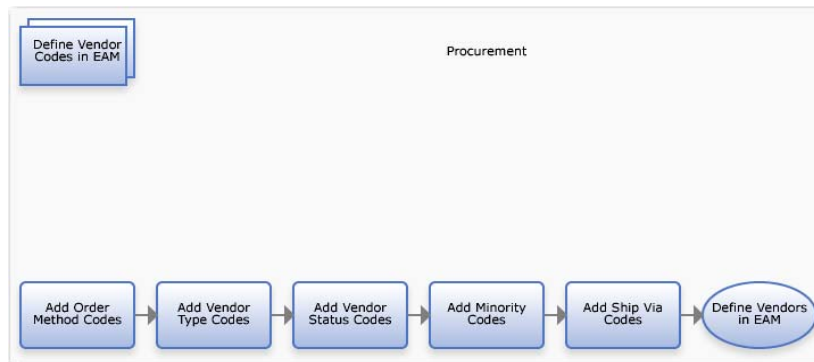
Codes

Use Codes to view or add supporting data, such as Bill To and Ship To 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. 5.57
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 Submenu.

Addresses

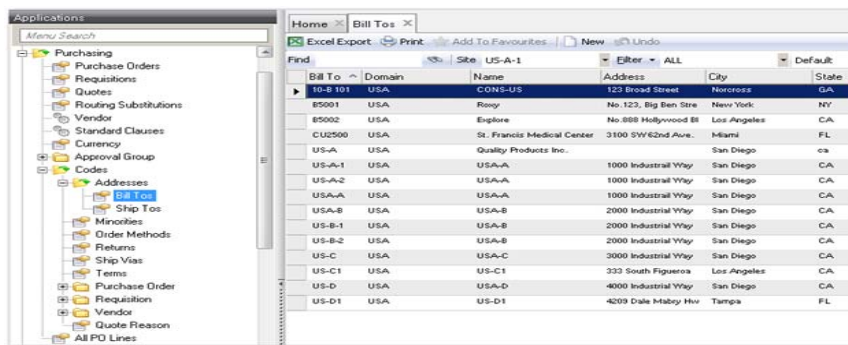
Address codes include Bill Tos and Ship Tos.

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. 5.58
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. 5.59
Codes: Ship Tos

Code	Name	Address	City
00000	Ship Tos		
00001	Ship Tos		
00002	Ship Tos		
00003	Ship Tos		
00004	Ship Tos		
00005	Ship Tos		
00006	Ship Tos		
00007	Ship Tos		
00008	Ship Tos		
00009	Ship Tos		
00010	Ship Tos		
00011	Ship Tos		
00012	Ship Tos		
00013	Ship Tos		
00014	Ship Tos		
00015	Ship Tos		
00016	Ship Tos		
00017	Ship Tos		
00018	Ship Tos		
00019	Ship Tos		
00020	Ship Tos		
00021	Ship Tos		
00022	Ship Tos		
00023	Ship Tos		
00024	Ship Tos		
00025	Ship Tos		
00026	Ship Tos		
00027	Ship Tos		
00028	Ship Tos		
00029	Ship Tos		
00030	Ship Tos		
00031	Ship Tos		
00032	Ship Tos		
00033	Ship Tos		
00034	Ship Tos		
00035	Ship Tos		
00036	Ship Tos		
00037	Ship Tos		
00038	Ship Tos		
00039	Ship Tos		
00040	Ship Tos		
00041	Ship Tos		
00042	Ship Tos		
00043	Ship Tos		
00044	Ship Tos		
00045	Ship Tos		
00046	Ship Tos		
00047	Ship Tos		
00048	Ship Tos		
00049	Ship Tos		
00050	Ship Tos		

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. 5.60
Codes: Minorities

Code	Description
00000	123456789012345678901234567890
AA	African American
ASA	Asian American
HA	Hispanic American
MYW	Middle Eastern Woman
NA	Native American
new1	new minority #1
new2	new minority #2
YW	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

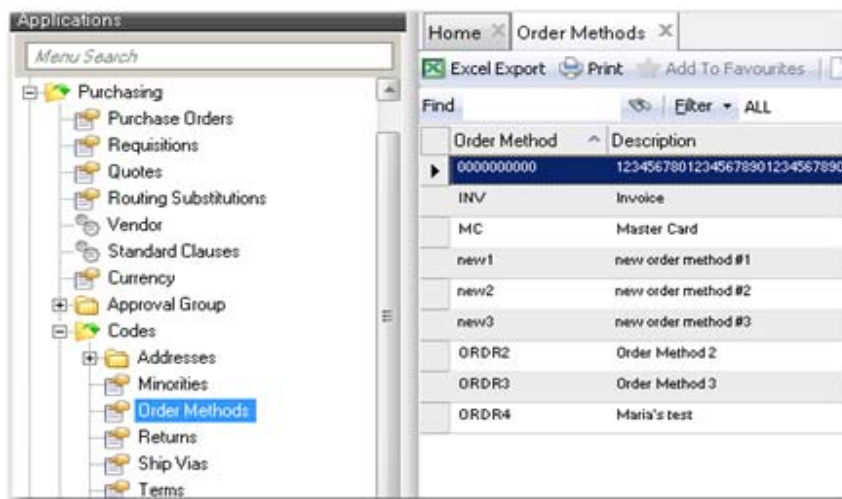
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 5.61
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

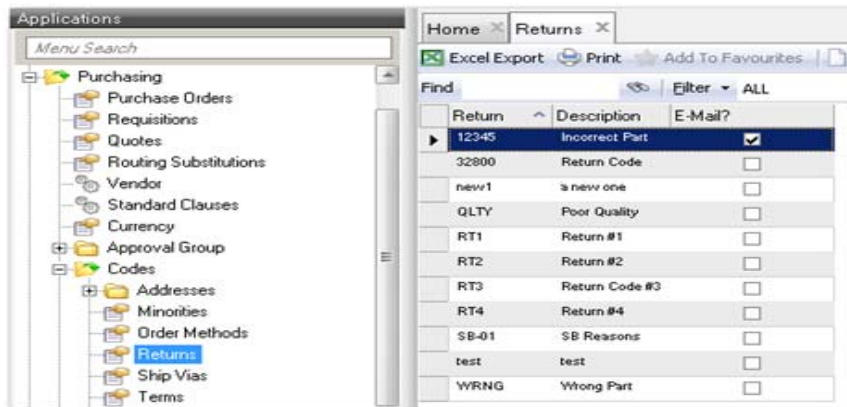
- 1 Double-click the code to edit.
- 2 Update the order method and description. The system automatically saves the updated code.

Returns

The Returns lookup displays on Purchasing|Codes|Returns. Add or edit codes from the code form.

Reference a return code to explain why the return to the vendor was made. Return reasons provide better vendor history and performance reporting capabilities to determine the causes 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. 5.62
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

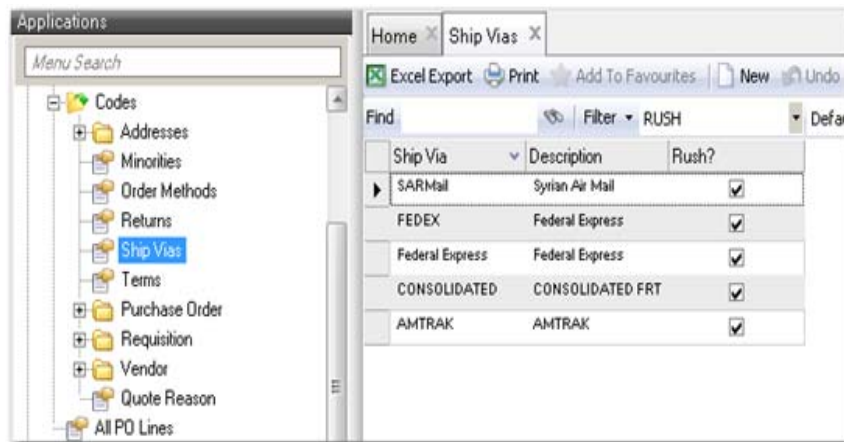
- 1 Double-click the code to edit.
- 2 Update the description or e-mail option. The system automatically saves the updated code.

Ship Vias

The Ship Via lookup displays on Purchasing|Codes|Ship Vias. Add ship via codes directly to EAM.

The Ship Via module is a table of methods by which goods can be shipped to a plant. The Ship Via code is associated with a Vendor record when the vendor is utilized on a purchase order. The Ship Via code from the Vendor record is pulled into the purchase order Ship Via field. This can be overridden by the buyer if necessary.

Fig. 5.63
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

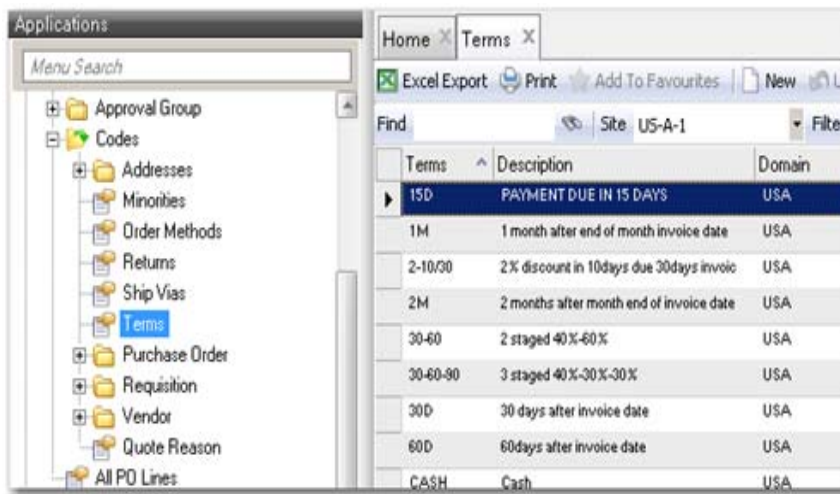
- 1 Double-click the code to edit.
- 2 Update the description or rush option. The system automatically saves the updated code.

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 System Administration|ERP Interface|Download|Terms Download.

Fig. 5.64
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.

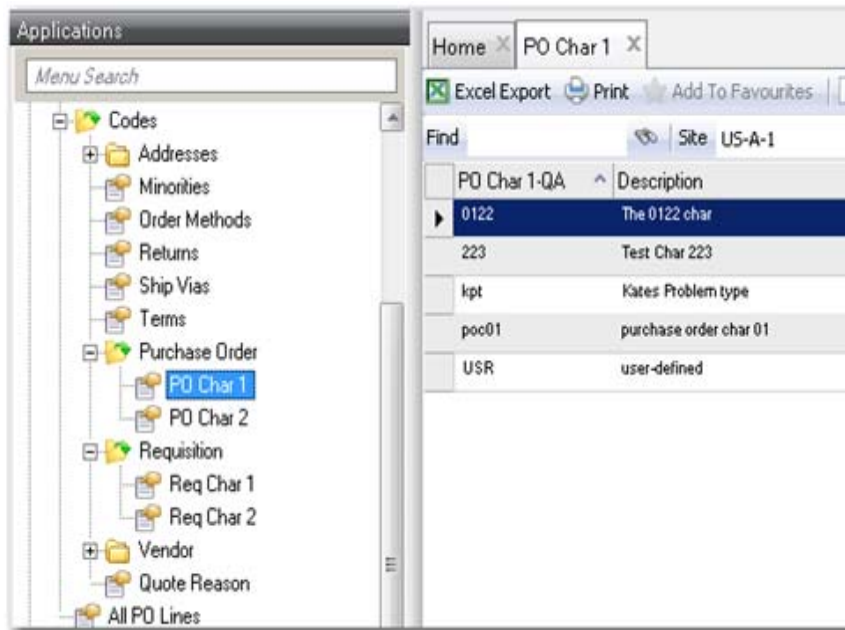
Purchase Order

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. 5.65
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.

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.

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

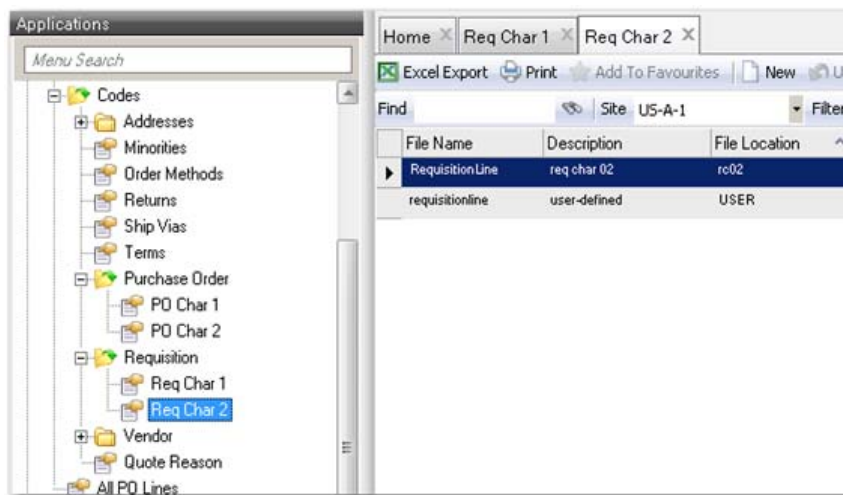
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

Character 2

The Character 2 lookup displays on Purchasing|Codes|Requisition|Character 2. Add or edit codes from the code form.

Fig. 5.66

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.

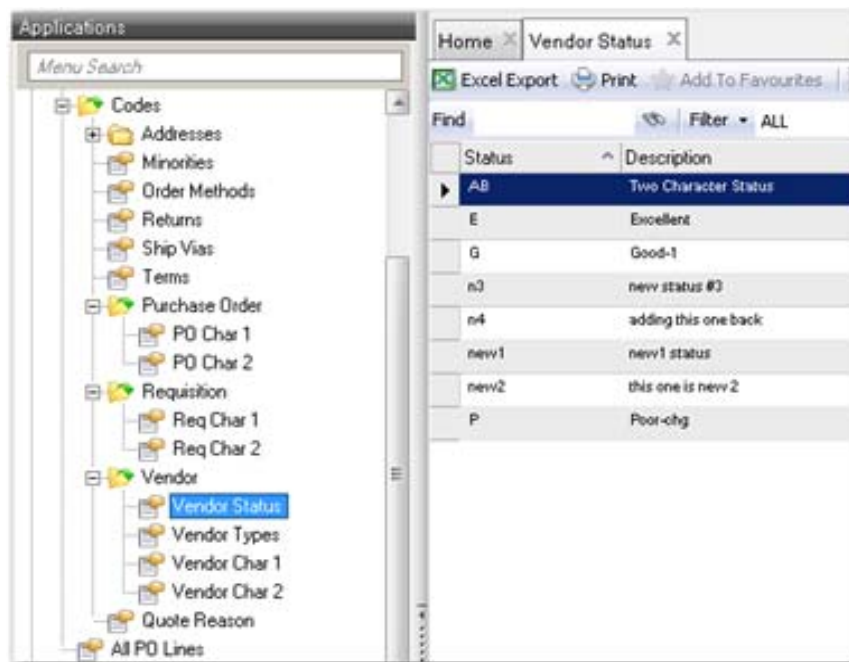
Vendor

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. 5.67
Codes: Vendor Statuses



Adding a Status Code

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

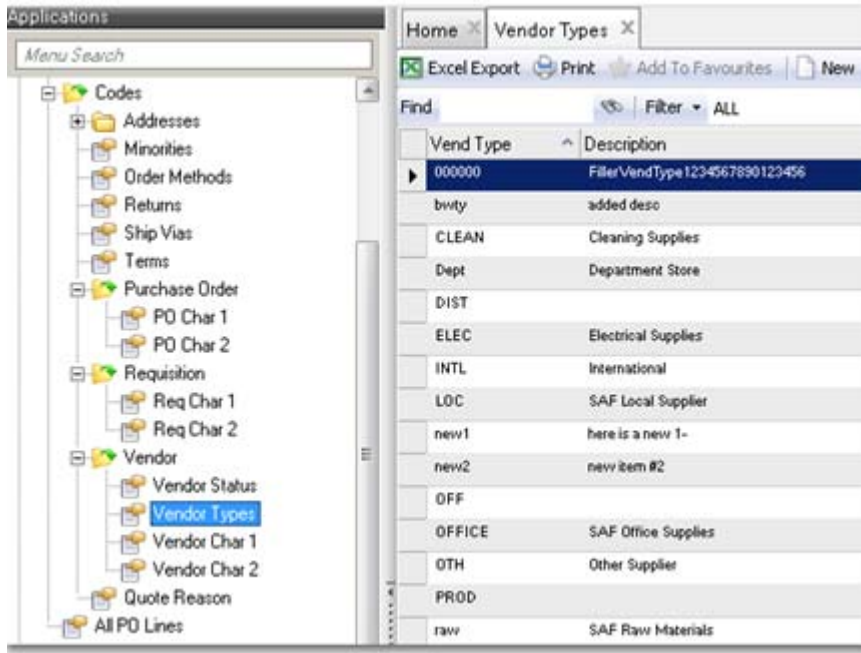
Editing a Status Code

- 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. 5.68
Codes: Vendor Types



Adding a Type Code

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

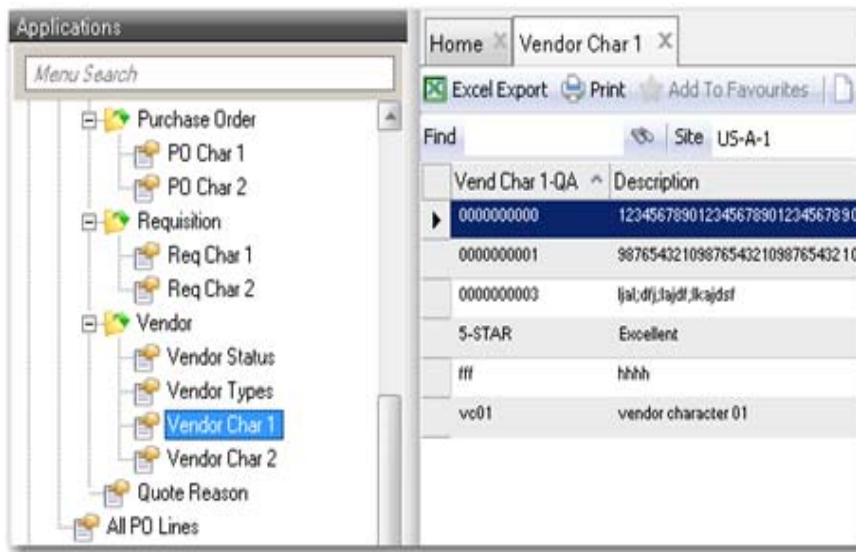
Editing a Type Code

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

Vendor Char 1

The Vendor Character 1 lookup displays on Purchasing|Codes|Vendor|Vendor Char 1. Add or edit codes from the code form.

Fig. 5.69
Codes: Vendor Character 1



Adding a Vendor Char 1 Code

- 1 Click New.
- 2 Enter the user defined purchase order code and description. The system automatically saves the new code.

Editing a Vendor Char 1 Code

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

Vendor Char 2

The Vendor Character 2lookup displays on Purchasing|Codes|Vendor|Vendor Char 2. Add or edit codes from the code form.

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.

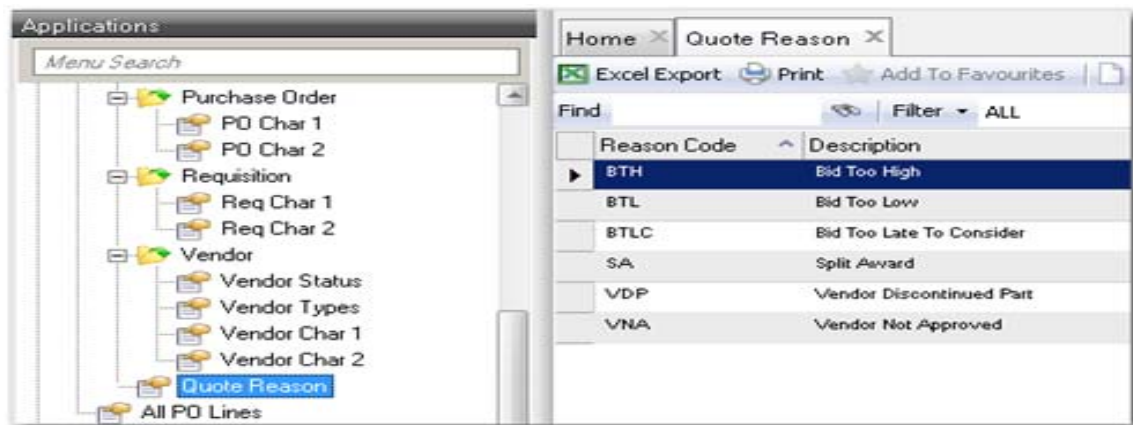
Editing a Character 2 Code

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

Quote Reason

The Quote Reason lookup displays on Purchasing|Quote|Quote Line Submenu. Add quote reason codes to EAM to track why a vendor was not awarded the bid on a selected quote line.

Fig. 5.70
Codes: Quote Reason



Adding a Quote Reason Code

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

Editing a Quote Reason Code

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

All PO Lines Browse

Access this browse from Purchasing|All PO Lines. Use it to organize and display records and to access supporting functions. Using the filter, selected POs or Requisitions can be displayed, the browse printed or exported to Excel.

Fig. 5.71
All PO Lines Browse

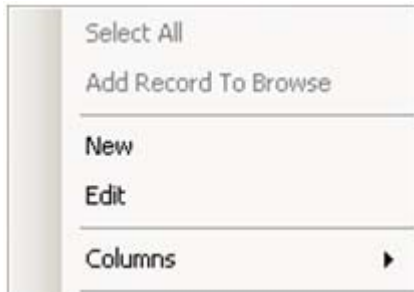
PO No	Line	Part No	Description	Qty Ordered	Qty Received	Qty Returned	PO Vendor No	PO Currency	Order Cost	Buy
1000	4004	1	Pump for water line repair	500	500	0	A2002	USD	10.00	ASP
1000	4004	2	For Water lines to equipment	1250	125	0	A2002	USD	1	ASP
1000	4004	3	C12345 Filter, air 24x24, rubber	12	5	0	A2002	USD	27.35	ASP
1001	0	0	AIRFILTER-00 Air Filter, HEPA, 23.5x23.5	0	0	0	A2002	USD	0	
1001	0	0	AIRFILTER-00 Air Filter, HEPA, 35.12x12x11	0	0	0	A2002	USD	0	
1001	0	0	AIRFILTER-00 Air Filter, HEPA, 39.37, 24x24	0	0	0	A2002	USD	0	
1001	0	0	A-F100 Finished Project A-F100	0	0	0	A2002	USD	0	
1001	0	0	A-F100 Finished Project A-F100	0	0	0	A2002	USD	0	
1001	0	0	AIRFILTER-00 Air Filter, HEPA, 39.37, 24x24	0	0	0	A2002	USD	0	
1001	0	0	AIRFILTER-00 Air Filter, HEPA, 35.12x12x11	0	0	0	A2002	USD	0	
1001	0	0	AIRFILTER-00 Air Filter, HEPA, 23.5x23.5	0	0	0	A2002	USD	0	
1000	0	0	A-CW-210 SLICER Cutting Wheel, 6"x0	0	0	0	A2002	USD	0	
1000	0	0	A-CW-202 Cutting Wheel, 4-1/2x 0.40x7.6	0	0	0	A2002	USD	0	
1000	0	0	A-CW-101 SLICER Cutting Wheel, 4-1/2"	0	0	0	A2002	USD	0	
1000	0	0	A-C120 Component Item	0	0	0	A2002	USD	0	
1000	0	0	A-CW-210 SLICER Cutting Wheel, 6"x0	0	0	0	A2002	USD	0	
1000	0	0	A-CW-202 Cutting Wheel, 4-1/2x 0.40x7.6	0	0	0	A2002	USD	0	
1000	0	0	A-CW-101 SLICER Cutting Wheel, 4-1/2"	0	0	0	A2002	USD	0	
1000	0	0	A-C120 Component Item	0	0	0	A2002	USD	0	

All PO Lines Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 5.72

All PO Lines 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.

Finance

This section discusses the following Finance module topics:

***Finance* 254**

***Accounting* 256**

***Tax* 271**

***Overhead* 278**

***Groups* 282**

***Codes* 287**

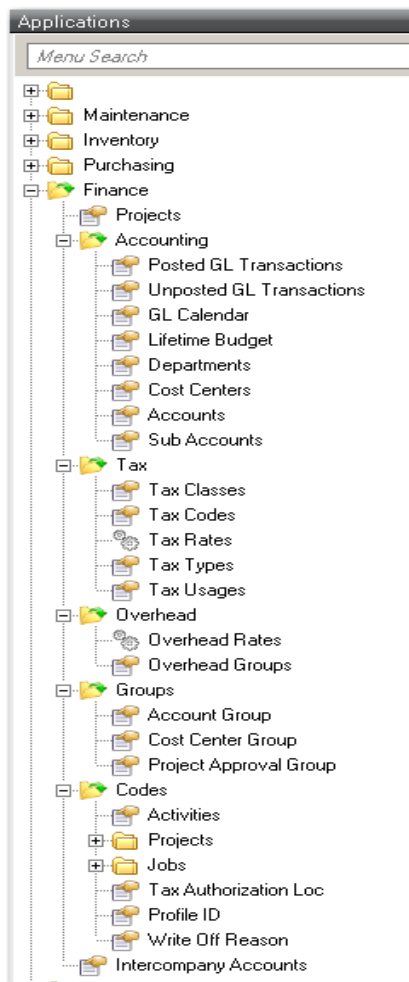
***Intercompany Accounts* 291**

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

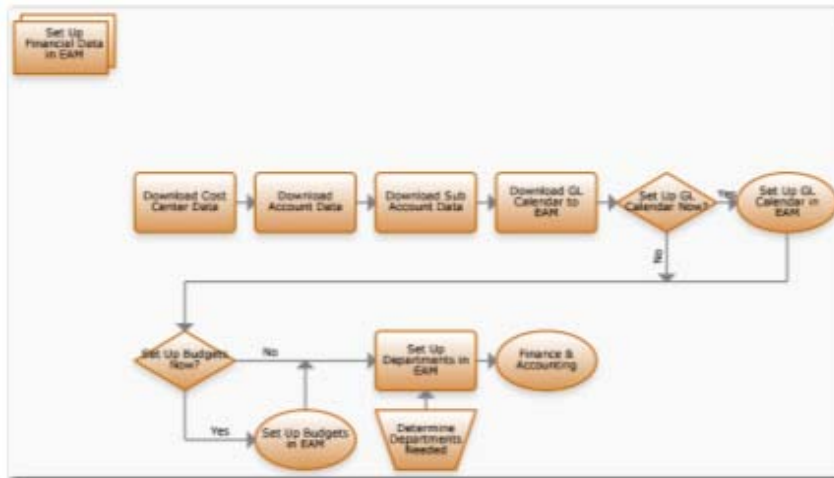
Fig. 6.1
Finance Menu



Setting Up Financial Data in EAM

Fig. 6.2

Set Up Financial Data Process Map

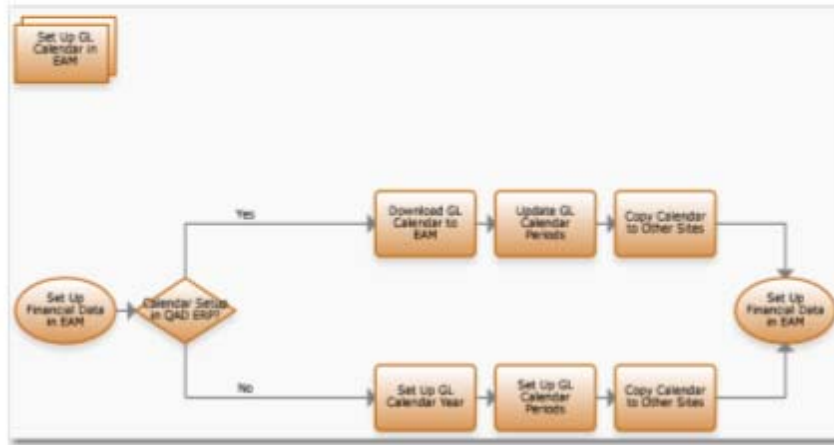


- 1 Download cost center data from QAD ERP.
- 2 Download account data from QAD ERP.
- 3 Download sub-account data from QAD ERP.
- 4 Download GL calendar from QAD ERP to EAM.
- 5 Set up the GL calendar in the EAM application.
- 6 Download budget data from the EAM application.
- 7 Download budget data 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:

- Posted GL Transactions
- Unposted GL Transactions
- GL Calendar
- Lifetime 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

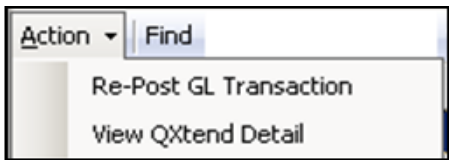
In ERP?	Dept	Cost Center	Acct No	Sub Acct No	Amount	Reference	Date
☐			2100		-1000	1488110000000	11/06/2009
☐		2500	5100		1000	1488110000000	11/06/2009
☒		2500	5200		94.15	1488110000000	11/06/2009
☒		2500	5300	0011	-94.15	1488110000000	11/06/2009
☒		2500	5200		-12.5	1488000400000	09/04/2009
☒	PROD	5010	5200		12.5	1488000400000	09/04/2009
☒	PROD	5010			-48.2	1488000100000	09/01/2009
☒			5702		9	1488000100000	09/01/2009
☒			5701		1.2	1488000100000	09/01/2009
☒	4010	2500	7000	7001	40	1488000100000	09/01/2009

The Posted GL Transactions screen displays all EAM transaction records on the Browse after filtering. These records can be sent to QAD ERP or used to view QXtend detail. The GLs should ultimately be posted to QAD ERP.

Posted GL Transactions Action Menu

Options on this menu depend on context. Access the Action menu from the toolbar or right-click menu.

Fig. 6.5
Posted GL Transaction Action Menu



Re-Post GL Transaction

Select the Re-Post GL Transaction item to post the selected GL record to QAD ERP.

View QXtend Detail

Select the View QXtend Detail item to see the selected GL record in QXtend.

Unposted GL Transactions Browse

Access this browse from Finance|Accounting|Unposted GL Transactions. Use it to enter general ledger transactions into EAM. You can also organize and display records, access supporting functions, export to Excel, and edit or create new records.

Fig. 6.6
Unposted GL Transactions: Browse

Site	Reference	Description	Date	Year	Quarter	Period	Total	Send ERP?
US-A-1	MR100528028149		05/28/2010	0	0	0	0	☒
US-A-1	MR100630020444		06/08/2010	2010	2	6	0	☐

Line no	Description	Amount	Dept	Cost Center	Acct No	Sub Acct No
1	test	10		fin	1301	
2	test	-10		fin	1301	

Users can associate the manually created GL with a work order number, equipment number, or project number and job number in EAM. The user can indicate whether the manually entered GLs should ultimately be posted to QAD ERP.

Unposted GL Transactions Action Menu (upper browse)

Options on this menu depend on context. Access the Action menu from the toolbar or right-click menu.

Fig. 6.7
Unposted GL Transactions Action Menu



Post

Select the Post Action to post the selected GL record to EAM.

Global Post

Select the Global Post Action to post the selected GL records to EAM.

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. 6.8
Sites Account Calendar Browse

The screenshot displays the 'GL Calendar' application window, which is divided into three main sections, each with its own toolbar and data table.

Top Panel (Year Browse):

- Toolbar: Excel Export, Print, Add to Favorites, New, Undo.
- Buttons: Action, Find, Filter (set to ALL), Default.
- Table:

Year	Closed?
2008	☐
2007	☒
2006	☒
2005	☒
2004	☒

Middle Panel (Period Browse):

- Toolbar: Excel Export, Print, Add to Favorites, New, Undo.
- Buttons: Action, Find, Default.
- Table:

Period	Quarter	Start Date	End Date	Closed?
1	1	01/01/2008	01/31/2008	☒
2	1	02/01/2008	02/29/2008	☒
3	1	03/01/2008	03/30/2008	☒
4	2	04/01/2008	04/30/2008	☒
5	2	05/01/2008	05/31/2008	☒
6	2	06/01/2008	06/30/2008	☒
7	3	07/01/2008	07/31/2008	☐

Bottom Panel (Site Browse):

- Toolbar: Excel Export, Print, Add to Favorites, New.
- Buttons: Action, Find, Default.
- Table:

Site	Current?	Closed?	Can Access
10000	☐	☒	☒
20000	☐	☒	☒
ATL	☐	☒	☒
BOS	☐	☒	☒
CHI	☐	☒	☒
DECISION	☐	☒	☒
Default	☐	☒	☐
kate	☐	☒	☒

The Sites calendar includes three browses: year, period, and site. 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.

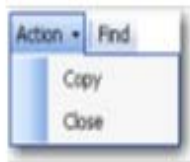
Use the lower browse to close account periods on a site-by-site basis.

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. 6.9
Sites Account Calendar Action Menu



Copy

Use Copy to copy the selected GL calendar to the new year on the Copy Calendar screen.

Fig. 6.10
Copy Calendar



Close

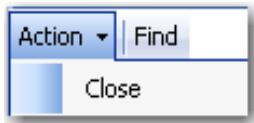
Use Close to end the selected year. If you use QAD ERP, EAM notifies you that there are transactions you still need sent to QAD ERP.

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. 6.11
Sites Account Calendar Action Menu



Close

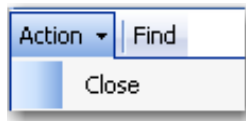
Use Close to end the selected period. If you use QAD ERP, EAM notifies you that transactions need to be sent to QAD ERP. If you proceed, QAD ERP excludes unsent transactions from period totals.

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. 6.12
Sites Account Calendar Action Menu



Close

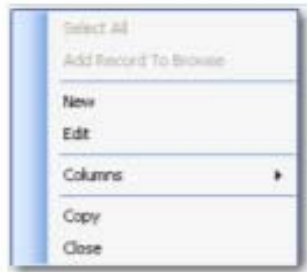
Use this action to close account periods on a site-by-site basis. If you use QAD ERP, EAM notifies you that transactions need to be sent to QAD ERP. If you proceed, QAD ERP excludes unsent transactions from period totals.

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 Right-Click Menu (all browse levels)

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

Fig. 6.13
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

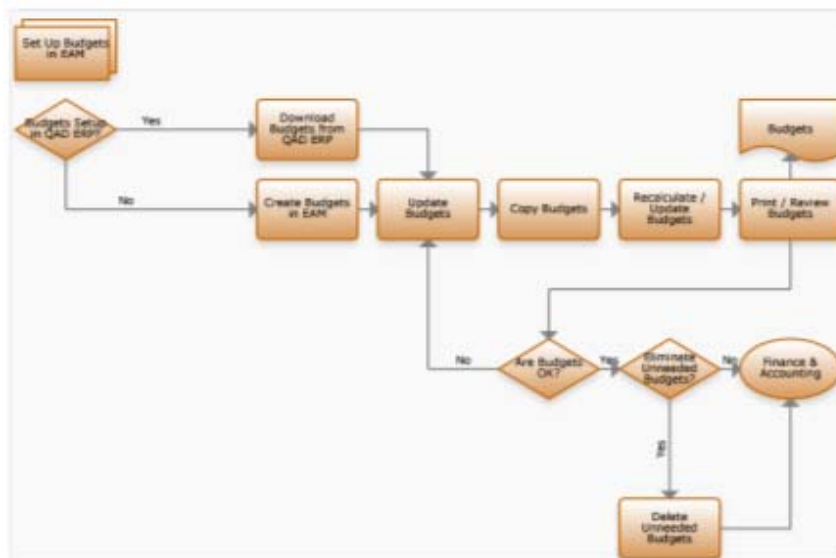
EAM displays downloaded accounting period dates as they have been set up in QAD ERP. On the GL Calendar middle browse, users can edit beginning and end dates for each period. If you change an account period's end date, EAM automatically updates the start date of the following period.

- 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. 6.14
Budgets Process Map



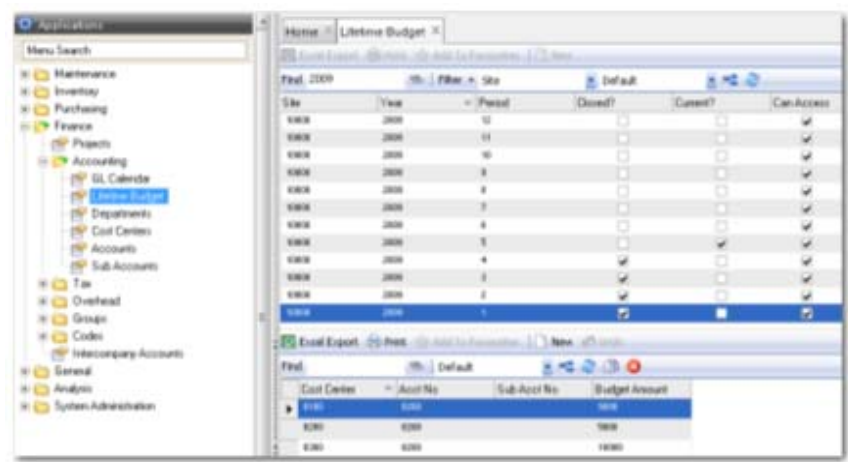
- 1 Create budgets in EAM if you are not downloading them from QAD ERP.
- 2 Update budgets in EAM.

- 3 Copy budgets in EAM.
- 4 Recalculate and update budgets in EAM.
- 5 Print and review budgets
- 6 Eliminate unnecessary budgets.

Lifetime Budget 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. 6.15
Lifetime Budgets Browse



The Lifetime Budget functionality 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.

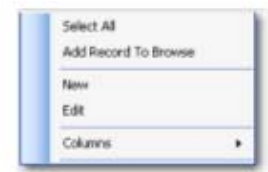
The lower browse contains cost center, account, and sub-account combinations and the planned spending amount for the selected accounting year’s periods.

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. 6.16
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. 6.17
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.

Budget Record Detail

Budget Records for a Site in a Domain (upper browse)

Download budgets from QAD ERP to the QAD EAM 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.

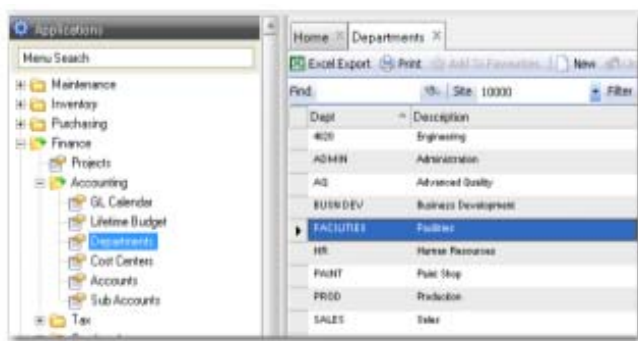
Editing a Budget Site Record (lower browse)

- 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.

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. 6.18
Departments Browse



Departments Right-Click Menu

The right-click menu contains administrative functions.

Fig. 6.19
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.

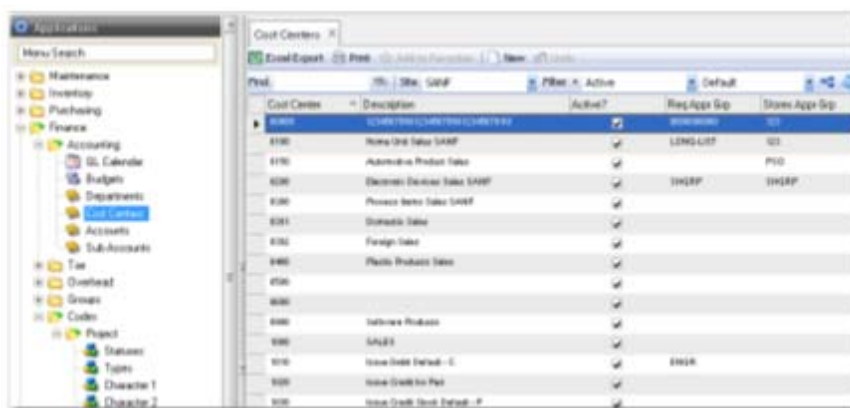
Create and name a cost center group at Finance|Groups|Cost Center Group. Add a list of cost centers to the group on the lower browse.

Use EAM to associate the cost center group with selected user IDs under System Administration|User|User-Subdetail|Cost Center Group. 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. 6.20
Cost Center Browse

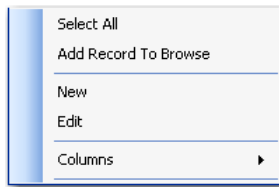


Cost Center	Description	Active?	Req. App. Grp	Stores App. Grp
0000	UNASSIGNED COST CENTER			
0100	Home Gtd Sales SAMP	✓	LONG-LEAF	001
0110	Automotive Product Sales	✓		P10
0200	Electronic Device Sales SAMP	✓	THGRP	THGRP
0300	Process Better Sales SAMP	✓		
0301	Domestic Sales	✓		
0302	Foreign Sales	✓		
0400	Plastic Products Sales	✓		
0500		✓		
0600	Software Products	✓		
0700	SHOPS	✓		
0710	Home Gtds Detail - C	✓	THGRP	
0800	Home Gtds for Part	✓		
0900	Home Gtds Detail - P	✓		

Cost Centers Right-Click Menu

The right-click menu contains administrative functions.

Fig. 6.21
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.
Note Download cost centers from QAD ERP if you use an interface with that application.
- 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.

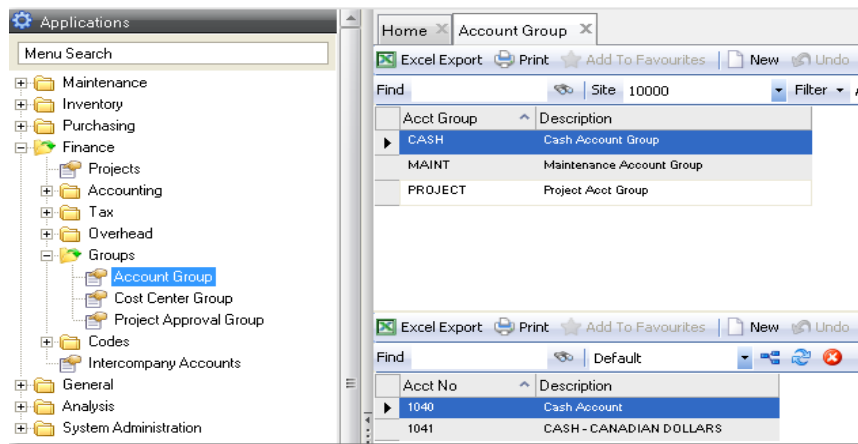
Create and name an account group at Finance|Groups|Account Group. Add a list of account numbers to the group on the lower browse.

Use EAM to associate the account group with any selected user IDs, under System Administration|Users|User Subdetail|Account Group. 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.

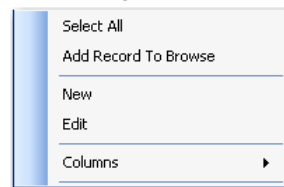
Fig. 6.22
Account Browse



Account Right-Click Menu

The right-click menu contains administrative functions.

Fig. 6.23
Account Right-Click Menu



Creating a New Account

- 1 Click New.

Note Download account data 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.

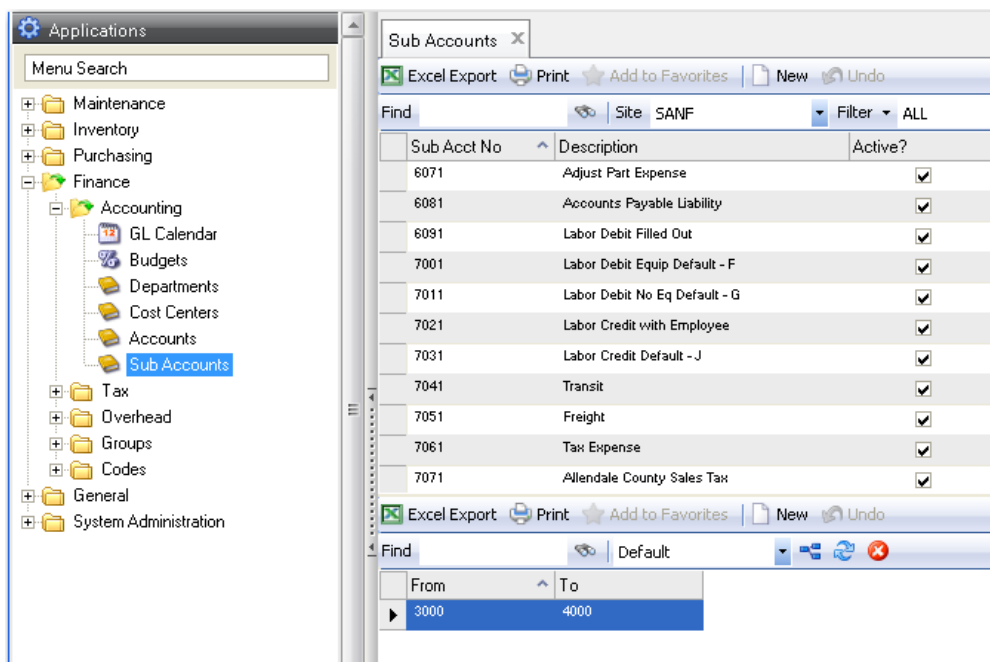
Sub-Accounts

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.

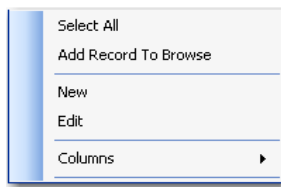
Fig. 6.24
Sub-Accounts Browse



Sub-Accounts Right-Click Menu

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

Fig. 6.25
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.

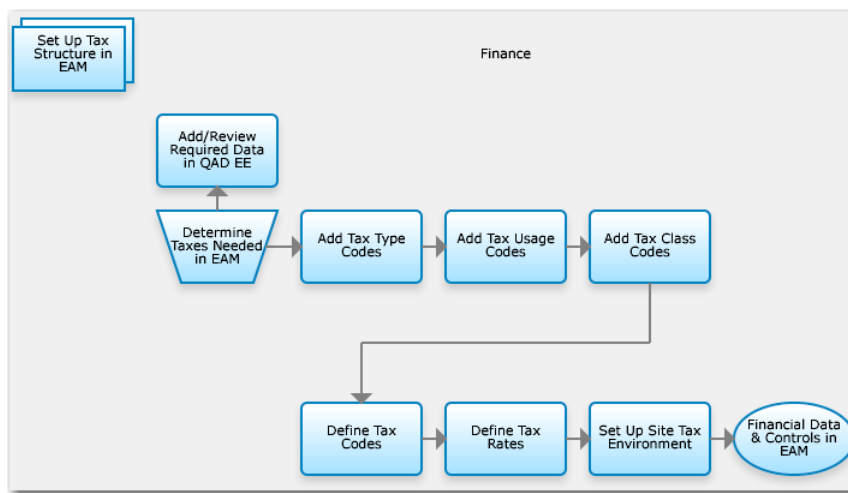
Tax

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 classes, 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. 6.26
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

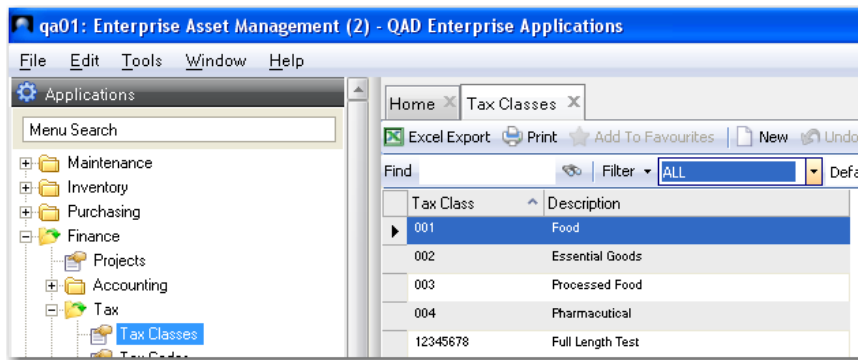
Use this table to create and modify tax class codes. Tax class codes track a class of people or items. A tax class can represent a customer, supplier, or item. In some cases, tax law specifies that the tax applies based on tax class. In QAD ERP, the tax class determines the tax rate for tax types in 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.

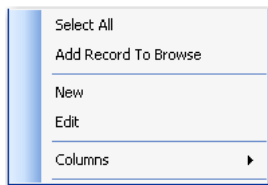
Fig. 6.27
Tax Classes Browse



Tax Classes Right-Click Menu

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

Fig. 6.28
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.

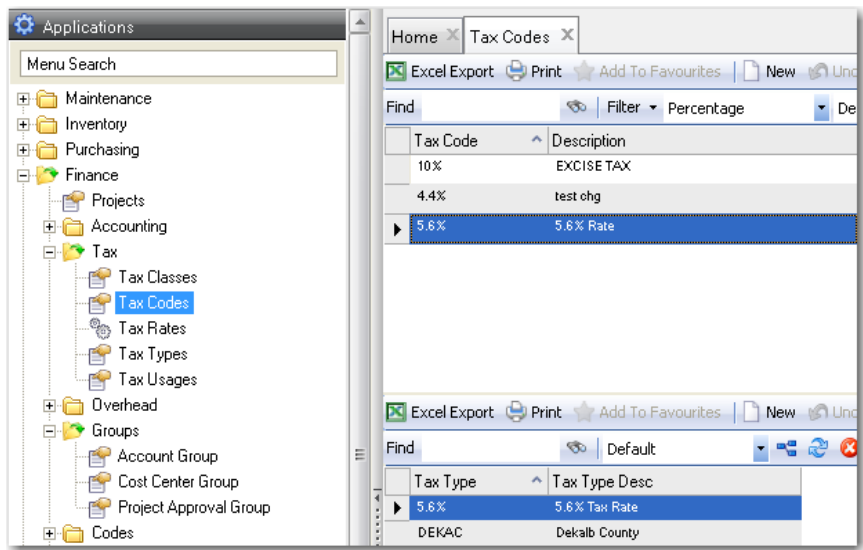
Tax types are individually associated or grouped under a tax code.

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.

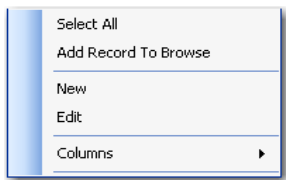
Fig. 6.29
Tax Codes Browse



Tax Codes Right-Click Menu

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

Fig. 6.30
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.

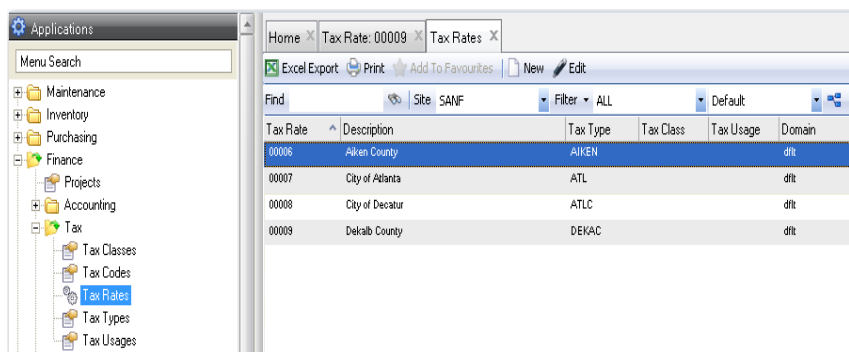
$$\text{Tax Type} + \text{Tax Class} + \text{Tax Usage} = \text{Tax Rate}$$

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.

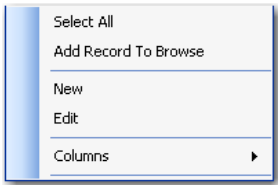
Fig. 6.31
Tax Rates Browse



Tax Rate Maintenance Right-Click Menu

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

Fig. 6.32
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.

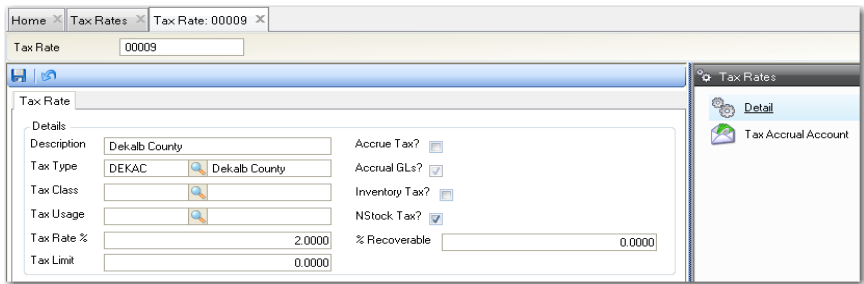
Editing a Tax Rate Record

- 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. 6.33
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.

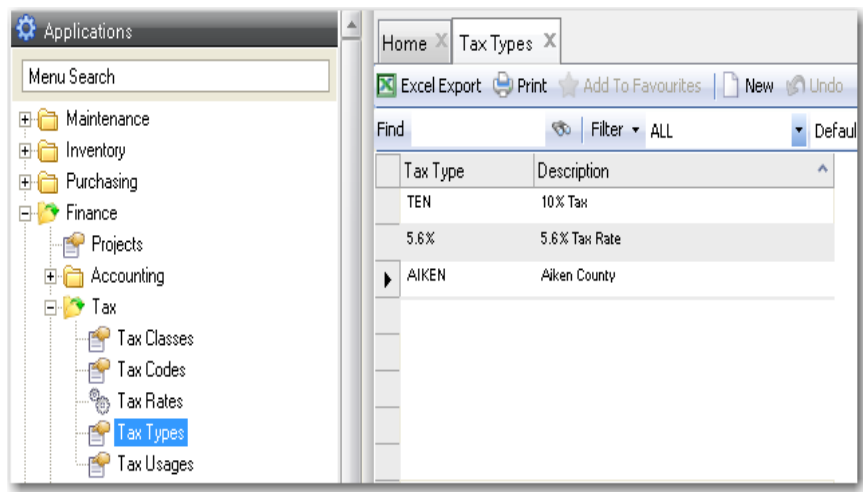
You can create as many tax types and as many tax codes as you need.

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.

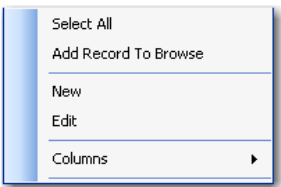
Fig. 6.34
Tax Types Browse



Tax Types Right-Click Menu

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

Fig. 6.35
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.

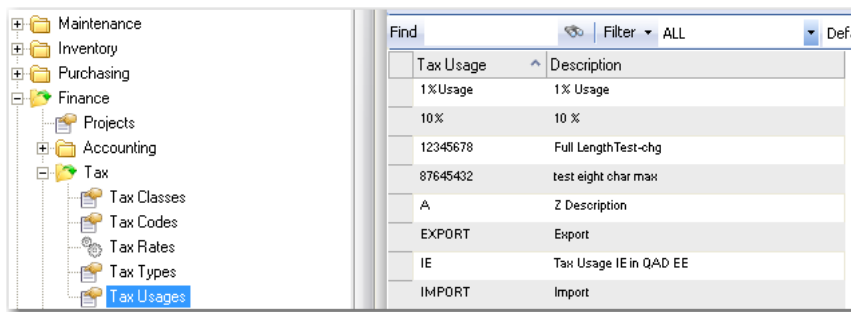
Tax Usages

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. 6.36
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.

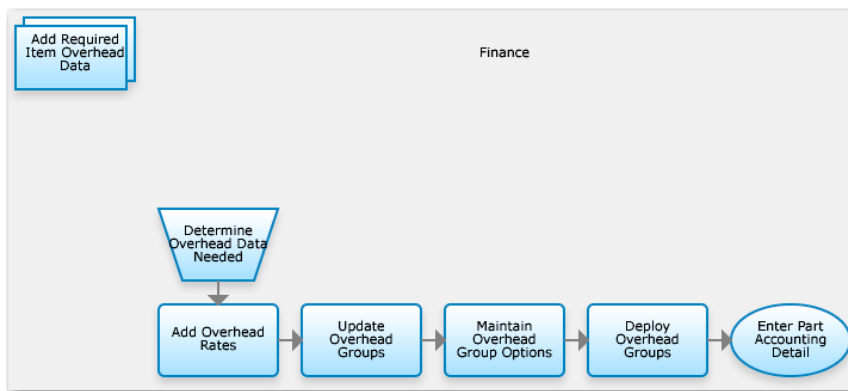
Overhead Rates

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. 6.37
Add Overhead Rates Process Map

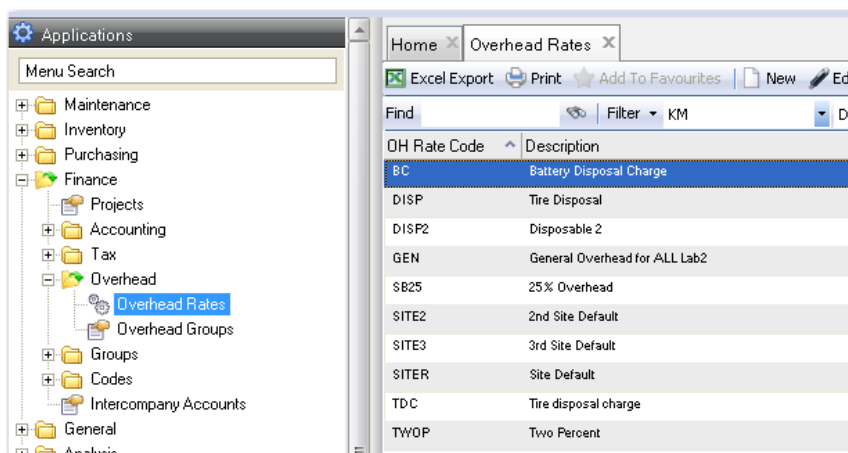


- 1 Determine overhead rates data needed.
- 2 Add overhead rates.
- 3 Update overhead groups.
- 4 Maintain overhead group options.
- 5 Deploy overhead groups.

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.

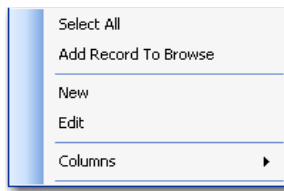
Fig. 6.38
Overhead Rates Browse



Overhead Rates Right-Click Menu

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

Fig. 6.39
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

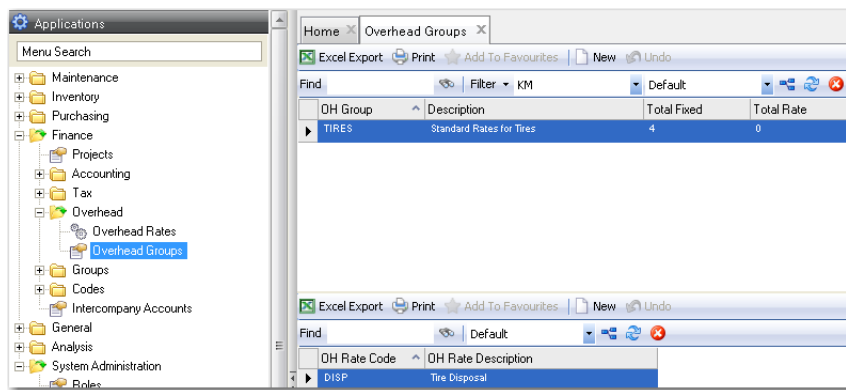
Use overhead groups to recover overhead expenses from operational cost centers and departments.

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.

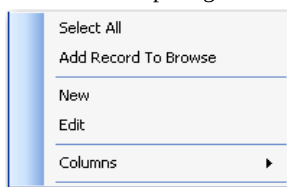
Fig. 6.40
Overhead Groups Browse



Overhead Groups Right-Click Menu

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

Fig. 6.41
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

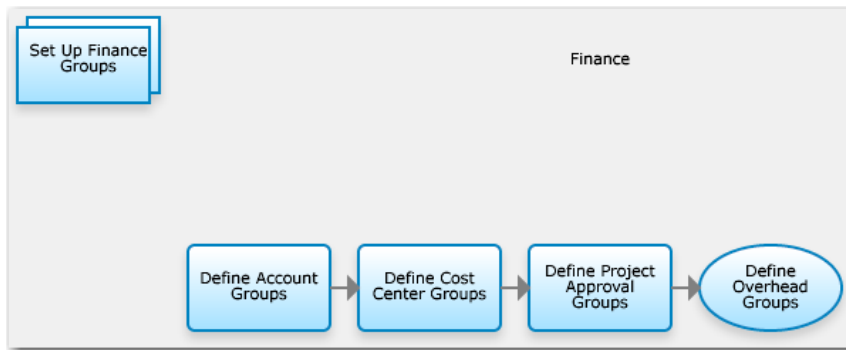
- 1 Double-click a record from the upper browse.
- 2 Enter or edit the overhead group description.
- 3 Click New or Delete in the lower browse.
- 4 Add or subtract associated rates.

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. 6.42
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.

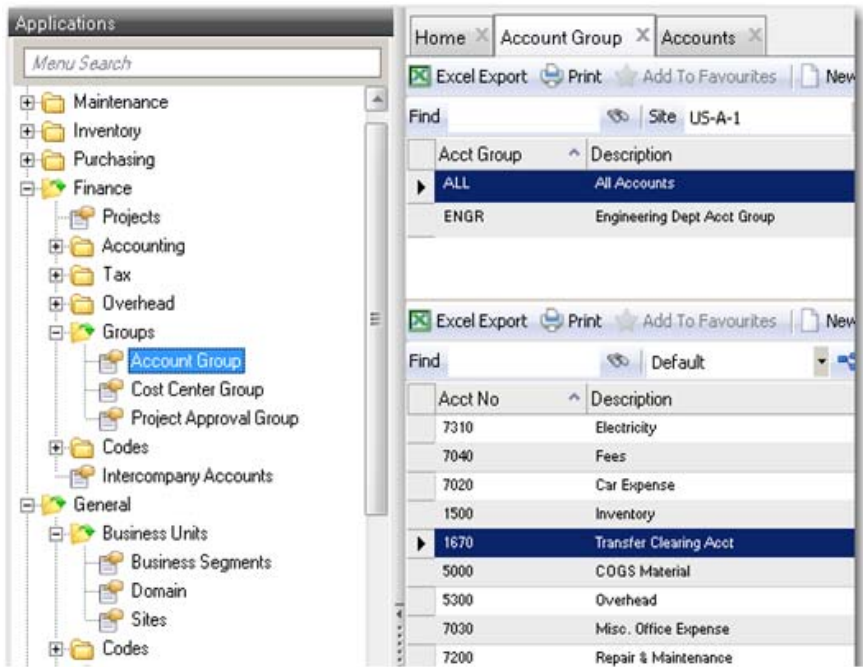
Associate the account group with any selected user IDs, under System Administration|Users|Account Groups. You can associate multiple account groups with the user ID.

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.

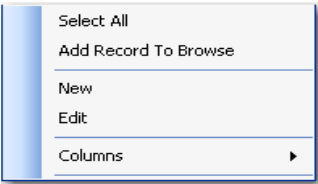
Fig. 6.43
Account Group Browse



Account Group Right-Click Menu

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

Fig. 6.44
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.

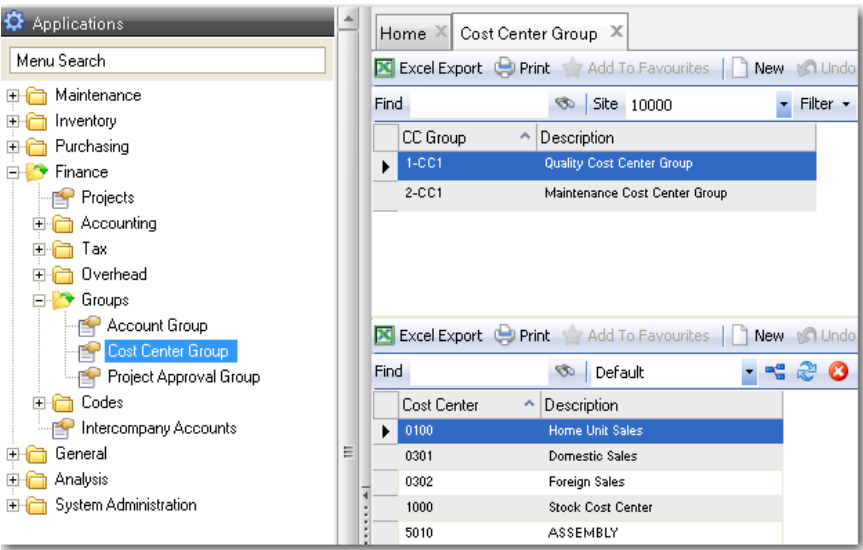
Associate the cost center group with selected user IDs, under System Administration|Users|Cost Center Group. You can associate multiple cost center groups with a user ID.

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.

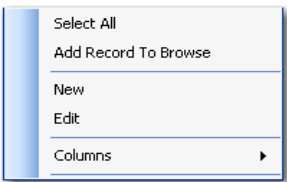
Fig. 6.45
Cost Center Group Browse



Cost Center Group Right-Click Menu

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

Fig. 6.46
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.

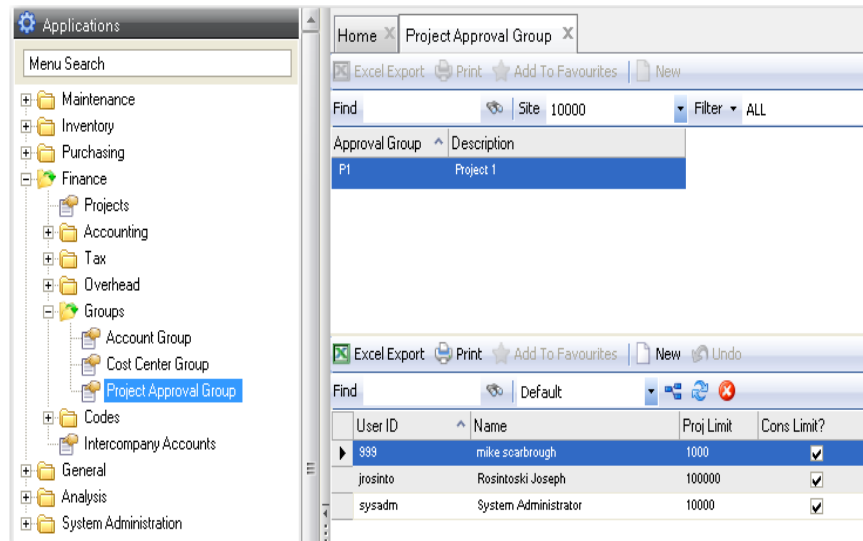
Project Approval Group Browse

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|Users|Detail tab determine user spending limits and amounts for approval of projects.

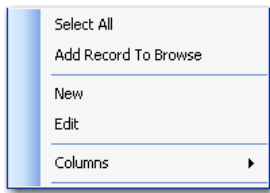
Fig. 6.47
Project Approval Group Browse



Project Approval Group Right-Click Menu

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

Fig. 6.48
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.

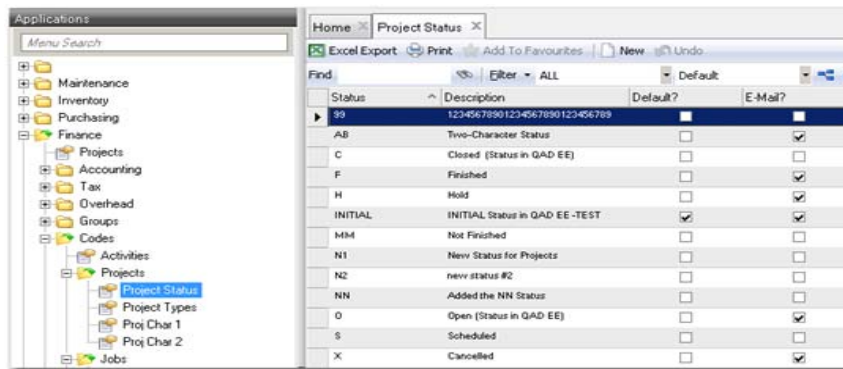
Project

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, and also designate project status changes that trigger system-generated e-mail to a Notify.

Fig. 6.49
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

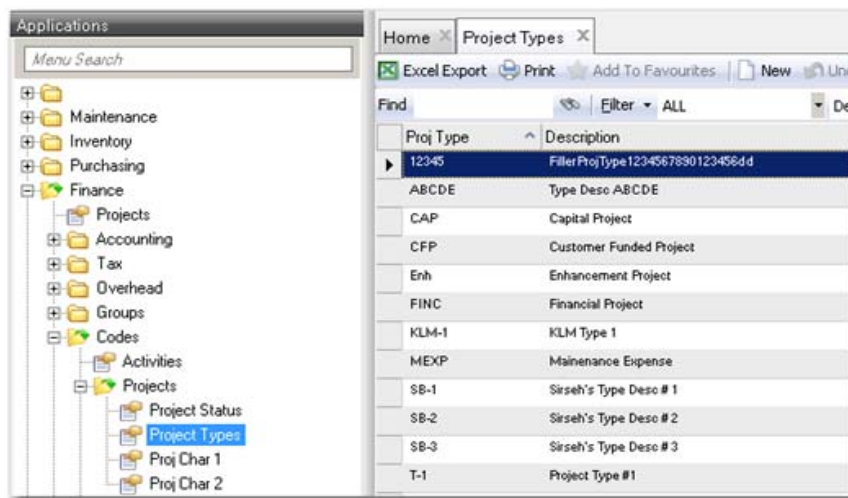
- 1 Double-click the code to edit.
- 2 Enter or edit the status description.
- 3 Select defaults or notifies. The system automatically saves the updated code.

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. 6.50
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

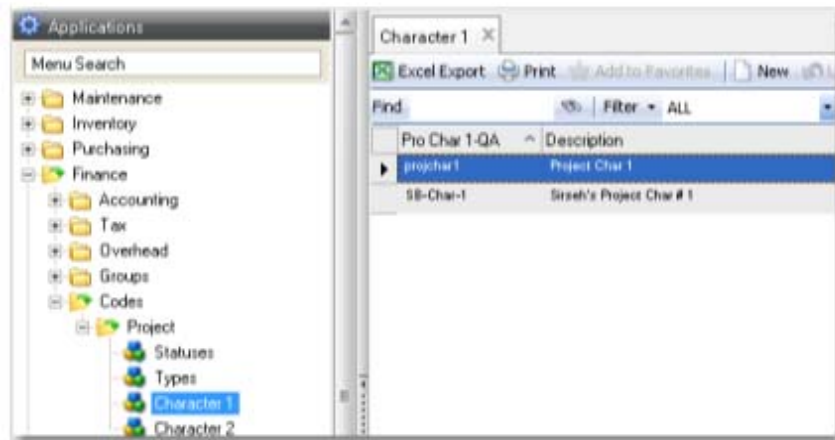
- 1 Double-click the code to edit.
- 2 Enter or edit the project type description. The system automatically saves the updated code.

Project Character 1 and 2

Access the Proj Character 1 lookup from Finance|Projects|Codes. You can add or edit codes from the code form.

Use (user-defined) Proj 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. 6.51
Codes: Proj Character 1



Adding a Proj Char 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 Proj Char 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.

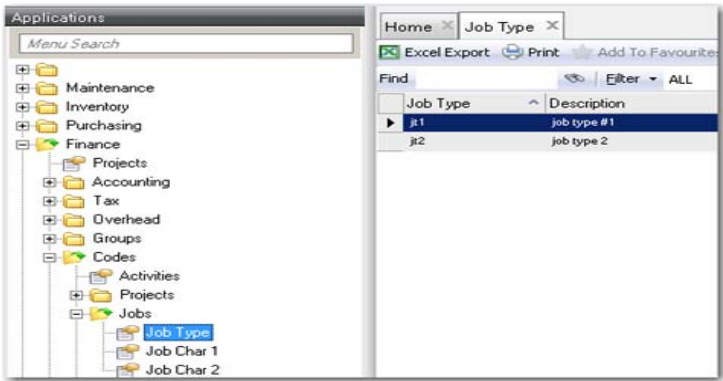
Jobs

Job codes include Types, User-defined Character 1, and User-defined Character 2.

Types

Access the Types lookup from Finance|Jobs|Codes. You can add or edit codes from the code form. Use Types to add, view, or edit job types.

Fig. 6.52
Codes: Job Type



Job Char 1 and 2

Access the Character 1 lookup from Finance|Jobs|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 on the Jobs lower browse. The system administrator or implementation team defines the labels for these two fields.

Intercompany Accounts

Use intercompany accounts when GL transactions must go between sites (for example, inventory transfer between site A and site B), and you cannot use the default transfer cost center, account, and sub-account.

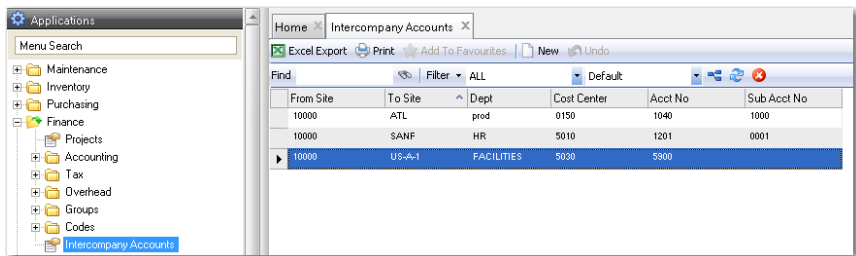
When a part relocates from one site to another, EAM credits the inventory from which it was removed, and debits the transit location. Use EAM System Admin|System Control Maintenance|System Site Maintenance|More Inv tabbed page to set up cost center, account number, and sub-account.

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.

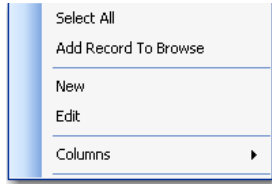
Fig. 6.53
Intercompany Accounts Browse



Intercompany Accounts Right-Click Menu

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

Fig. 6.54
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. 6.55
Intercompany Accounts Record Detail

A screenshot of the 'Intercompany Accounts' application window. The window has a title bar with 'Home' and 'Intercompany Accounts' tabs. Below the title bar is a toolbar with icons for 'Excel Export', 'Print', 'Add To Favourites', 'New', and 'Undo'. A 'Find' field is present. Below the toolbar is a table with columns: 'From Site', 'To Site', 'Dept', 'Cost Center', 'Acct No', and 'Sub Acct No'. The table contains three rows of data. The first row is highlighted in blue.

From Site	To Site	Dept	Cost Center	Acct No	Sub Acct No
10000	ATL	prod	0150	1040	1000
10000	SANF	HR	5010	1201	0001
10000	US-A-1	FACILITIES	5030	5900	

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 intercompany 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 intercompany transaction between the site listed in the To Site box and the From Site. Select the department through the Dept field's lookup.

Cost Center. This is the cost center to be used in any intercompany 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 intercompany 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 intercompany 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* 296**

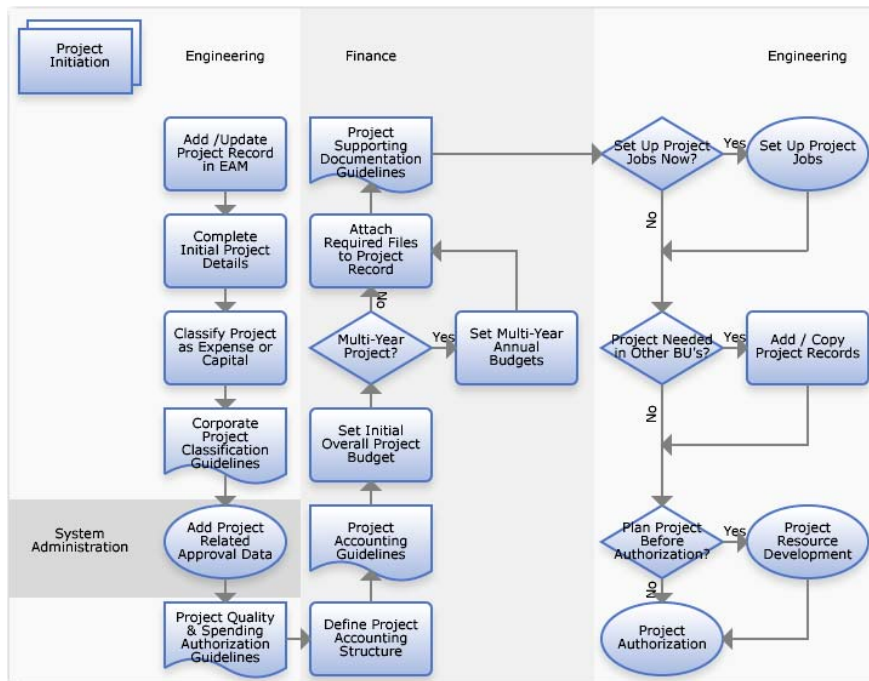
***Jobs* 311**

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



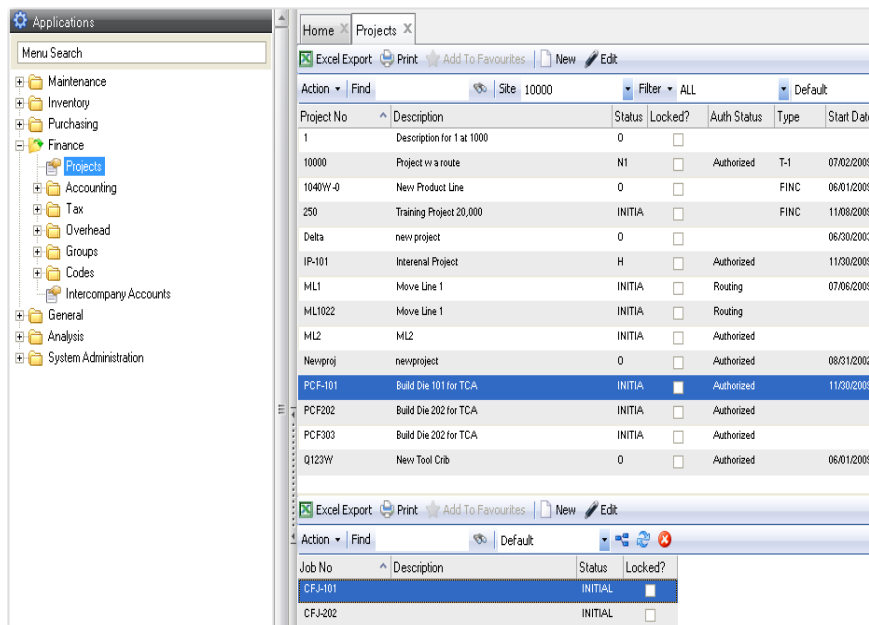
- 1 Add or update a project record in EAM.
- 2 Complete initial project details.
- 3 Classify the project expense type (expense or capital).
- 4 Verify compliance with corporate project guidelines.
- 5 Add project-related approval data.
- 6 Review and follow quality and spending authorization guidelines.
- 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

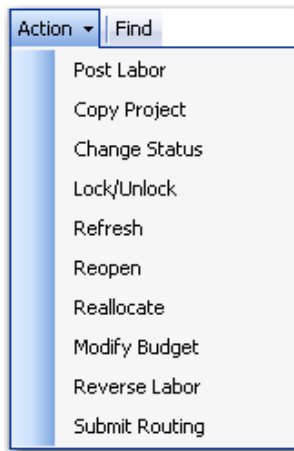
Access this browse from Finance|Projects. Use it to organize and display records, to access supporting functions, export to Excel, and to access existing or create new projects.

Fig. 7.2
Project Browse



Project Action Menu

Fig. 7.3
Project Action Menu



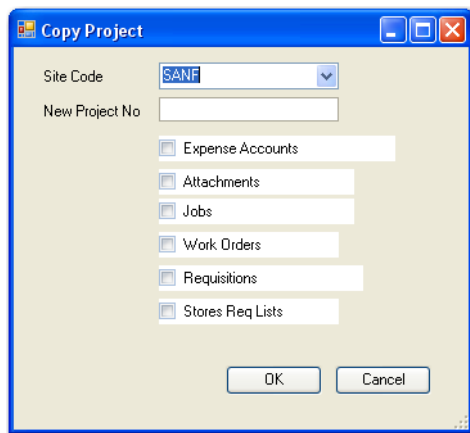
Post Labor

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.

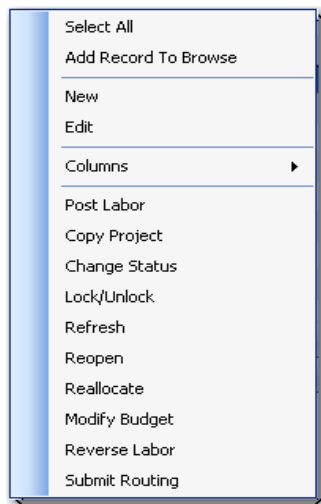
Submit Routing

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 displays the 'Project Record Detail' form in the QAD ERP application. The form is organized into several tabs: General, Cost, Customer Funding, Program, Lifetime Budget, and User Def. The 'General' tab is currently active, showing fields for Description, Start Date, Est Comp Date, Rev Comp Date, Act Comp Date, Expense Type, Funding Type, Status, Bus Segment, Assigned, Notify, Owner, Type, Tax, and Authorization. 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 'General' tab of a project form. The tabs at the top are General, Cost, Customer Funding, Program, Lifetime Budget, and User Def. The form is organized into four main sections:

- Detail:** Contains 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:** Contains fields for Bus Segment (EnhCapPri), Notify (JBRYANT), Type (Enh), Assigned (JBRYANT), and Owner (JEANNIE BRYANT).
- Tax:** Contains fields for Taxable? (checkbox), Tax Class, Tax Code, and Tax Usage.
- Authorization:** Contains fields for 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 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 e-mail 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	
Detail											
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										
Primary Expense											
Expense Site	10000			Dept							
Cost Center	5000 MANUFACTURING			Acct No	8200 SUPPLIES						
Sub Acct No	10000 Site 10000 Sub										
Last Refreshed											
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 recalculates 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 recalculates 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

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

General		Cost		Customer Funding		Program		Lifetime Budget		User Def	
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 example, it can be a combination of the OEM, program name, model year, part name, and end item number for customer-funded projects.

Program Type. 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.

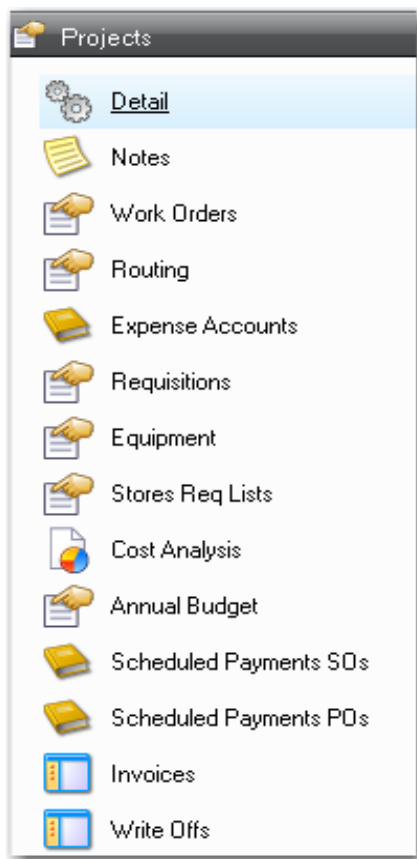
Integer 1/2. These are user-defined integer fields for projects.

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

Projects Submenu

The currently active menu option displays an underlined text label. For example, 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.

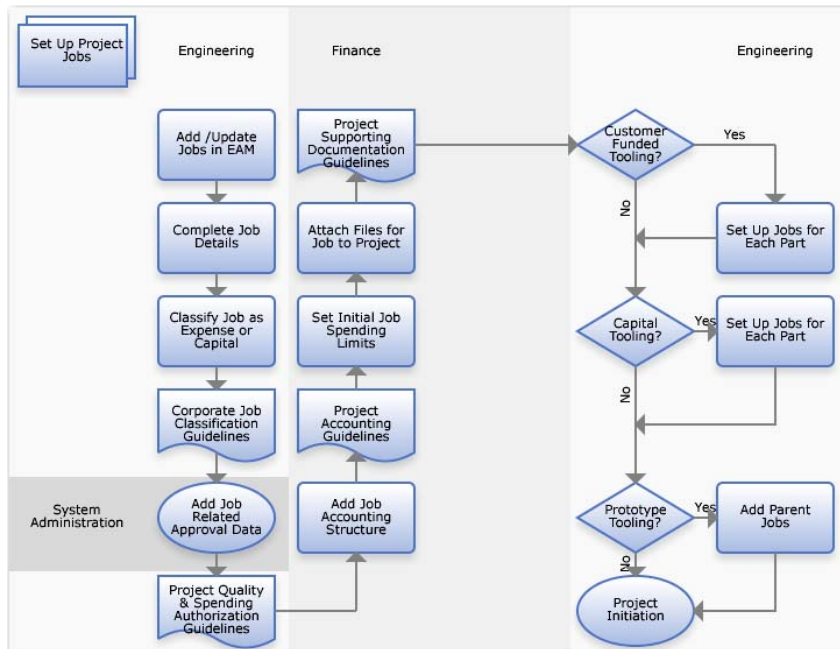
Projects Submenu	Purpose
Requisitions	Use this option to display or add a list of all requisitions associated with this project's jobs.
Equipment	Use this option to display or add a list of all equipment associated with this project.
Stores Requisition Lists	Use this option to display a list of all stores 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

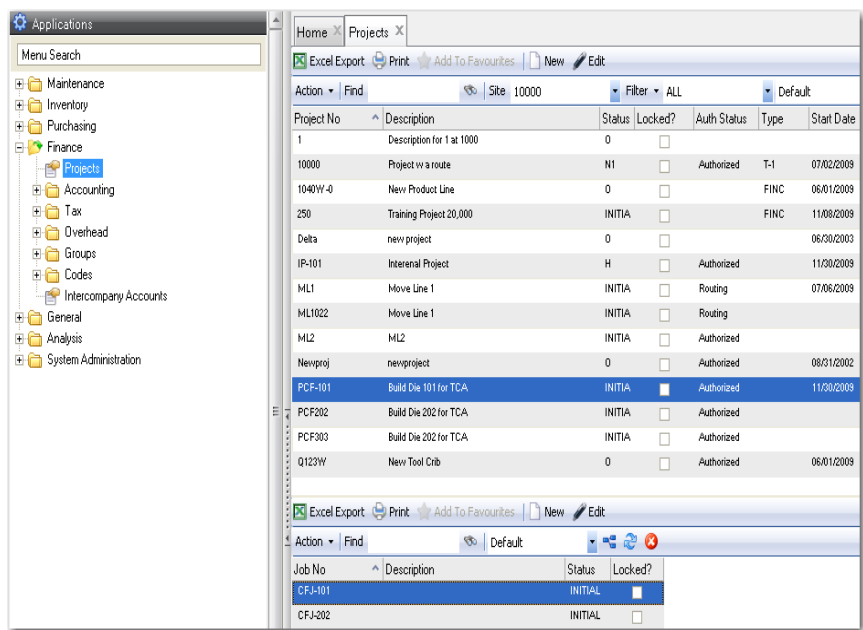


- 1** Add or edit a job record, if needed.
- 2** Complete job details.
- 3** Classify the job expense type (expense or capital).
- 4** Verify compliance with corporate job classification guidelines.
- 5** Add job-related approval data.
- 6** Review and follow quality and spending authorization guidelines.
- 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

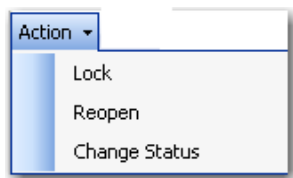
Access this browse from Finance|Projects. It is the bottom browse in a project display. Use it to organize and display records, to access supporting functions, export to Excel, and to access existing or create new records.

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.

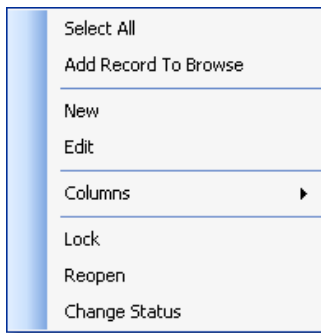
Change Status

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 two 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	☒	Completed?	☐
Capitalize Date		Job Type	
Req Appr Grp		Asset?	☐
		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 project's 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.

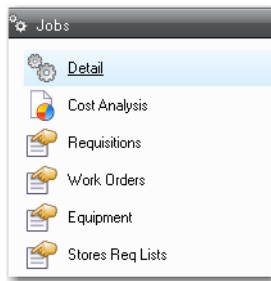
Vouchered. This field displays the amount vouchered against purchase orders associated with the job.

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 example, the active option below is Detail.

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 320

Business Units 321

Set Up Domain, Entity and Site Data 322

Sites 331

Codes 337

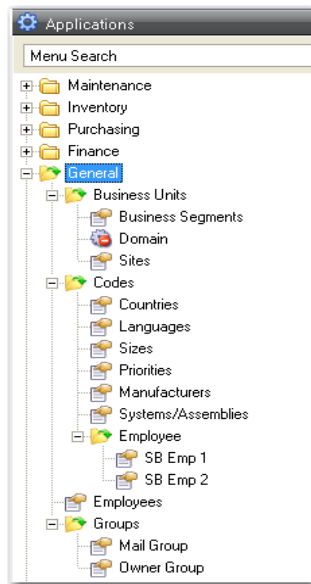
Groups 354

General

Use General to administer and maintain system files and tools such as:

- Business units
- Domain, entity, and site relationships
- 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 application.

Business Segments

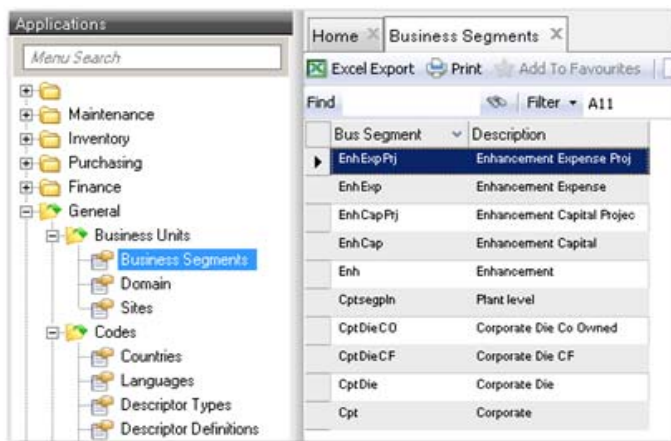
An organization may have specialized Business Segments that operate as distinct units, concentrating on particular interests or tasks. Managers can track which Business Segments are initiating capital or expense projects, and identify the driving Business Segments in the Project module.

In the System Registry, 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



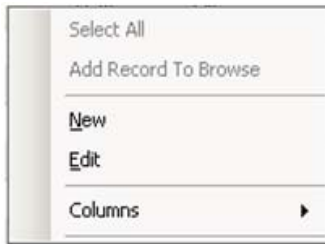
BusSegment. A fifteen-character field that is used to enter a Business Segment code. The format of the Bus Segment changes to display dashes, depending on the format definitions in the System Registry.

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.

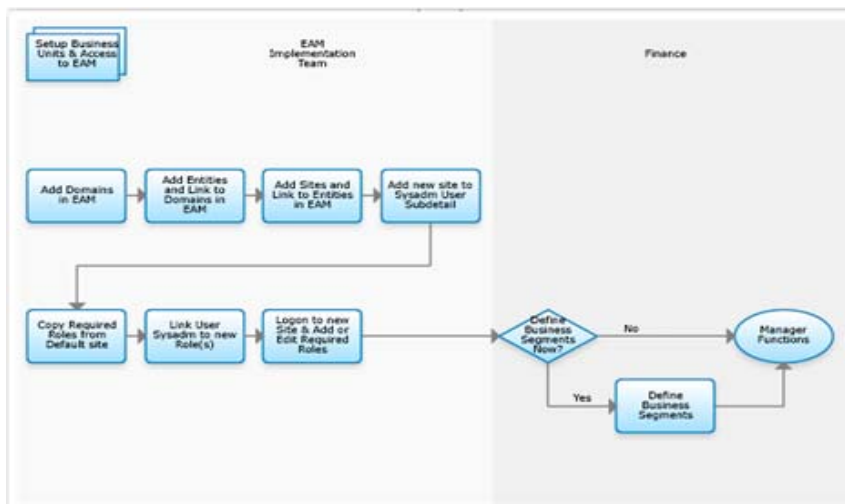
Columns

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



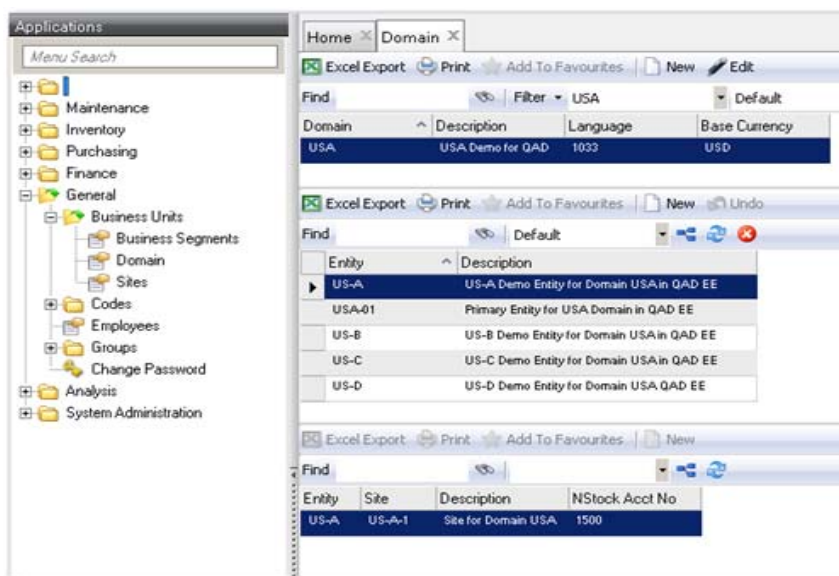
- 1 Set up one or more domain codes.
- 2 Set up one or more entity codes.
- 3 Set up one or more site codes.

- 4 Add new site to the sysadm user-subdetail.
- 5 Copy an existing role to the new site.
- 6 Log on to new site and edit or set up required roles.
- 7 Link user sysadm to new security group.
- 8 Log on to new site and set up required roles.
- 9 Link user sysadm to new required roles.
- 10 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 middle browse displays entities associated with the domain. The lower browse displays the sites associated with the entity.

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 middle 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 middle browse to edit.
- 2 Enter or update the entity description. The system automatically saves the updated description.

Creating a Site Record

- 1 Click New in the lower browse to open a new site record. Assign a site code to match one set up in QAD ERP.
- 2 Enter a site description. The system automatically saves the record.

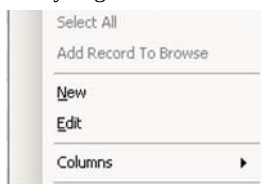
Editing a Site Record

- 1 Double-click the site description in the lower browse to edit.
- 2 Enter or update the site description. The system automatically saves the updated description.

Domain Right-Click Menu

The right-click menu contains administrative functions.

Fig. 8.6
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.

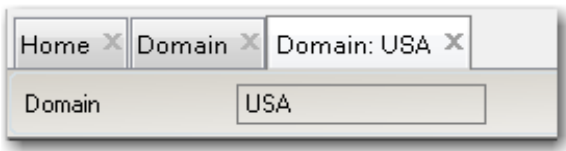
Columns

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. 8.7
Domain Record Detail



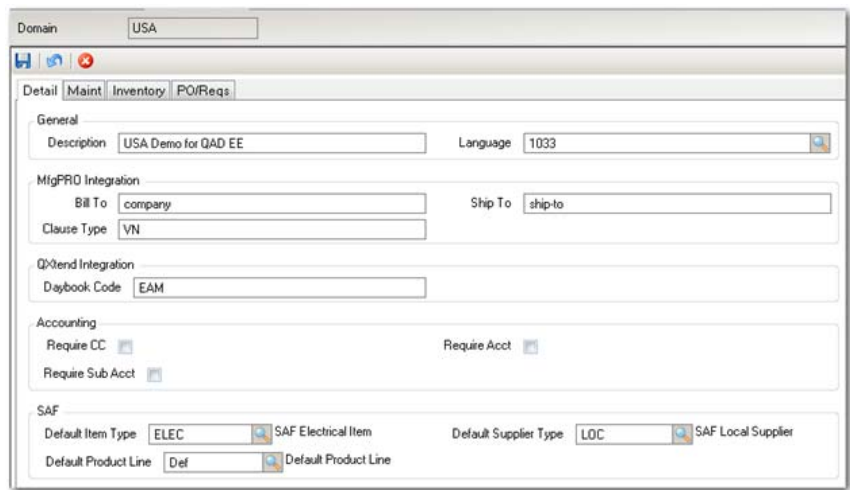
Domain Tabs

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. 8.8
Domain: Detail Tab



Domain. Enter a code (maximum 8 characters) identifying a specific domain. Codes are restricted to the upper and lowercase letters and numbers. 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.

Bill To. This is the default bill-to address that is utilized on all POs for this specific domain.

Ship To. This is the address type stored in Addresses in EE to designate ship to addresses.

Clause Type. Refers to the Type field in QAD Enterprise Edition (EE) master comments. In EE, master comments can be used in a variety of places. To help organize these comments, a user-defined type field is used to group them. The ERP Interface|Download routine only displays the EE master comments based on the Clause Type entered into this field.

Daybook Code. Enter the daybook code associated with this domain needed for integration using QXtend.

Require CC. If this option is selected, EAM requires a Cost Center on a transaction.

Require Acct. If this option is selected, EAM requires an Account on a transaction.

Require Sub Acct. If this option is selected, EAM requires a Sub Account on a transaction.

Note You can use the mandatory fields functionality found at System Administration| Mandatory Fields for a more selective enforcement of this requirement.

Default (SAF) Item Type. Enter a default Item Type code associated with a part transaction. When EE tells EAM that the Item Type concept is required, EAM finds the parts record associated with mglt_det and provides the parts.type_code value. If parts.type_code is blank or no parts record can be found, EAM uses the default found here.

Default (SAF) Supplier Type. Enter a default Supplier Type code associated with a purchasing transaction. When the Supplier Type concept is required, EAM uses the mglt_det.po_no to find the po_header. It then finds the vendor for that po_header and supplies vendor.type_code. If the record cannot be found or the value is blank, EAM uses the default found here.

Default (SAF) Product Line. Enter a default Product Line code associated with a part purchasing transaction. When the Product Line concept is required, EAM uses mglt_det to find the relevant parts and po_line and pulls the product_line_no from those records. If the record cannot be found or the value is blank, EAM uses the default found here.

Note EAM only supports SAF when integrated with EE. EAM does not store SAF details related to transactions. EAM draws the SAF concepts it needs from EE based on a transaction line's cost center, account code, and project number. EE then compares those three values to its SAF Structures and returns the Concepts that EAM must fulfill.

Domain Tab: Maint

Enter system control information to set up domain-wide parameters on the Maint tab.

Fig. 8.9

Domain: Maint Tab

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 reopen 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, reopened the work order before you can make these changes. If the option is cleared, you cannot reopen 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 specifying holiday closures.

The selected days of the week are used in scheduling preventative maintenance work orders. For example, if Saturday is selected, and a PM comes due on a Saturday, the system generates the PM work order for that Saturday. If Saturday is cleared, the system does not generate the PM work order. It sets the schedule start date to the next available work day. The system finds the next available day to schedule that work order.

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 reopen closed projects.

Domain Tab: Inventory

Enter system control information to set up domain-wide parameters on the Inventory tab.

Fig. 8.10
Domain: Inventory Tab

The screenshot shows the 'Domain: Inventory Tab' window. It has four tabs: 'Detail', 'Maint', 'Inventory', and 'PO/Reqs'. The 'Inventory' tab is selected. The window contains the following sections:

- Ordering:**
 - Inv Cost Mthd: LIFO (dropdown menu)
 - Cons Reserves?: ☐
 - Cons Res/Short?: ☐
 - Cons Res Orders?: ☐
- ABC:**
 - A Percent: 20
 - B Percent: 30
 - C Percent: 50
 - A Days: 30
 - B Days: 180
 - C Days: 365
- Options:**
 - Reserve Inv: ☐
 - Dif Acct Period?: ☐
 - Part Description Protected: ☒
 - Transit: ☒
 - Reopen Stores?: ☒

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 determines the value of the inventory for all items.

Note Do not use the standard cost method.

Cons Reserves? EAM uses this option when calculating the number of parts needed to replenish inventory based on the reorder point and the management maximum quantities. The purpose of Consider Reserves 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.

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 to the current day the number of days required between physical inventory counts, establishing the resulting date as the next physical inventory due date.

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 intercompany charge account). The part remains in the From Site's transit charge account until the inventory clerk receives the part into the destination site. At receipt, the corresponding debit and credit is made against the intercompany 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 intercompany transactions. If selected, you can process intercompany transactions between sites in different accounting periods. If cleared, you can process intercompany transactions only between sites in the same accounting period.

Reopen Stores? Use this option to determine whether users with the required role access can select the reopen 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. When this option is selected, other sites cannot update the part number and description when they use the Copy Parts Across Sites action.

Domain Tab: PO/Reqs

Enter system control information to set up domain-wide parameters on the PO/Reqs tab.

Fig. 8.11
Domain: PO/Reqs Tab

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 reopen 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 with more than the original quantity ordered.

Receipt Limit Amount. Enter an amount to allow an item to be received with 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 POs. Users can set at what stage they want the PO to appear in QAD ERP, either at create, authorized, or ordered.

Receiver? Select the software to use for receiver number generation.

EAM Recv. Prefix? Enter the prefix for EAM receiver numbers.

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 and the designated dollar amount. 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 reroute the PO or requisition for reapproval

Increase %. Enter a percentage that represents how much a buyer can increase an already authorized purchase order or requisition without having to reroute the PO or Requisition for reapproval.

Decrease Amount. Enter an amount that represents how much a buyer can decrease an already authorized purchase order or requisition without having to reroute the PO or Requisition for reapproval.

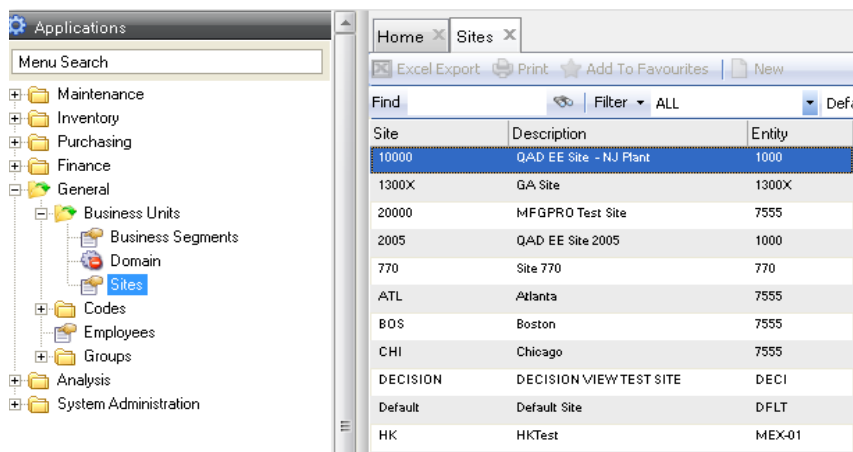
Increase %. Enter a percentage that represents how much a buyer can decrease an already authorized purchase order or requisition without having to reroute the PO or Requisition for reapproval.

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. 8.12
Sites Browse



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 the site description. The system automatically saves the new code.
- 3 Click Save.

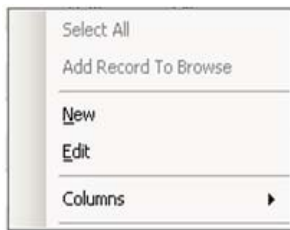
Editing a Site Record

- 1 Double-click a record from the site browse to update the site description. The system automatically saves the new code.

Sites Right-Click Menu

The right-click menu contains administrative functions.

Fig. 8.13
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.

Site Record Detail

The record detail contains all information about the site.

Site Tabs

Site records contain eight tabs: General, Purchase Order, Inventory, More Inventory, Maintenance, Authorization Options, Misc, and MFG/PRO Options. Add new records or edit existing ones from here, or save. The values and settings apply to just this site.

Site Tab: General

Fig. 8.14
Site Tab: General

The screenshot shows the 'Site Tab: General' form. At the top, there are tabs for 'Home', 'Sites', and 'Site: US-A-1'. Below this is a 'Site' field with the value 'US-A-1'. The main form area has several sections:

- Detail:** Includes 'Description' (Pond Lake Development), 'Site for Domain' (Pond Lake Development), and 'Entity' (US-A).
- Account Calendar Options:** Includes 'Create Acct Hist?' (checked) and 'Create Inv Hist?' (checked).
- Report Header:** Includes 'Company Name' (QAD EAM Development Co.), 'Line 1' (Pond Lake Development), 'Line 2' (3500 Parkway Lane), 'Line 3' (Suite 200), 'Line 4' (), and 'Line 5' (770 903-1234 ext 123).
- General Ledger Options:** Includes 'Contract GL?' (checked), 'Material GL?' (checked), 'Labor GL?' (checked), and 'Upd OH Group?' (checked).
- Attach File Options:** Includes 'Equip to PM?' (checked), 'Inv to Req?' (checked), 'PM to WO?' (checked), 'Equip to WO?' (checked), and 'Inv to WO?' (checked).
- Revision Control:** Includes 'Equip Rev?' (unchecked), 'PD Rev?' (unchecked), 'Req Rev?' (unchecked), 'WO Rev?' (unchecked), 'PM Rev?' (unchecked), 'Proj Rev?' (unchecked), and 'Vendor Rev?' (unchecked).

Site. Enter a code identifying a specific site. Codes are restricted to the characters A-Z, a-z, and 0-9. A primary Site code must be unique within a database and across connected databases. EAM sites must match QAD ERP sites.

Description. Enter a brief name to associate with this site. This name must be unique within a database and across connected databases.

Create Acct Hist. If this option is selected, the system stores an account activity history.

Create Inv Hist. If this option is selected, the system stores a history of specific part numbers.

Company Name. Enter the official company name. All the information in this section appears on the purchase order document.

Line 1. Enter the first line of the company's address. This information appears on the purchase order document.

Line 2. Enter the second line of the company's address. This information appears on the purchase order document.

Line 3. Enter the next line of the company's address. This information appears on the purchase order document.

Line 4. Enter the next line of the company's address. This information appears on the purchase order document.

Line 5. Enter the next line of the company's address. This information appears on the purchase order document.

Company Name. Enter the company name. This information appears on the purchase order document.

Contract GL? If this option is selected, all requisitions that are flagged as contract create a general ledger transaction in EAM.

Material GL? If this option is selected, EAM creates a general ledger entry for all inventory transactions, such as physical inventories, issues, receipts, adjustments, and returns to stock, as well as PO receipts and returns to vendor.

Labor GL? If this option is selected, all labor postings create a general ledger transaction in EAM.

Upd OH Group? If this option is selected, users are allowed to modify the overhead code on transactions in EAM

Equip to PM? If this option is selected, files that are attached to an equipment record automatically copy to any PM record associated with that piece of equipment.

Equip to WO? If this option is selected, files that are attached to an equipment record automatically copy to any work order associated with that piece of equipment.

Inv to Req? If this option is selected, files that are attached to an inventory part record automatically copy to any requisition line record, including that part.

Inv to WO? If this option is selected, files that are attached to an inventory part record automatically copy to any “fabricated” work orders for that part.

PM to WO? If this option is selected, files that are attached to a PM template record automatically copy to any work order record created from that PM record.

Equip Rev? If this option is selected, when modifications are made to the equipment record, revisions are automatically created.

PM Rev? If this option is selected, when modifications are made to the PM template record, revisions are automatically created.

PO Rev? If this option is selected, when modifications are made to a purchase order record, revisions are automatically created.

Project Rev? If this option is selected, when modifications are made to a project, revisions are automatically created.

Req Rev? If this option is selected, when modifications are made to a requisition, revisions are automatically created.

Vendor Rev? If this option is selected, when changes are made to an “ordered” purchase order, vendor revisions can be created.

WO Rev? If this option is selected, when modifications are made to a work order record revisions are automatically created.

Site Tab: Purchase Order

Enter site information on the Purchase Order tab.

Fig. 8.15
Site Tab: Purchase Order

The screenshot shows the 'Purchase Order' tab in the QAD software. The window is titled 'Site Tab: Purchase Order'. It contains several sections for configuring purchase order defaults:

- PO Receipt Defaults - Debit:**
 - Stock Dept: [Empty]
 - Stock CC: [Empty]
 - Stock Acct No: 1500
 - Stock Sub Acct: Elec
 - NStock Dept: [Empty]
 - NStock CC: W/C01
 - NStock Acct No: 7200
 - NStock Sub Acct: Gserv
- PO Receipt Defaults - Credit:**
 - AP Liab Dept: [Empty]
 - AP Liab Acct No: 7000
 - AP Liability CC: Mfg
 - AP Liab Sub: [Empty]
- Freight Charges:**
 - Inventory Freight? [Checked]
 - Freight CC: [Empty]
 - Freight Acct No: [Empty]
 - Freight Dept: [Empty]
 - Freight Sub Acct: [Empty]
 - NStock Freight: 0.0000
- Misc:**
 - Bill To No: US-B-1
 - Ship To No: 85002
- PO Document Options:**
 - Print Clauses?: [Empty]

Stock Dept. At the time that a stock part is received, if that stock part does not have a stock department number, the system looks up the specific site and looks for a specified stock department for PO receipts.

Stock CC. At the time that a stock part is received, if that stock part does not have a stock cost center, the system looks up the specific site and looks for a stock cost center for PO receipts.

Stock Acct No. At the time that a stock part is received, if that stock part does not have a stock account number, the system looks up the specific site and looks for a stock account number for PO receipts.

Stock Sub Acct. At the time that a stock part is received, if that stock part does not have a stock sub-account number, the system looks up the specific site and looks for a stock sub-account number for PO receipts.

NStock Dept. Non-stock items on requisition lines are automatically set to auto-issue. The user can specify a department number to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit department number field.

NStock CC. Non-stock items on requisition lines are automatically set to auto-issue. The user can specify a cost center to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit cost center field.

NStock Acct No. Non-stock items on requisition lines are automatically set to auto-issue. The user can specify an account number to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit account number field.

NStock Sub Acct. Non-stock items on requisition lines are automatically set to auto-issue. The user can specify an sub-account number to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit sub-account number field.

AP Liab Dept. At the time that a requisition line item is received from a PO, the stock or non-stock department is debited or increased and also an off-setting liability is credited for accounts payable. The system looks at the specific site's AP Liability Department Number against which to credit all inventory receipts.

AP Liab CC. At the time that a requisition line item is received from a PO, the stock or non-stock cost center is debited or increased and also an off-setting liability is credited for accounts payable. The system looks at the specific site's AP Liability CC against which to credit all inventory receipts.

AP Liab Acct No. At the time that a requisition line item is received from a PO, the stock or non-stock account number is debited or increased and also an off-setting liability is credited for accounts payable. The system looks at the specific site's AP Liability Acct No against which to credit all inventory receipts.

AP Liab Sub. At the time that a requisition line item is received from a PO, the stock or non-stock sub-account number is debited or increased and also an off-setting liability is credited for accounts payable. The system looks at the specific site's AP Liability Sub Acct No against which to credit all inventory receipts.

Inv Freight? If this option is selected, Freight is included in the part expense for stock or non-stock parts. Stock or non-stock parts include the estimated freight percentage on the requisition as part of their inventoried cost.

Freight Dept . If freight is specified on a requisition line-item, at the time of receipt, the cost of the freight is distributed to the freight department for the specific site set up here at General|Business Units|Sites Purchase Order tab.

Freight CC. If freight is specified on a requisition line-item, at the time of receipt, the cost of the freight is distributed to the freight cost center for the specific site set up here at General|Business Units|Sites Purchase Order tab.

Freight Acct No. If freight is specified on a requisition line-item, at the time of receipt, the cost of the freight is distributed to the freight account number for the specific site set up here at General|Business Units|Sites Purchase Order tab.

Freight Sub Acct. If freight is specified on a requisition line-item, at the time of receipt, the cost of the freight is distributed to the freight sub-account number for the specific site set up here at General|Business Units|Sites Purchase Order tab.

NStock Freight. Number identifying the additional percent added to a non-stock part's cost to cover freight.

Bill To No. The default bill-to address that is used on all POs for the specific site.

Ship To No. The default ship-to address that is used on all POs for the specific site.

Print Clauses? An option that controls whether standard clauses print before or after the line items on a Purchase Order Document.

Codes

Use Codes to view or add supporting data to lists of EAM codes, such as countries, languages, sizes, priorities, manufacturers, and others.

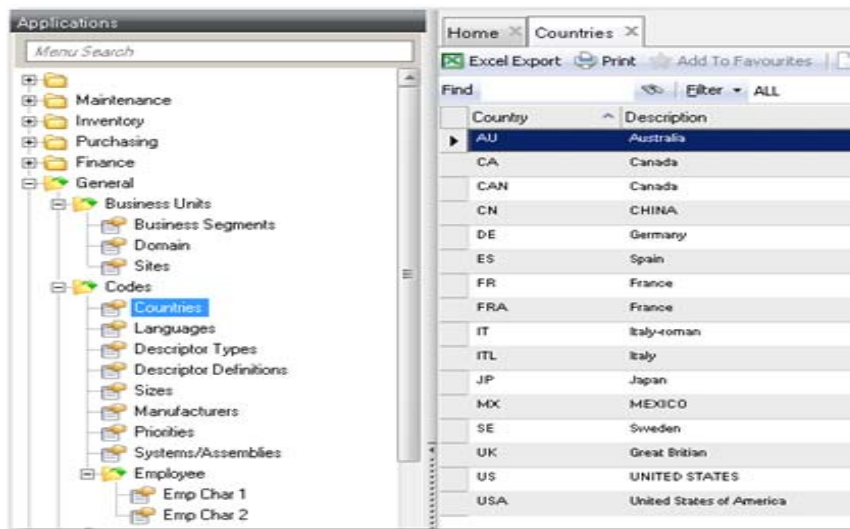
Code forms in this section contain records for lookups on tabs in Maintenance, Inventory, and Purchasing. Depending on your permissions, you can add or edit existing records.

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. 8.16
Codes: Countries



Adding a Country Code

- 1 Click New. Enter a code to identify a country.
- 2 Enter the country description. The system automatically saves the new code.

Editing a Country Code

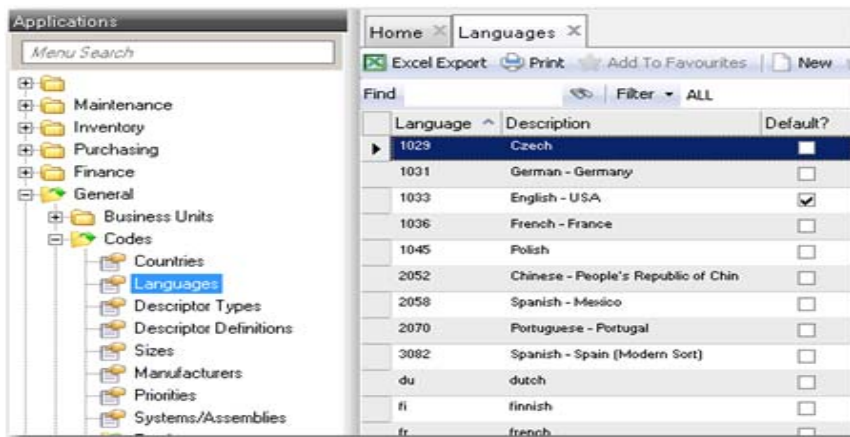
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 8.17
Codes: Language



Adding a Language Code

- 1 Click New. Enter a code to identify a language.
- 2 Select the default language. The system automatically saves the new code.

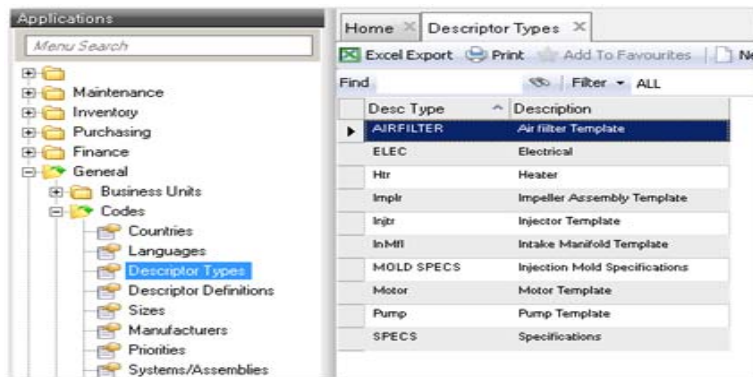
Editing a Language Code

- 1 Double-click the code to edit.
- 2 Select a new default language. The system automatically saves the updated code.

Descriptor Types

The Descriptor Types lookup displays on the General|Codes tab. You can add or edit codes from the code form. The Descriptor Types table is one used to group classifications of descriptor templates. Descriptor Types are then associated to descriptor definitions or templates found in the Inventory and Equipment modules.

Fig. 8.18
Descriptor Types Browse



Adding a Descriptor Type Code

- 1 Click New. Enter a code to identify a Descriptor Type.
- 2 Enter the description. The system automatically saves the new code.

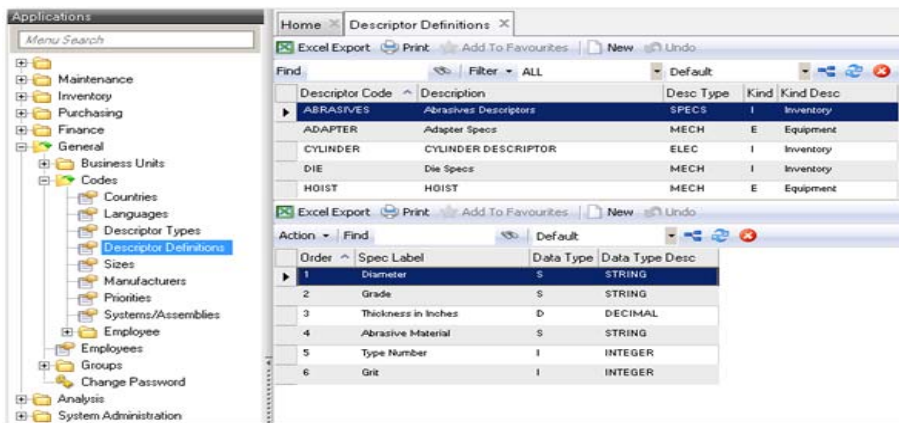
Editing a Descriptor Type Code

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

Descriptor Definitions

The Descriptor Types lookup displays on the General|Codes tab. You can add or edit codes from the code form. Descriptor Definitions are used as a way of creating standard technical documentation for equipment and inventory parts. The descriptor allows users to set up a standard template for technical information and then associate it to a number of pieces of equipment or inventory parts. A given piece of equipment or a part can have multiple descriptors associated with it. Once the descriptor is associated with a given inventory or equipment record, the user can update the information on a given field in the template.

Fig. 8.19
Descriptor Definitions Browse



Descriptor Definitions Upper Browse

Add new Descriptor Definitions in the upper browse.

Creating a Descriptor Definition Record

- 1 Click New to open a blank Descriptor Definition record.
- 2 Enter a new descriptor name.
- 3 Enter the description for the new descriptor code.
- 4 Enter a descriptor type code in the Desc Type field or click on the lookup icon.
- 5 Enter the new descriptor's Kind.

Note There are only two valid kinds associated with a descriptor: E for equipment and I for inventory.

- 6 EAM automatically saves the new code.

Editing a Descriptor Definition Record

- 1 Click on a field of a record in the browse.
- 2 Enter information into relevant fields.
- 3 EAM automatically saves the updated record.

Descriptor Specifications Lower Browse

Add the Descriptor Specifications for the highlighted Descriptor in the lower browse.

Creating Descriptor Specifications

- 1 Click New to open a blank Descriptor Specification line.
- 2 Enter a new Spec label.
- 3 Enter the data type for the new Spec label. Valid values include:
(I)nteger. It must be a whole number written without a fractional or decimal component.
(D)ecimal. It must contain a decimal component and can be a whole number with a decimal.
Da(t)e. The date entered must be in the MM/DD/YYYY format.
(S)tring. Virtually any combination of letters, numbers, and dates can be entered.
- 4 EAM fills in the data type description in the Data Type Desc field.
- 5 Continue to enter new specification labels until you have all you need.
- 6 EAM automatically saves the new code.
- 7 Use the Move Up and Move Down Actions to change the order of the list of specification labels.

Editing a Descriptor Definition Record

- 1 Click on a field of a Descriptor Specification line in the browse.
- 2 Enter information into relevant fields.
- 3 EAM automatically saves the updated record.
- 4 Use the Move Up and Move Down Actions to change the order of the list of specification labels. Use them as often as needed until you have list of specification labels sorted in the desired manner.

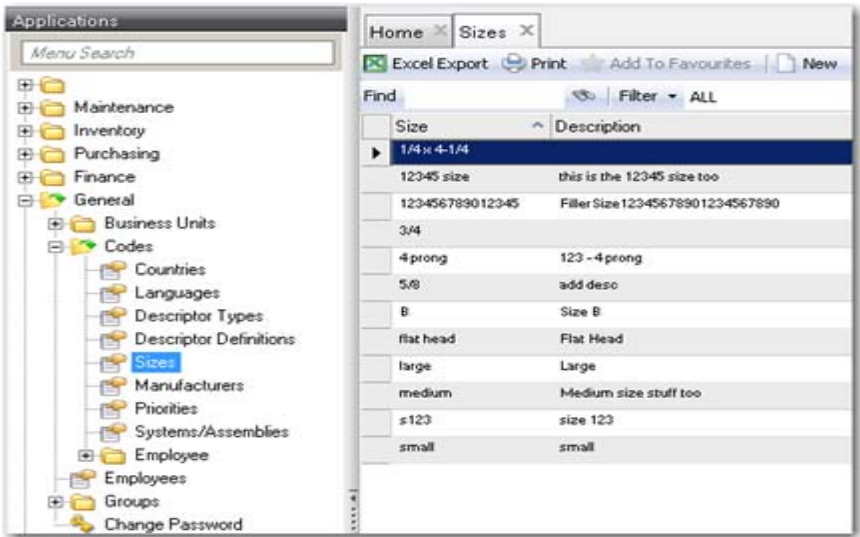
Note The only opportunity to change the order of the specification labels is when you are adding or updating a descriptor. Once attached to a piece of equipment or inventory part, the order cannot be changed.

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. 8.20
Codes: Size



Adding a Size Code

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

Editing a Size Code

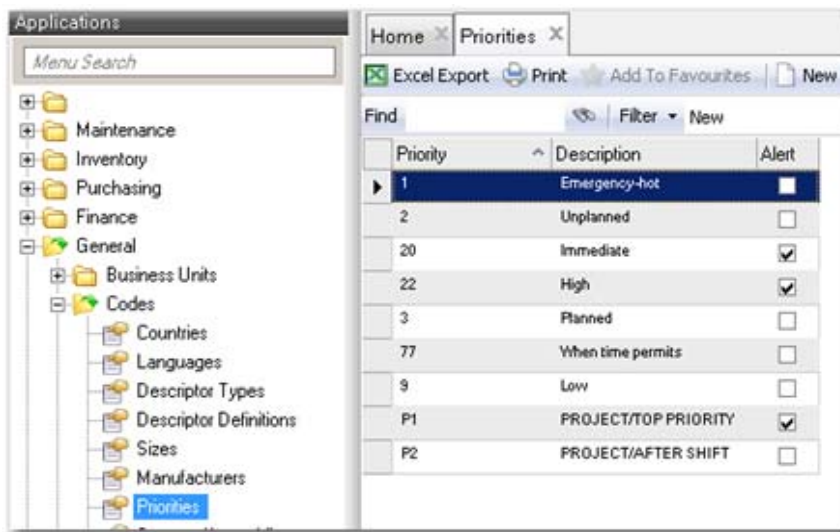
- 1 Double-click the code to edit.
- 2 Update or add the size description. The system automatically saves the updated code.

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. 8.21
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

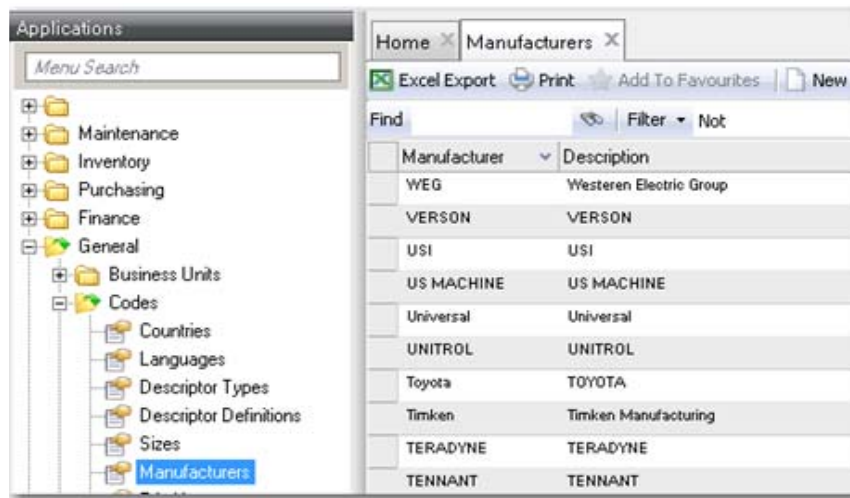
- 1 Double-click the description to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 8.22
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

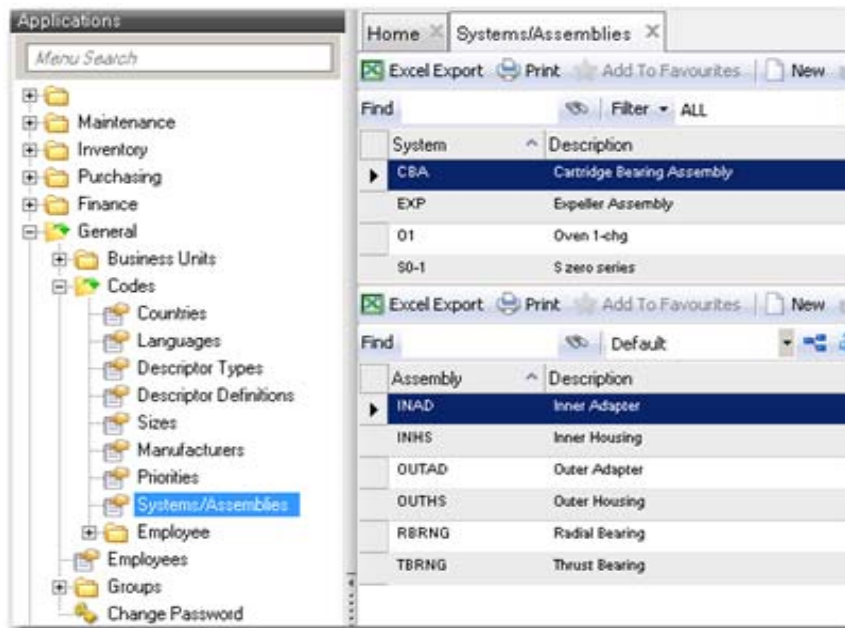
- 1 Double-click the description to edit.
- 2 Update the description. The system automatically saves the updated code.

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 example, the hydraulic system has components such as a pump or line. These are classified as assemblies.

Fig. 8.23
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 description 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.

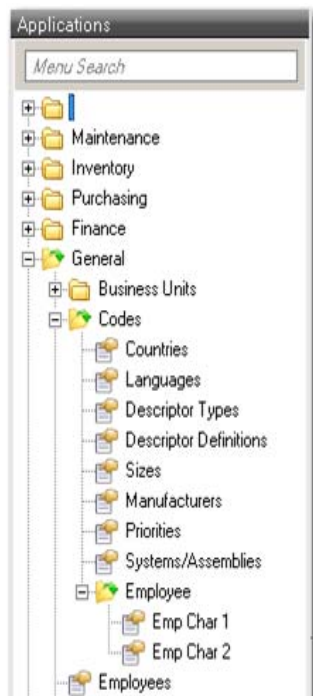
Employee Character 1 and 2

The Employee Character 1 and 2 lookups display in the Employee file. You can add or edit codes in General|Codes| Employee |Character 1 or Character 2.

Character fields are user-defined. Define the Character 1 and 2 code for custom data; for example, compensation range.

Fig. 8.24

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.

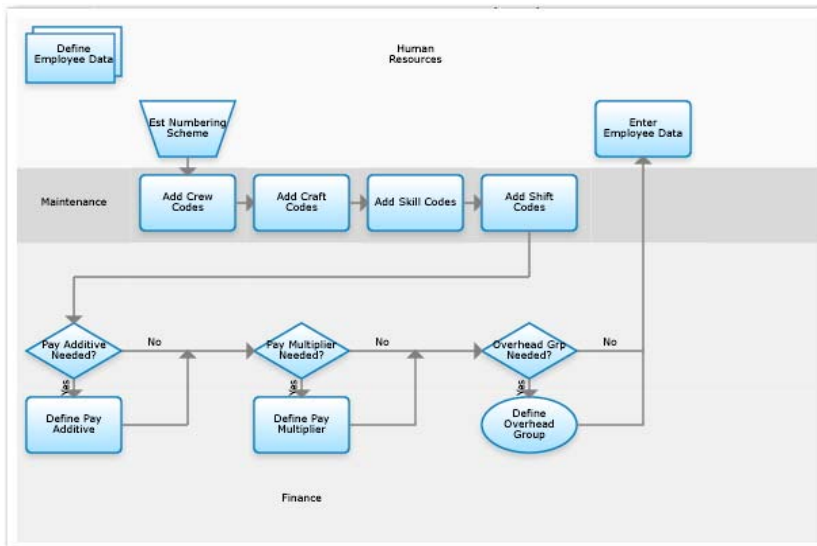
Editing an Employee Character 1 or 2 Code

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

Set Up Employee Data Process Map

Fig. 8.25

Codes: Employee Character 1 Code

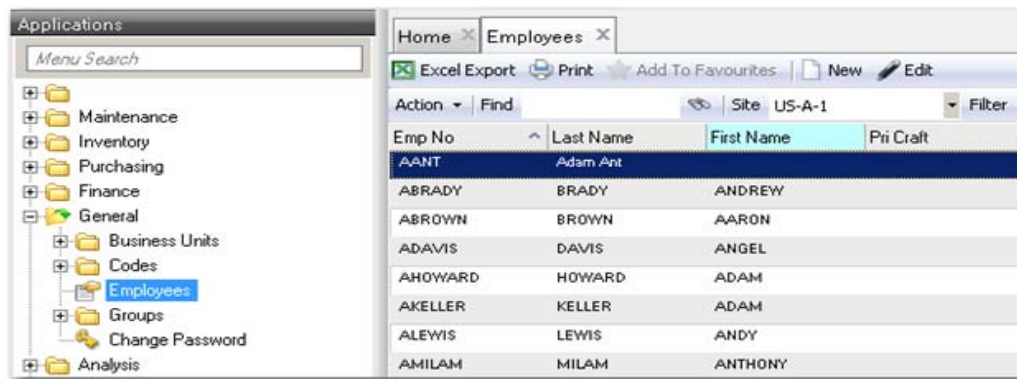


- 1 Establish numbering scheme.
- 2 Add crew codes.
- 3 Add craft codes.
- 4 Add skill codes.
- 5 Add shift codes.
- 6 Define pay additives.
- 7 Define pay multipliers.
- 8 Define overhead groups.
- 9 Enter employee data.

Employee Browse

Access this browse from General|Employee. Use it to organize and display records, to access supporting functions, and to edit or create new records. The Employee file in EAM is where you set up records on individuals. These employee records can be used to distribute labor, for reference information, and/or to assign employees to work orders. The employee is given a unique employee number to identify an individual.

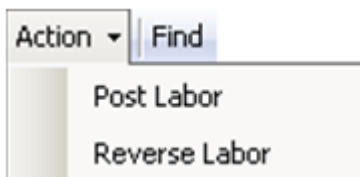
Fig. 8.26
Employee Browse



Employee Action Menu

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

Fig. 8.27
Employee Action Menu



Post Labor

This action allows the highlighted employee's time to be charged to a particular activity, such as a work order or a project or directly to a department, cost center, and account number.

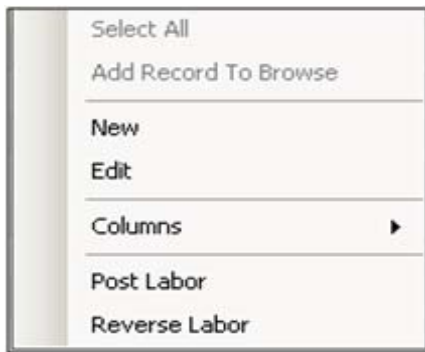
Reverse Labor

The Reverse action is used to remove previously posted labor charges.

Employee Right-Click Menu

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

Fig. 8.28
Employee Right-Click Menu



New

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

Edit

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

Post Labor and Reverse Labor are options from the Action menu.

Employee Record Detail

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

Fig. 8.29
Employee Record Detail

A screenshot of the 'Employee Record Detail' form. At the top, there are fields for 'Site' (USA-1) and 'Emp No' (AANT). Below this is a tabbed interface with 'Personal', 'Codes', and 'User Defined' tabs. The 'Personal' tab is active, showing fields for 'Last Name' (Ant), 'First Name' (Adam), 'Address' (123 Maple Lane), 'Address 2', 'City' (Mapleton), 'St' (GA), 'Zip' (30126), 'Phone' (770 123 0987), 'Second Phone', 'Fax No', and 'Country'. Below these are 'Labor Credit' fields: 'Dept', 'Cost Center', 'Acct No', and 'Sub Acct No'. On the right side, there is a sidebar with a tree view showing 'Employees' > 'Detail' (selected), 'Buyer Sites', and 'Labor History'.

Creating an Employee Record

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

- 5 Click Save.

Editing an Employee Record

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

Employee Tabs

Employee contains three tabs: Personal, Codes and User Defined.

Employee Tab: Personal

Use this tab to enter personal data about the employee plus accounting data.

Fig. 8.30
Employee Tab: Personal

The screenshot shows a software interface for editing an employee record. At the top, there are two input fields: 'Site' with the value 'US-A-1' and 'Emp No' with the value 'AANT'. Below these is a tabbed interface with three tabs: 'Personal', 'Codes', and 'User Defined'. The 'Personal' tab is active. It contains two main sections. The first section, labeled 'Personal', has fields for 'Last Name' (Arl), 'First Name' (Adam), 'Address' (123 Maple Lane), 'Address 2' (empty), 'City' (Mapleton), 'St' (GA), 'Zip' (30126), 'Phone' (770 123 0987), 'Second Phone' (empty), and 'Country' (empty). The second section, labeled 'Labor Credit', has fields for 'Dept' (empty), 'Cost Center' (empty), 'Acct No' (empty), and 'Sub Acct No' (empty). Each field is represented by a text box with a small icon to its right.

Last Name. The employee's last or surname.

First Name. The employee's first or given name.

Address. The employee's home address.

Address 2. The second line of the employee's address.

City. The city in which the employee lives.

State. The state or province in which the employee lives.

Zip. The postal code used in the employee's address.

Phone. The employee's home phone number.

Second Phone. An employee's second telephone number, such as a cell phone or work extension.

Fax. The employee's home fax number.

Country. The country in which the employee lives.

Dept. The department code used when charging an employee's time. The department number in the employee's record is used on the credit side of the labor posting transaction.

Cost Center. Used as the expense cost center by EAM during a labor posting if no cost center is specified under the equipment.

Note The equipment cost center is checked by the system first. If one is not listed under the equipment, the system looks for a default cost center under the employee.

Acct No. The account number used when charging an employee's time. The account number in the employee's record is used as the credit side of the transaction.

Sub Acct No. The sub-account number used when charging an employee's time. The sub-account number in the employee's record is used as the credit side of the transaction.

Note There are two sets of default labor accounting codes in the Site System Maintenance module on the Labor tabbed page. The first column is labeled Debit, which is used for the expense accounting codes provided none was used in the labor posting transaction. The second column is labeled Credit; these accounting codes are used if there are not any in the employee record.

Employee Tab: Codes

The Codes tab identifies a number of groups to which an employee belongs, such as Craft, Skill, Crew, and Shift, and also contains pay information, such as Pay Rate and any pay adders.

Fig. 8.31
Employee Tab: Codes

The screenshot shows the 'Employee Tab: Codes' window. It has three tabs: 'Personal', 'Codes' (which is active), and 'User Defined'. The 'Codes' tab contains several input fields and checkboxes. On the left, there are fields for 'Pri Craft' (set to 'ELEC1' with a dropdown arrow and 'ELECTRICIAN 1'), 'Crew' (set to 'IT' with a dropdown arrow and 'Information Technology'), 'Shift Start' (set to '(none)' with a dropdown arrow), 'Date Terminated' (set to '(none)' with a dropdown arrow), 'Planner?' (checked), 'Assigned?' (checked), and 'Pay Add Code' (set to 'R' with a dropdown arrow and '2nd Shift'). On the right, there are fields for 'Skill' (set to 'EXP' with a dropdown arrow and 'Expert'), 'Shift' (set to 'LS' with a dropdown arrow and 'Late Shift'), 'Date Hired' (set to '1/3/2001' with a dropdown arrow), 'Resp?' (unchecked), 'Reg Pay Rate' (set to '20.0000'), and 'OH Group' (set to 'LBF1' with a dropdown arrow and 'Labor Burden Fixed #1').

Pri Craft. Identifies the employee's primary craft.

Note It is from a user-defined table of crafts. The employee's craft is identified so that the system can search for employees with specific crafts during the work order scheduling process.

Skill. A user-defined table that allows further definition of an employee's capabilities.

Note The user can denote the level of skill an employee has within their craft. It becomes important to know the level of capability of an employee when scheduling a work order, since a more senior craftsman may be needed for a more difficult task.

Crew. A user-defined table, containing crew codes and descriptions, used to identify the group to which an employee belongs.

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

Date Hired. The date the employee was hired.

Date Terminated. The date the employee was terminated from employment.

Planner. Select if the employee is defined as a planner in EAM.

Note If Planner is selected, the employee shows up on the planners lookup table.

Resp. Select if the employee is listed as a responsible individual, in the sense of being responsible for a group of equipment or group of parts.

Note If Responsible is selected, this employee is listed when the lookup table is activated to search for responsible individuals.

Assigned. Select if the employee can be assigned to maintenance work orders. Only those employee records that are selected as Assigned appear the Assigned Employee Lookup.

Regular Pay Rate. The standard hourly rate the employee is paid, expressed in the company's base currency.

Note This rate can then be combined with pay multipliers, such as time and a half or double time, depending upon the specific activity or time they are working, such as holidays or weekends.

Pay Add Code. A user-defined code that specifies an amount of money that is paid to an employee on an hourly basis in addition to that employee's regular hourly wage.

Note This is an optional field. An example of how it would be used is when the user sets up an additional 50 cents per hour to be paid to an employee on third shift. Keep in mind that any time the employee is receiving time and a half for working on Sunday, for example, he/she receives not only half again of the regular hourly wage but also half again for the 50 cents.

OH Group. The default overhead group for an employee.

Note Labor posted for an employee includes overhead charges defined by the overhead group. An employee overhead group overrides the site default labor overhead group.

Employee Tab: User Defined

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

Fig. 8.32
Employee 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.

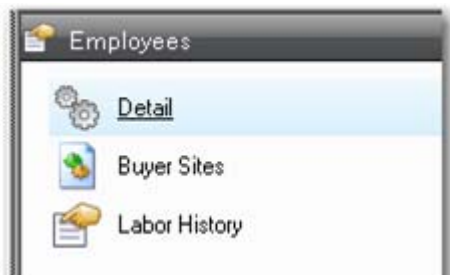
Decimal 1/2. These are user-defined decimal fields for Employee.

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

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

Employee Submenu. The currently active menu option displays an underlined text label. For example, the active option below is Detail for the highlighted employee record.

Fig. 8.33
Employee Sub Detail



Detail

This option opens the tabbed view.

Buyer Sites

Use this option to display a buyer in a single or multiple-site configuration. Click New to access a standard Site Maintenance lookup table. Select the appropriate site code. In addition, you can also select the appropriate PO Approval Group to which the buyer is associated for the electronic approval routing of purchase orders. This is not necessary for organizations that do not require PO authorization.

Labor History

Use this option to display a browse of labor records, allowing you to view both posted and reversed records. Reversals show a negative number of hours and negative cost; postings have positive hours and costs.

Groups

Use Groups to associate multiple users for specific purposes, such as e-mail notification or ownership.

Mail Group

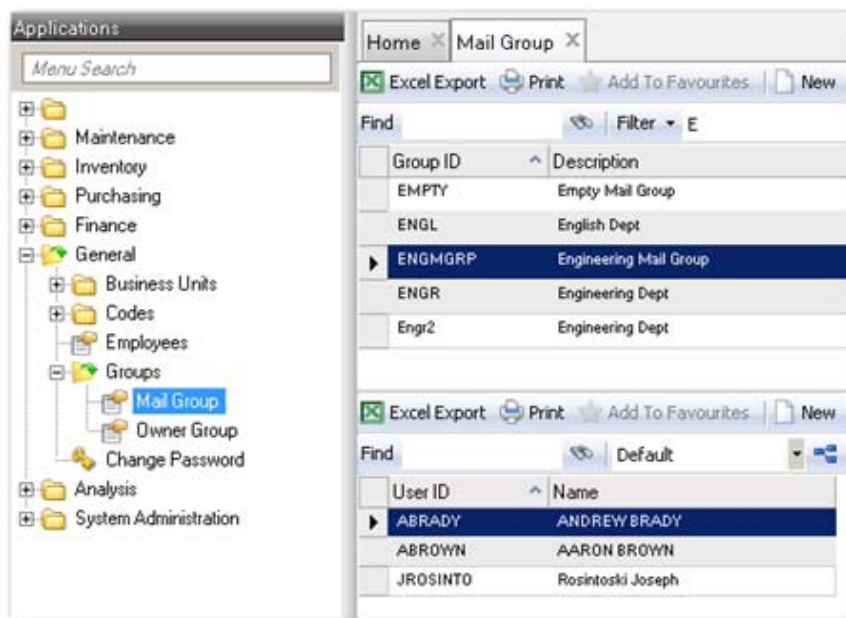
EAM extensively uses electronic mail within the system. You can create e-mail groups for automatic notifications. Access this group from General|Groups|Mail Group.

Creating a Mail Group

- 1 Click New.
- 2 Name the mail 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.

Use mail groups in notify fields. Notify fields e-mail individuals or groups of people when a certain event is triggered.

Fig. 8.34
Groups: Mail Group



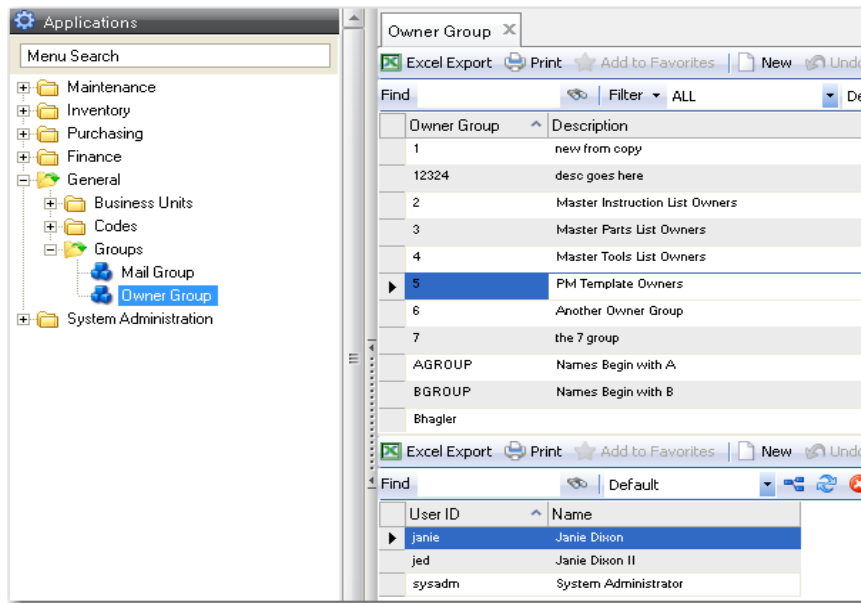
Owner Group

If an owner group is associated with an equipment record, master list record, work order, or PM template, only the users in that group can modify that record. This adds a high degree of security to a record. To access this browse, go to General|Groups|Owner Group.

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. 8.35
Groups: Owner Group



Change Password

Change your EAM secret password at anytime. If, as a new user, you were given a temporary password, you should immediately change the initial password to one only known only by you.

Use the Change Password functionality, accessed from General| Change Password to change your existing login password to a new password. First, type in the old password. Once the old password has been entered, type in the new password. Retype the same password in the confirm password field. Then click the green arrow. If the old password was correct, and the new password and confirm new password are identical, EAM saves the new password. Otherwise, you receive an error message and are asked to try again. Click the red X at any time to cancel the request to change your password.

Fig. 8.36
Change Password Menu Item

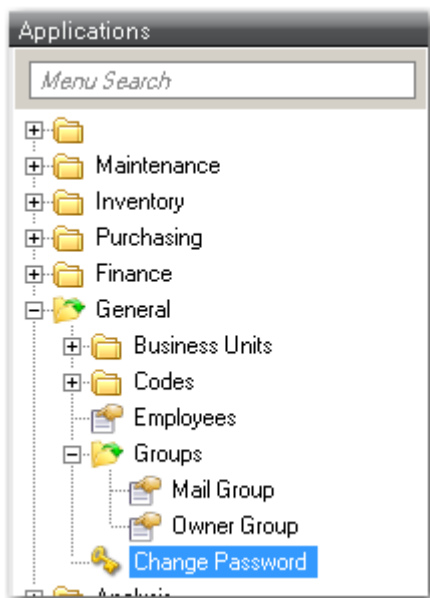


Fig. 8.37
Change Password

 A screenshot of a "Change Password" dialog box. The dialog has a title bar with the text "Change Password" and standard window controls (minimize, maximize, close). Inside the dialog, there are three text input fields: "Old Password", "New Password", and "Confirm New Password". To the right of the "Old Password" field is a green button with a right-pointing arrow. To the right of the "New Password" field is a red button with a white 'X'. At the bottom of the dialog, the text "Copyright QAD Inc" is displayed.

Old Password. Enter the old password. This confirms to the system that the user is authorized to change the password.

New Password. Enter the new password.

Confirm New Password. Type in the new login password for the second time. If the two passwords do not match, the system displays an error message.

Analysis

This section discusses the following Analysis module topics:

Analysis **358**

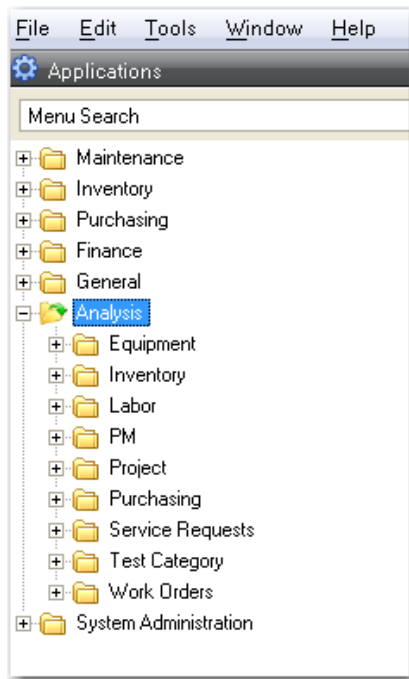
Default Reports **362**

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

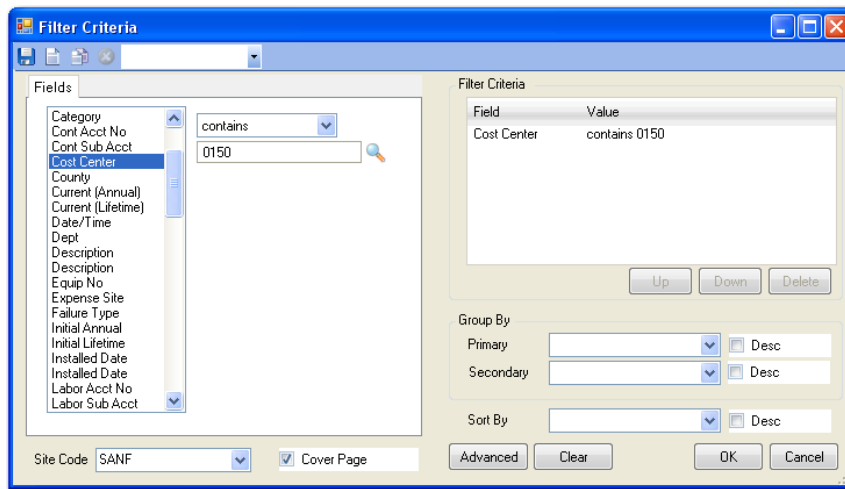
Open the Analysis folder. Navigate to the module folder, then to the appropriate report folder. Double-click the report link to open the filter criteria window. Report links have a curved gray arrow icon.

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 example, “equipment number starting with 00.”

Specifying Filter Criteria

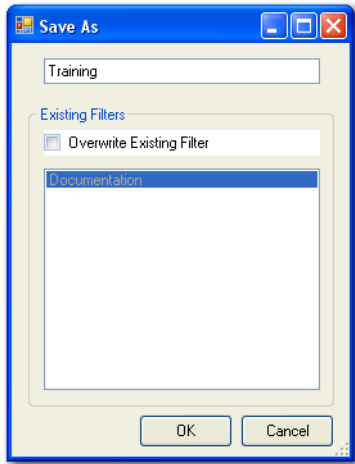
- 1 Verify the site in the drop-down on the bottom left.
- 2 If the filter requires a date range, enter it manually or use the calendar buttons.
- 3 Select a field.
- 4 Indicate the search logic. Indicators can include:

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.

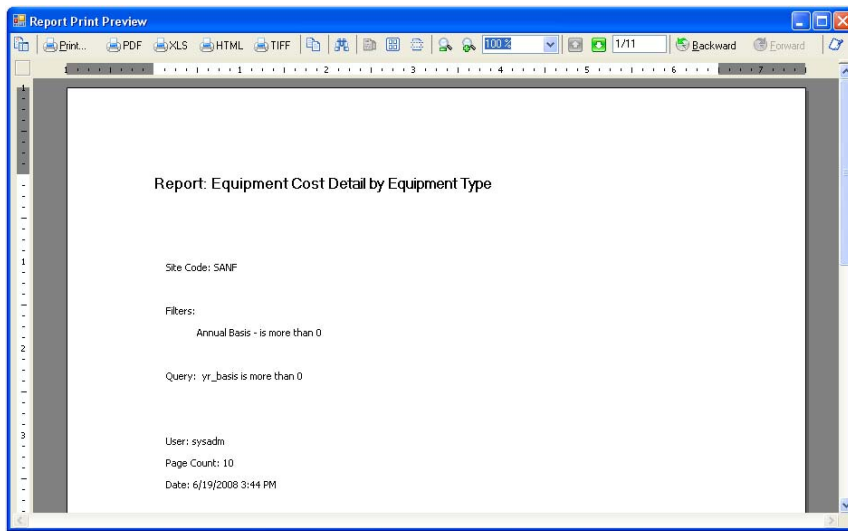
Overwriting an Existing Filter

- 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	Sireesh - 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					
07/00/1999	please do not change part, mlt	0	10.00	10.80	108.00					
08/19/2001		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-3808	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	0.0	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	03/06/2003	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
08	MTER GAPS	1	0.00	01/06/2001	0	0	DUE
05	BAD LABEL/STAMP	1	0.00	06/18/1999	0	0	DUE
04	MACHINE NOT CYCLING	1	0.00	02/03/2002	0	0	DUE
04	MACHINE NOT CYCLING	1	0.00	07/19/1999	0	0	DUE
04	MACHINE NOT CYCLING	1	0.00	00/27/2002	0	0	DUE
04	MACHINE NOT CYCLING	2	390.00	00/03/2002	0	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
12-0002-121	Actuator Valve	1	0.00	07/08/2000	0	0	DUE
MILL9		1	0.00	11/00/1992	0	0	DUE
MOTOR		3	403.00	02/06/1994	0	0	DUE
SB-0002	Equipment for warranty testing	1	0.00	11/02/1999	0	0	DUE
0-Rotable-Equip	Julia's test	1	0.00	07/00/2002	0	0	DUE
CONV-123	Converters	3	270.00	07/19/1993	0	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 Train	3	0	0	0	
01/01/2003	555B	Power Train	5	0	0	0	
01/01/2003	555C	Power Train	1	0	0	0	
11/17/2001	6000		1	0	0	0	DUE
11/17/2001	6000		1	0	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 Expt
001	TestEquip012345678901234567890	0	10/02/2001		10/02/2001	137.25	150,054.00	0.00
0012	123456789012345678901234567890	0		01/09/2002		700.00	000.00	0.00
0012 test		2001	01/07/2000	02/15/2000		274.50	5,632.00	5.00
0012 test 3	More testing	0				0.00	12.00	0.00
0012 test 1		0				0.00	1,390.00	0.00
0012 test 2	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	AChoy	F	
BOILER3	Boiler Desc	C1	5100	3	406	tonyc		
Boing	boing77					tonyc		
boots	metal boots	QA			1235	Anne	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 Tran.		B5MT			0		0	
555B	Power Tran.		B5MT			0		0	
555C	Power Tran.		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 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-2882	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 Tria		0.00	0.00	1,488.00	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 example: 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
002	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	157,051.00

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-0	Marin'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 engine allocation	001			C1	
0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ01_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ02_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ03_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		USMT	
ZZ04_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ09_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		USMT	
ZZ10_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ07_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ08_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
ZZ05_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		USMT	
ZZ06_0-0-with-prod	Maria s Rotable Test Equipment		CMPTR		BSMT	
0 Rotable Apple1	Maria s Rotable new test		CMPTR		BSMT	
0-0-0-Copy	Maria s Rotable Test Equip		CMPTR		QA	
0-0-0	Maria s Rotable Test Equip 1		CMPTR		QA	

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	EQC	50.00	00/23/2000	
001	TestEquip012345678001234567800	138.00	EQC	2,305.06	10/06/2002	
0012 test	Equipment 0012 test-b	1,045.00	EQC	1,743.69	03/27/2002	
0012 test1		10.00	EQC	100.00	07/00/1999	
0012 test2	testing	6.00	EQC	11.62	06/12/2000	
0012 test3	testing	10.00	EQC	109.10	06/01/1999	

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 kg motor	5591	03/03/2000		2,651	0.42	900.00	306.25	0.00	0.00	1,196.25
19-rotable	1000 kg motor	706-651-1011	00/27/1999	00/27/1999	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.

System Administration

This section discusses the following System Administration module topics:

***System Administration Menu* 372**

***Set Up Roles, Employees, and User Data* 373**

***Roles* 374**

***Users* 385**

***User/Roles* 393**

***User Defined Fields* 412**

***Set Up Sequence Data* 424**

***Report Setup* 433**

***Mandatory Fields* 434**

***Req Reroute/Notify Fields* 437**

***Screen Editor* 438**

***Form Designer* 440**

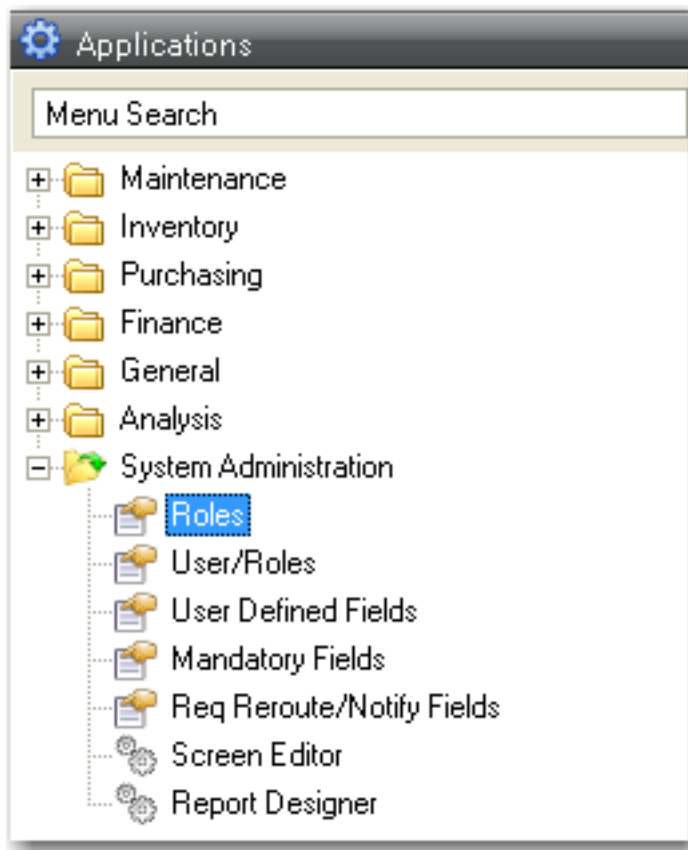
***Report Designer* 441**

***User-Defined Mail* 446**

System Administration Menu

Use System Administration to maintain standard administrative functions within EAM. You can set up custom modifications of standard screens, administer users, configure system control settings, manage roles for security, download data from the QAD ERP application, manage jobs and maintain reports. You can also set sequences for system-generated numbering throughout EAM, such as WO number and PO number.

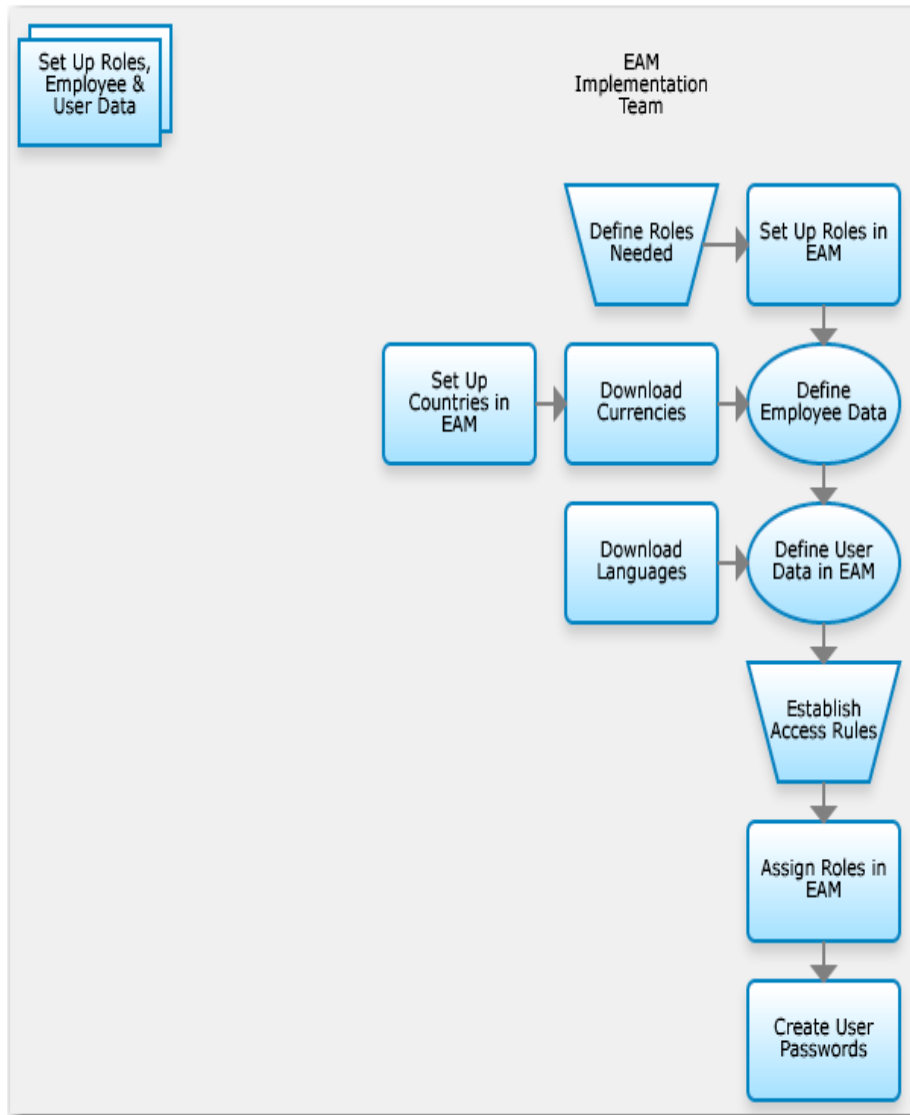
Fig. 10.1
System Administration Menu



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



The process for setting up roles, employees, and user data is:

- 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 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, copy and rename in the same site or copy them to a new site or add new roles. Use roles to grant access to features a user needs; for example, a purchase requestor needs access to Requisitions, but not to Finance. Default system roles include:

Accounting. Accounting Security Group

All Yes. All Menus & Objects to Yes

APADMIN. Local Application Administrator

Buyer. Buyer

Inventory Clerk. Inventory Clerk

LOCALSYSAD. Local System Administrator

MTCESUPER. Maintenance Supervisor

PLANNER. Maintenance Supervisor

PURCHASING. Purchasing Department

REQUESTOR. Purchase Requestor

STORES. Store Room Security Group

STORES MGR. Store Room Manager

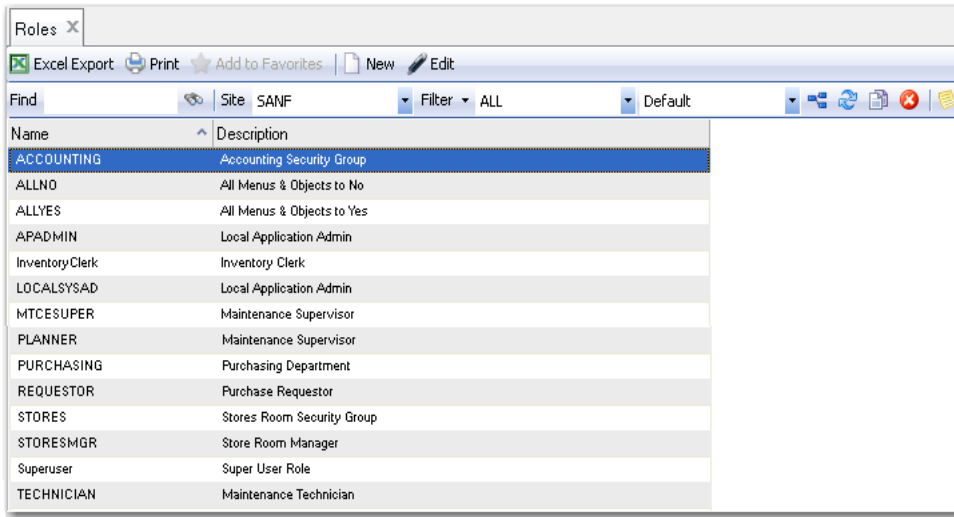
Superuser. Super User Role

TECHNICIAN. 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



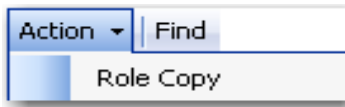
The screenshot shows a window titled 'Roles' with a toolbar containing 'Excel Export', 'Print', 'Add to Favorites', 'New', and 'Edit'. Below the toolbar is a search bar with 'Find' and a 'Site' dropdown set to 'SANF'. A 'Filter' dropdown is set to 'ALL', and a 'Default' dropdown is set to 'Default'. The main area is a table with two columns: 'Name' and 'Description'.

Name	Description
ACCOUNTING	Accounting Security Group
ALLNO	All Menus & Objects to No
ALLYES	All Menus & Objects to Yes
APADMIN	Local Application Admin
InventoryClerk	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



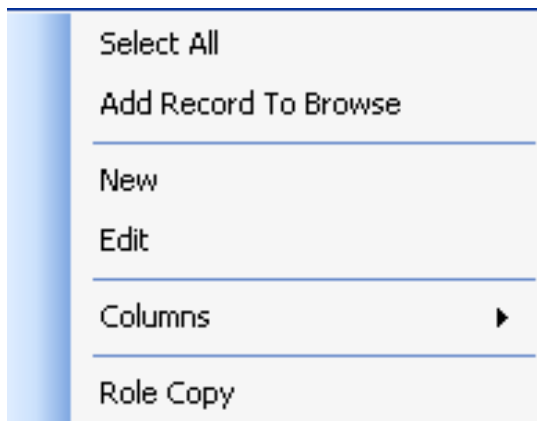
Role Copy

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. You can also copy a role to another site, retain the original attributes and name, or change them.

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.

Adding a Roles Record

- 1 Click New to open a blank roles record.
- 2 Assign the role name and description.
- 3 Click Save.
- 4 Highlight the module and select the access levels on the General tab.

Editing a Roles Record

- 1 Double-click a record from the browse or click Edit to open the roles record detail.
- 2 Verify the role's 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.

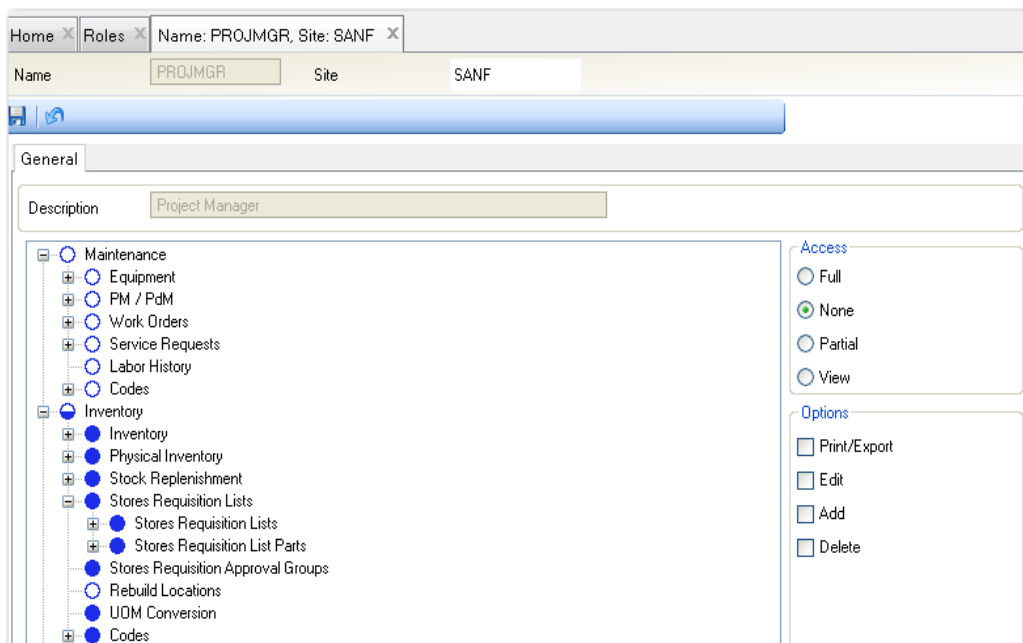
Note If you are adding a role with access to almost everything, first provide full access. Then, change access to Partial or None for individual functions.

Access Levels

Full access grants a user permission to use all functionality in the module or submodule. A solid blue circle represents full access. None provides no access and 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.

Example You have full access to Inventory|Stores Requisitions Lists, but no access to Inventory|Rebuild Locations. The circle beside Stores Requisitions Lists is solid blue. The circle beside Rebuild Locations is outlined blue. The circle beside Inventory is half-blue because subordinate submodules include multiple access levels.

Fig. 10.6
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

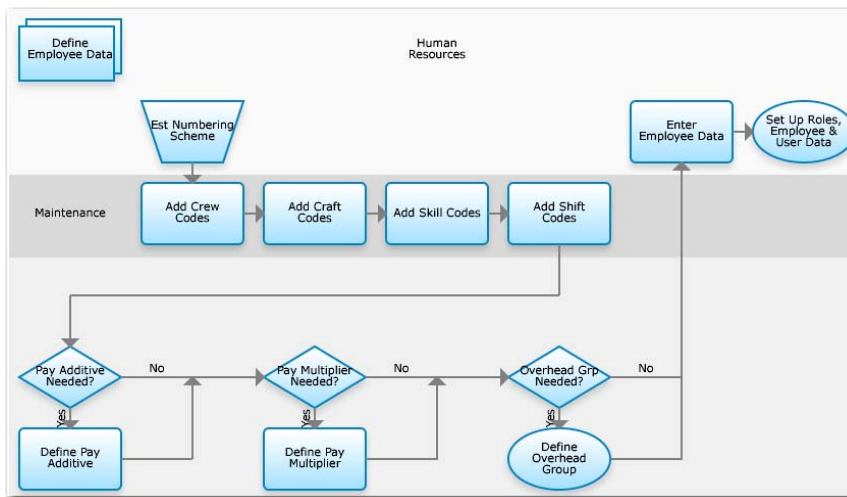
Select the partial option in the access box to grant a user type limited access to features in a module or submodule. Select partial to grant print/export, edit, add, delete, and—if appropriate—copy privileges. If you indicate no access to some features and full access to others, then the higher-level 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 options are not available in all modules or submodules.

Set Up Employee Data Process Map

Fig. 10.7
Set Up Employee Data Process Map



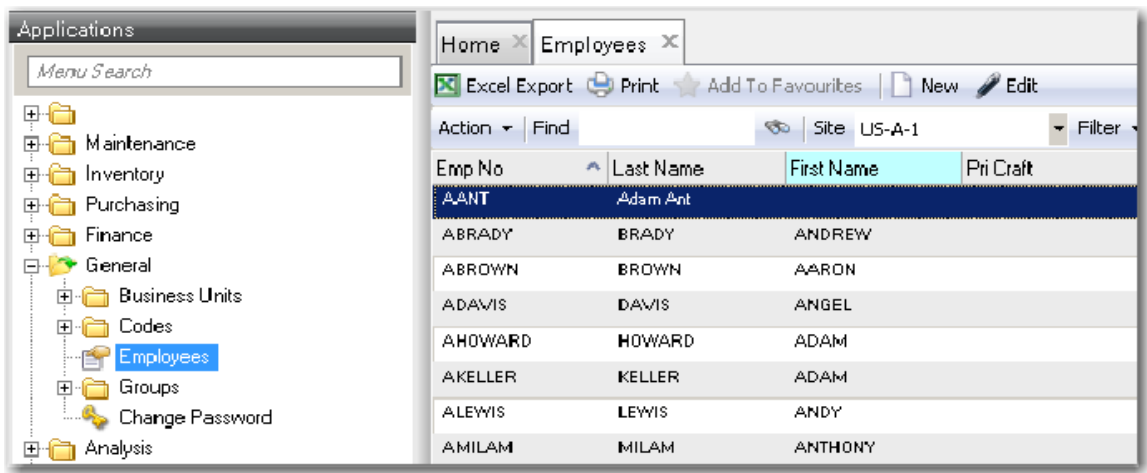
To set up employee data:

- 1 Establish numbering scheme.
- 2 Add crew codes.
- 3 Add craft codes.
- 4 Add skill codes.
- 5 Add shift codes.
- 6 Define pay additives.
- 7 Define pay multipliers.
- 8 Define overhead groups.
- 9 Enter employee data.

Employee Browse

Access this browse from General|Employee. Use it to organize and display records, to access supporting functions, and to edit or create new records. The Employee file in EAM is where you set up records on individuals. These employee records can be used to distribute labor, for reference information, and to designate employees who can be assigned to work orders. Each employee is given a unique employee number to identify them.

Fig. 10.8
Employee Browse



Employee Action Menu

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

Post Labor

This action allows the highlighted employee's time to be charged to a particular activity, such as a work order or a project or directly to a department, cost center, and account number.

Reverse Labor

The Reverse action is used to remove previously posted labor charges.

Employee Right-Click Menu

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

New

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

Edit

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

Post Labor and Reverse Labor are options from the Action menu.

Employee Record Detail

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

Fig. 10.9
Employee Record Detail

The screenshot displays the 'Employee Record Detail' window. At the top, there are input fields for 'Site' (US-4-1) and 'Emp No' (AANT). Below this, there are three tabs: 'Personal', 'Codes', and 'User Defined'. The 'Personal' tab is selected, showing fields for 'Last Name' (Ant), 'First Name' (Adam), 'Address' (123 Maple Lane), 'City' (Madison), 'State' (IN), 'Zip' (37126), 'Phone' (770-230-967), and 'Fax No'. Below these are fields for 'Labor Credit' (Dept, Cost Center, Sub Asset No). A sidebar on the right contains a 'Link to' section with icons and labels for 'Detail', 'Buyer Sites', and 'Labor History'.

Creating an Employee Record

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

Editing an Employee Record

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

Employee Tabs

Employee contains three tabs: Personal, Codes and User Defined.

Employee Tab: Personal

Use this tab to enter personal data about the Employee plus accounting data.

Fig. 10.10
Employee: Personal Tab

Last Name. The employee's last or surname.

First Name. The employee's first or given name.

Address. The employee's home address.

Address 2. The employee's second home address.

City. The city in which the employee lives.

State. The state or province in the employee's address.

Zip. The postal code used in the employee's address.

Phone. The employee's home phone number.

Second Phone. An employee's second telephone number, such as a cell phone or work extension.

Fax. The employee's home fax number

Country. The country in the employee's address.

Employee Tab: Codes

The Codes tab identifies a number of groups to which an employee belongs, such as Craft, Skill, Crew, and Shift, and also contains pay information, such as Pay Rate and any pay adders.

Fig. 10.11
Employee Tab: Codes

The screenshot shows a software interface for managing employee codes. At the top, there are input fields for 'Site' (containing 'US-A-1') and 'Emp No' (containing 'AANT'). Below these are three tabs: 'Personal', 'Codes', and 'User Defined'. The 'Codes' tab is selected. The main area contains various fields for employee data: 'Pri Craft' and 'Crew' are text fields with search icons; 'Shift Start' and 'Date Terminated' are dropdown menus currently set to '(none)'; 'Planner?' and 'Assigned?' are checkboxes, with 'Assigned?' checked; 'Pay Add Code' is a text field with a search icon; 'Skill', 'Shift', and 'Date Hired' are text fields with search icons, with 'Date Hired' set to '(none)'; 'Resp?' is a checkbox; 'Reg Pay Rate' is a text field containing '20.0000'; 'OH Group' is a text field containing 'LDF'; and 'Labor Burden Fixed #' is a text field.

Dept. The department code used when charging an employee's time. The department number in the employee's record is used on the credit side of the labor posting transaction.

Cost Center. Used as the expense cost center by EAM during a labor posting if no cost center is specified under the equipment.

Note The equipment cost center is checked by the system first. If one is not listed under the equipment, the system looks for a default cost center under the employee.

Acct No. The account number used when charging an employee's time. The account number in the employee's record is used as the credit side of the transaction.

Sub Acct No. The sub-account number used when charging an employee's time. The sub-account number in the employee's record is used as the credit side of the transaction.

Note There are two sets of default labor accounting codes in the Site System Maintenance module on the Labor tabbed page. The first column is labeled Debit, which is used for the expense accounting codes provided none was used in the labor posting transaction. The second column is labeled Credit; these accounting codes are used if there are none in the employee record.

Pri Craft. Identifies the employee's primary craft.

Note This craft is drawn from a user-defined table of crafts. The employee's craft is identified so that the system can search for employees with specific crafts during the work order scheduling process.

Skill. A user-defined table that allows further definition of an employee's capabilities.

Note The user can denote the level of skill an employee has within their craft. It becomes important to know the level of capability of an employee when scheduling a work order, since a more senior craftsman may be needed for a more difficult task.

Crew. A user-defined table, containing crew codes and descriptions, used to identify the group to which an employee belongs.

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

Date Hired. The date the employee was hired.

Date Terminated. The date the employee was terminated from employment.

Planner. Select if the employee is defined as a planner in EAM.

Note If planner is selected, the employee shows up on the planners lookup table.

Resp. Select if the employee is listed as a responsible individual, in the sense of being responsible for a group of equipment or group of parts.

Note If responsible is selected, then when the lookup table is activated to search for responsible individuals, this employee is listed.

Assigned. Select if the employee can be assigned to maintenance work orders. Only employee records that are selected as Assigned appear the Assigned Employee Lookup.

Regular Pay Rate. The standard hourly rate the employee is paid, expressed in the company's base currency.

Note This rate can then be combined with pay multipliers, such as time and a half or double time, depending upon the specific activity or time they are working, such as holidays or weekends.

Pay Add Code. A user-defined code that specifies an amount of money that is paid to an employee on an hourly basis in addition to that employee's regular hourly wage.

Note This is an optional field. An example of how it would be used is when the user sets up an additional 50 cents per hour to be paid to an employee on third shift. Keep in mind that any time the employee is receiving time and a half for working on Sunday, for example, he/she receives not only half again of the regular hourly wage but also half again for the 50 cents.

OH Group. The default overhead group for an employee.

Note Labor posted for an employee includes overhead charges defined by the overhead group. An employee overhead group overrides the site default labor overhead group.

Employee Tab: User Defined

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

Fig. 10.12
Employee Tab: User Defined

The screenshot shows a software window titled 'Employee Tab: User Defined'. At the top, there are input fields for 'Site' (containing 'US-A-I'), 'Emp No' (containing 'AANT'), and a search icon. Below this is a tabbed interface with three tabs: 'Personal', 'Codes', and 'User Defined'. The 'User Defined' tab is selected. Under the 'Detail' section, there are ten fields arranged in two columns. The first column contains: 'Emp Char 1' (text field), 'Emp Char 3' (text field), 'Emp Dec 1' (text field with value '0.0000'), 'Emp Int 1' (text field with value '0'), and 'Emp Case' (dropdown menu showing 'Injured'). The second column contains: 'Emp Char 2' (text field with search icon), 'Emp Char 4' (text field), 'Emp Dec 2' (text field with value '0.0000'), 'Emp Int 2' (text field with value '0'), and 'Emp Logical' (checkbox).

Character 1/2. These are user-defined character fields. They are 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 Employee.

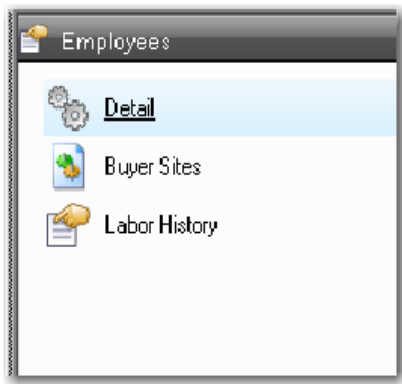
Integer 1/2. These are user-defined integer fields for Employee.

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

Employee Subdetail

The number of subdetail options varies from module to module. All have an option labeled Detail, which remains visible and returns you to previously viewed tab page in the highlighted record if one of the other subdetails is selected. Normal security applies meaning a user can be given full, partial or no access to each subdetail option. If no access is given, the subdetail is not visible.

Fig. 10.13
Employee Subdetail



Detail

This option opens the tabbed view.

Buyer Sites

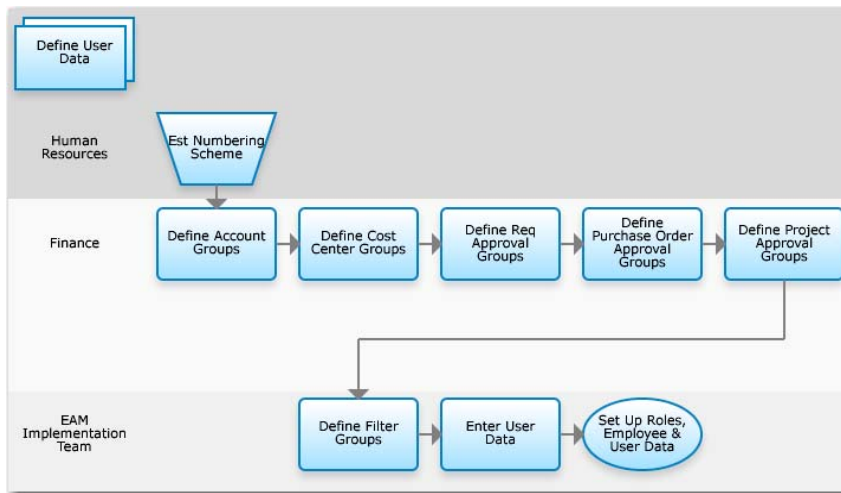
Use this option to display a buyer in a single- or multiple-site configuration. Click New to access a standard Site Maintenance lookup table. Select the appropriate site code. In addition, you can also select the appropriate PO Approval Group to which the buyer is associated for the electronic approval routing of purchase orders. This is not necessary for organizations that do not require PO authorization.

Labor History

Use this option to display a browse of labor records, allowing you to view both posted and reversed records. Reversals show a negative number of hours and negative cost; postings have positive hours and costs.

Defining User Data Process Map

Fig. 10.14
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.

Users

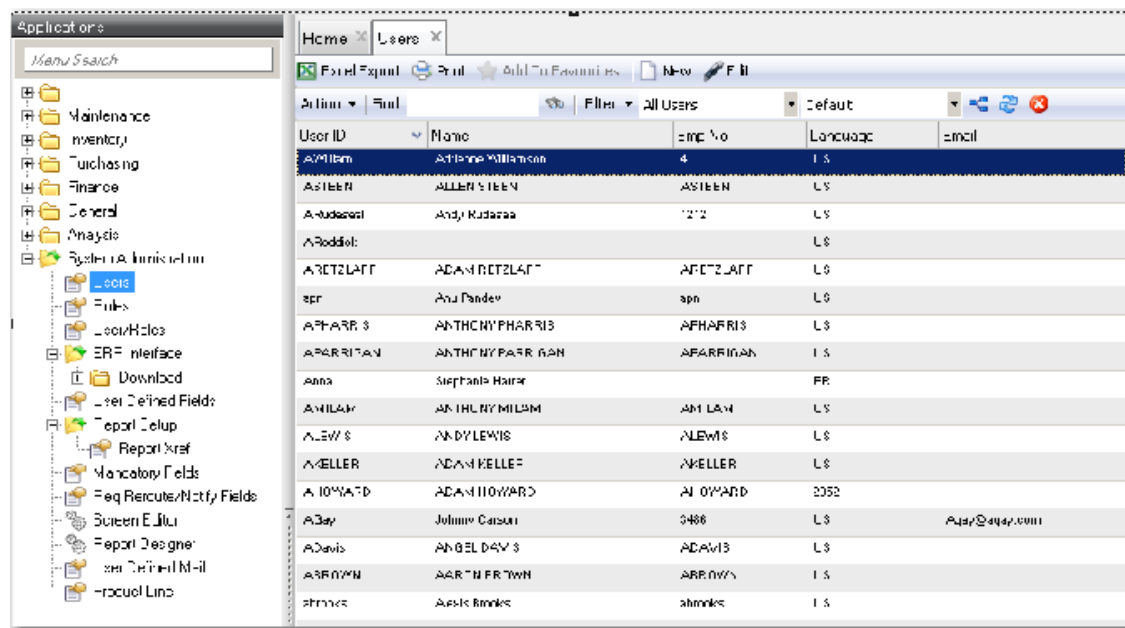
The User module is where user details and preferences are entered. Every user in EAM must have a user ID and password in order to log into EAM. The user record can be linked to the user's corresponding employee ID, which populates certain information from the employee record into the user record. This reduces unnecessary duplication of information. Linking the user record to the employee record is sometimes required when a user is creating transactions in EAM, such as creating work orders, distributing labor, or creating stores requisitions. This allows EAM to automatically populate employee information required for the transaction based on the user's ID.

Before users are allowed access to EAM, they must be linked to at least one site and at least one role in the site.

Users Browse

Access this browse from System Administration. Use it to organize and display records, edit or create new records, or export data to Excel.

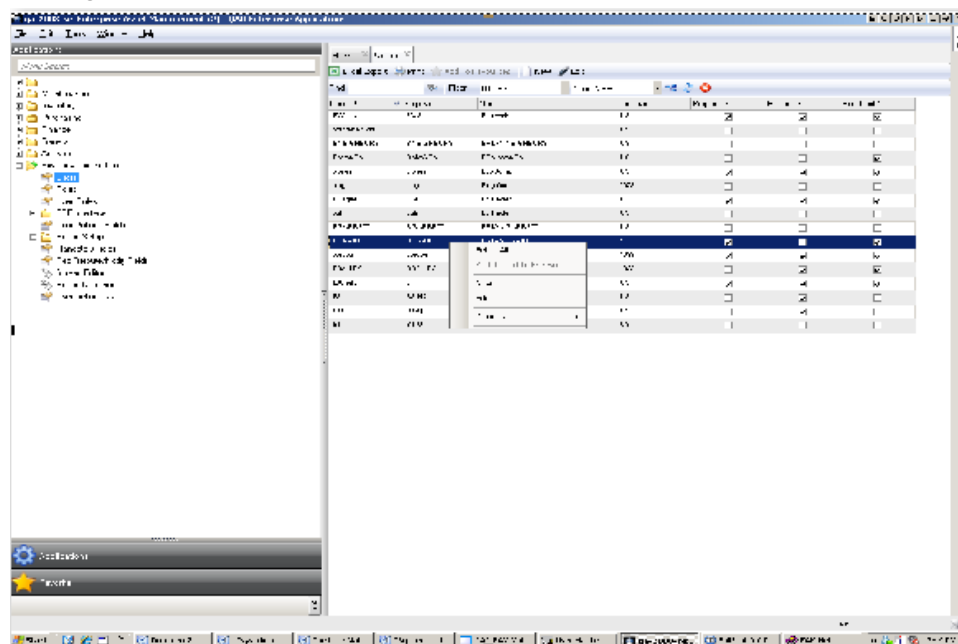
Fig. 10.15
Users Browse



User Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.16
User Right-Click Menu



Select All

Use Select All to highlight all the user records in the browse.

New

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

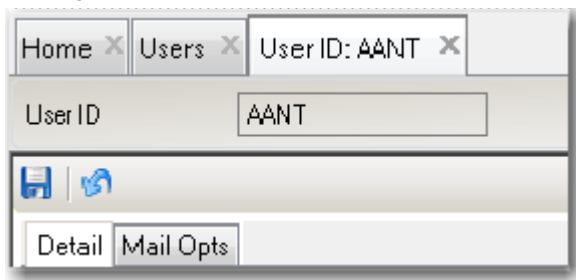
Edit

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

User Record Detail

The record detail contains all information about this user. The user number displays over all associated tabs.

Fig. 10.17
User Right-Click Menu



Creating a User Record

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

Editing a User Record

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

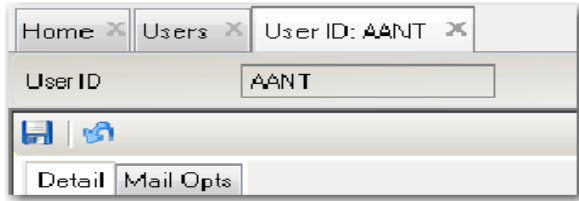
User Tabs

User contains two tabs: Detail and Mail Opts.

User Tab: Detail

Use this tab to enter detail data about the user plus purchasing and project spending limits.

Fig. 10.18
Users Detail Tab



Emp No. The system administrator assigns the user number in the User module. The user number is an alphanumeric number. The user number entered will be validated against the User table. The lookup button can be used to select existing user numbers.

Note In many cases, the user ID is a number. This number is displayed on many screens and reports throughout the system. If the users are not familiar with these numbers, it can make some of the reports more difficult to understand. It may make more sense to use a more recognizable identifier, such as the first letter of the User's first name, followed by last name. Example: Joe Smith – jsmith.

Language. The default language code for the selected user. The language chosen here is the language in which this user will view/use EAM. The Language field allows individual users to access EAM in their own language. The Lookup displays only the languages in which EAM is available.

Orig Notify. This field is used to specify a user who should receive an automated e-mail notification when this user creates a service request. Click into the Orig Notify field to access the User Lookup with browses of users and mail groups.

The associated user receives an automated e-mail, notifying him/her of a service request that has been created by this user.

Del Msg? User preference to display or suppress warning message before deleting records. Select if the field should cause a warning message to be displayed before a record is deleted. This warning message allows the user to cancel the deletion.

Note It is suggested that this field be selected for most users, in order to prevent a record from being deleted in error. Records cannot be restored once deleted.

Override Del? Select if the user should have the ability to override the system controls that prohibit the deletion of certain record types depending upon their status and attributes.

Note It is suggested that this field not be selected for most users. With it selected the user has the ability to override the system controls that prohibit the deletion of certain records.

Other Labor? This determines whether the user can post labor for all other users or only for himself/herself.

Note If the profile for the current user has this selected, EAM allows the user to post or reverse labor for any employee, provided the user has security for the option. If not selected, EAM only allows users to post and reverse labor for themselves.

PO Limit? Select if the user has been assigned a spending limit for approval of purchase orders. If selected the amount in the next field represents the user's Purchase Order Limit, the amount for which a user can approve a purchase order.

Note When the user approves a purchase order, the user's spending limit is checked. If the 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, then the purchase order is approved but not authorized.

PO Limit. If the PO Limit? option is selected, assign a spending limit for approval of purchase orders.

Req Limit? Select if the user has been assigned a spending limit for one or more of the following fields for approval of requisitions.

Req Exp Limit. If Req Limit? is selected, the amount in this field represents the user's Requisition Expense Limit, the amount for which a user can approve a given requisition that is not flagged as a Capital expense.

Req Cap Limit. If Req Limit? is selected the amount in this field represents the user's Requisition Capital Limit, the amount for which a user can approve a requisition that is flagged as a Capital expense.

Req Proj Limit. If Req Limit? is selected the amount in this field represents the user's Requisition Project Limit, the amount for which a user can approve a requisition that is linked and expensed to a project.

Req Over Limit. This field is used to enter the requisition over budget spending limit for this user. In other words, this is the amount for which a user can approve a requisition when the Budgeted amount associated to that purchase has been reached or exceeded.

Proj Limit? Select if the user has been assigned a spending limit for the initial approval of projects. If selected the user has been assigned a spending limit for approval of projects.

Proj Limit. If Proj Limit? is selected the amount in this field represents the user's Project Limit, the amount for which a user can approve a given project.

Note When the user approves a project, the user's spending limit is checked. If the user's spending limit is equal to or greater than the project, the project is approved and authorized. If the project is greater than the user's spending limits, then the user's action is considered to be approved. However, the project is not authorized until someone with high enough spending limits authorizes it and any quantity person(s) authorize it.

Horizontal Approver? If the Horizontal Approver? option is enabled on the General|Business Units|Sites|Authorization Options tab then a user can be designated as a Horizontal Approver here. Then add one or more Horizontal Approvers to a requisition approval group at Purchasing|Approval Group|Requisition Approval Group.

Receive Email? Select if this user should receive automated Internet e-mail.

Email. If Receive Email? is selected, enter the user's Internet e-mail address in the Email box.

Prt Title Page? Select if the user should have the title page containing the report criteria printed whenever this user generates reports.

Note If selected the title page prints. If not selected the title page does not print.

User Tab: Mail Opts

Use this tab to select events that trigger e-mail to this user.

Fig. 10.19
Users Mail Opts Tab

The screenshot shows the 'Mail Opts' tab for user 'BDRAKE'. The interface is organized into three main sections: Maintenance, Inventory, and Purchasing. Each section contains a list of events with checkboxes to select or deselect email notifications.

Section	Event	Status
Maintenance	Equipment exceeds spending limit	☐
	Equipment is left as unacceptable	☐
	Failure expected before next PM	☐
	Project status changes	☐
	Work order status changes	☒
Inventory	Inventory drops below designated point	☐
	Inventory returned to vendor	☐
	Inventory received	☒
Purchasing	Requisition put on order	☒
	Blanket purchase order expires	☐
	Requisition cost is changed after receipt	☐
	Requisition due date changes	☒

Equipment exceeds spending limit. User preference to receive mail when a piece of equipment exceeds its annual, lifetime, or work order spending limit.

Note If selected the user designated in the Notify field of the equipment record receives mail when the piece of equipment exceeds a spending limit.

Work order status changes. User preference to receive mail when a work order's status changes.

Note Each work order status can be set to send mail when a work order status is changed. If selected the user designated in the work order record receives mail when the work order status is changed to a status designated to generate mail.

Equipment is left as unacceptable. User preference to receive mail when a piece of equipment is left in an unacceptable state following a work order.

Note Each work order has an As Left code. These codes can be set to send mail if a piece of equipment is left in the condition described by the code. If selected the user designated in the Notify field of the equipment record receives mail when the piece of equipment is left in a condition designated to generate mail.

PM Due. User preference to receive mail when a PM comes due.

Note If selected, the user designated in the PM record receives mail when the PM comes due by reaching a certain date or driving unit of measure. If it is not, no mail of this type is sent to this user.

Failure expected before next PM. User preference to receive mail when a calculated next failure date precedes the next preventing PM due date.

Note When a work order is closed, the next failure date for the piece of equipment is calculated. If selected, the user designated in the Notify field of the PM record receives mail when the next failure date calculated precedes the next preventing PM due date.

Service Request Status. A user preference to receive mail when a service request changes status, if the user is the Notify person or part of the mail group on the Service Request.

Project Status Changes. Each project status can be set to send mail when a project status is changed. If selected and the user is designated as the Notify person in the project record, they receive mail when the project status is changed to a status designated to generate mail.

Warranty Warning Date Is Reached. Mark this box if you want the user, if the Notify on a warranty, to receive e-mail when the warranty's Warning Date is reached.

Warning Days, set up at System Admin\System Control Maintenance\System Site Maintenance\Maint tabbed page, is a field displaying the number of days ahead of a warranty expiration the Notify on the warranty receives a system automated e-mail warning. When a new warranty is created, the system pulls in this figure as the designated time for the expiration warning but this number can be manually overridden.

Inventory Drops Below Designated Point . User preference to receive mail when inventory drops below the designated point of safety stock or reorder point.

Note Each piece of inventory can be designated to send mail when inventory drops below either safety stock or reorder point. If this field is selected, the user designated in the Notify field of the inventory record receives mail when stock levels drop below this point.

Inventory received. When selected, the user, if Requestor or Notify, receives e-mail when inventory is received from a requisition.

Inventory Returned to Vendor. When selected, the user, if Requestor or Notify, receives e-mail when parts are returned to the vendor.

Requisition Put on Order. When selected, the user, if Requestor or Notify, receives e-mail when the requisition is put on order.

Requisition Due Date Changes. When selected, the user, if Requestor or Notify, receives e-mail when the requisition due date changes.

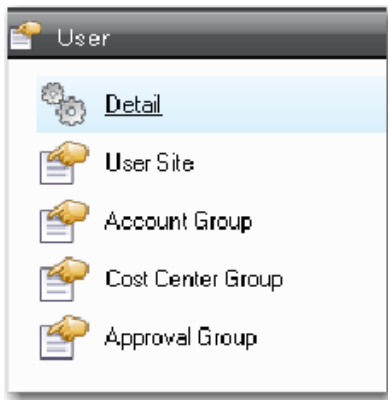
Blanket PO expires. When selected, the user receives e-mail when blanket purchase orders on which he/she is the Notify expire.

Requisition Canceled/Closed. When selected, the user, if Requestor or Notify, receives e-mail when the requisition status is changed to either canceled or closed.

User Subdetail

The number of subdetail options varies from module to module. All have an option labeled Detail, which remains visible and returns you to previously viewed tab page in the highlighted record if one of the other sub details is selected. Normal security applies, meaning that a user can be given full, partial, or no access to each subdetail option. If no access is given, the subdetail is not visible.

Fig. 10.20
Users Subdetail



Detail

This option opens the tabbed view.

User Site

Use this option to display a user in a single- or multiple-site configuration. Click New to access a standard Site Maintenance lookup table. Select the appropriate site code. While each user must be assigned at least one valid site in order to access EAM, a user can have access to multiple sites. One of the sites must be designated as Primary, this being the site the user is logged into by default.

Account Center Group

Account Group (Finance|Groups|Account Group) is used to associate a set of accounts to a user ID. When the user clicks the Authorize Action on the Requisition header, EAM checks if the user has either an Account Group or Cost Center Group that contains the appropriate account number or cost center to authorize the selected requisition. If an account in the user's Account Group matches the account on the selected requisition and the user has a large enough spending limit, the requisition can be authorized by the user without going through routing.

Cost Center Group

Cost Center Group (Finance|Groups|Cost Center Group) is used to associate a set of cost centers to a user ID. When the user clicks the Authorize Action on the Requisition header, EAM checks if the user has either an Account Group or Cost Center Group that contains the appropriate account number or cost center to authorize the selected requisition. If a cost center in the user's Cost Center Group matches the cost center on the selected requisition and the user has a large enough spending limit, the requisition can be authorized by the user without going through routing.

Approval Group

Approval Group (Purchasing | Approval Group | Requisition Approval Group) is used to associate a set of requisition approvers to a User ID. When the selected user initiates routing requests, the Approval Group identifies who receive those requests to authorize requisitions. Associate approval groups here only if your organization has selected User Based Routing for approval of requisitions. The routing method used for requisition approval is determined by the switch under

System Admin|System Control Maintenance|System Site Maintenance|Misc tabbed page—Approval Method. If User Based Routing is enabled, the system routes all approval requests for requisitions according to the user who clicked the Approve Action.

User/Roles

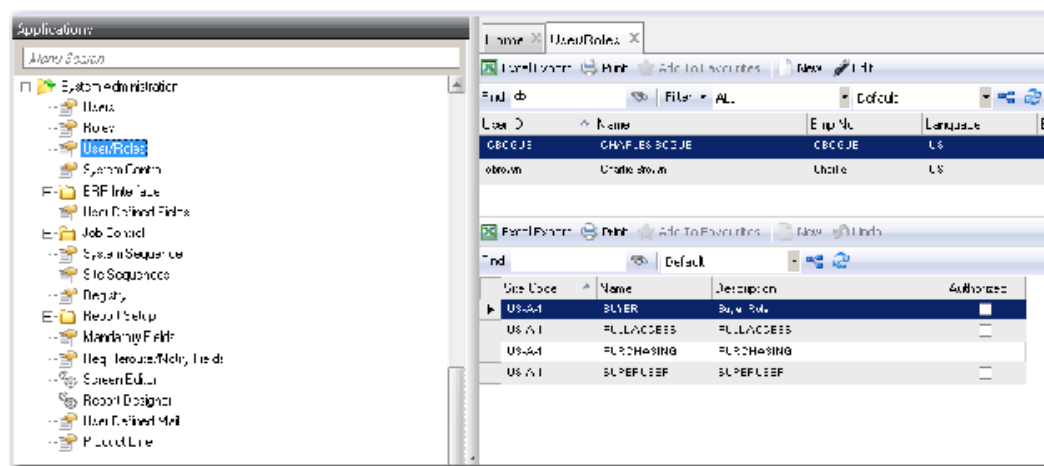
Use this module to link users to roles in their required sites.

User/Roles Browse

Access this browse from System Administration|User|Roles. Use it to organize and display records, 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.

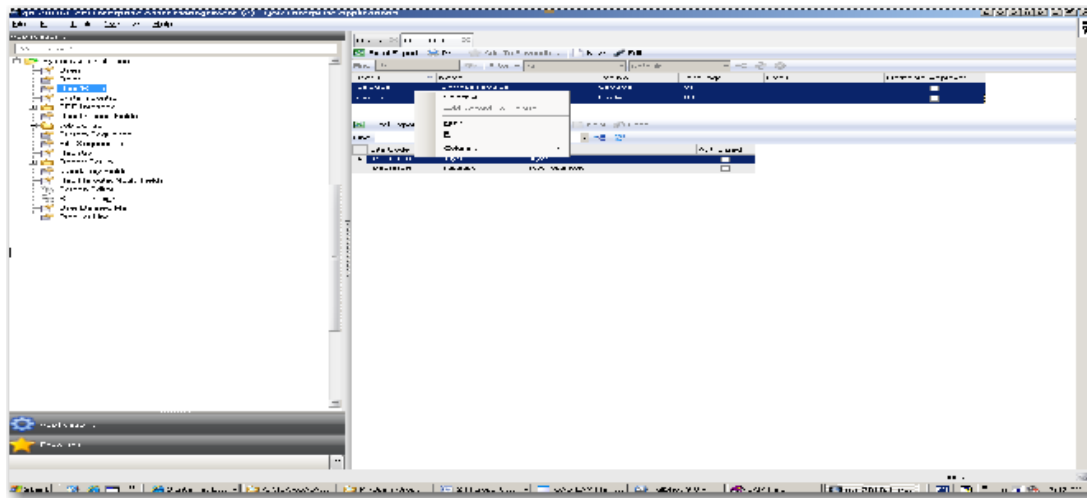
Fig. 10.21
User/Roles Browse



User/Roles Right-Click Menu

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

Fig. 10.22
User/Roles Right-Click Menu



Select All. Use Select All to highlight all the user records in the browse.

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 EAM. Go to System Administration|Users|User Site submenu to designate sites for this user.

Editing a User/Role

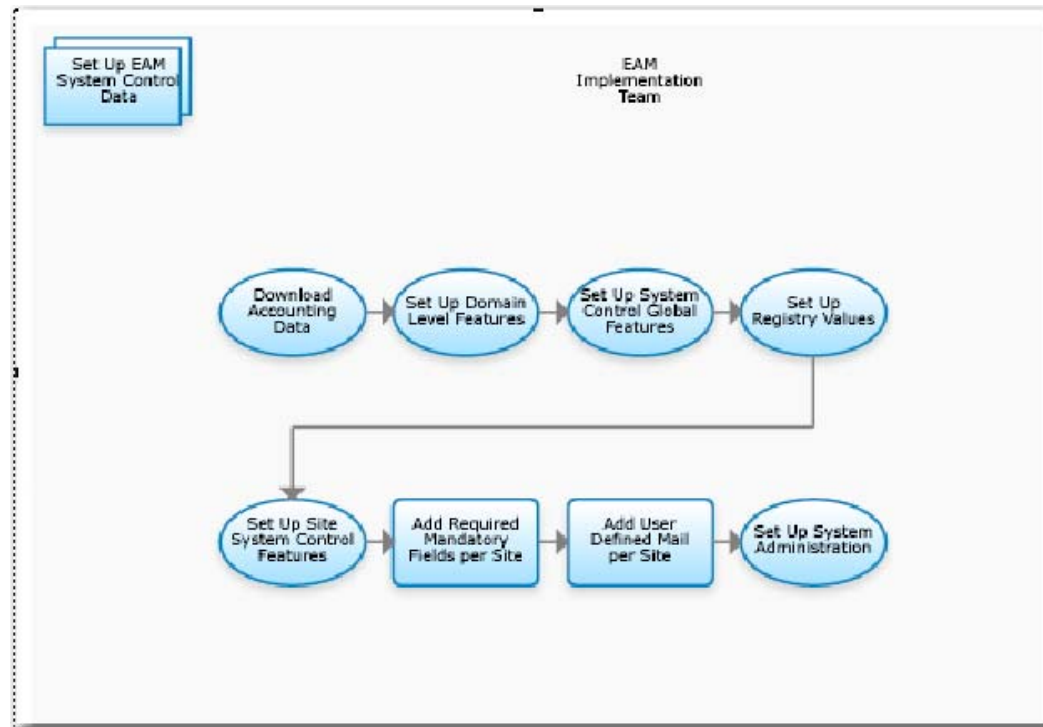
- 1 Highlight the user in the upper browse. EAM displays available roles and sites for that user.
- 2 Select the check box to add a role. Clear the check box to remove a role. Authorized roles display predefined user permissions.

System Control

Use System Control to set General data, indicate Mail Options, set Revision Control, and establish Password & General Ledger Options. In addition set Interface rules, indicate Purchase receiving options, set Tax options, and enter Budget Code.

System Control Process Map

Fig. 10.23
System Control Process Map

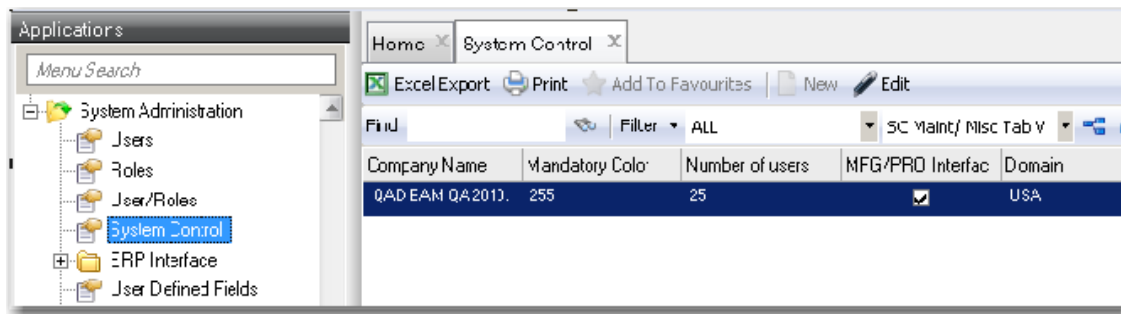


- 1 Download Accounting Data.
- 2 Set Up Domain Level Features.
- 3 Set Up System Control Global Features.
- 4 Set Up Registry Values.
- 5 Set Up Site System Control Features.
- 6 Add Required Mandatory Fields per Site.
- 7 Add User Defined Mail per Site.

System Control Browse

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

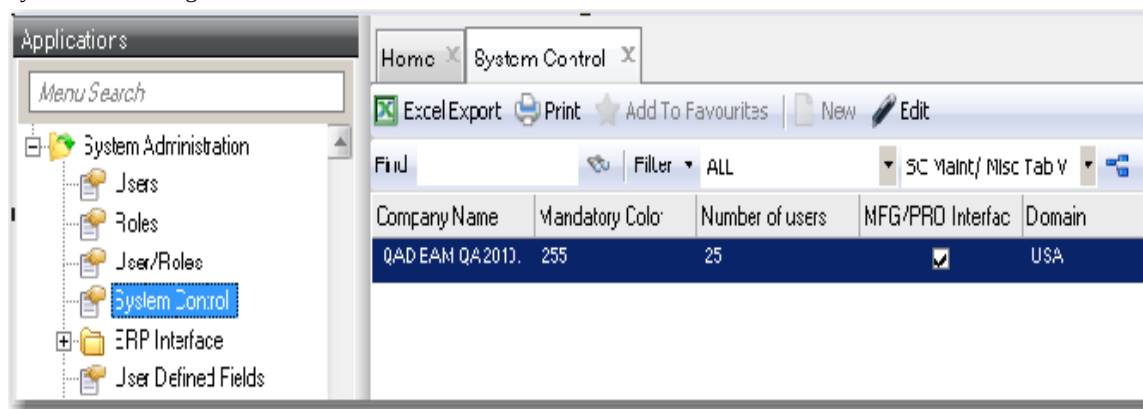
Fig. 10.24
System Control Browse



System Control Right-Click Menu

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

Fig. 10.25
System Control Right-Click Menu



Edit. Opens the System Control screens 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.

System Control Record Detail

The tabs contains information about the System Control record. The Version No displays over the associated tabs.

Note EAM is installed with the System Control Record already created and defaults to the current Version No.

Fig. 10.26
System Control Record Detail

Editing the System Control Record

- 1 Double-click the System Control record from the browse or click Edit to open the System Control record detail.
- 2 Verify the Version No.
- 3 Enter information in relevant fields on the tabs.
- 4 Click Save.

System Control Tabs

Use these tabs to set General data, indicate Mail Options, set Revision Control, and establish Password & General Ledger Options. In addition indicate Purchase receiving options, set Tax options, and enter Budget Code.

System Control Tab: Detail

Use this tab to set General data, indicate Mail Options, set Revision Control, and establish Password & General Ledger Options.

Fig. 10.27
System Control Tab: Detail

The screenshot shows a web-based form titled 'Detail' with a sub-tab 'MFG/PRD Options'. The form is organized into five main sections:

- General:** Contains 'Company Name' (text field with 'QAD EAM CA 2010.1 EE'), 'Mandatory Color' (text field with '255'), and 'Version No' (text field with '12.2.2').
- Mail Options:** Contains 'SMTP Server' (text field with 'smtp.qad.com'), 'System Mail ID' (text field with 'noreply.test@qac.com'), and 'Wait Hrs' (text field with '1').
- Revision Control:** Contains a checkbox 'Mstr List Rev?' which is checked.
- Password Options:** Contains 'Restrict Pwd?' (checked checkbox), 'Min Length' (text field with '0'), 'Exp Days' (text field with '360'), and 'Purge Days' (text field with '351').
- General Ledger Options:** Contains four dropdown menus: 'Incl Proj on Iss' (Both), 'Incl Proj on Labor' (Both), 'Incl Proj on Rec' (Both), and an unlabeled dropdown (Both).

Company Name. The name appearing on the bottom of the EAM main menu panel helps users differentiate between live and test databases.

Mandatory Color. The color selected here is used for the label for every field designated as mandatory. The color should be noticeable so users know to fill that field before saving.

Version No. EAM is installed with the System Control record already created. It defaults to the current Version No.

SMTP Server. The SMTP server name or corresponding IP address. EAM routes e-mail to the entered server or address in order to send Internet mail. For an individual user to send Internet e-mail from EAM, a MAPI client must be set up on the client PC. For example, Microsoft Outlook includes a MAPI client.

System Mail ID. Enter the ID to appear in the From box on EAM system-generated e-mail sent via the Internet.

Wait Hrs. The number of hours a request for approval of a requisition or purchase order waits in an individual's mailbox.

Mstr List Rev? Specify whether the system should automatically create revisions for master lists. Select if revision records should be created every time any of the Master Lists in EAM are modified. This includes Master Instructions Lists and Master Parts Lists.

Restrict Pwd? Specify whether EAM should impose restrictions on user passwords. Select to enable the fields that control user password restrictions in EAM.

Min Length. If the previous field is enabled, when a password is added or changed, EAM checks the length of the new password and validates the number of characters against Min Length unless Min Length is zero.

Exp Days. This integer field determines the number of days at which user passwords should expire. When a user logs in, EAM checks whether the number of days specified here has passed since the user changed or added the current password. If Exp Days is set to zero, EAM does not make this check.

Purge Days. This integer field determines the number of days of history to keep for user passwords. EAM keeps a list of passwords a user uses for Pwd Aging number of days.

Incl Proj on Iss. EAM checks this setting to determine which sides (if any) of the issue/return transaction should include the Project No in the inventory general ledger transactions. When these transactions are created, EAM checks these settings and acts accordingly for both EAM and QAD ERP.

Incl Proj on Labor. EAM checks this setting to determine which sides (if any) of labor GL transactions should include Project No; Options include Both Sides, Debit, Credit, and Neither.

Incl Proj on Rec. EAM checks this setting to determine which sides (if any) of the receipt/return transaction should include the Project No. Options include Both Sides, Debit, Credit, and Neither.

System Control Tab: MFG/PRO Options

Use this tab to set General data, indicate Purchasing options, set Tax options, and enter Budget Code.

Fig. 10.28
System Control Tab: MFG/PRO Options

The screenshot shows a software configuration window titled "System Control Tab: MFG/PRO Options". It features a "Cancel" button in the top-left corner. The window is organized into four distinct sections, each with a title and a set of controls:

- General:** Contains "MFG/PRO Interface?" (checked checkbox), "Domain" (text field with "QA"), "Database Name" (text field with "QAD.rth"), "Display Error?" (checked checkbox), and "Validate When Posting?" (checked checkbox).
- Purchasing:** Contains "Use EIR?" (checked checkbox).
- Tax:** Contains "Use GTM?" (checked checkbox) and "Tax History?" (unchecked checkbox).
- Ledger:** Contains "Budget Code" (text field with "budgetM").

MFG/PRO Interface? Select to enable if the system administrator wants to use the interface to QAD ERP. If this interface is not enabled, the interface programs do not function and do not create general ledger transactions in QAD ERP.

Display Error? If there is some type of error when a general ledger transaction is created in QAD ERP, select to enable the system to display an error message and a description of the specific error being encountered.

Domain. Domain to use when filling out domain fields in QAD ERP. Should match the domain that EAM interfaces with from QAD ERP's Domain Maintenance option (menu 36.1.1.1).

When reading data from QAD ERP, EAM only looks at records that match the entered Domain. When writing data to the QAD ERP, EAM fills out the Domain field with the entered Domain. This field must be filled out to interface properly.

Validate When Posting? When a general ledger is created in QAD ERP, validate when posting will cause EAM to run the QAD ERP validation routine to verify that the cost center, account and sub-account combinations are valid within the QAD ERP validation tables.

Database Name. Database name to use when filling out QAD ERP purchasing fields related to QAD ERP's multiple database configurations. Should match the Database Name on QAD ERP's Database Connection Maintenance screen (menu 36.6.1).

Use EIR? Select to enable QAD ERP's Expense Items Receipts accounting structure to overwrite EAM's AP (Credit) accounting structure (at General|Business Units|Site|Purchase Order tab) for receipt credits.

Use GTM? If enabled EAM handles Global Tax Management and integrates with the handling of Global Tax Management in QAD ERP.

Tax History? Select to enable if the tables are filled out in QAD ERP, making the data available for running tax reports in QAD ERP. If not enabled, this data is not captured in QAD ERP. If Use GTM? is enabled and Tax History? is not enabled, only the tax related fields for the PO record are filled out in QAD ERP.

Budget Code. Enter the QAD ERP budget code to use on budget download. The code is used when downloading budgets at System Administration|ERP Interface|Download.

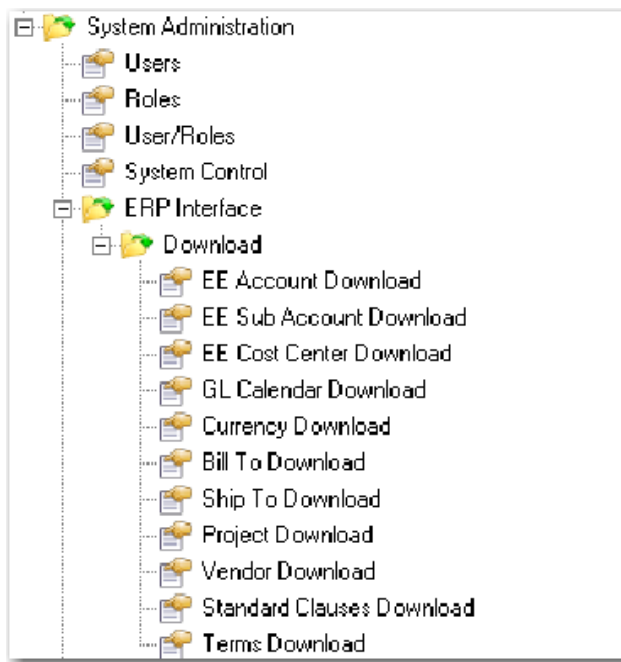
ERP Interface

Use this module to update EAM with information from tables shared with QAD ERP. Access the real-time link or gateway to the QAD ERP database and common tables shared by EAM and QAD EE/SE.

Download

There are twelve shared tables in EAM. They are: Account, Sub Account, Cost Center, GL Calendar, and Currency, Bill To, Ship To, Project, Vendor, Standard Clauses and Terms. Update EAM with information from some or all these shared tables.

Fig. 10.29
ERP Interface|Download



Note When you are connected to a QAD EE database, the Account, Sub Account, Cost Center options are listed as EE Account, EE Sub Account, EE Cost Center. When connected to a QAD SE database, the prefix is SE.

Account Download Browse

Access this browse from System Administration|ERP Interface|Download|Account Download. Use it to organize and display records, access supporting functions, and download new records.

The account download module allows users to download either all or select account numbers to be utilized in EAM. The downloading of account numbers from QAD ERP will also download corresponding sub-account and cost center relationships which are then found at Finance|Accounting|Accounts.

Downloading a Single Account Code

- 1 Enter a complete or a portion of an account code in Find. Use Find to search for specific records. Find searches the column on the far left.
- 2 Highlight the required record in the browse, click Action, and select Download Account.
- 3 EAM presents the Select Site screen. Choose the sites to update with the downloaded data and click Download.

Downloading Multiple Account Codes

- 1 Enter a portion of an account code, description, or type in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action, and select Global Download Account.
- 3 EAM presents the Select Site screen. Choose the sites to update with the downloaded data, click Download.

Fig. 10.30
Account Download Browse

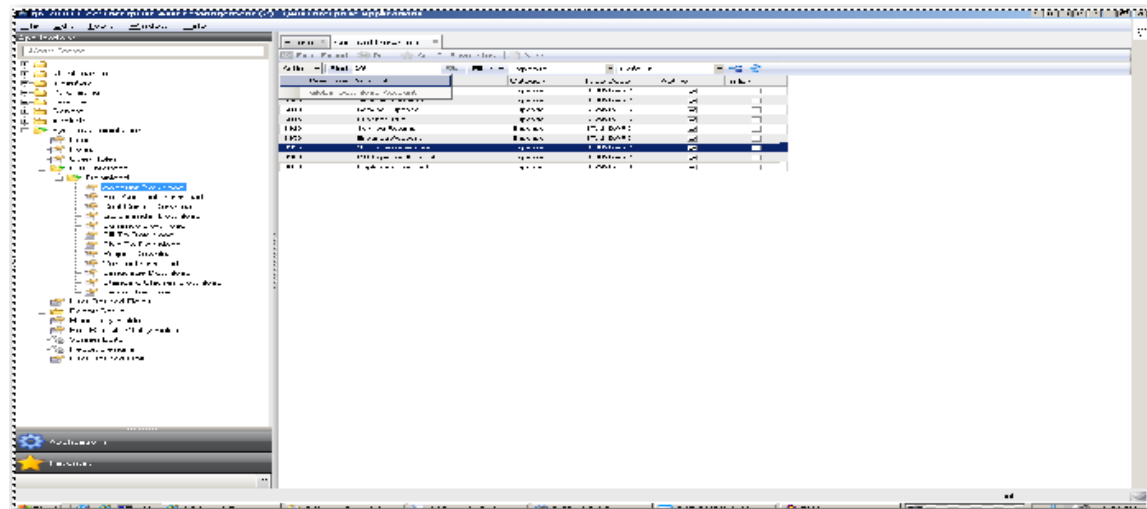
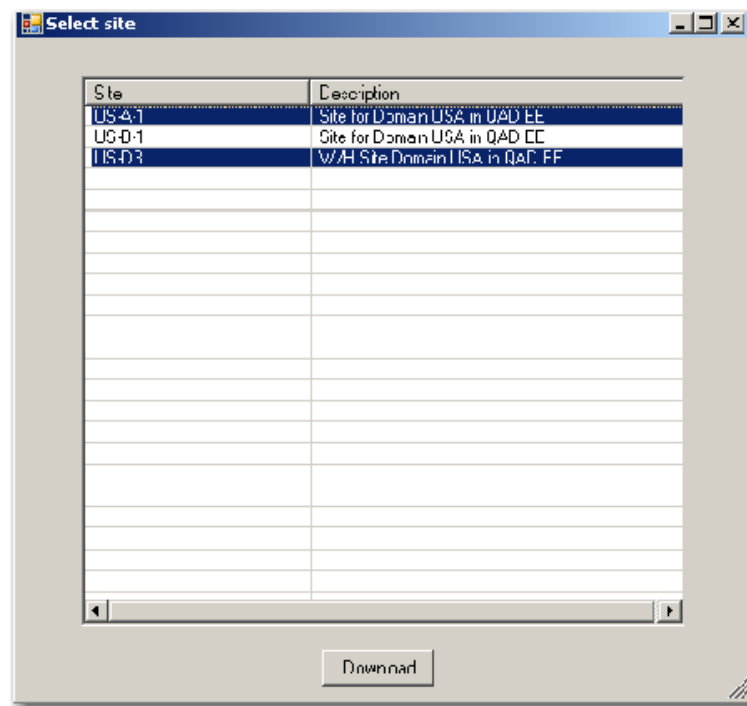


Fig. 10.31
Account Download Select Site



The cost center download option allows users to download either all or select cost centers to be utilized in EAM. The downloading of cost centers from QAD ERP also downloads corresponding accounts and sub-account relationships that are then found at Finance|Accounting|Cost Centers.

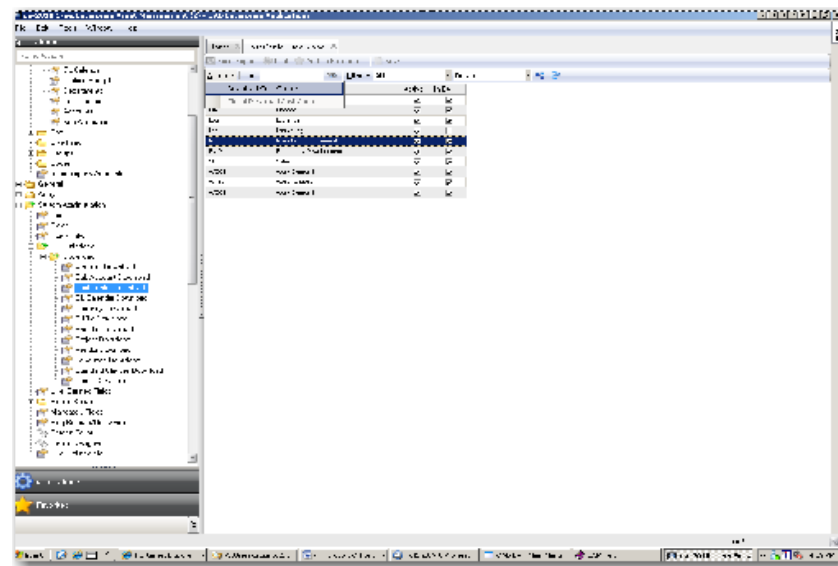
Downloading a Single Cost Center

- 1 Enter a complete or a portion of a cost center code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Cost Center.
- 3 EAM offers the Select Site screen. Choose the sites to update with the downloaded data.

Downloading Multiple Cost Centers

- 1 Enter a portion of a cost center code in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action and select Global Download Cost Center.
- 3 EAM offers the Select Site screen. Choose the site(s) to update with the downloaded data.

Fig. 10.33
Cost Center Download Browse



Note On the Account, Sub Account, or Cost Center Download screen when the In EAM option is enabled it means the codes have been downloaded to a site, not necessarily the user's current site.

GL Calendar Download Browse

Access this browse from [System Administration](#)[ERP Interface](#)[Download](#)[GL Calendar](#)
Download. Use it to organize and display records, access supporting functions, and download new records.

The GL calendar download option allows users to download either all or select GL calendar periods (or months) to be utilized in EAM, found at Finance|Accounting|GL Calendar. The system displays the accounting periods as they have been set up in QAD ERP.

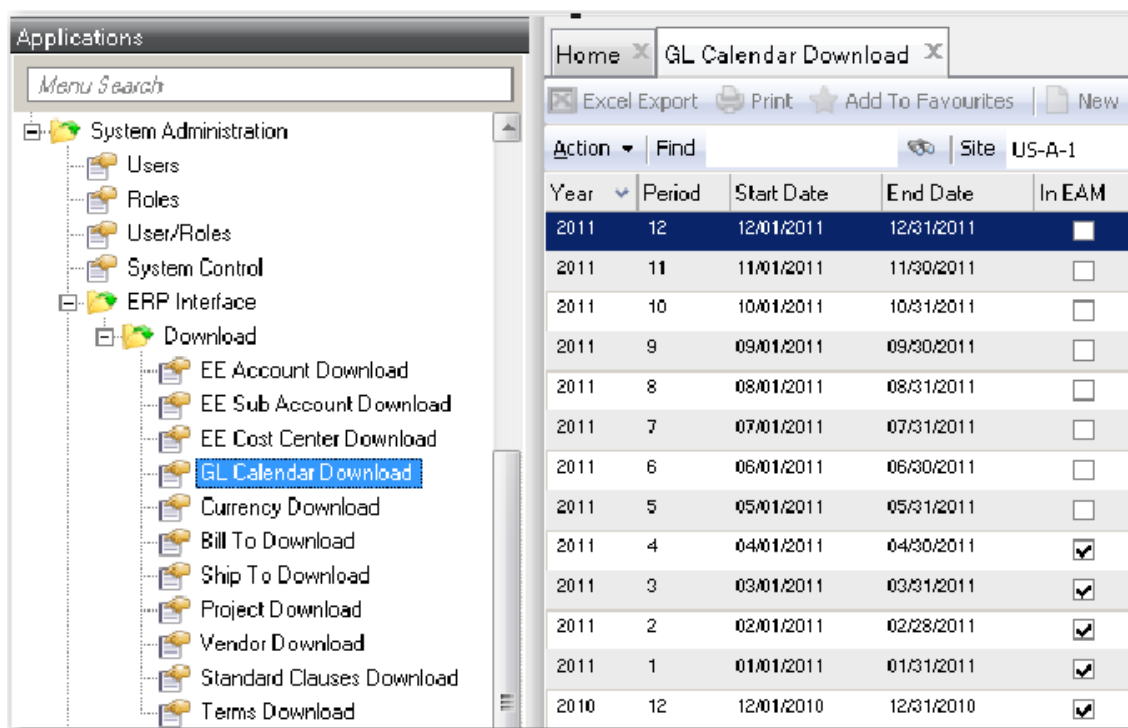
Downloading a Single GL Calendar Period

- 1 Enter a year in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action and select Download GL Calendar Period.

Downloading Multiple GL Calendar Periods

- 1 Enter a year in Find.
- 2 Highlight the required records in the browse using Shift to select a range of periods, click Action, and select Global Download GL Calendar.

Fig. 10.34
GL Calendar Download Browse



Currency Download Browse

Access this browse from System Administration|ERP Interface|Download|Currency Download. Use it to organize and display records, access supporting functions, and download new records.

The currency download option allows users to download either all or select currency exchange rates to be utilized in EAM, found at Purchasing|Currency. The currency download option from QAD ERP also downloads currency codes to EAM and the exchange rate relationships between those currency codes.

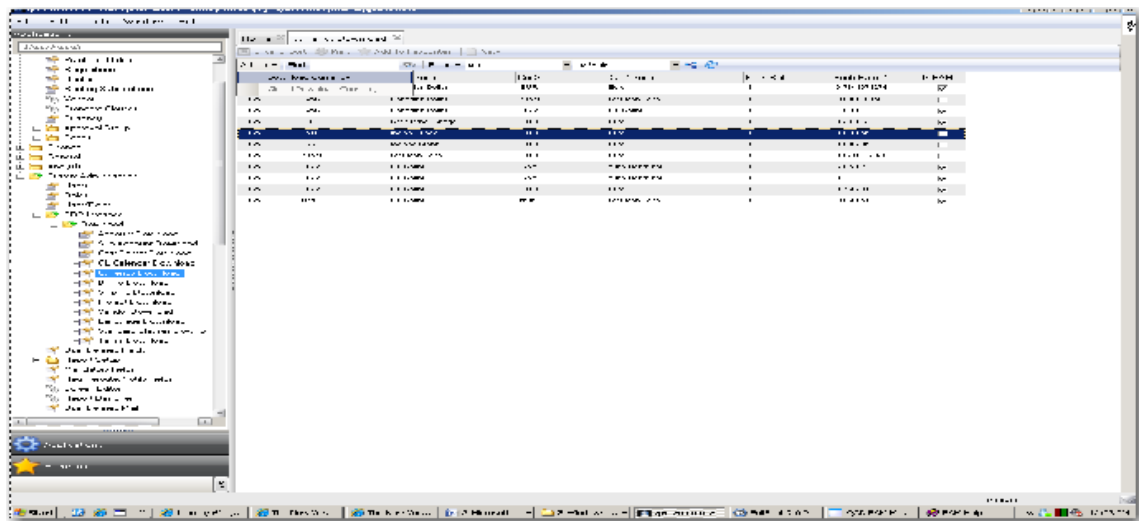
Downloading a Single Currency Exchange Rate

- 1 Enter a complete or a portion of a currency code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Currency.

Downloading Multiple Currency Exchange Rates

- 1 Enter a portion of a currency code in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action, and select Global Download Currency.

Fig. 10.35
Currency Download Browse



Bill To Download Browse

Access this browse from System Administration|ERP Interface|Download|Bill To Download. Use it to organize and display records, access supporting functions, and download new records.

The Bill To download option allows users to download either all or select Bill To address and contact data to be utilized in EAM (Purchasing|Codes|Addresses|Bill To).

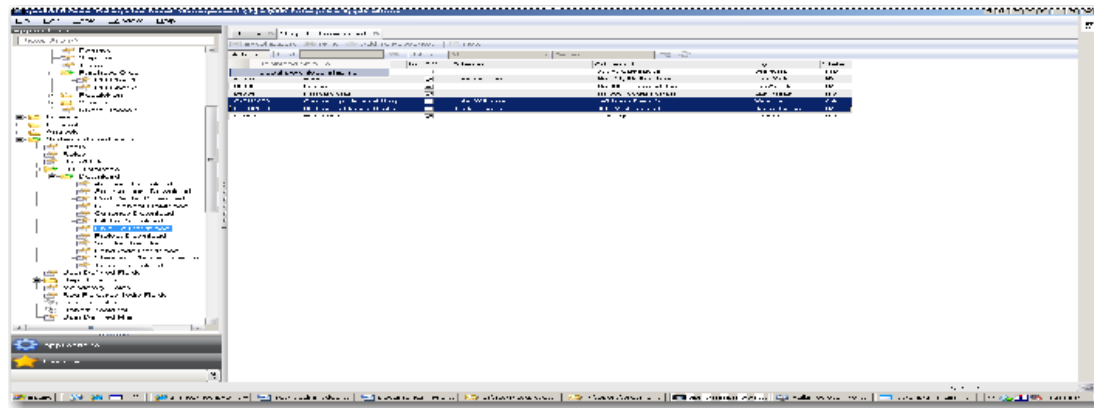
Downloading a Single Bill To Record

- 1 Enter a complete or a portion of a Bill To code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Bill To.

Downloading Multiple Bill To Records

- 1 Enter a portion of a Bill To code in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action, and select Global Download Bill To.

Fig. 10.37
Ship To Download Browse



Project Download Browse

Access this browse from System Administration|ERP Interface|Download|Project Download. Use it to organize and display records, access supporting functions, and download new records.

The project download option allows users to download either all or select Projects to be utilized in EAM. The project data downloaded from QAD ERP is found at Finance|Projects.

Downloading a Single Project

- 1 Enter a complete or a portion of a project code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Project.
- 3 EAM offers the Select Site screen. Choose the sites to update with the downloaded data.

Downloading Multiple Projects

- 1 Enter a portion of a Project code in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action, and select Global Download Project.
- 3 EAM presents the Select Site screen. Choose the sites to update with the downloaded data.

Fig. 10.38
Project Download Browse

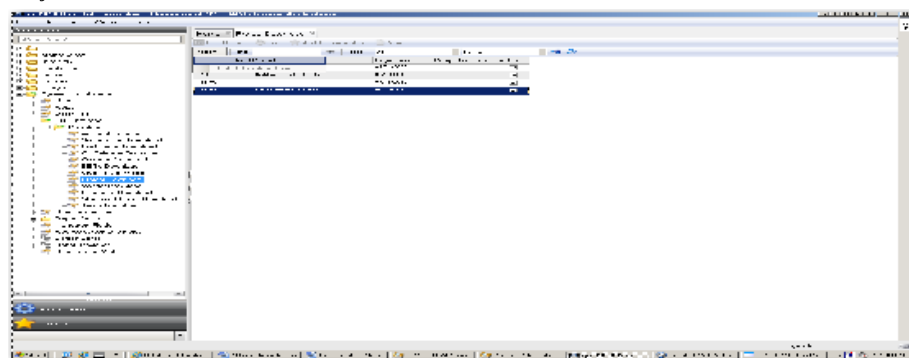
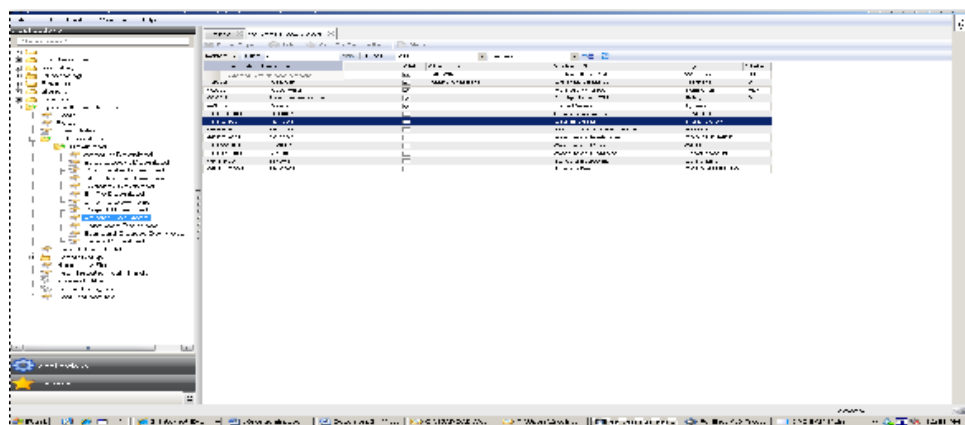


Fig. 10.40
Vendor Download Browse



Standard Clauses Download Browse

Access this browse from System Administration|ERP Interface|Download|Standard Clauses Download. Use it to organize and display records, access supporting functions, and download new records.

The standard clauses download option allows users to download either all or select standard clauses to be utilized in EAM (Purchasing|Standard Clauses).

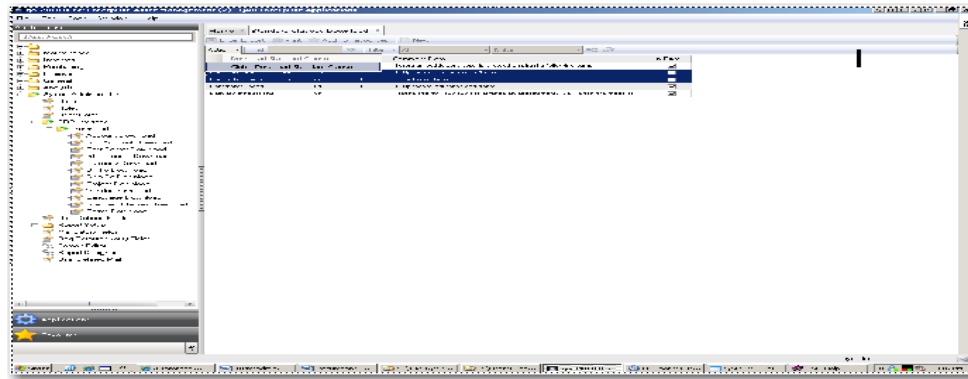
Downloading a Single Standard Clause Record

- 1 Enter a complete or a portion of a Standard Clauses code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Standard Clauses.

Downloading Multiple Standard Clauses Records

- 1 Enter a portion of a Standard Clauses code in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action, and select Global Download Standard Clauses.

Fig. 10.41
Standard Clauses Download Browse



Terms Download Browse

Access this browse from System Administration|ERP Interface|Download|Terms Download. Use it to organize and display records, access supporting functions, and download new records.

The terms download option allows users to download either all or select terms to be utilized in EAM (Purchasing|Codes|Terms).

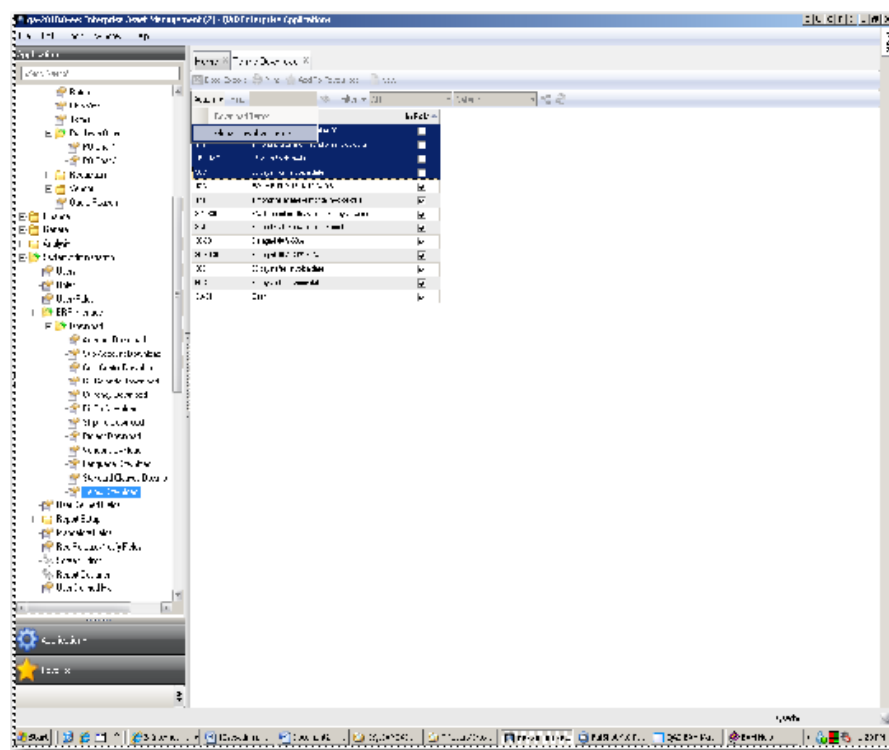
Downloading a Single Terms Record

- 1 Enter a complete or a portion of a Terms code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Terms.

Downloading Multiple Terms Records

- 1 Enter a portion of a Terms code in Find.
- 2 Highlight the required records in the browse using Shift to select a range or Ctrl to highlight non-sequential records, click Action, and select Global Download Terms.

Fig. 10.42
Terms Download Browse

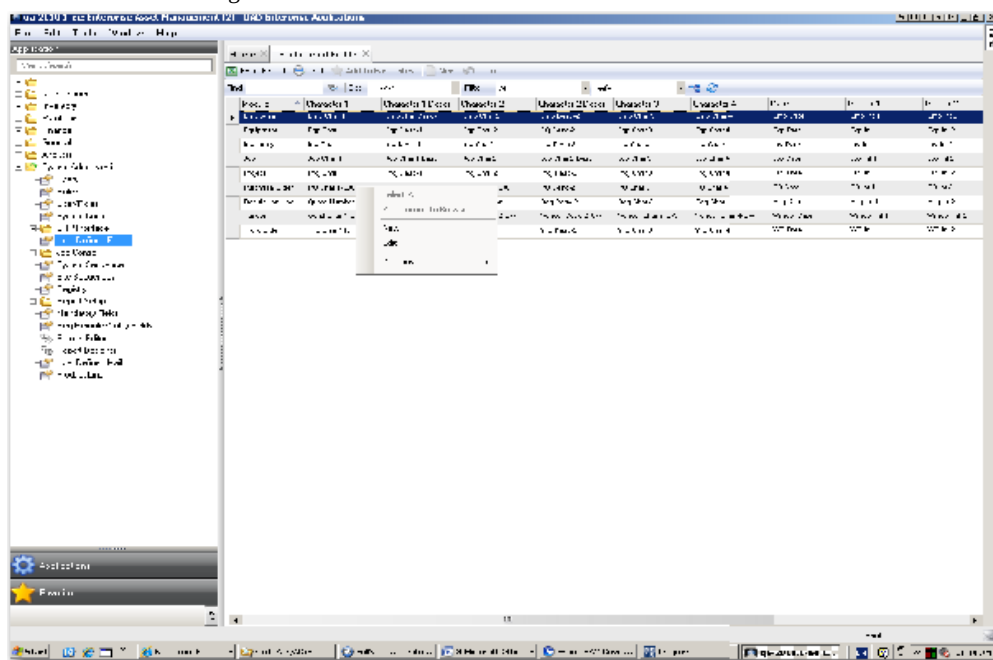


User Defined Fields

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 and Job, Purchase Order, Requisition Line, Vendor, and Work Order. Each has at least ten user-defined fields. There are two Lookup tables, integer fields, decimal fields, and at least two alphanumeric fields (not validated against any table). There is a date field and logical field. These provide significant flexibility for tracking user-defined information against specific records in EAM.

Changes to the field labels for employee, equipment, inventory, project and job, purchase order, requisition line, vendor and work order are displayed on the User Defined tab in that module. Changes to the field label for Character 1 or Character 2 are also displayed on the User Defined tab in that module. In addition, the change is shown in the codes folder for that module. For example, if the field label for equipment character 1 is changed, EAM displays the field label change as the name of the file folder at Maintenance|Equipment|Codes|Equipment|.

Fig. 10.45
User-Defined Fields Right-Click Menu



New

Use New to open the user-defined record detail to create a new record.

Edit

Use Edit to open the user-defined 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-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 field labels to edit or add.
- 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

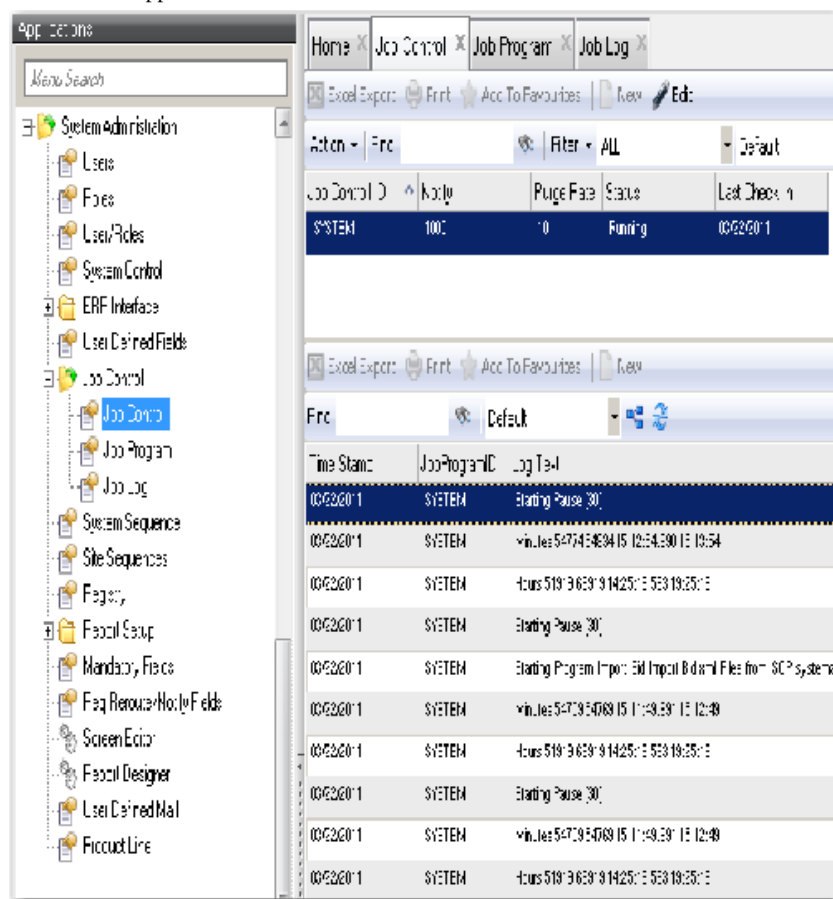
- 1 Double-click the User Defined Fields option to display the User Defined Fields browse. This lists the modules that allow you to add a user-defined field, along with the labels.
- 2 Edit a field label. Close the user defined fields browse by clicking the X on the top of the browse.

Job Control Application

The Job Control Application is located under the System Administration module. Use this module to set up and schedule routine EAM functions as customized Jobs. Once these Procedures/Jobs are scheduled, they are then run in the background at the appointed time by the Job Controller process without users having to take any action. The Job Controller is a stand-alone Progress process that reads from the EAM database a list of jobs to run and spawns them as stand-alone Progress sessions.

There are three submodules found in the Job Control Application: Job Control, Job Program, and Job Log.

Fig. 10.46
Job Control Application



Job Control. Job Control programs are written to perform specific routine EAM procedures. The Job Control Programs are defined in the Job Program upper browse. The lower browse displays the Job Control Log.

Job Control Browse

Access this browse from System Administration|Job Control|Job Control. Use it to organize and display records, access supporting functions, and edit records.

Fig. 10.47

Job Control Browse

Home

Job Control

Job Program

Job Log

Excel Export

Print

Add To Favourites

New

Edit

Action

Find

Filter

ALL

Default

Job Control ID	Notify	Purge Rate	Status	Last Check In
SYSTEM	1000	10	Running	03/22/2011

Excel Export

Print

Add To Favourites

New

Find

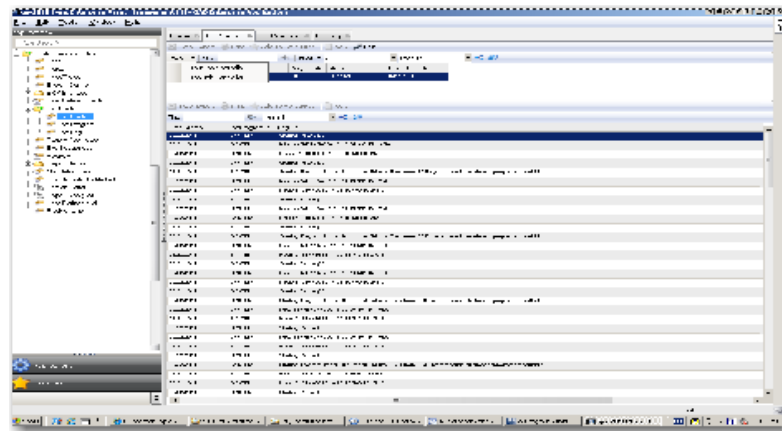
Default

Time Stamp	JobProgramID	Log Text
03/22/2011	SYSTEM	Starting Pause (30)
03/22/2011	SYSTEM	Minutes 5477454834 15:12:54.990 15:13:54
03/22/2011	SYSTEM	Hours 51919 69919 14:25:19.583 19:25:19
03/22/2011	SYSTEM	Starting Pause (30)
03/22/2011	SYSTEM	Starting Program Import Bid Import Bid xml Files from SCP systemadministration/jobprogram/importbid.p
03/22/2011	SYSTEM	Minutes 54709 54769 15:11:49.991 15:12:49
03/22/2011	SYSTEM	Hours 51919 69919 14:25:19.583 19:25:19
03/22/2011	SYSTEM	Starting Pause (30)
03/22/2011	SYSTEM	Minutes 54709 54769 15:11:49.991 15:12:49

Job Control Action Menu

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

Fig. 10.48
Job Control Action Menu



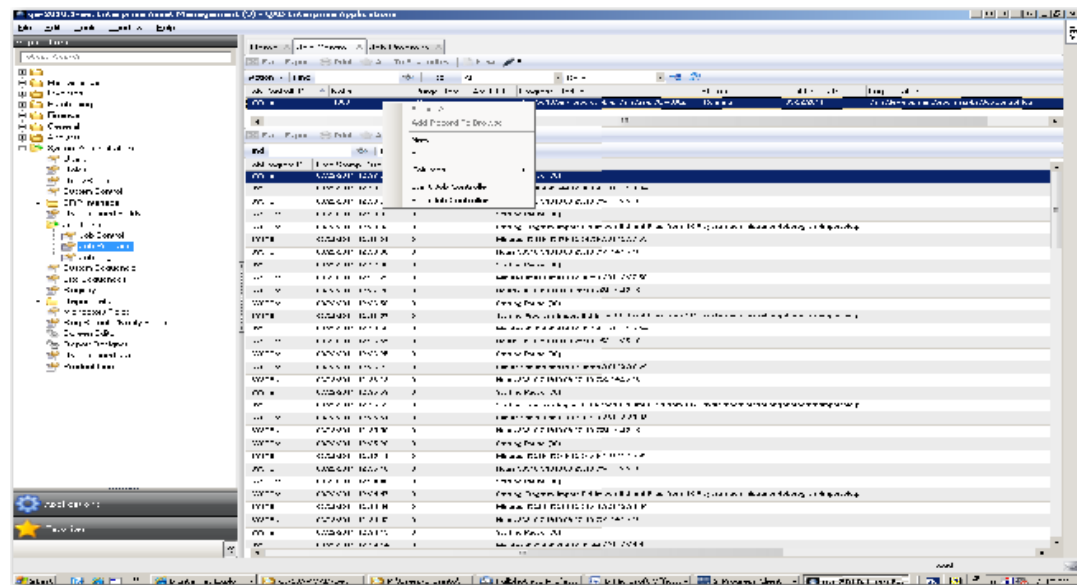
Start Job Controller. Use Start Job Controller to begin the Progress process that reads the list of jobs to run, and spawns them as stand-alone Progress sessions.

Stop Job Controller. Use Stop Job Controller to halt the Progress process sessions.

Job Control Right-Click Menu

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

Fig. 10.49
Job Control Right-Click Menu



Edit. Use Edit to open the Job Control screen to edit the Job Control 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.

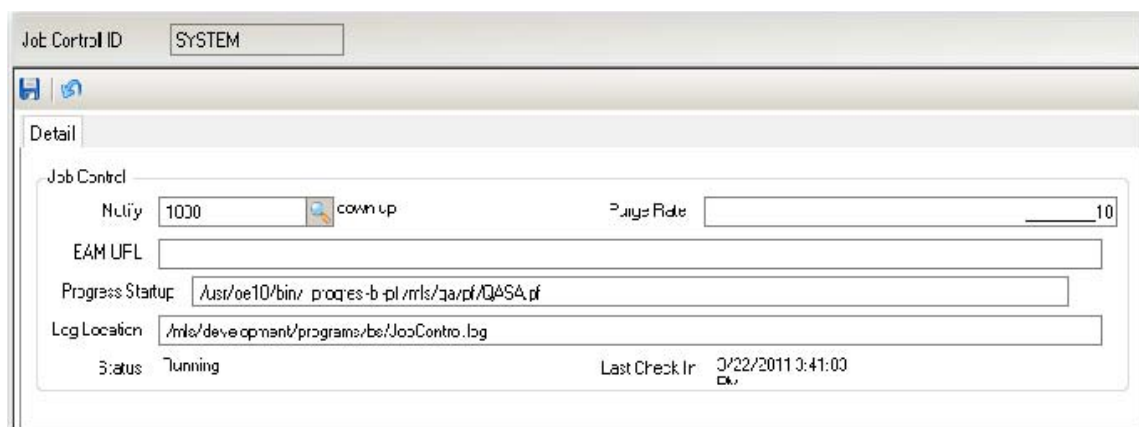
Start Job Controller and Stop Job Controller are options from the Job Control Action menu.

Job Control Record Detail. The record detail contains information about the Job Control Record. The Job Control Record name or Job Control ID ID displays over the Detail tab. There is only one Job Control Record per database.

Editing the Job Control Record

- 1 Double-click the record from the browse or click Edit to open the Job Control record detail.
- 2 Verify the Job Control name.
- 3 Enter information in relevant fields on the Detail tab.
- 4 Click Save.

Fig. 10.50
Job Control Record Detail



Job Control ID: SYSTEM

Detail

Job Control

Notify: 1000 down up icon Purge Rate: 10

EAM URL:

Progress Startup: /usr/oe10/bin/progress-b-pl/mis/qas/pf/QAS4.pf

Log Location: /mis/development/programs/be/JobControl.log

Status: Running Last Check In: 0/22/2011 3:41:00 PM

Notify. Indicate the user or group to receive mail whenever the job is run and completed. A lookup filters users in the user and mail groups.

Purge Rate. Enter the number of days to keep log records; for example, 45 would mean to purge log messages older than 45 days.

EAM URL. Enter the connection string for the EAM appserver broker.

Progress Startup. Enter the Progress startup command including the .pf file.

Log Location. Enter the absolute path where job control logs are found and stored.

Status. EAM displays the current status of the Job Controller; for example, Stopped, Started, and so on.

Last Check In

EAM displays the last date and time the Job Controller checked in.

- 1 The lower browse displays the Job Program ID, Time Stamp Display and Log Text. Additionally, the Log Level and Time Stamp can be displayed if needed.

Fig. 10.51
Job Control Lower Browse

Action ▾	Find	Filter ▾	ALL	Default ▾
Job Control ID	Notify	Purge Rate	Status	Last Check In
SYSTEM	1000	10	Running	03/22/2011
Excel Export Print Add To Favourites New				
Find	Default ▾			
Time Stamp	JobProgramID	Log Text		
03/22/2011	SYSTEM	Starting Pause (30)		
03/22/2011	SYSTEM	Minutes 5477454834 15:12:54.990 15:13:54		
03/22/2011	SYSTEM	Hours 51919 69919 14:25:19.583 19:25:19		
03/22/2011	SYSTEM	Starting Pause (30)		

Job Program

The Job Program submodule consists of an upper and lower browse. These programs are written to perform specific routine EAM procedures. The Job Control Programs are defined in the Job Programs upper browse. The lower browse displays the Job Program Log.

Job Program Browse

Access this browse from System Administration|Job Control|Job Program. Use it to organize and display records, access supporting functions, and edit records.

Fig. 10.52
Job Program Browse

The screenshot shows the 'Job Program Browse' window with two tabs: 'Job Program' and 'Job Log'. The 'Job Program' tab is active, displaying a table of job programs. The 'Job Log' tab is also visible, showing a log of job program executions.

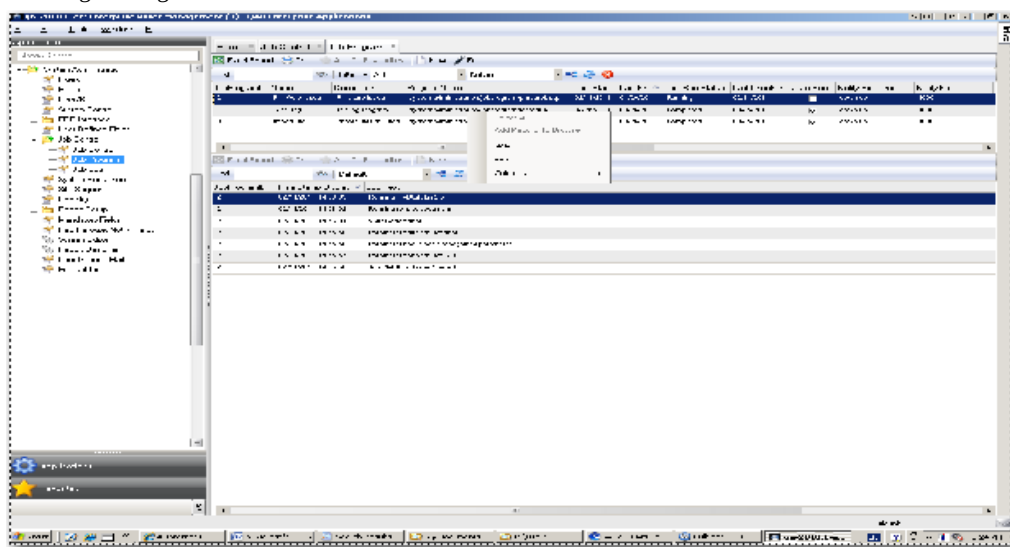
JobProgramID	Name	Description	Last Start	Last End	Run Parameters	Interval Unit	Interval Amount
2	PM Auto Issue	PM Auto Issue	02/11/2011	01/20/2011	abc=123	Minutes	5
3	Import Bid	Import Bid xml Files	03/22/2011	03/22/2011		Minutes	1

JobProgramID	Time Stamp Display	Log Text
2	02/11/2011 14:56:03	Running PMAutoIss2.p
2	02/11/2011 14:56:02	Running for site code sanf
2	02/11/2011 14:58:01	pSiteCode=sanf
2	02/11/2011 14:55:59	Parameter=site Value=sanf
2	02/11/2011 14:55:58	Parameter abc is not a recognized parameter
2	02/11/2011 14:55:57	Parameter=abc Value=123
2	02/11/2011 14:55:56	Job PM Auto Issue Started

Job Program Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.53
Job Program Right Click Browse



Edit. Use Edit to open the Job Program screen to edit the Job Program 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.

Job Program Record Detail. The record detail contains information about the Job Program Record. The Job Program ID displays over the Detail tab. It contains the programs written to perform specific routine EAM procedures.

Editing the Job Program record

- 1 Double-click the record from the browse or click Edit to open the Job Program ID record detail.
- 2 Verify the Job Program ID.
- 3 Enter information in relevant fields on the Detail tab.
- 4 Click Save.

Fig. 10.54
Job Program Record Detail

The screenshot shows a software interface for editing a Job Program record. At the top, there's a header bar with 'Job Program ID' and a search box. Below it is a tabbed interface with the 'Detail' tab selected. The main area is divided into two sections: 'Job Program' and 'Status'. The 'Job Program' section contains several fields: 'Name' (PM Auto Issue), 'Description' (PM Auto Issue), 'Notify Complete' (1000), 'Notify Error' (1000), 'Auto Run' (checkbox), 'Is Progress' (checkbox), 'Interval Amount' (5), 'Interval Unit' (Minutes), 'Program Name' (systemer to initiate run/pd program / manual issue), and 'Run Parameters' (abc-123, abc-8an). The 'Status' section shows 'Last Run' (2/11/2011 2:55:06 PM), 'Last Run Status' (Running), 'Last Check In' (2/11/2011 2:55:06 PM), and 'Is System' (checkbox).

Name. Enter or update the name of the Job Program.

Description. Enter or update the Description of the Job Program.

Notify Complete. Enter the user or group of users to notify with e-mail notifications when this Job Program is completed.

Notify Error. Enter the user or group of users to notify with e-mail notifications when this Job Program runs into a problem and does not run successfully.

Auto Run. Select this check box to have the Job Controller run this job automatically. Clear this check box to have the Job Controller ignore this job.

Is Progress. Clear this check box to have the Job Controller execute this job from the command line exactly as typed in the Program field.

Interval Amount. Enter the number of units between runs.

Interval Unit. EAM displays the unit options available in a drop down: Minutes, Hours, or Days. Select the proper one for this job.

Program Name. Review the program name for this job.

Run Parameters. Enter the free-form parameters for this job.

Last Start. EAM displays the last date and time the job started.

Last End. EAM displays the last date and time the job ended.

Last Run Status. EAM displays the current status of this job; for example, Stopped, Started, and so on.

Last Check In. EAM displays the last date and time the Job Programmer checked in.

Is System. Check box cannot be deleted but can be copied. This is a READ-ONLY field.

The lower browse displays the Job Program ID, Time Stamp Display, and Log Text. Additionally, the Log Level and Time Stamp can be displayed if needed.

Fig. 10.55
Job Program Lower Browse

Home	Job Control	Job Program	
Excel Export	Print	Add To Favourites	New Edit
Find	Filter	ALL	Default
JobProgramID	Name	Description	Program Name
2	PM Auto Issue	PM Auto Issue	systemadministration/jobprogram/pmautoiss.p
1	TestProg	Testing Program	systemadministration/jobprogram/jobtest.p
3	Import Bid	Import Bid xml Files	systemadministration/jobprogram/importbid.p
Excel Export	Print	Add To Favourites	New
Find	Filter	Default	
JobProgramID	Time Stamp Display	Log Text	
2	02/11/2011 14:56:03	Running PM/Auto Iss2.p	
2	02/11/2011 14:56:02	Running for site code sanf	
2	02/11/2011 14:56:01	p Site Code=sanf	
2	02/11/2011 14:55:59	Parameter=site Value=sanf	
2	02/11/2011 14:55:58	Parameter=abc is not a recognized parameter	
2	02/11/2011 14:55:57	Parameter=abc Value=123	
2	02/11/2011 14:55:56	Job PM Auto Issue Started	

Job Log. The Job Log submodule consists of a single browse. The browse displays the activity in both the Job Control Log and the Job Program Log.

Job Log Browse. Access this browse from System Administration|Job Control|Job Log. Use it to organize and display records.

Fig. 10.56
Job Log Browse

Home	Job Control	Job Program	Job Log
Excel Export	Print	Add To Favourites	New
Find	Filter	ALL	Default
JobProgramID	Time Stamp Display	Log Text	
1	04/08/2011 11:23:42	Job TestProg Ending	
1	04/08/2011 11:23:42	JobTest Iteration 5	
1	04/08/2011 11:27:42	JobTest Iteration 4	
1	04/08/2011 11:26:42	JobTest Iteration 3	
1	04/08/2011 11:25:42	JobTest Iteration 2	
SYSTEM	04/08/2011 11:25:13	Job Control Stopped	
SYSTEM	04/08/2011 11:24:43	Starting Pause (30)	

Set Up Sequence Data

The system administrator uses the Sequence modules to set the next number for certain tables and documents. The sequence fields are broken into two major groups: those that are shared by all sites and those that are site specific.

Set Up System Sequence Data

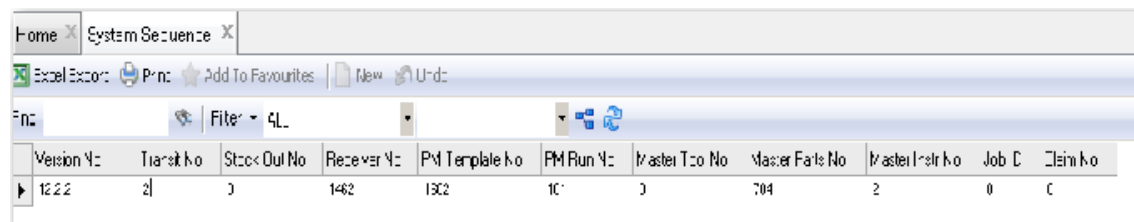
There are ten fields listed in the System Sequence module at System Administration|System Sequence screen that are shared by all sites: Transit No, Stock Out No, Receiver No, PM Template No, PM Run No, Master Tool No, Master Parts List No, Master Instruction List No, Job No, and Claim No.

A Master Instruction List can be created by one site but accessed and utilized by any other site. However, numbers for some other documents or files are site specific, meaning that each site has its own set of work order numbers. If you have two sites, there could be two work orders with number 10101. It takes both the site and the work order number to create a unique identifier, whereas the Master Instruction List number is unique regardless of the site.

System Sequence Browse

Access this browse from System Administration. Use it to organize and display the System Sequence record, edit the record, or export the data to Excel.

Fig. 10.57
System Sequence Browse



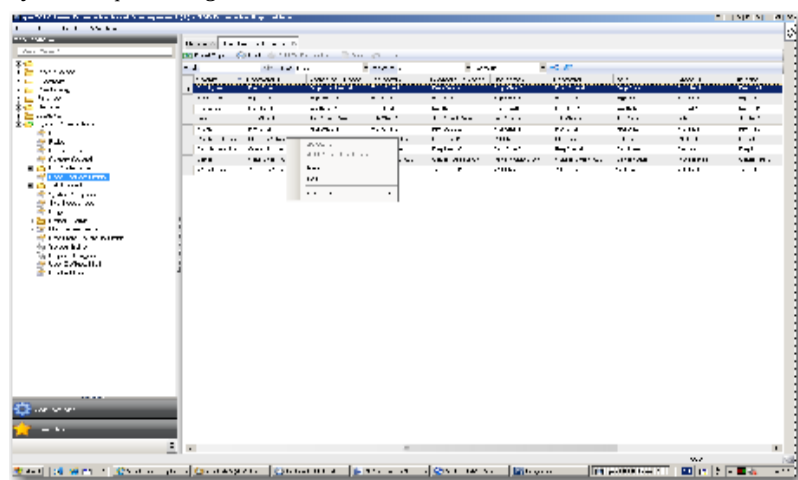
The screenshot shows a web application window titled 'System Sequence'. It features a toolbar with icons for 'Excel Export', 'Print', 'Add To Favourites', 'New', and 'Undo'. Below the toolbar is a search bar with a 'Filter' dropdown set to 'QL'. The main area contains a table with the following data:

Version No	Transit No	Stock Out No	Receiver No	PM Template No	PM Run No	Master Tool No	Master Parts No	Master Instr No	Job C	Claim No
1222	21	3	1462	1302	101	3	704	2	0	0

System Sequence Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.58
System Sequence Right-Click Menu



Edit

Use Edit to open and edit the System Sequence record detail.

System Sequence Record Detail

The System Sequence record detail contains the current record number for these ten fields.

Editing the System Sequence Record

- 1 Double-click a record from the browse or click Edit to open the System Sequence record detail.
- 2 Verify the field name whose number you want to change.
- 3 Enter or update information in the relevant fields.

Fig. 10.59
System Sequence Record Detail

Claim No. The Reimbursement Claim number is not site specific, and this field displays the Claim number used in the system. This is the number of the last claim for which a Reimbursement has been received.

Job ID. The Job ID is not site specific. The administrator can change this number to a higher figure. If the number is changed the system, increments from that point forward.

Master Instr No. This field displays the last instruction list number used within the system.

Note EAM continually changes this number as Master Instruction Lists are created. The system administrator can interrupt the automatic sequencing by coming into the system sequence module and resetting the last Master Instruction List number to any higher than the previous number. Once reset, the system continues to automatically increment that number from that point forward.

Master Parts No. This field displays the last-used Master Parts List number. The Master Parts List number has the same properties as the Master Instruction List number. It is not site specific; therefore the Master Parts List number 1 is the same in all sites.

Master Tool No. The Master Tools List number operates the same as the Master Parts List and Master Instruction List numbers. The number displayed in this field is not site specific.

PM Run No. A number representing the last batch routine event that automatically issued PMs that were due. The administrator can change this number to a higher value. If the number is changed, the system increments from that point forward.

PM Template No. The PM Template number is not site specific, and this field displays the last PM number used in the system. The administrator can change this number to a higher value. If the number is changed, the system increments from that point forward.

Receiver No. This number represents the last used Receiver document number and is not site specific. The administrator can change this number to a higher value. If the number is changed, the system increments from that point forward.

Stock Out No. This number is not site specific, and this field displays the last Stock Out number used in the system.

Transit No. This number is not site specific, and this field displays the last Transit number used in the system. It is used by EAM for each unique inventory relocation from one site to another.

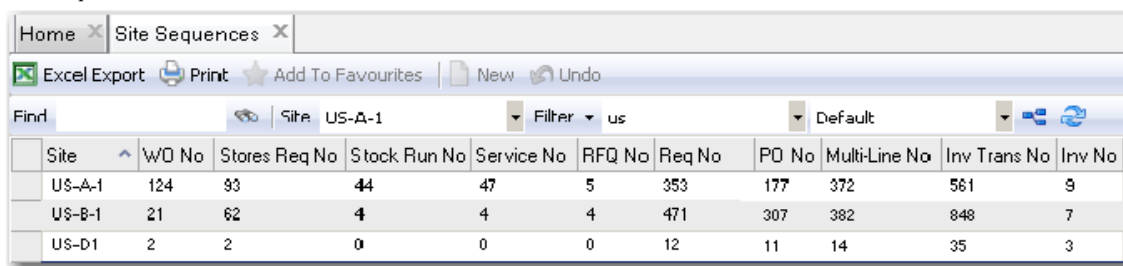
Set Up Site Sequences Data

There are ten fields listed in the System Sequence module at System Administration|Site Sequence screen that are unique for each site: Inv No, Inv Trans No, PO No, Req No, RFQ No, Service No, Stock Run No, Stores Req No, WO No.

Site Sequences Browse

Access this browse from System Administration. Use it to organize and display the System Sequence record, edit the record, or export the data to Excel.

Fig. 10.60
Site Sequences Browse

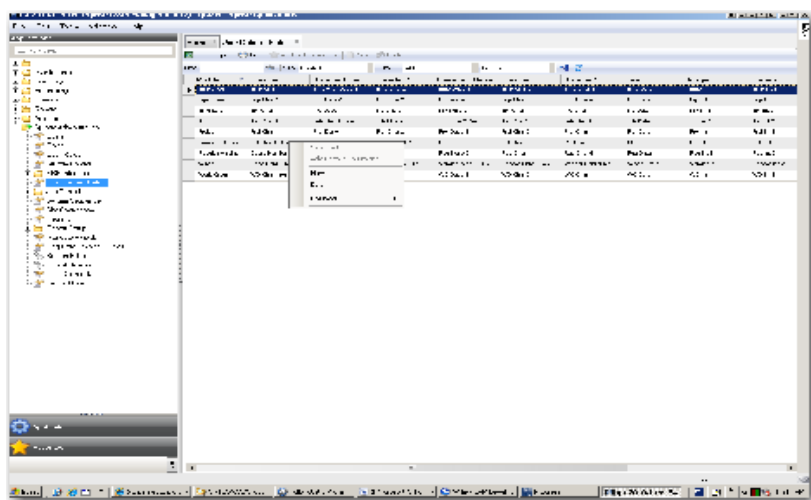


Site	WQ No	Stores Req No	Stock Run No	Service No	RFQ No	Req No	PO No	Multi-Line No	Inv Trans No	Inv No
US-A-1	124	93	44	47	5	353	177	372	561	9
US-B-1	21	62	4	4	4	471	307	382	848	7
US-D1	2	2	0	0	0	12	11	14	35	3

Site Sequences Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.61
Site Sequences Right-Click Menu



Edit

Use Edit to open and edit the System Sequence record detail.

Site Sequences Record Detail

The Site Sequences record detail contains the current record number for these ten fields.

Editing the Site Sequences Record

- 1 Double-click a record from the browse or click Edit to open the Site Sequence record detail.
- 2 Verify the field name whose number you want to change.
- 3 Enter or update information in the relevant fields.

Fig. 10.62
Site Sequences Browse

The screenshot shows a web application window titled "Site Sequences Browse". It has a tabbed interface with "Home" and "Site Sequences" tabs. The "Site Sequences" tab is active, displaying a form with the following fields and values:

Site Sequences	
Inv No	3
PO No	177
Req No	303
MultiLine No	372
FFQ No	5
Service No	47
Stock Run No	44
Stores Req No	93
WO No	124

Inv No. This number represents the last used physical inventory number for the specific site. The system administrator can change this number to alter what the next physical inventory number will be. The system refers to the number here and increments by one when creating a new physical inventory.

Service No. This number represents the last used service request number for the specific site. The system administrator can change this number to alter what the next service request number will be. The system refers to the number here and increments by one when a new service request is created.

PO No. This number represents the last used purchase order number for the specific site. The system administrator can change this number to alter what the next purchase order number will be. The system refers to the number here and increments by one when a new purchase order is created.

Stock Run No. This number represents the last used stock run number for the specific site. The system administrator can change this number to alter what the next stock run number will be. The system refers to the number here and increments by one when a new stock run is created.

Req No. This number represents the last used requisition number for the specific site.

Stores Req No. This number represents the last used stores requisition list number for the specific site. The system administrator can change this number to alter what the next stores requisition list number will be. The system refers to the number here and increments by one when a new stores requisition list is created.

WO No. This number represents the last used work order number for the specific site. The system administrator can change this number to alter what the next work order number will be. The system refers to the number here and increments by one when a new work order is created.

RFQ No. This number represents the last used request-for-quote number for the specific site. The system administrator can change this number to alter what the next request-for-quote number will be. The system refers to the number here and increments by one when a new quote is created.

Set Up Registry Data

Set the database level features in the registry. During the installation of EAM, the registry is populated with values. Access to the registry has three purposes:

- Review the registry settings in case of a question.
- Change a value in case it was entered incorrectly during the installation.
- Add or update a registry setting.

Do not modify the registry unless there is a definite need to do so. Contact the QAD EAM Support group for advice on your situation.

Note A number of entries in the browse are either no longer used or to be used in the future. Those items are not explained in this document.

Registry Browse

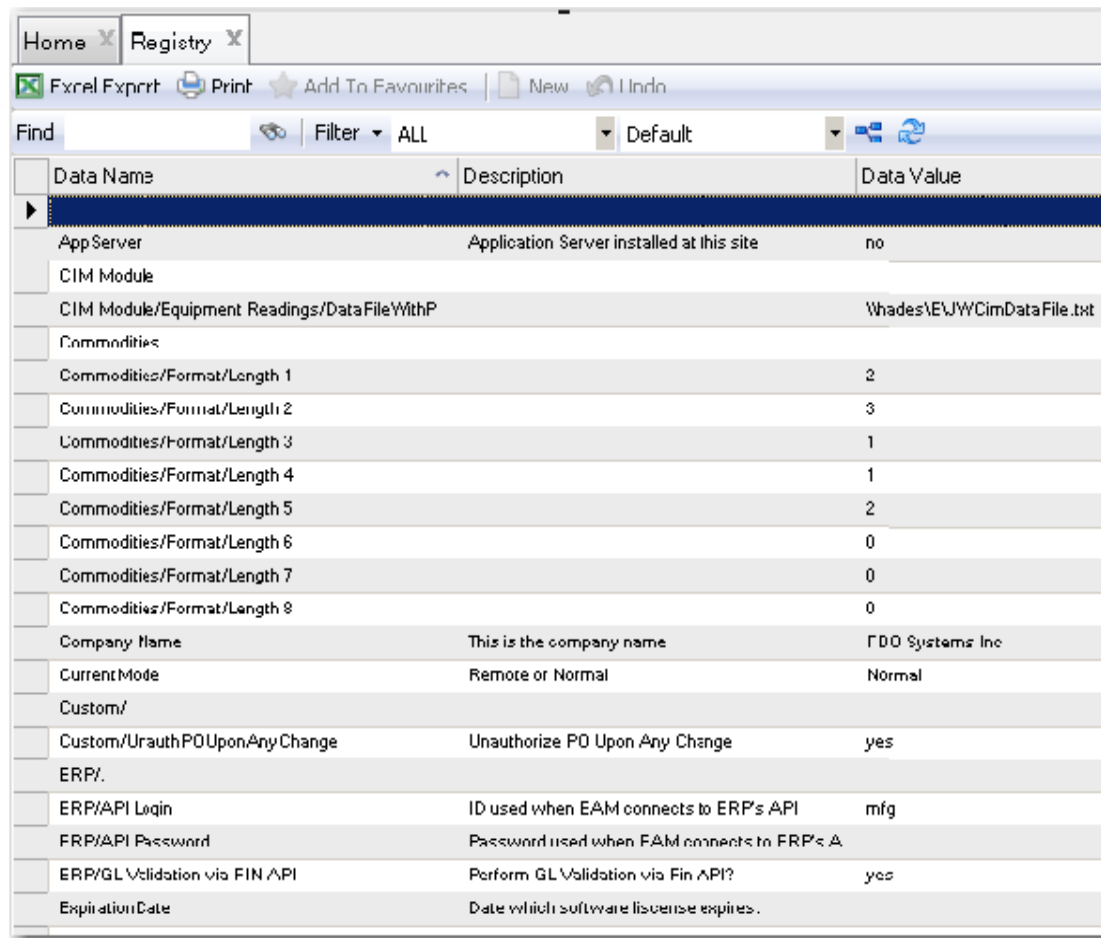
Access this browse from System Administration. Use it to organize and display the Registry record, edit the record, or export the data to Excel. The default display consists of the following columns:

Data Name. Various elements are found in the Registry. Some of the elements are children of a parent element. In other words, there are multiple lines on the browse for a single Registry element such as Commodities. The default display presents the data names in alphabetical order. None of the data names can be changed or deleted.

Description. This is a brief explanation of the highlighted element. Not all lines have an explanation—especially a child of a parent element. None of the descriptions can be changed or deleted.

Data Value. This is the asked-for entry of the highlighted element. Not all lines have a data value—especially a child of a parent element. This is the only column where an entry can be made or changed.

Fig. 10.63
Registry Browse



Data Name	Description	Data Value
AppServer	Application Server installed at this site	no
CIM Module		
CIM Module/Equipment Readings/DataFileWithP		\\shades\EJ\WYCimDataFile.txt
Commodities		
Commodities/Format/Length 1		2
Commodities/Format/Length 2		3
Commodities/Format/Length 3		1
Commodities/Format/Length 4		1
Commodities/Format/Length 5		2
Commodities/Format/Length 6		0
Commodities/Format/Length 7		0
Commodities/Format/Length 8		0
Company Name	This is the company name	EDO Systems Inc
CurrentMode	Remote or Normal	Normal
Custom/		
Custom/UnauthPOUponAnyChange	Unauthorize PO Upon Any Change	yes
ERP/		
ERP/API Login	ID used when EAM connects to ERP's API	mfg
ERP/API Password	Password used when EAM connects to ERP's A	
ERP/GL Validation via FIN API	Perform GL Validation via Fin API?	yes
Expiration Date	Date which software license expires.	

AppServerEnter. Yes or No to indicate whether the Application Server is installed at this site.

CIM Module. 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 the location entered here.

EAM shows DataFileWithPath in the Data Name column. Update the Data Value column by placing your cursor in the field and entering the name and location of the data file of DUOM readings for the CIM module to read.

Format commodity codes to match industry standards. The element in the EAM 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.

Starting at Commodities/Format/Length 1, update the Data Value column by placing your cursor in the field and entering the needed commodity code length. Continue adding the needed commodity code length in the rest of the fields.

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.

Company Name. The name entered appears on the bottom of the EAM main menu panel. It helps users differentiate between production and test databases

Current Mode. Enter Remote or Normal to indicate whether the Application Server is installed at this site.

ERP (Integration). To use the EAM to QAD ERP integration functionality, enter the user ID to use when EAM connects to the ERP's API at ERP/API Login in the Data Name column. Plus enter the Password to use at ERP/API Password in the Data Name column. Update the Data Value column by placing your cursor in the field and entering the needed information.

Enter Yes or No to indicate whether EAM should perform GL Validation via Fin API?.

ExpirationDate. Enter the date when the software license for EAM expires.

Inventory EOQ Data. 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. Update the Data Value columns by placing your cursor in the field and entering the needed information.

KeyCode. Enter the Product Key code for the EAM software.

MenuDisplayLevel. This is set by QAD and should not be changed from 1. The setting determines what menu items are visible.

Mode List

Enter the search order for modes. Update the Data Value column by placing your cursor in the field and entering the needed data.

Platform. Enter the platform for which the EAM software is licensed.

Production Hours. EAM shows Production Hours/Readings/DataFilePath in the Data Name column. Update the Data Value column by placing your cursor in the field and entering 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.

Project Business Segments

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.

Both the Job Format and the Business Segments Format follow the same rules.

Project Cash Flow. Enter the Payment Terms/No of Days.

Project Jobs. 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.

Starting at Project/Jobs/Format/Length 1 update the Data Value column by placing your cursor in the field and entering the needed Job code length. Continue adding the needed Job code length in the rest of the fields.

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.

Project Refresh Spending. Enter Yes or No to indicate whether Project Spending should be refreshed when a PO is ordered.

QXtend. Enter True or False to indicate whether EAM should use QXtend at QXtend Enabled?. To use the EAM to QAD ERP integration functionality using QXtend, enter the QXO Host Name to use when EAM connects to the ERP at QXtend/QXO Host Name in the Data Name column. Enter the QXO Name Server Port to use at QXtend/QXO Name Server Port in the Data Name column. Enter the QXO SI App Service to use at QXtend/QXO SI App Service in the Data Name column. Enter the Source Application to use at QXtend/Source Application in the Data Name column. Update the Data Value column by placing your cursor in the field and entering the needed information.

SAF. Supplementary Analysis Fields (SAF) Background: The following information is from the 2010 EE on-line Application Help. The system (2010 EE Application) provides sub-account, cost center, project, and SAF analysis to be used for additional analytical reporting on transactions. SAF analysis is optional, but lets you create detailed views of data. Using SAFs, you can analyze a single account in many different ways by filtering based on the SAF codes included in the postings to the account. A carefully planned set of SAF structures avoids the need to set up separate COA elements for individual reporting.

Enter Yes or No to indicate whether EAM should use SAF at SAF/Use SAF?. Enter No, false or 0 to include unsupported SAF code entries at SAF/Omit Unsupported SAF Concepts in the Data Name column. Enter the QXO SI App Service to use at QXtend/QXO SI App Service in the Data Name column.

SCP. To use EAM to Supply Chain Portal enter the Bid File Archive name and path to use at SCP/Bid File Archive in the Data Name column. Enter the Bid File Directory name and path to use at SCP/Bid File Directory in the Data Name column. Enter the Bid File Naming name and path to use at SCP/Bid File Naming in the Data Name column. Update the Data Value column by placing your cursor in the field and entering the needed information.

Verify Currency Exch Exists. Enter Yes or No to indicate whether EAM should verify that a currency exchange rate exists when a PO is received. If set to No and a currency exchange rate exists, EAM uses it. If set to No and a currency exchange rate does not exist, EAM uses a 1-to-1 rate.

Report Setup

Use this module to substitute a custom print document for the standard. A custom print document can be the replacement for one of the print documents found in EAM.

Report Xref

There are seven print documents found in EAM: Stock Replenishment, (Physical Inventory) Count Sheet, Requisition, Service Request Document, (Stores Requisition) Pick List, Purchase Order, and Work Order Document. Once a custom print document is substituted for the standard, it prints when the Print Document action is selected or when that document is selected from Analysis.

Report Xref Browse

Access this browse from System Administration| Report Setup|Report Xref. Use it to organize and display records, access supporting functions, and edit or create new records.

Note You cannot update any of the fields in the upper browse, which lists the print documents that can be customized. However, you can change the columns displayed in the upper and lower browses and save those settings. If a custom print document is to be substituted for, highlight the Report Name you want in the upper browse

Report Xref Right-Click Menu

The right-click menu contains administrative functions.

Columns

A list of columns available to the upper browse displays here. Select a column header to display it. Clear the column header to hide it.

- 1 From the upper browse, highlight the Report Name you want to substitute.
- 2 In the lower browse, click New to substitute a custom print document previously established in the Report Designer (System Administration|Report Designer) for the standard in a specific site.
- 3 If you know the site, type it in or access the Site Lookup to find it and double-click on it.

- 4 Move to the Custom Report Template ID and click on the lookup to find the correct one. The Custom Report Template ID Lookup displays all the custom reports and print documents added in the Report Designer. Find the correct print document and double-click on it.
- 5 EAM fills in the Custom Report Name with the name of the selected Template ID established in the Report Designer.
- 6 The same custom print document can be used in another site in place of the standard.
- 7 Close the user-defined fields browse by clicking the X on the top of the browse.

Fig. 10.64
Report Xref Upper/Lower Browse

The screenshot shows a software interface for managing report templates. It consists of two main sections. The top section is a list of report templates with columns for 'Report Template ID', 'Name', and 'Substitutable'. The bottom section is a table for selecting a template for a specific site.

Report Template ID	Name	Substitutable
6942a28b-9ece-41fa-b8a3-ec09daf3e5e6	Count Sheet	☒
b684a8e5-2cdd-4eb3-b720-5363752d5941	Pick List Document	☒
cba69c19-fec3-4327-b214-b03f9938d4e6	Purchase Order	☒
8746551d-593a-44aa-b70c-ed0776b6aa99	Requisition	☒
a2b51fd0-4964-442f-ac94-766192dd60cc	Service Request Document	☒
09ceb36b-7ed6-4b13-b9b9-14a0557be17e	Stock Replenishment	☒
f66a797f-8b95-44aa-85d3-0a54382a05a7	Work Order Document	☒

Site Code	Custom Report Template ID	Custom Report Name
US-A-1	8fce3b17-6ddb-4c08-a795-032c9cb17b01	Pick List

Mandatory Fields

Use this module to indicate that the user must provide data for critical fields. Mandatory fields are fields that must be populated before an action is taken such as save, put a purchase on order, and close a work order

Mandatory Fields Browse

Access this browse from System Administration|Mandatory Fields. Use it to organize and display records, access supporting functions, and edit or create new records.

Fig. 10.65
Mandatory Fields Option

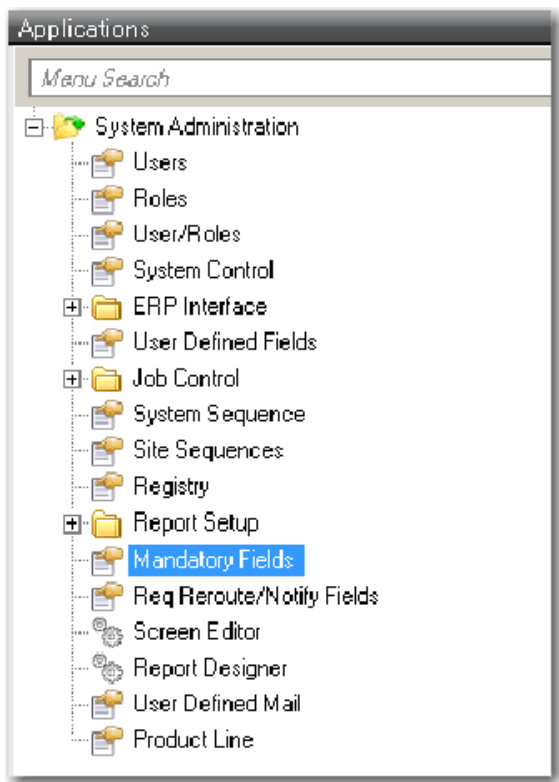


Fig. 10.66
Mandatory Field Browse

The screenshot shows the 'Mandatory Fields' window with two panes. The upper pane lists modules and actions, with 'Inventory' and 'Issue' selected. The lower pane lists fields and their mandatory status, with 'Cost Center' and 'Requestor' checked.

Module	Action
Employee	Save
Equipment	Save
Inventory	Issue
Inventory	Save
Labor	Post
Master Instruction List	Save
Master Instruction Steps	Save
PM Template	Save
Purchase Order	Order
Requisition Line	Save
Service Request	Save
Work Order	Save
Work Order	Close

Field	Mandatory
Acct No	☐
Cost Center	☒
Dept	☐
Equip No	☐
Job No	☐
Requestor	☒
Stores Req No	☐
Sub Acct No	☐
WO No	☐

Note You cannot update any of the fields in the upper browse. However, you can change the order of the columns displayed in the upper and lower browses and save those settings.

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 Mandatory Field

The upper browse lists existing actions within each module that can be set up as required.

- 1 Select the site from the upper browse.
- 2 Select the action within the module from the upper browse.
- 3 The lower browse lists corresponding fields and whether they are mandatory for the selected module and action.

- 4 Select the check box to add a mandatory field.
- 5 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.

Note Since mandatory fields are modified at the site level, any changes you make apply only to that particular site.

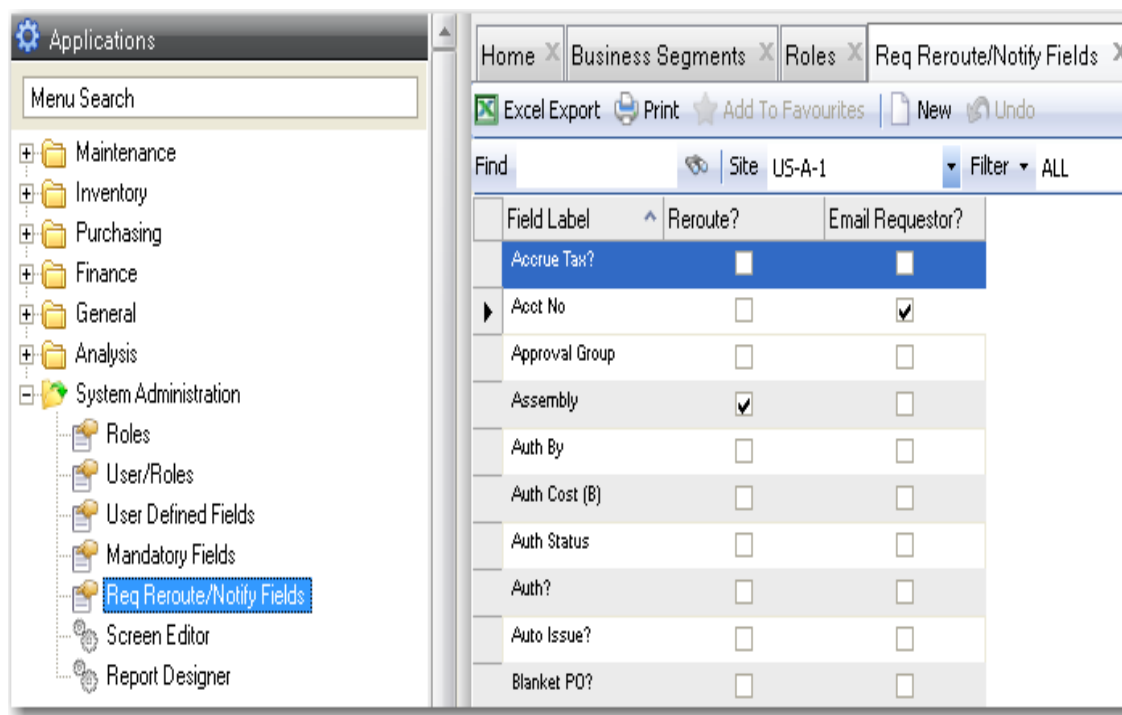
Req Reroute/Notify Fields

Use this option to enable or disable rerouting or notification if modifications are done to certain fields on an approved requisition. This provides the ability to define which fields on a requisition if changed after authorization cause rerouting for approval and send an e-mail to only the originator. Similarly, the PO function determines whether to reroute the Requisition or merely send an e-mail to the originator.

Req Reroute/Notify Fields Browse

Access this browse from System Administration| Req Reroute/Notify Fields. Use it to organize and display records, edit records, or export data to Excel.

Fig. 10.67
Req Reroute/Notify Fields Browse



Note You cannot add or delete any of the fields in the browse. However, you can change the columns displayed in the browse and save those settings.

Roles 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.

Editing a Req Reroute/Notify Fields Record

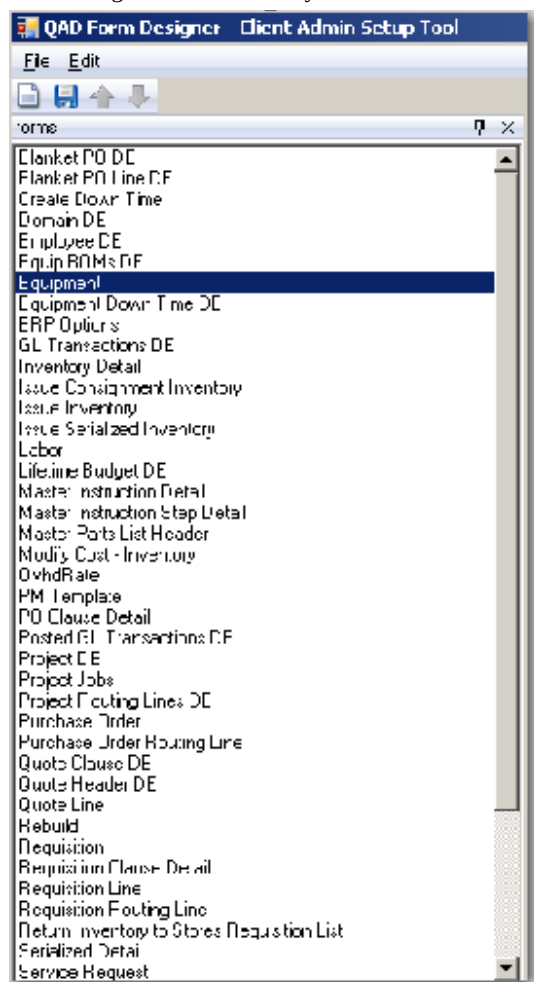
- 1 Highlight a record from the browse.
- 2 Select the check box for a field under Reroute? to cause an authorized requisition to reroute even if the cost has not changed.
- 3 Select or clear the check box under Email Requestor? to give you the option to send an e-mail to the originator on a requisition when the selected fields are changed.
- 4 Close the browse by clicking the X on the top of the browse.

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. 10.68
Form Designer: Business Entity Browser



The left browse provides a list of Business Entities. Double-click the Equipment BE.

Form Designer

Fig. 10.69
Form Designer: Business Entity Designer

The screenshot shows the 'Form Designer: Business Entity Designer' window for the 'Equipment (*)' entity. The 'General' tab is selected, showing a form with the following fields:

- Description (text box)
- Category (text box)
- Type (text box)
- Parent? (checkbox)
- Parent No (text box)
- Status (text box)
- Upd Children? (checkbox)
- Location (text box)
- BCM Type (text box)
- Failure Type (text box)
- Notify (text box)
- Planner (text box)
- Responsible (text box)
- Owner (text box)
- WO Owner (text box)
- Priority (text box)
- Catalog (text box)
- Manual (text box)

The 'Form Browser' panel on the right lists the following fields with checkboxes (all checked):

- Description
- Category
- Type
- Parent?
- Parent No
- Lpd Childier?
- Status
- Location
- BCM Type
- Failure Type
- Notify
- Planner
- Responsible
- Owner
- WO Owner
- Priority
- Catalog
- Manual

The center panel displays all the tabs in the Equipment BE and the fields on each tab as it is selected.

In the right panel, clear the check boxes to remove fields from the tab view. The view below reflects the changes made on the Form Browse.

Fig. 10.70
Form Designer: Tabs in the Equipment BE

The screenshot shows the 'Form Designer: Tabs in the Equipment BE' window. The 'General' tab is selected, showing the same form as in Fig. 10.69. The 'Form Browser' panel on the right shows the same list of fields, but the checkboxes for 'Responsible', 'Owner', 'WO Owner', 'Priority', 'Catalog', and 'Manual' are now unchecked.

Fig. 10.71
Re-Designed Codes Tab in the Equipment record

Home X Equipment X Site: US-A-1, Equip No: CRAD... X

Site

US-A-1

Equip No

CRAD-04

Action ▾   

Codes

Asset

Detail

Serialized

User Defined

General

Description

ROWE CRADLE

Category

S

 Category S-1

Type



Parent?

☐

Parent No

Upd Children?

☐

Status

A

 Active Equipment

Location

PRESSROOM

 PRESSROOM

Failure Type



Notify

MFGM

 Manufacturing Maint

Planner

DSCARBROUGH

 DWIGHT SCARBR

Owner

MFGM

 MANUFACTURING

WO Owner



Priority



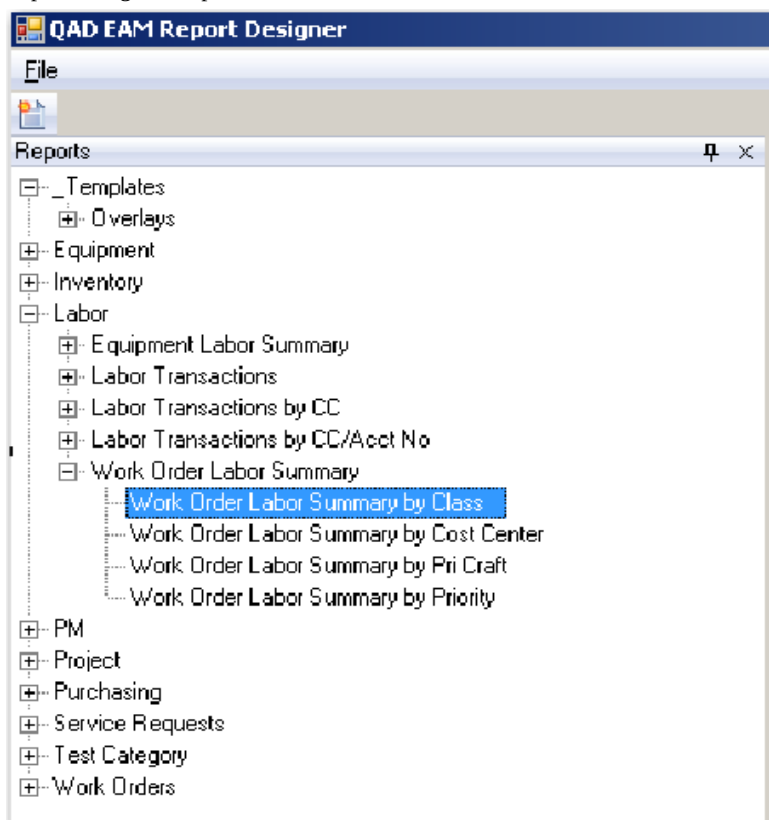
Catalog



Report Designer

Navigate to System Admin| Report Designer to use the Report Designer to copy an existing report to create a new report.

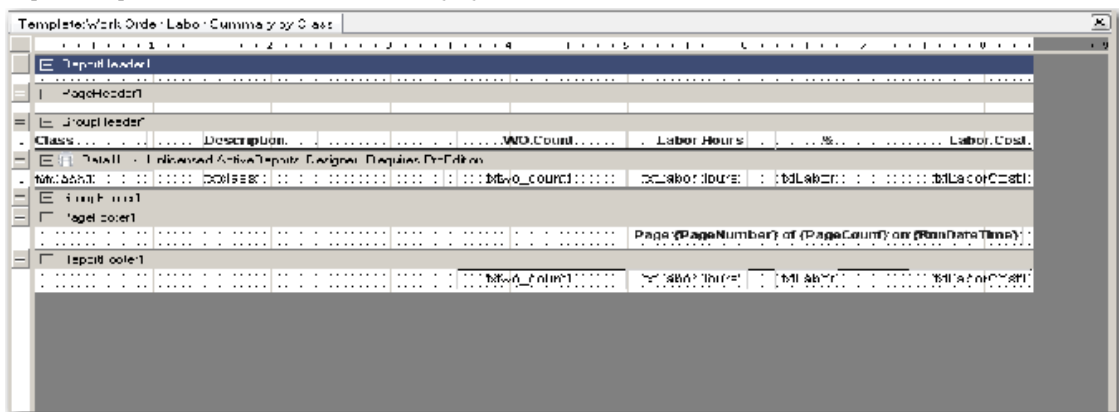
Fig. 10.72
Report Designer: Reports Browser



The left browse provides a list of standard reports for each module. Expand a module folder to display the reports available in the module by clicking on the + (plus box to the left of a module folder).

- 1 Expand the Labor folder to display the Work Order Labor Summary folder. Expand the Work Order Labor Summary folder to display the Work Order Labor Summary by Class report.
- 2 Double-click the Work Order Labor Summary by Class option to display the Work Order Labor Summary by Class report.

Fig. 10.73
Report Template: Work Order Labor Summary by Class



The center panel displays all the details of the report header.

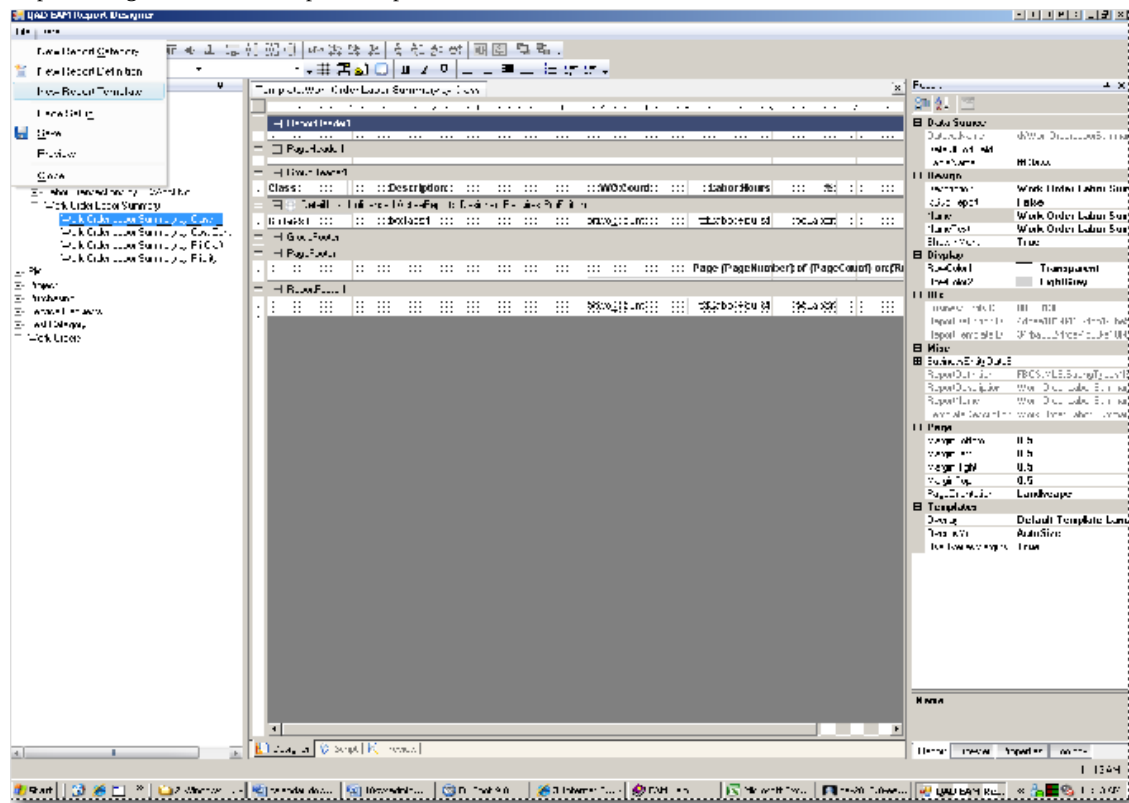
Fig. 10.74
Report Detail: Work Order Labor Summary by Class

Data Source	
DataSetName	dsWorkOrderLaborSummary
DefaultSortField	
TableName	ttClass
Design	
Description	Work Order Labor Summary by Class
IsSubReport	False
Name	Work Order Labor Summary by Class
NameExt	Work Order Labor Summary by Class
ShowInMenu	True
Display	
RowColor1	☐ Transparent
RowColor2	☒ LightGray
IDs	
BusinessEntityID	000C013C
ReportDefinitionID	4dcce101-0410-4b51-9be5-57411c717b07
ReportTemplateID	34fba632-4fde-4580-a10f-6004d7be3e37
Misc	
BusinessEntityDataSet	
ReportDefinition	FBOS.MLS.StrongTypesNS.dsRptDefDataSet+ttReportDefRow
ReportDescription	Work Order Labor Summary
ReportName	Work Order Labor Summary
TemplateDescription	Work Order Labor Summary by Class
Page	
MarginBottom	0.5
MarginLeft	0.5
MarginRight	0.5
MarginTop	0.5
PageOrientation	Landscape
Templates	
Overlay	Default Template Landscape
OverlayMode	AutoSize
UseOverlayMargins	True

The right panel displays all the specifications of the Report - Work Order Labor Summary by Class.

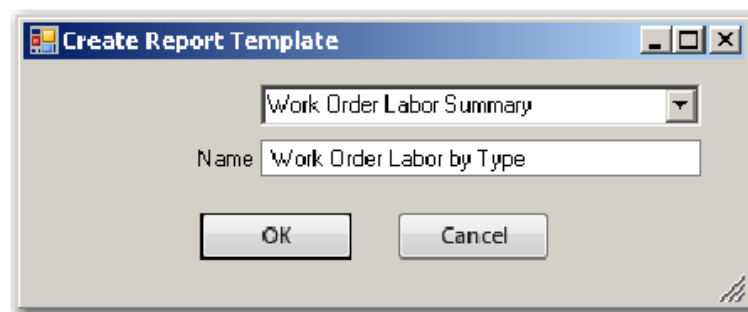
- 3 Add a new report by copying an existing one. With the target report highlighted, click on the File option on the menu bar. Select New Report Template.

Fig. 10.75
Report Designer: Add New Report Template



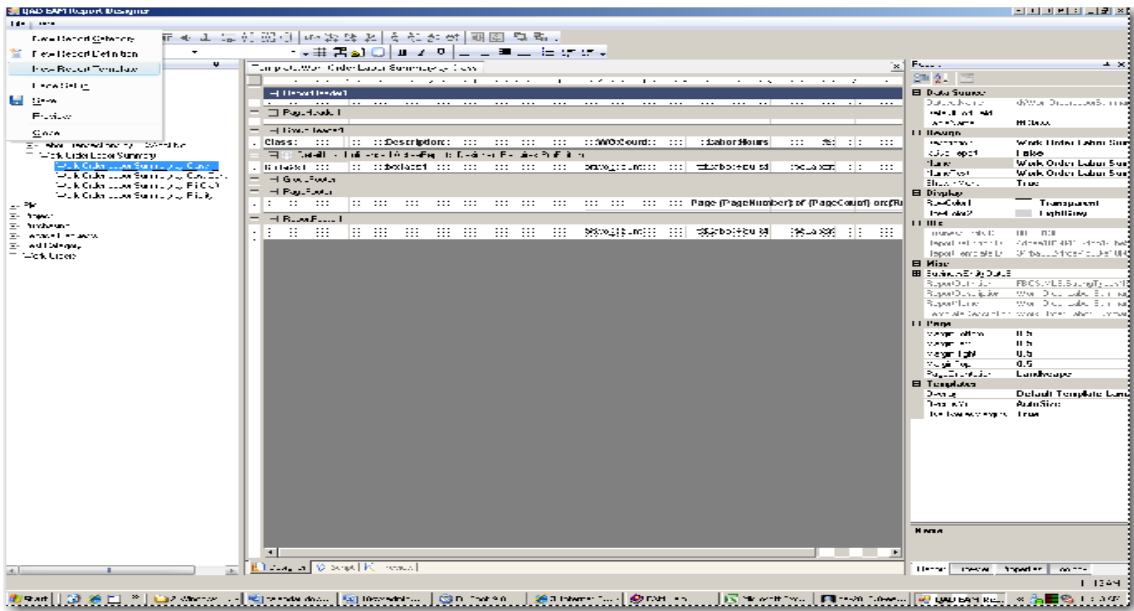
4 Give the new report template a name.

Fig. 10.76
Report Designer: Create Report Template



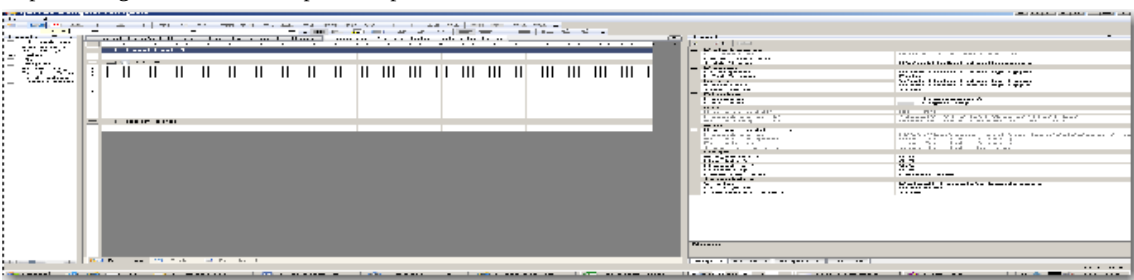
EAM presents the new report template header and details.

Fig. 10.77
Report Designer: New Report Template



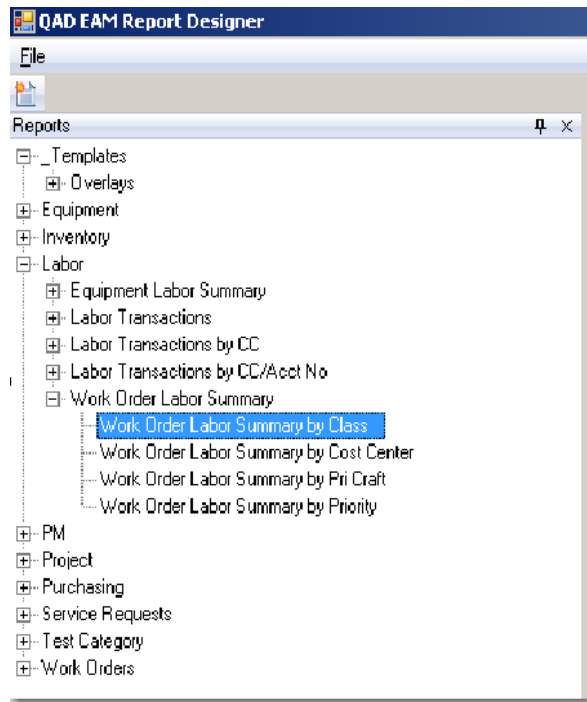
5 Save the new report template.

Fig. 10.78
Report Designer: Save New Report Template



EAM presents the new report template in the Report Designer: Reports Browse.

Fig. 10.79
Report Designer: Reports Browse

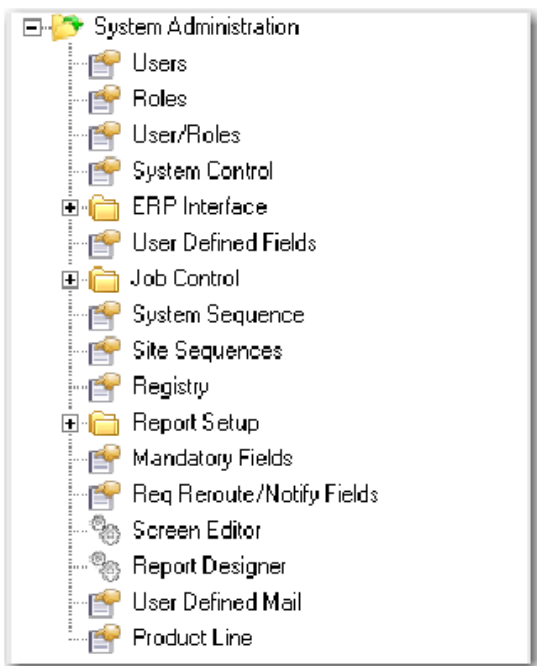


User-Defined Mail

EAM creates many system-generated mail messages throughout the Maintenance, Inventory, Purchasing, and Project modules. For each type of mail message, EAM gives the user access to the relevant module while reading the mail message. For example, when the user receives a message indicating that the status of a work order has changed, EAM provides a link to the Work Order module so that the user can go to the work order browse.

EAM offers the ability to define which fields are displayed in the system-generated mail messages. This is particularly useful since details that are preferred by individual organizations using EAM can vary.

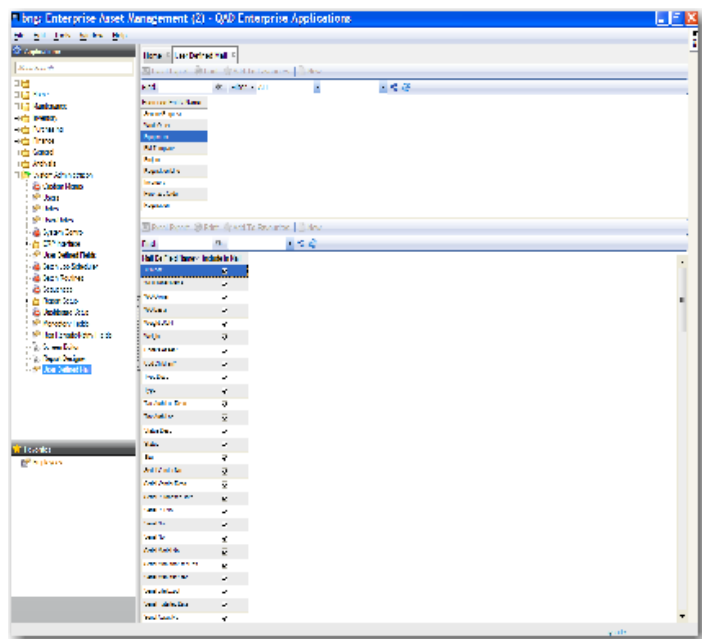
Fig. 10.80
User Defined Mail Option



User Defined Mail Browse

Access this browse from System Administration|User Defined Mail. Use it to organize and display records, edit or create new records, or export data to Excel.

Fig. 10.81
User Defined Mail Upper Browse

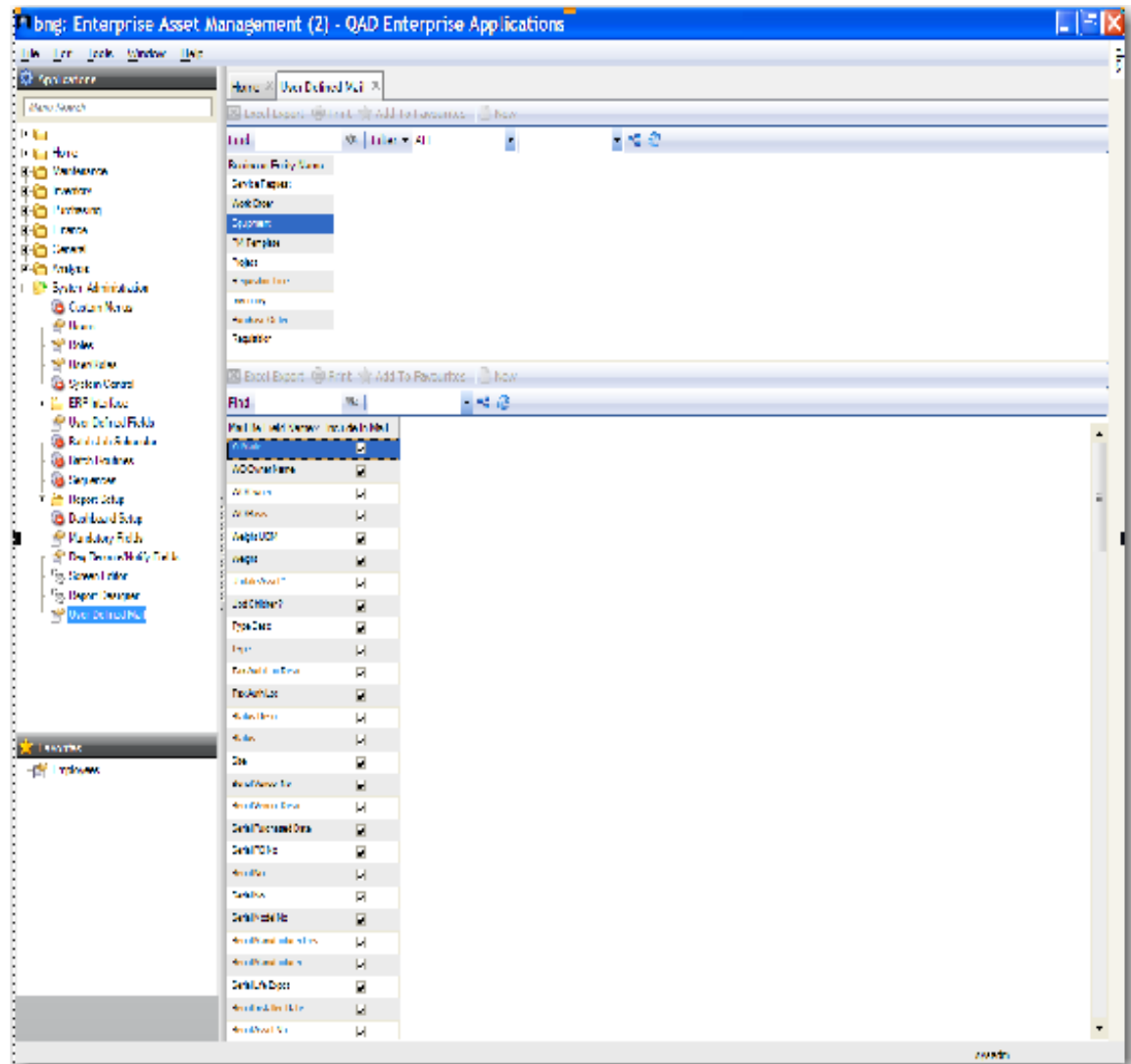


Note You cannot update any of the fields in the upper browse.

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.

Fig. 10.82
User Defined Mail Lower Browse



Creating a User Defined Mail Record

The upper browse lists each module and existing actions within that module.

- 1 Select the module and action from the upper browse.
- 2 The lower browse lists available fields and whether they are included in the EAM e-mail message for the selected module and action.
- 3 Select the check box to add a field in the EAM e-mail message.
- 4 Close the browse by clicking the X on the top of the window.

Editing a User Defined Mail Record

To modify the fields selected for the EAM e-mail message, highlight the module and action.

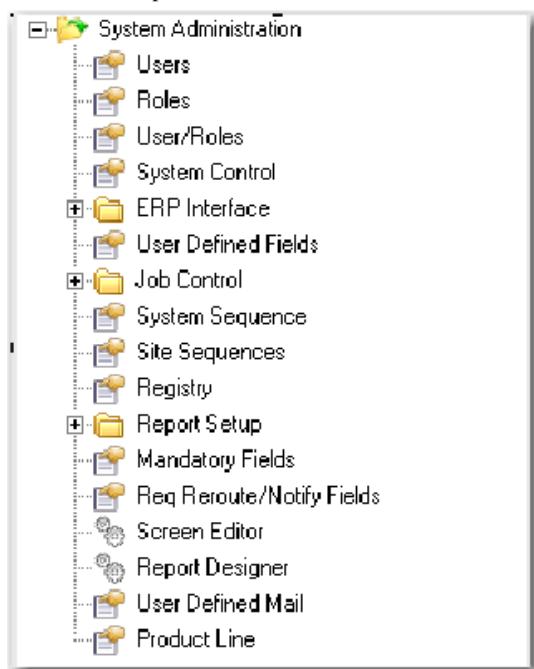
- 1 Select the site from the upper browse.
- 2 The lower browse lists available fields and whether they are included in the EAM e-mail message for the selected module and action.
- 3 Select the check box to add or clear the check box remove a field.
- 4 Close the User Defined Mail browse by clicking the X on the top of the window.

Note Since User Defined Mail fields are modified at the site level, any changes you make apply only to that particular site.

Product Line

Use this module to add Product Lines to each Domain. Then assign them to selected parts records on the General tab. Add or edit Product Line codes at System Administration|Product Line. The codes entered here should be used exclusively for accounting / SAF purposes and should match the corresponding SAF data found at Product Line Maintenance in the QAD ERP.

Fig. 10.83
Product Line Option



Product Line Browse

Access this browse from System Administration|Product Line. Use it to organize and display records, access supporting functions, and edit or create new records.

Fig. 10.84
Product Line Browse

Domain	Prod Line	Prod Line Desc
CAN	Valves	Valves for CAN Lines
USA	A	SAF Product Line A in EE
USA	B	Product Line B
USA	Def	Default Product Line
USA	DIE	DIE Block product
USA	PL1	Prod Line #1
USA	PL2	Prod Line 2
USA	Valves	Valves for Line

Creating a Product Line Record

- 1 Click New to open a blank product line record.
- 2 Assign a Domain code to match one set up in both EAM and the QAD ERP.
- 3 Assign a product line code.
- 4 Enter Product Line Description information.
- 5 Close the Product Line browse by clicking the X on the top of the browse.

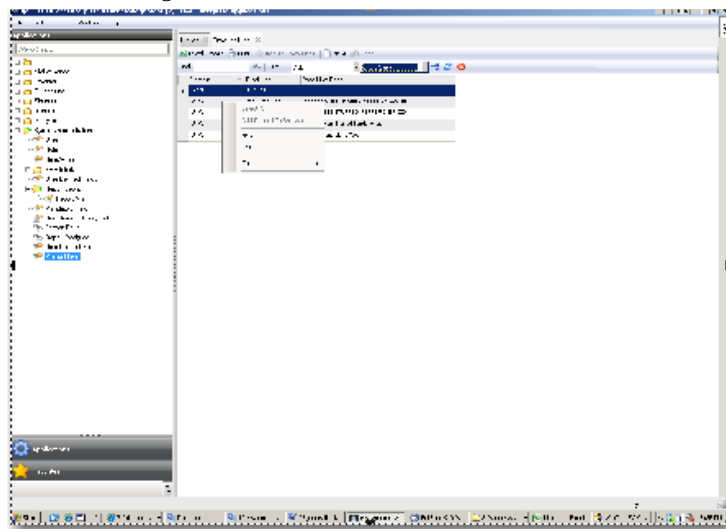
Editing a Product Line Record

- 1 Double-click a record from the site browse or click Edit to open the product line record.
- 2 Enter information in relevant fields on the product line record.
- 3 Close the Product Line browse by clicking the X on the top of the browse.

Product Line Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.85
Product Line Right-click Menu



New

Use New to open the product line browse to create a new record.

Edit

Use Edit to open the product line browse to edit the selected record.

Columns

A list of columns available to the product line browse displays here. Select a column header to display it. Clear the column header to hide it.

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 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 QAD ERP. After re-establishing the connection, use the Purchasing Recovery feature to update the purchase orders and requisitions in 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 that have not been posted and that fall within a specified date range.
- 2 Click Send to QAD ERP option in the Posted GL Global Features submodules.

Index

A

Adding Parts to a Physical Inventory Record 147

B

Business Entity 439

C

Code

BOM Types 93

Catalogs 94

Categories 95

DUOMs 92

Equipment Character 1 100

Equipment Character 2 101

Events 102

Failure Types 96

Holidays 103

List Types 104

Locations 97

Pay 106

Pay Additives 106

Pay Multiplier 107

Products 98

Service Types 109

Skills 109

Statuses 98

Types 99

Work Order 110

As Finds 110

As Lefts 111

Character 1 121

Character 2 122

Classes 112

Clearances 113

Crafts 114

Crews 115

Failures 117

Priorities 124

Product List 123

Repairs 118

Shifts 119

Statuses 120

Creating a Physical Inventory Record 146

Creating a PM Template 50

Creating a Service Request 88

Creating a Work Order 75

Creating an Employee Record 380

Creating an Equipment Record 37, 301, 314

Creating an Inventory Record 130

Creating an User Record 387

D

Data Loads 46

database linkage 439

Dept 41, 81

DUOM Conversion 45

DUOM Right-Click Menu 46

E

Editing a PM Template 50

Editing a Service Request 88

Editing a Work Order 75

Editing an Employee Record 380

Editing an Equipment Record 37, 301, 315

Editing an Inventory Record 130

Editing an User Record 387

Editing Req Reroute/Notify Fields 438

Editing the Job Control record 418

Editing the Job Program record 421

Editing the System Control record 397

Editing the System Sequence Record 425

Employee Action Menu 379

Employee Record Detail 380

Employee Right-Click Menu 379

Employee Subdetail 384

Employee Tab

Codes 381

Personal 381

User Defined 383

Employee Tabs 380

Equipment 32, 43, 93

Equipment Action Menu 34

Equipment Browse 33, 297

Equipment Record Detail 36

Equipment Right-Click Menu 36

Equipment Submenu 43

Equipment Tab

Asset 39

Acquisition Cost 39

Asset Create Date 40

Asset last Update 40

Asset Serial Number 40

Book Value 40

County 40

Fixed Asset No 40

Installed Date 40

Job Cost Center 39

Job Number 39

Job Sub-account Number 39

Life Expect 40

Manufacturer 40

Model No 40

- New Asset 40
- PO Number 39
- Profile ID 40
- Project Number 39
- Purchased Date 40
- Quantity 40
- Replacement Value 40
- Tax Loc Auth 40
- Update Asset 40
- Vendor No 39
- Weight 40
- Weight UOM 40
- Yr Made 40
- Codes 37
 - BOM Type 38
 - Catalog 38
 - Category 38
 - Description 38
 - Failure type 38
 - Location 38
 - Manual 38
 - Notify 38
 - Owner 39
 - Parent No 38
 - Parent? 38
 - Planner 38
 - Priority 39
 - Responsible 38
 - Status 38
 - Type 38
 - Upd Children? 38
 - WO Owner 39
- Detail 40
 - Cost Center 41
 - Expense Site 41
 - Labor Acct No /Sub Acct No 41
- Serialized 42
- User Defined 43
 - Integer 1/2 143
- Equipment Tabs 37
- F**
 - field settings 439
- I**
 - Instructions 47
 - Inventory Action Menu 131
 - Inventory Record Detail 135
 - Inventory Right-Click Menu 134
 - Inventory Tab
 - Codes
 - Active 140
 - Add to BOM 140
 - Auto Issue 140
 - Catalog 139
 - Class 139
 - Commodity 139
 - MSDS No 139
 - Notify 139
 - Planner 139
 - Planner Name 139
 - Size 139
 - Sub Catalog 139
 - Tax Class 140
 - Tax Code 140
 - Tax Usage 140
 - Taxable 140
 - Type 139
 - Weight 139
 - Weight UOM 140
 - Cost
 - Adj Acct No 141
 - Adj Cost Center 141
 - Adj Department 141
 - Adj Sub Acct No 141
 - Cons Adj Acct 142
 - Cons Adj CC 142
 - Cons Adj Dept 141
 - Cons Adj Sub 142
 - Cons Asset Acct 142
 - Cons Asset CC 142
 - Cons Asset Dept 141
 - Cons Asset Sub 142
 - Cost 142
 - Est Freight 142
 - Exp Acct No 141
 - Exp Cost Center 141
 - Exp Dept 141
 - Exp Sub Acct No 141
 - Expense Site 141
 - Inventory Dept 140, 141
 - OH Group 142
 - Total Cost 142
 - General
 - 136
 - Area 137
 - Buyer 136
 - Buyer Name 136
 - Consignment 137
 - Critical 137
 - Initial Location 137
 - Lead Days 137
 - Manufacturer 137
 - Manufacturer Part Number 137
 - Pri Vendor 137
 - Serialized 137
 - Sole Source 137
 - Source 137
 - Status 137
 - Vendor Part Number 137
 - PO Text
 - PO Text 143
 - Stock Detail
 - ABC Code 138
 - Available 138
 - Date Created 138
 - Issue UOM 138
 - Last Issued 138
 - Last Physical 138
 - Last Received 138
 - Mgt Max Qty 138
 - Min Order Qty 137
 - On Order 138
 - Order Unit 138
 - Order UOM 138
 - Physical Due 138
 - Planned Order 138
 - Safety Stock 138

- Short 138
- User Defined
 - Character 1/2 for Inventory 143
 - Character 3/4 for Inventory 143
 - Decimal 1 143
 - Inventory Date 143
 - Inventory Logic 143

J

- Job Capitalize Date 40
- Job Control Action Menu 416
- Job Control Record Detail 418
- Job Control Tab
 - Detail
 - EAM URL 418
 - Last Check In 419
 - Notify 418
 - Progress Startup 418
 - Purge Rate 418
 - Status 418
 - Detail Log Location 418
- Job Program Record Detail 421
- Job Program Tab
 - Detail
 - Description 421
 - Interval Amount 422
 - Is Progress 422
 - Last Check In 422
 - Last End 422
 - Last Run Status 422
 - Name 421
 - Notify Complete 422
 - Notify Error 422
 - Program Name 422
 - Run Parameters 422
 - Detail Auto Run 422
 - Detail Interval Unit 422
 - Detail Is System 422
 - Detail Last Start 422
- Job Tab
 - Amounts
 - Original Estimate 316
 - Warning Limit 316
 - Details
 - Account Number 316
 - Account Type Description 316
 - Activity 315
 - Asset 316
 - Asset Number 316
 - Authorized Purchase 317
 - Capitalize Date 316
 - Committed 317
 - Completed 316
 - Component Part 316
 - Contractor Cost 317
 - Cost Center 315
 - Dept 315
 - Description 315
 - Estimate to Complete 317
 - Expense Site 315
 - Expense Type 316
 - External Material Cost 317
 - Internal Material Cost 317
 - Job Type 316

- Labor Cost 317
- Manual Cost 317
- Planned Purchase 317
- Received 317
- Requisition Approval Group 316
- Spending Estimate 316
- Spending Limit 316
- Status 316
- Sub-Account Number 316
- Total Spent 317
- Vouchered 317

L

- Labor Acct No /Sub Acct No 81
- Labor History 91
- Labor History Browse 91
- Labor History Right-Click Menu 91

P

- Physical Inventory Action Menu 147
- Physical Inventory Browse 147
- Physical Inventory Record Detail 148
- Physical Inventory Right-Click Menu 148
- PM Tab
 - Codes 55
 - Assembly 55
 - Assigned 55
 - Class 55
 - Clearance 55
 - Crew 55
 - Est Hrs Down 56
 - Est Hrs Labor 56
 - Notify 55
 - Owner 55
 - Planner 55
 - Pri Craft 55
 - Priority 55
 - Shift 55
 - System 55
 - WO Owner 55
 - Details 56
 - Active? 56
 - Cont Acct No 57
 - Cont Sub Acct 57
 - Cost Center 56
 - Dept 56
 - Expense Site 56
 - Job No 56
 - Labor Account No 56
 - Labor Sub Account 57
 - Link to Equip? 56
 - Lock Lists? 56
 - Matl Acct No 57
 - Matl Sub Acct 57
 - Planned? 56
 - Project No 56
 - Issue Method
 - Actual High 54
 - Actual Low 54
 - Current Reading 54
 - DUOM 53
 - DUOM Cycle 53
 - Est Due Date 54
 - Event 54

- Event Next Issue 54
- Max High 54
- Max High Time Interval 54
- Max High Time Unit 54
- Max Low 54
- Max Low Time Interval 54
- Max Low Time Unit 54
- Next DUOM Issue 54
- Next Failure 54
- PM Due 54
- Shift Work Day? 54
- User Defined 57
- PM Tabs 50
- PM Template
 - Global Issue 49
- PM Template Record Browse 47
- PM Template Record Detail 49
- PM Templates Action Menu 48
- PM Templates Right-Click Menu 49
- PM Templates Submenu 57
- PO Tab
 - Order
 - Actual Freight 190
 - Authorized Cost 190
 - Confirmed to 190
 - Confirming 190
 - Consignment 190
 - Currency 190
 - Date Due 190
 - Freight 190
 - Original Date Due 190
 - Remarks 190
 - Tax Class 190
 - Tax Code 190
 - Tax Usage 190
 - Total Cost 190
 - Total Tax 190
 - Vendor Order 190
- Preventive/Predictive (PM/PdM) 46
- R**
 - Rebuild Location Tab
 - Detail
 - Acct No 165
 - Address 2 165
 - City 165
 - Contact 165
 - Cost Center 165
 - Country 165
 - Dept 165
 - Expense Site 165
 - Fax 165
 - Phone Number 165
 - Sub Acct No 166
 - Vendor 165
 - Zip 165
 - Report Designer 441
 - required fields 438
 - Requisition Lines Tab
 - Detail
 - Auto Issue? 206
 - Buyer 208
 - Contractor? 206
 - Created By 208
 - Date Created 208
 - Date Due 207
 - Date Required 207
 - Description 205
 - Est Freight 207
 - Freight 207
 - From Sched? 207
 - Location 206
 - Notify 207
 - OH Group 207
 - Order Cost 205
 - Orig Date Due 208
 - Part Number 205
 - Product Line 207
 - Qty Ordered 205
 - Requestor 207
 - Source Site 205
 - Status 208
 - Total Cost 206
 - UOM 206
 - Expense
 - Acct No 210
 - Assembly 210
 - Asset Acct No 211
 - Asset Cost Cntr 211
 - Asset Dept 211
 - Asset Source Site 211
 - Asset Sub Acct 211
 - Cost Center 210
 - Dept 210
 - Equip No 209
 - Expense Site 210
 - Expense Type 210
 - Job No 209
 - Project No 209
 - Rebuild 209
 - Serial No 209
 - Serialized Part 209
 - Stores Req No 209
 - Sub Acct No 210
 - System 209
 - Tax Class 211
 - Tax Code 211
 - Tax Usage 211
 - Taxable? 211
 - WO No 208
 - PO Text
 - PO Text 212
 - Requisitions Tab
 - Detail
 - Auth 200
 - Auth By 200
 - Auth Cost 200
 - Auth Status 200
 - Auto Issue 198
 - Base Currency 200
 - Buyer 200
 - Consignment 199
 - Contractor 198
 - Currency 199
 - Date Due 200
 - Date Required 198
 - Description 198
 - Exch Rate 1 200

- Exch Rate 2 200
- Notify 200
- PO No 199
- Requestor 198
- Status 199
- Stock Run Number 199
- Total Cost 198
- Vendor No 199
- Vendor Phone Number 199
- Vendor Primary Contact 199
- Expense
 - Assembly 202
 - Equip No 201
 - Stores Req No 201
 - System 202
 - Tax Code 203
 - WO No 201
- Retired Date 40
- S**
 - Screen Editor 438
 - Service Request Action Menu 85
 - Service Request Browse 84
 - Service Request Record Detail 87
 - Service Request Right-Click Menu 86
 - Service Request Submenu 90
 - Service Request Tab
 - General 88
 - Assigned 90
 - Authorized 90
 - Authorized By 90
 - Class 89
 - Equip No 89
 - Location 89
 - Notify 89
 - Orig Notify 89
 - Original Date 89
 - Originator 89
 - Priority 89
 - Problem 89
 - Service Type 89
 - Start 90
 - Status 89
 - WO Number 89
 - User Defined 90
 - WO No 57
 - Service Request Tabs 88
 - Service Requests 84
 - Site 70
 - Stock Replenishment Action Menu 150
 - Stock Replenishment Browse 150
 - Stock Replenishment Record Detail 152
 - Stock Replenishment Right-Click Menu 151
 - Stock Replenishment Tab
 - Detail
 - Acct No 160
 - Assembly 160
 - Cost Center 160
 - Dept 159
 - Description 159
 - Equip No 159
 - Expense Site 159
 - Job No 159
 - Project No 159
 - Rebuild 159
 - Requestor 159
 - Required Date 159
 - Serial Number 159
 - Serialized Part 159
 - Source 159
 - Source Site 159
 - Status (Detail) 159
 - Sub Acct No 160
 - System 160
 - Vendor No 159
 - WO No 159
 - Parts
 - Description 152
 - Mgt Max Qty 153
 - Multi-Line No 153
 - On-Hand 153
 - On-Order 153
 - Part No 152
 - Planned Order 153
 - Pri Vendor 153
 - Reserved 153
 - Reserved Order 153
 - Short 153
 - Source 153
 - To Order 152
 - WO No 153
 - style sheets. *See* templates
 - System Control 394
 - System Control Record Detail 396
 - System Control Right-Click Menu 396
 - System Control Tab
 - Detail 397
 - Company Name 398
 - Exp Days 399
 - Incl Proj on Iss 399
 - Incl Proj on Labor 399
 - Incl Proj on Rec 399
 - Mandatory Color 398
 - Min Length 398
 - Mstr List Rev? 398
 - Purge Days 399
 - Restrict Pwd? 398
 - SMTP Server 398
 - Version No 398
 - Wait Hrs 398
 - Detail Mail ID 398
 - MFG/PRO Options 399
 - Budget Code 400
 - Database Name 400
 - Display Error? 399
 - Tax History? 400
 - Use EIR? 400
 - Use GTM? 400
 - Validate When Posting? 400
 - MFG/PRO Options Domain 399
 - MFG/PRO Options MFG/PRO Interface? 399
 - System Control Tabs 397
 - System Sequence Record Detail 425
 - System Sequence Right-Click Menu 424
- T**
 - Target Date 77
 - Total Cost in Vendor Currency 198

U

User Record Detail 387
 User Right-Click Menu 386
 User Subdetail 391
 User Tab
 Detail 388, 390
 User Tabs 387

W

WO

 Detail Tab
 Acct Number 71
 Assembly 71
 Comment 70
 Cost Center 71
 Date 70
 Dept 71
 Employee No 70
 Equip Number 71
 Expense Site 70
 OH Group 70
 Pay Add Code 70
 Pay Multi Code 70
 Project Number 71
 Rebuild 71
 Serial Number 71
 Serialized Part 71
 Sub Acct Number 71
 System 71
 Time 70
 To Site 70
 Total Cost 70
 WO Number 71
 WO Action Menu 69
 WO Right-Click Menu 74
 WO Submenu 67, 83
 WO Tab
 Codes 77
 As Found 78
 As Left 78
 Assembly 78
 Clearance 78
 Crew 78
 Failure 78
 Owner 78
 Part UOM 79
 Planned 78
 Pri Craft 78
 Repair 78
 Shift 78

 System 78
 Detail 80
 Auth 82
 Auth By 82
 Cont Acct/Sub Acct 81
 Cont Estimate 82
 Cost center 81
 Est Hours Down 82
 Est Hours Labor 82
 Expense site 81
 Job No 81
 Labor Estimate 82
 Matl Acct No/Sub Acct 81
 Matl Estimate 82
 PM Run No 82
 PM Template No 82
 Project Number 81
 Type 82
 Equipment 76
 Acct No / Sub Acct No 79
 Alert 76
 Assigned 76
 Class 77
 Closed 77
 Cost center 79
 Delay 77
 Dept (Rebuild) 80
 Equip No 76
 Notify 76
 Planner 76
 Priority 77
 Problem 76
 Product Number 76
 Rebuild 79
 Received 76
 Requestor 76
 Serial No 80
 Start 76
 Status 77
 Text 80
 Precautions 80
 Work Performed 80
 User Defined 82
 Character 1 82
 WO No 83, 90
 Work Order Browse 68
 Work Order Record Detail 74
 Work Order Tabs 75
 Work Orders 66