



QAD Enterprise Applications

User Guide

Enterprise Asset Management

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

This document contains proprietary information that is protected by copyright and other intellectual property laws. No part of this document may be reproduced, translated, or modified without the prior written consent of QAD Inc. The information contained in this document is subject to change without notice.

QAD Inc. provides this material as is and makes no warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. QAD Inc. shall not be liable for errors contained herein or for incidental or consequential damages (including lost profits) in connection with the furnishing, performance, or use of this material whether based on warranty, contract, or other legal theory.

QAD and MFG/PRO are registered trademarks of QAD Inc. The QAD logo is a trademark of QAD Inc.

Designations used by other companies to distinguish their products are often claimed as trademarks. In this document, the product names appear in initial capital or all capital letters. Contact the appropriate companies for more information regarding trademarks and registration.

Copyright © 2013 by QAD Inc.

EnterpriseAssetMgmt_UG_v1251-Rev1.pdf/r9m/r9m

QAD Inc.

100 Innovation Place
Santa Barbara, California 93108
Phone (805) 566-6000
<http://www.qad.com>

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	6
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
EAM Display Elements	11
Process Maps	11
EAM Module Displays	13
Using the EAM Interface	14
Title Bar	14
Menu	14
Help	15
Status Bar	16
Toolbar	16
Vertical Menu	17
Mail	19
Tabs	19
Browses	20
Sorting a Single Column	22
Sorting Multiple Columns	22
Group	24

Viewing the Current Record	24
Selecting a Record	24
Action Menus	25
Find	25
Chapter 3 The General Module	27
Introduction to the General Module	28
Business Units	28
Business Segments	28
Business Segments Browse	29
Set Up Domain, Entity, and Site Data	30
Set Up Business Units and Access to EAM Process Map	30
Domain Browse	30
Domain Record Detail	32
Domain Tabs	33
Sites	39
Sites Browse	39
Site Tabs	40
Record Filters	45
Printing	46
Chapter 4 Maintenance	47
Maintenance Menu	48
Equipment	48
Setting Up Equipment	49
Equipment Browse	49
Equipment Record Detail	53
Creating an Equipment Record	53
Editing an Equipment Record	53
Equipment Tabs	54
Equipment Submenu	60
DUOM Conversion	62
Preventive/Predictive (PM/PdM) Maintenance	62
Performing Preventive Maintenance	63
Instructions	63
PM Template Record Browse	64
PM Template Record Detail	65
Creating a PM Template	66
Editing a PM Template	66
PM Tabs	66
PM Templates Submenu	73
Master Lists	75

Instruction List	75
Creating an Instruction List	76
Editing an Instruction List	77
Instruction Detail Submenu	77
Instruction Steps Submenu	79
Parts List	80
Parts List Browse	80
Parts List Record Detail	81
Creating a Parts List	82
Editing a Parts List	82
Parts List Parts	83
Adding Parts to a List	84
Editing a Parts List	84
Parts List Part Detail	84
Work Orders	85
Performing Planned Maintenance	86
Work Order Browse	87
Work Order Record Detail	93
Creating a Work Order	93
Editing a Work Order	93
Work Order Tabs	94
WO Submenu	102
Service Requests	103
Performing a Non-Urgent Service Request	104
Service Request Browse	104
Service Request Record Detail	107
Creating a Service Request	107
Editing a Service Request	107
Service Request Tabs	108
Service Request Submenu	110
Labor History	110
Labor History Browse	110
Codes	111
DUOMs	111
Equipment Codes	112
Adding Codes for PM Management	122
Events	122
Holidays	123
List Types	124
Pay	126
Reasons	128
Service Types	129
Skills	129

Work Order	130
Chapter 5 Inventory	147
Inventory	148
Issue Inventory	149
Issuing Inventory	149
Creating an Inventory Record	150
Editing an Inventory Record	150
Inventory Browse	151
Inventory Record Detail	155
Inventory Tabs	156
Inventory Submenu	163
Physical Inventory	165
Managing Physical Inventory	166
Creating a Physical Inventory Record	166
Adding Parts to a Physical Inventory Record	167
Physical Inventory Browse	167
Physical Inventory Record Detail	168
Stock Replenishment	169
Replenishing Purchased Stock	169
Stock Replenishment Browse	170
Stock Replenishment Record Detail	172
Stock Replenishment Middle Browse	172
Stores Requisition Lists	174
Adding a Stores Requisition	174
Stores Requisition Browse	175
Stores Requisition List Detail	177
Creating a Stores Requisition List	178
Editing a Stores Requisition List	178
Stores Requisition List Detail Tab	178
Rebuild Locations	180
Rebuild Locations Browse	180
Rebuild Locations Record Detail	181
Creating a Rebuild Location Record	182
Editing a Rebuild Location Record	182
Rebuild Locations Detail Tab	182
UOM Conversions	184
UOM Conversion Browse	184
Creating a UOM Conversion Record	185
Editing a UOM Conversion Record	185
Codes	185
Commodities	185
Adding a Commodity Code	186

Editing a Commodity Code	186
MSDS	187
Adding an MSDS Code	187
Editing an MSDS Code	187
Part	187
Physical Inv Types	193
Adding a Physical Inventory Type Code	194
Editing a Physical Inventory Type Code	194
Stock Out Types	194
Adding a Stock Out Type Code	194
Editing a Stock Out Type Code	194
Stock Run Types	195
UOMs	195
Sales Order	196
Inventory Transaction History	197
Chapter 6 Finance.....	199
Finance	200
Setting Up Financial Data in EAM	201
Setting Up the GL Calendar in EAM	201
Accounting	202
Posted GL Transactions Browse	202
Unposted GL Transactions Browse	203
GL Calendar	204
GL Calendar Browse	204
GL Calendar Record Detail	208
Lifetime Budgets	208
Lifetime Budget Browse	209
Budget Record Detail	210
Editing a Budget Site Record (lower browse)	211
Departments Browse	211
Cost Centers	212
Cost Centers Browse	212
Accounts	213
Account Browse	214
Sub-accounts	215
Sub-accounts Browse	215
Tax	217
Setting Up Tax Structure in EAM	217
Tax Classes	217
Tax Classes Browse	218
Tax Codes	218
Tax Codes Browse	219

Tax Rates	220
Tax Rates Browse	220
Tax Rate Record Detail	222
Tax Types	223
Tax Types Browse	223
Tax Usages	224
Tax Usages Browse	224
Overhead	225
Overhead Rates	225
Overhead Rates	225
Overhead Rates Browse	225
Overhead Groups	227
Overhead Groups Browse	227
Groups	229
Setting Up Finance Groups	229
Account Group	229
Account Group Browse	229
Cost Center Group	231
Cost Center Group Browse	231
Project Approval Group	233
Project Approval Group Browse	233
Codes	234
Project	234
Jobs	237
Intercompany Accounts	238
Intercompany Accounts	238
Intercompany Accounts Record Detail	239
Chapter 7 Purchasing.....	241
Purchasing Overview	242
Purchase Orders	243
Adding and Distributing Purchase Orders	243
Receiving Purchase Orders	244
Purchase Orders Browse	245
Creating a Purchase Order	245
Editing a Purchase Order	245
Purchase Orders Record Detail	250
Purchase Orders Tabs	250
Purchase Order Intrastat Tab	254
Purchase Order Submenu	255
Requisitions	256
Fulfilling a Requisition	256
Requisitions Browse	257

Creating a Requisition	257
Editing a Requisition	257
Requisitions Record Detail	260
Requisitions Tabs	260
Requisitions Submenu	266
Requisition Lines	267
Requisition Lines Detail Tab	268
Requisition Line Submenu	275
Blanket Orders	276
Overview	276
Blanket Orders Browse	278
Blanket Orders Tabs	282
Blanket Orders Submenu	287
Blanket Order Lines Browse	287
Blanket Order Lines Tabs	288
Blanket Order Lines Submenu	294
Quotes	295
Create a Request for Quotation	295
Quotes Browse	296
Quotes Action Menu	296
Quotes Right-Click Menu	297
Quotes Record Detail	298
Quotes Submenu	299
Quotes Vendor Browse	299
Standard Clauses	300
Quote Lines	300
Routing Substitutions	304
Using Established Purchasing Controls	304
Routing Substitutions Browse	305
Vendor	305
Adding a Vendor Record to EAM	306
Vendor Browse	306
Adding a Vendor Record	306
Editing a Vendor Record	307
Vendor Record Detail	307
Vendor Tabs	308
Vendor Submenu	312
Multi-Currency Purchasing	313
Standard Clauses	316
Downloading and Adding a Standard Clause	317
Creating a Standard Clause	317
Editing a Standard Clause Record	317
Standard Clauses Browse	317

Currency	319
Creating a Currency Record	319
Editing a Currency Record	319
Currency Browse	319
Approval Groups	320
Establishing Purchasing Controls	321
Account Group	321
Cost Center Group	322
Requisition Approval Group	322
Purchase Order Approval Group	324
Blanket Order Approval Group	324
Codes	325
Defining Vendor Codes	325
Addresses	326
Minorities	328
Order Methods	328
Returns	329
Ship Vias	330
Exchange Rate Types	331
Terms	331
Purchase Order	332
Requisition	333
Vendor	334
Quote Reason	337
All PO Lines Browse	337
All BO Lines Browse	338
Chapter 8 Project Accounting	341
Project Accounting Introduction	342
Setting Up a Project	342
Project Browse	343
Project Record Detail	348
Creating a Project Record	349
Editing a Project Record	349
Project Tabs	349
Projects Submenu	359
Jobs	371
Setting Up a Job	371
Job Browse	372
Job Record Detail	375
Creating a Job	375
Editing a Job	376
Job Tabs	376

Jobs Submenu	380
Chapter 9 Analysis	387
Analysis	388
Running Reports	388
Customizing Report Filters	389
Report Output	390
Default Reports	392
Equipment	392
Chapter 10 System Administration	401
System Administration Menu	402
Set Up Roles, Employees, and User Data	403
Set Up Roles, Employees, and User Data Process Map	403
Roles	404
Roles Browse	404
Roles Record Detail	406
Access Levels	407
Set Up Employee Data Process Map	409
Employees Browse	409
Employee Action Menu	410
Employee Right-Click Menu	410
Employee Record Detail	410
Creating an Employee Record	411
Editing an Employee Record	411
Employee Tabs	411
Defining User Data Process Map	416
Users	416
Users Browse	417
User Right-Click Menu	417
Creating a User Record	418
User Tabs	418
User Subdetail	423
User/Roles	424
User/Roles Browse	424
Creating a User/Role	425
Editing a User/Role	425
System Control	425
System Control Process Map	426
System Control Browse	426
System Control Right-Click Menu	427
System Control Record Detail	427

System Control Tabs	428
System Control Tab: MFG/PRO Options	430
ERP Interface	431
Download	431
Account Download Browse	432
Sub Account Download Browse	433
Cost Center Download Browse	434
GL Calendar Download Browse	435
Currency Download Browse	436
Bill To Download Browse	437
Ship To Download Browse	438
Project Download Browse	438
Vendor Download Browse	440
Standard Clauses Download Browse	441
Terms Download Browse	442
User Defined Fields	443
User Defined Fields Browse	443
Creating a User-Defined Field	445
Editing a User-Defined Field	445
Job Control Application	445
Job Control Browse	446
Job Control Action Menu	446
Job Program	449
Set Up Sequence Data	452
Set Up System Sequence Data	453
System Sequence Browse	453
System Sequence Record Detail	453
Set Up Site Sequences Data	454
Site Sequences Browse	454
Site Sequences Record Detail	455
Editing the Site Sequences Record	455
Set Up Registry Data	456
Registry Browse	457
Report Setup	461
Report Xref	461
Report Xref Right-Click Menu	461
Mandatory Fields	462
Mandatory Fields Browse	463
Creating a Mandatory Field	464
Editing a Mandatory Field	464
Req Reroute/Notify Fields	464
Req Reroute/Notify Fields Browse	464
ReqReroute/Notify Fields Right-Click Menu	465

Editing a Req Reroute/Notify Fields Record	465
Screen Editor	465
Form Designer	467
Report Designer	468
User-Defined Mail	473
User Defined Mail Browse	474
Creating a User Defined Mail Record	475
Editing a User Defined Mail Record	476
Product Line	476
Product Line Browse	476
User Sessions Browse	478
Chapter 11 QAD ERP Interface to EAM.	479
Interface Points	480
QAD ERP Purchasing Recovery	480

Change Summary

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

Date/Version	Description	Reference
July 2013/EAM 12.5.1-Rev1	Enhancements to purchasing modules	page 241
	Enhancements to projects modules	page 341
	Added General Module chapter	page 27
September 2012/EAM 12.5.1	Added 12.5.1 user interface and other changes	page 14
	Combined navigation and basic function information	page 9
April 2012/EAM 12.5	Added Blanket Orders functionality to Purchasing	page 276
	Added Fixed Asset integration	page 342
	Added Project Allocation integration	page 342
	Added Revision Control integration	page 425
January 2012/EAM 12.4	Updated Inventory functionality enhancements	page 148
	Added Quote functionality to Purchasing	page 295
	Updated standard reports descriptions in Analysis	page 392
	Added significant updates to System Administration functionality	page 402
October 2011/EAM 12.4	Updated browse navigation procedures	page 14
	Added copy part across sites information	page 153
	Updated default analysis reports descriptions	page 392

Introduction

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

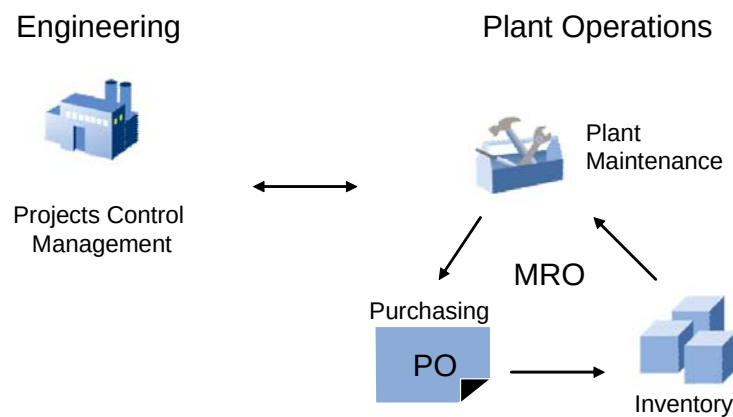
Asset Lifecycle Management **2**

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.

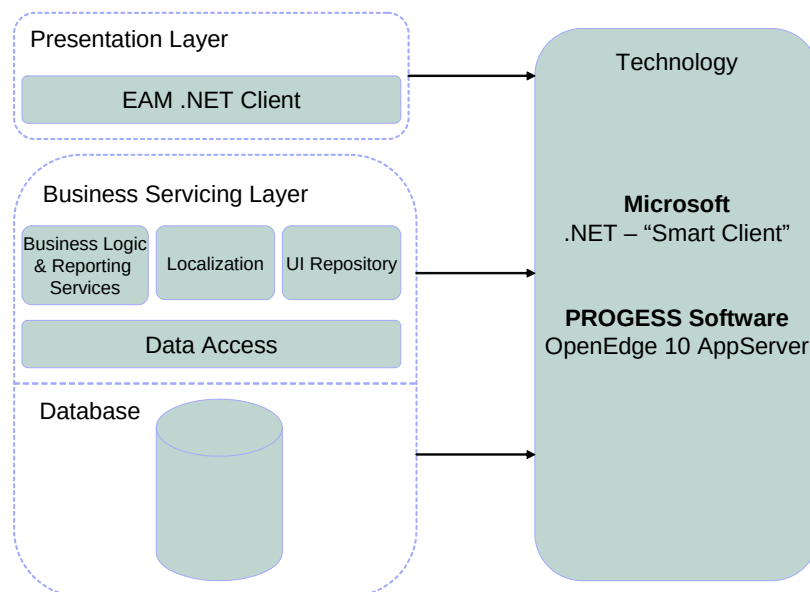
Plant Maintenance

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

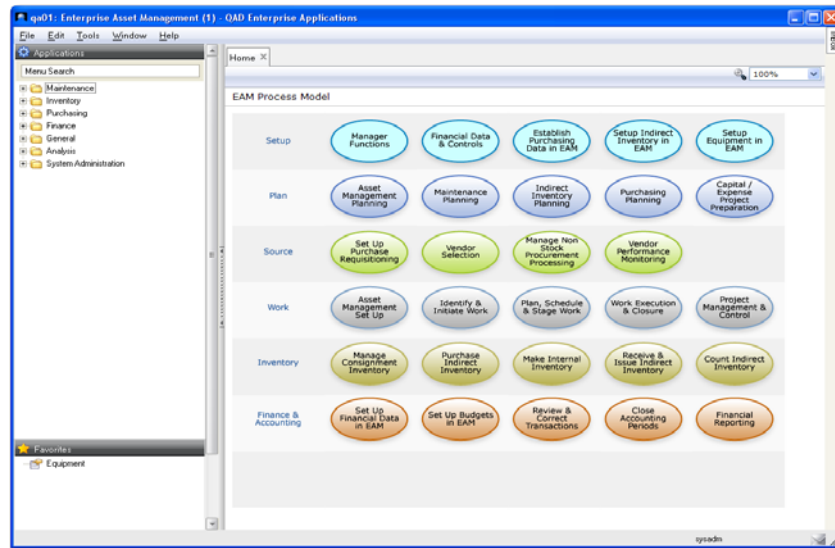
The EAM application framework is an Open Edge Reference Architecture (OERA) compliant system divided into three primary tiers, or layers. The topmost layer, or presentation layer, is a relatively thin client.NET executable designed to run on Windows XP and newer operating systems. The middle layer is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

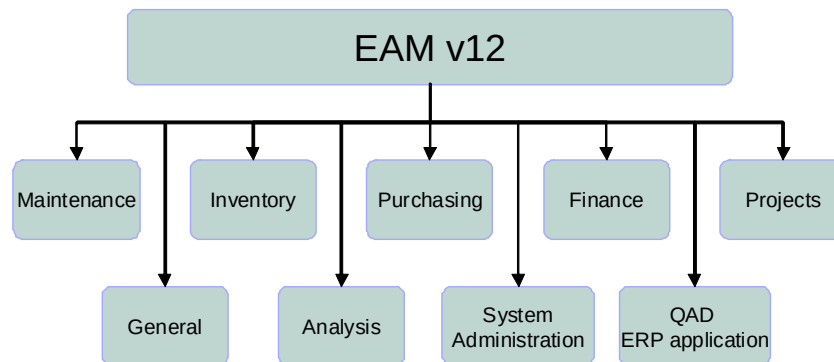


EAM Modules

EAM groups related functionality into the following 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 (inventoried and non-inventoried) 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
- Blanket Orders
- Quotes
- Routing Substitutions
- Vendors
- Standard Clauses
- Currency
- Exchange Rates
- 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
- Capitalization History
- Intercompany Accounts
- Documents

Project Accounting

Use Project Accounting under Finance to plan, track, and control detailed project budgeting for:

- Capital Projects
- Expense Projects
- Customer-Funded Projects
- Engineer-to-Order (ETO) projects

Project Accounts make status information on the entire budget or each job/phase of the budget readily available and visible by job spending limit or budget level.

General

Use General to set up common system properties:

- Business Units
- Business Segments
- Domains
- Sites
- Codes
- Employees
- Groups
- Change Password
- Revisions

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
- Job Control
- System Sequence
- Site Sequences
- Registry
- Report Setup
- Mandatory Fields
- Req Reroute/Notify Fields
- Screen Editor
- Report Designer
- User-Defined Mail
- Product Line
- Equipment Mapping to ERP
- Production Line Mapping to ERP

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

The chapter contains information about logging in to and navigating EAM.

Logging in to EAM **10**

EAM Display Elements **11**

Using the EAM Interface **14**

Logging in to EAM

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

- The user ID determines permissions. For example, a system administrator accesses more EAM system features than an inventory clerk does.
- Each site has specific security settings. Logging in to multiple sites may require multiple types of permissions.

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 and password.

Note The password is case-sensitive, but the user ID is not.

3 Accept the default domain.

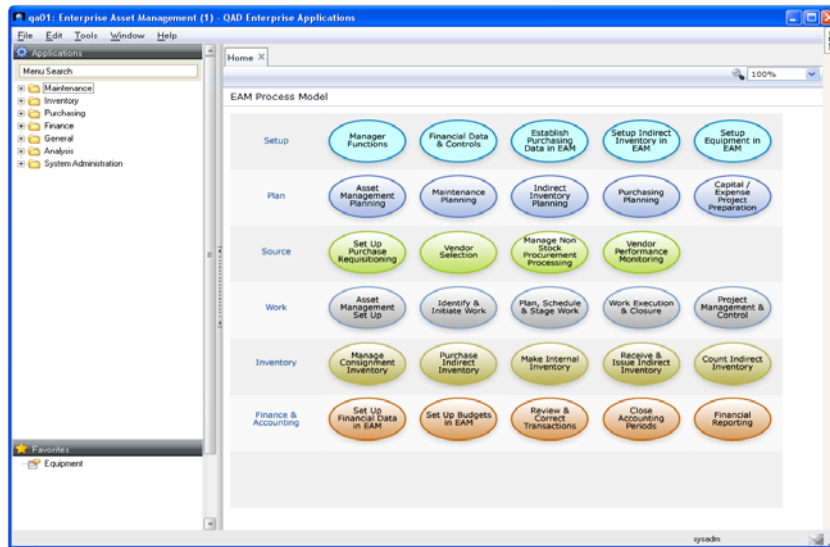
4 Click OK.

Fig. 2.1
EAM Login



The EAM main window opens.

Fig. 2.2
EAM Main Interface



EAM Display Elements

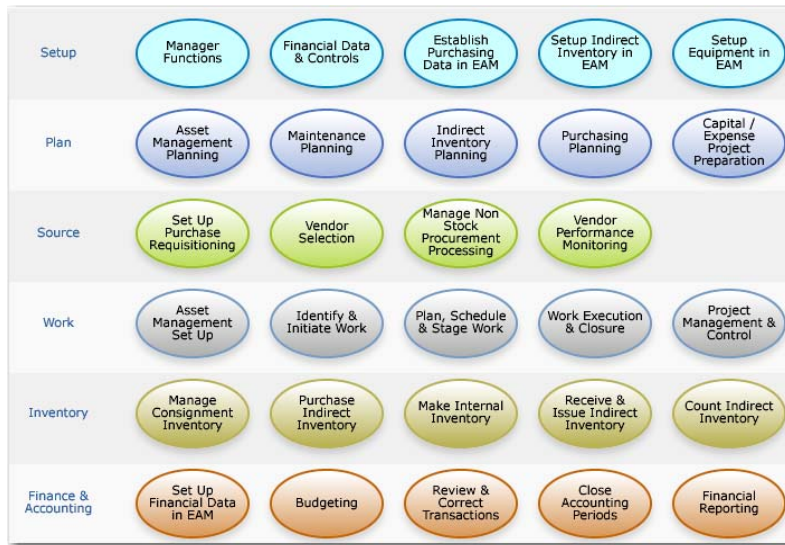
Process Maps

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.

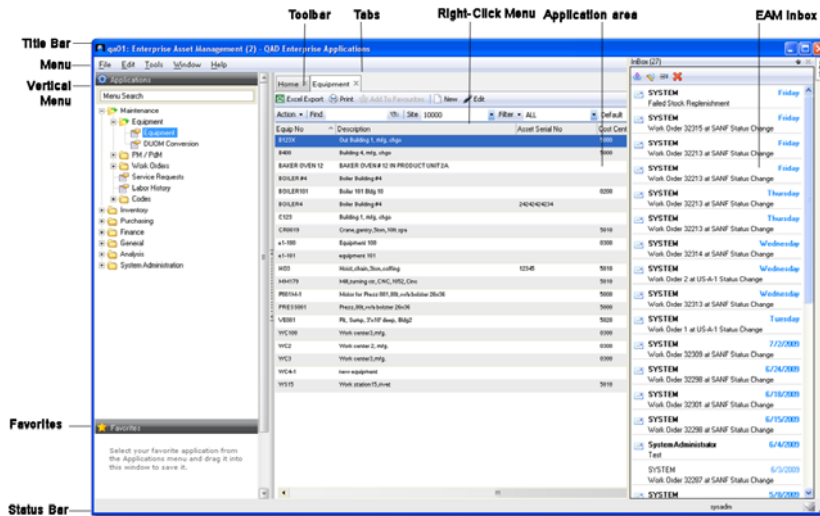
Symbol	Type	Definition
	Menu	Links to a program on the menu.
	Other Process Map	Links to other process maps.
	Menu Item Collection	Links to groups of programs such as browses.
	Manual Step	Indicates that the task does not link to the software.

Symbol	Type	Definition
	Decision	Denotes where a map may flow in one of two directions.
	Document	Denotes link to documents or files relevant to the task.

EAM Module Displays

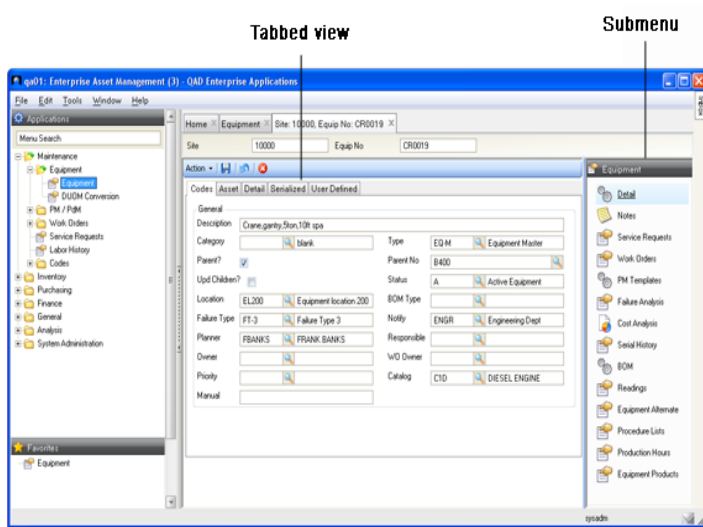
When not managed by process maps, EAM modules use standard display and navigation elements. Each display has a title bar, vertical menu bar, a status bar, a menu, a toolbar, and an application area.

Fig. 2.4
EAM Elements Display



When adding or editing a record, a submenu displays.

Fig. 2.5
EAM Tabbed Elements



Using the EAM Interface

Title Bar

The title bar displays the name of the database you are logged in to and “Enterprise Asset Management.”

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 of 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 contains module-specific commands, so its appearance varies. 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.

Internet Properties displays settings from Internet Explorer.

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.

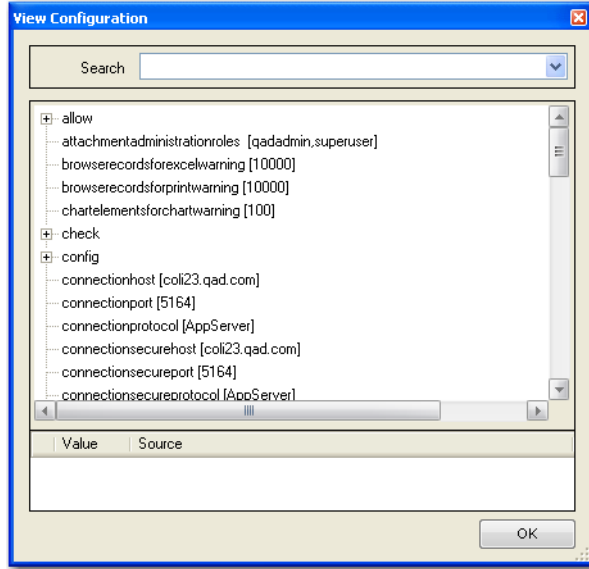
Application Help

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.

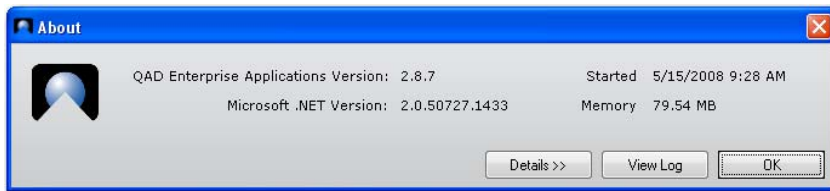
Fig. 2.8
Help|View Configuration



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. 2.9
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. 2.10
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. 2.11
Toolbar



Vertical Menu

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

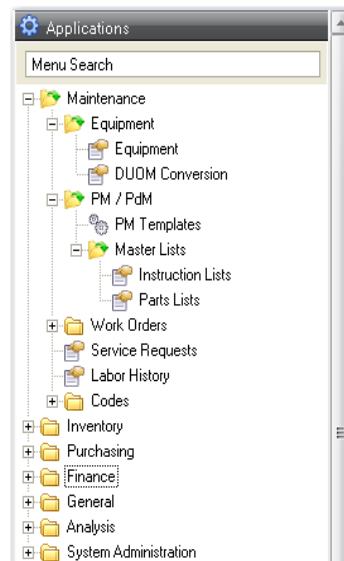
- Home
- Maintenance
- Inventory
- Purchasing
- Finance
- General
- Analysis
- System Administration

Opening a Module

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

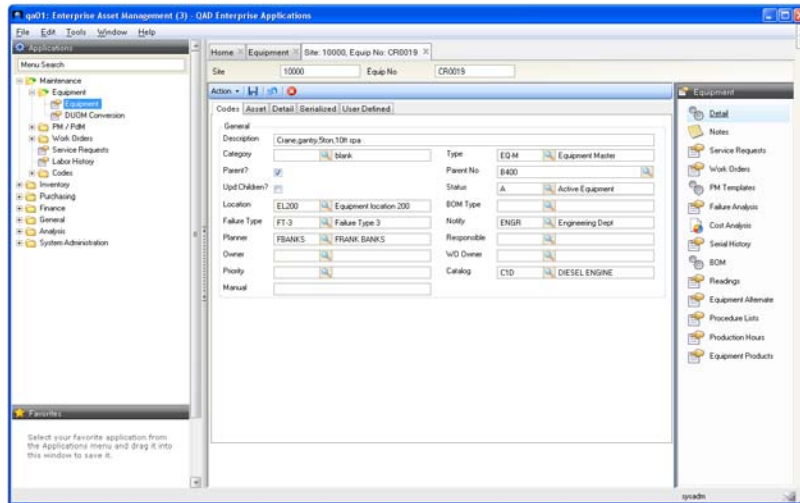
Double-click a vertical menu folder or click the plus sign to expand its display options. Double-click an option to open a browse or list.

Fig. 2.12
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. 2.13
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. 2.14
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.
- 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.
- Drag-and-drop an item or program (executable) from the file system (for example, from Windows Explorer) to the Favorites pane.

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 a user ID, favorites can become corrupted.

Organizing Favorites

Organize your favorites into folders and subfolders, rename menu items and folders, rearrange 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 subfolder within the currently selected folder.

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

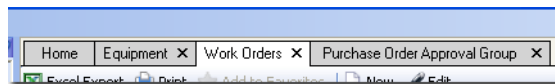
Mail

EAM includes an internal mail system. This system facilitates communication between users or sends system messages for authorization routing or rerouting, 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. 2.15
EAM Tabs



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 fields have lookups associated with them. Lookup buttons have a magnifying glass icon. Click the magnifying glass to open a window that contains all records of a type. If you know the beginning of the record or code, type information in the Find field. Click the button with the binoculars to run the search.

Browsets

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

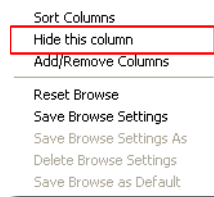
Drag a column heading to move it to the right or left in the display. Red arrows indicate where the column is inserted when you release the mouse button.

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. 2.16
Hiding a Column

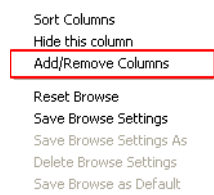


Adding Columns

Use this option to add or remove columns.

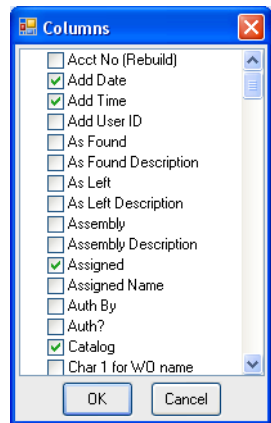
- 1 Right-click a column heading.
- 2 Scroll down to the Add/Remove Columns option.

Fig. 2.17
Add/Remove Columns



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

Fig. 2.18
Adding Columns



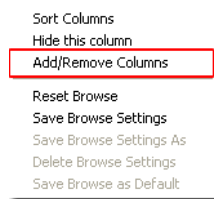
- 3 Select the check box to add a column to the display.
- 4 Click OK.

Removing Columns

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

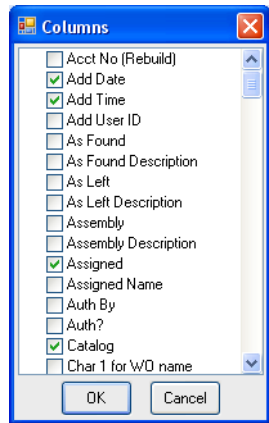
- 1 Right-click a column heading.
- 2 Scroll down to the Add/Remove Columns option.

Fig. 2.19
Add/Remove Columns



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

Fig. 2.20
Removing Columns

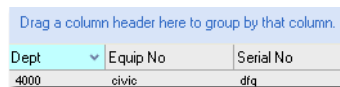


- 3 Clear the check box to remove the column from the display.
- 4 Click OK.

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. 2.21
Sorting a Single Column



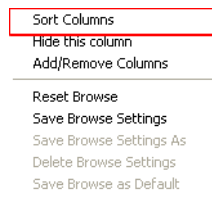
Note If a column contains large amounts of data, EAM may issue a time warning.

Sorting Multiple Columns

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

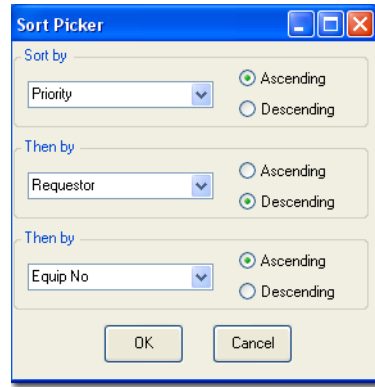
- 1 Right-click a column heading in the current browse.
- 2 Select the Sort Columns option.

Fig. 2.22
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. 2.23
Sorting Multiple Columns

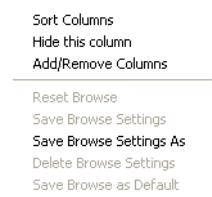


Saving a Custom Browse

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. 2.24
Save Browse As



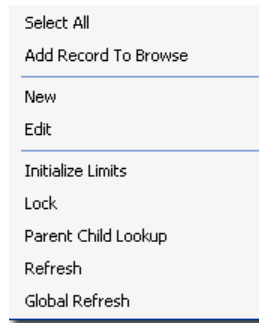
- 3 Enter the name of your custom browse in the window.
- 4 Click OK.

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. 2.25
Record Right-Click Menu



Group

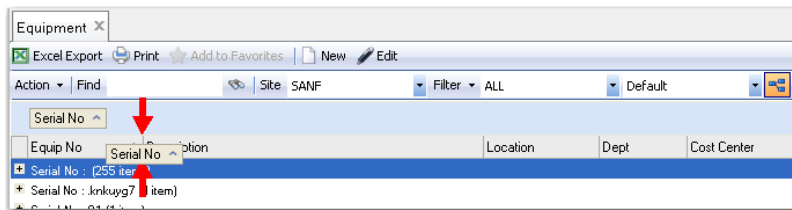
The Group icon looks like a flowchart and is located in the Toolbar.

Fig. 2.26
Group



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

Fig. 2.27
Grouping Records



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.

The General Module

This chapter contains information about the EAM General Module, which is used to set up and manage system-wide data.

Introduction to the General Module 28

Business Units 28

Set Up Domain, Entity, and Site Data 30

Sites 39

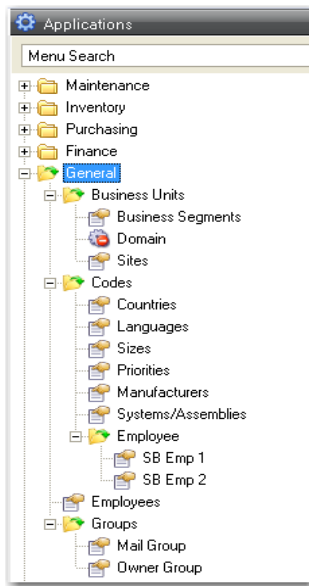
Record Filters 45

Introduction to the General Module

Use the General module to maintain system files and tools, such as:

- Business units
- Domain, entity, and site relationships
- Codes
- Employees
- Mail and Owner Groups

Fig. 3.1
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 the codes added in the QAD ERP application.

Business Segments

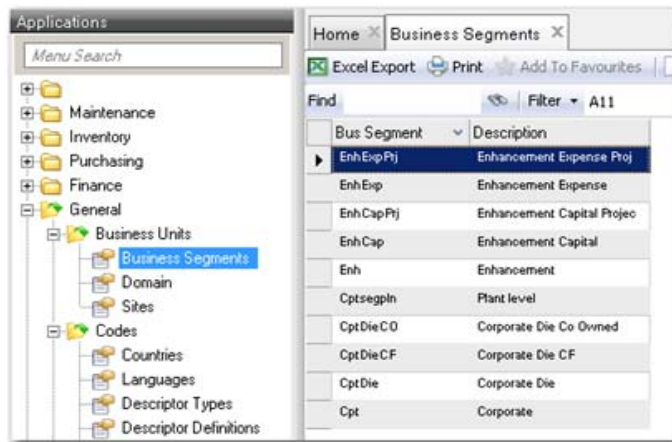
An organization may have specialized Business Segments that operate as distinct units, concentrating on particular interests or tasks. Managers can track which Business Segments are initiating capital or expense projects, and identify the driving Business Segments in the Project module.

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. Not only can you format the Business Segment, but you can select the length of the Business Segment for a total of up to 15 characters among the 8 levels of formatting.

Business Segments Browse

Access this browse from General|Business Units|Business Segments. Use it to create and modify entity codes and descriptions.

Fig. 3.2
Business Segments Browse



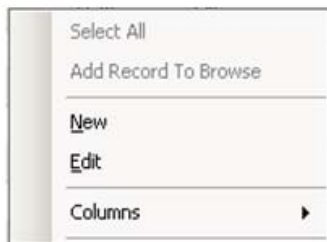
Bus Segment. A 15-character field that is used to enter a Business Segment code. The format of the Bus Segment changes to display dashes, depending on the format definitions in the System Registry.

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. 3.3
Business Segments Right-Click Menu



New

Use New to open the business segment record detail to create a record.

Edit

Use Edit to open the business segment record detail to edit the selected record.

Columns

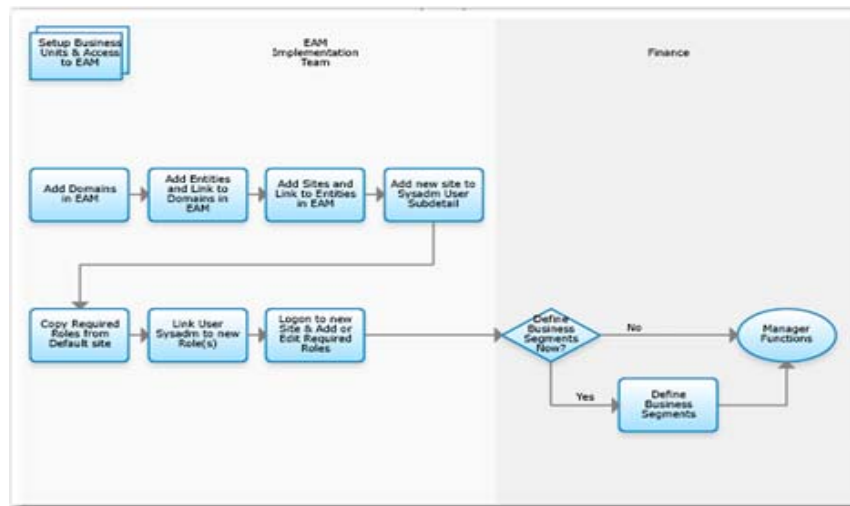
A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

Set Up Domain, Entity, and Site Data

Set Up Business Units and Access to EAM Process Map

Fig. 3.4

Set Up Business Units and Access to EAM Process Map

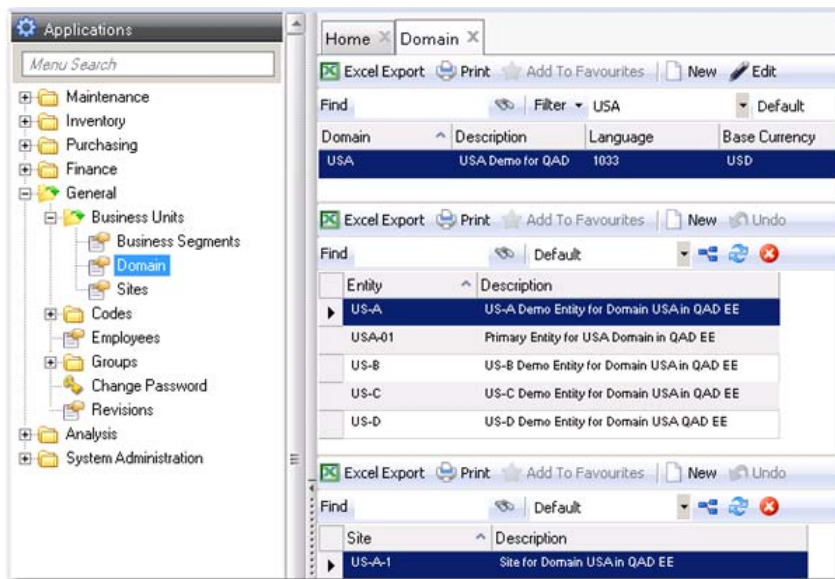


- 1 Set up one or more domain codes.
- 2 Set up one or more entity codes.
- 3 Set up one or more site codes.
- 4 Add new site to the sysadm user-subdetail.
- 5 Copy an existing role to the new site.
- 6 Log on to new site and edit or set up required roles.
- 7 Link user sysadm to new security group.
- 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. 3.5
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.

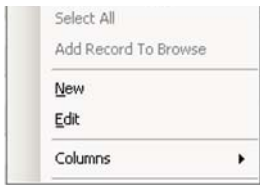
Editing a Site Record

- 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. 3.6
Entity Right-Click Menu



New

Use New to open the entity browse to create a 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. 3.7
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. 3.8

Domain: Detail Tab

The screenshot shows the 'Domain' window with the 'Detail' tab selected. The 'Domain' field at the top is set to 'USA'. The 'General' section contains 'Description' (USA Demo for QAD EE) and 'Language' (1033). The 'MigPRO Integration' section has 'Bill To' (company), 'Ship To' (ship-to), and 'Clause Type' (VN). The 'QXtend Integration' section has 'Daybook Code' (EAM). The 'Accounting' section has 'Require CC' and 'Require Sub Acct' (both unchecked), and 'Require Acct' (checked). The 'SAF' section has 'Default Item Type' (ELEC, SAF Electrical Item), 'Default Supplier Type' (LOC, SAF Local Supplier), and 'Default Product Line' (Def, Default Product Line).

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. The default bill-to address that is used on all POs for this specific domain.

Ship To. The address type stored in Addresses in the ERP system 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 various 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 mgl_t_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 mgl_t_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 mgl_t_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. 3.9
Domain: Maint Tab

The screenshot shows the 'Domain: Maint Tab' interface with the following sections and options:

- Equipment**
 - Post Equip List? ☒
 - NStock BOM? ☐
 - CIM Load: Reading (dropdown menu)
- Work Orders / Service Requests**
 - Reopen W/O's? ☒
 - SR Auth? ☒
 - W/O Auth? ☒
- PM/Labor Scheduling**
 - Sunday ☐
 - Tuesday ☒
 - Thursday ☒
 - Saturday ☐
 - Monday ☒
 - Wednesday ☒
 - Friday ☒
 - PMs on Work Days ☐
- Project Options**
 - Reopen Projects? ☒

Post Equip List? If this option is selected, the system posts all stock parts with their Add to BOM? option selected (on the Codes tab of the Inventory screen) to the Equipment Bill of Materials structure when issued from stores.

NStock BOM? This option controls whether non-stock parts are added to the Bill of Material (BOM) for any piece of equipment referenced on a requisition. The NStock BOM? option is disabled and cleared when the Post Equip List? option is cleared.

CIM Load. This option controls whether the Loads DUOM Readings batch job data file includes the equipment's usage, the accumulated usage for the time frame being reviewed, or the equipment's reading, the current meter reading for the DUOM.

Reopen WOs? If this option is selected, users with the required role setting can 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, reopen the work order before you make these changes. If the option is cleared, you cannot reopen the work order.

WO Auth?. If this option is selected, a user with the required role setting must authorize the work order before any associated parts, labor, or receipts against a PO can be initiated.

SR Auth?. If this option is selected, a user with the required role setting must authorize a Service Request. The Service Request must be authorized before it can become a Work Order.

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

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 (for PM/Labor Scheduling) to determine the actual date.

For example, if the PM is due on a Saturday and Saturday is cleared, the system validates the PM work schedules. If it is selected, the PM scheduled start date is the next available workday. If the 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. 3.10
Domain: Inventory Tab

The screenshot shows the 'Inventory' tab with the following settings:

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

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 required 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 are 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 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. 3.11
Domain: PO/Reqs Tab

The screenshot shows the 'PO/Reqs' tab with the following settings:

- Options:**
 - Any Buyer? ☒
 - Base Currency: USD
 - Upd Receiver? ☒
 - Receipt Limit %: 5
 - Receiver? MFGPRD
 - Reopen PO/Reqs? ☒
 - NStock UOM: EA
 - Receipt Limit Amount: 100
 - Receipt Limit ☒
 - EAM Recv Prefix: UC
- Buyer Limits:**
 - Enforce Buyer Limits? ☒
 - Increase Amount: 90
 - Increase %: 2
 - Decrease Amount: 999
 - Decrease %: 25
- Blanket Order:**
 - Limit to Single Vendor ☐
 - Auto Order on Release ☐

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? If this option is selected, users with the required security setting can reopen POs or requisitions once they have been closed. Reopen the closed PO before you make adjustments, such as a return to vendor, additional receipts.

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.

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.

Decrease %. 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.

Limit to Single Vendor? If this option is selected and a part is listed on a blanket order for one vendor, then the same part cannot appear on a blanket order for another vendor. This is true regardless of the BO's effective dates or expiration dates.

Auto Order on Release? With this option selected, once a Release Purchase Order from a Blanket Order is made by selecting the Release Action, the status of the released PO is automatically set to "O" (Ordered).

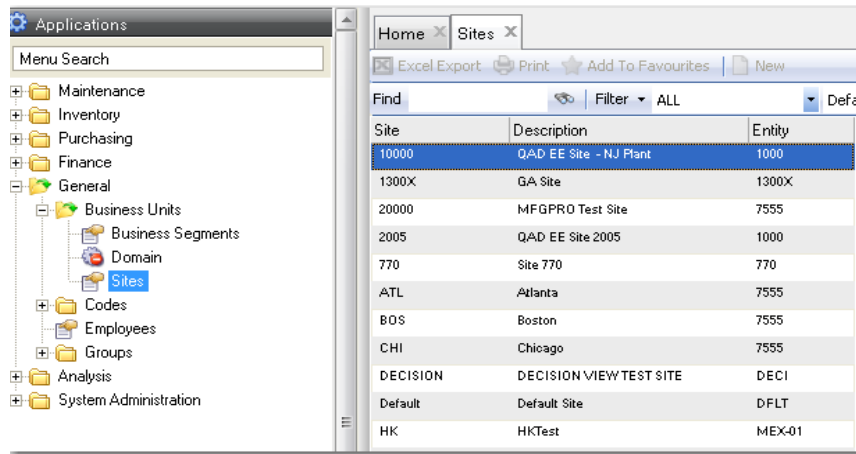
Sites

Sites Browse

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

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. 3.12
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. 3.13
Sites Right-click Menu



New

Use New to open the site browse to create a 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. 3.14
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' with 'Description' (Pond Lake Development) and 'Entity' (US-A); 'Account Calendar Options' with 'Create Acct Hist?' and 'Create Inv Hist?' both checked; 'Report Header' with 'Company Name' (QAD EAM Development Co.) and five address lines (Line 1: Pond Lake Development, Line 2: 3500 Parkway Lane, Line 3: Suite 200, Line 4: , Line 5: 770 903-1234 ext 123); 'General Ledger Options' with 'Contract GL?', 'Material GL?', 'Labor GL?', and 'Upd OH Group?' all checked; 'Attach File Options' with 'Equip to PM?', 'Inv to Req?', 'PM to WO?', 'Equip to WO?', and 'Inv to WO?' all checked; and 'Revision Control' with 'Equip Rev?', 'PO Rev?', 'Req Rev?', 'WO Rev?', 'PM Rev?', 'Proj Rev?', and 'Vendor Rev?' all 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, revisions are automatically created when modifications are made to the equipment record.

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

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

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

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

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

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

Site Tab: Purchase Order

Enter site information on the Purchase Order tab.

Fig. 3.15
Site Tab: Purchase Order

The screenshot shows the 'Purchase Order' tab in a software application. The window has several tabs: General, Purchase Order, Inventory, More Inventory, Maintenance, Authorization Options, Misc, and MFG/PRO Options. The 'Purchase Order' tab is selected. The form is divided into several sections:

- PO Receipt Defaults - Debit:**
 - Stock Dept: [empty]
 - Stock CC: [empty]
 - Stock Acct No: 1500
 - Stock Sub Acct: Elec
 - NStock Dept: [empty]
 - NStock CC: WC01
 - 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?: ☐
 - 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: B5002
- PO Document Options:**
 - Print Clauses?: [dropdown menu]

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 a sub-account number to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit sub-account number field.

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 offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability Department Number against which to credit all inventory receipts.

AP 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 offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability CC against which to credit all inventory receipts.

AP 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 offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability Acct No against which to credit all inventory receipts.

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 offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability Sub Acct No against which to credit all inventory receipts.

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 setup 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 setup 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 setup 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 setup 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.

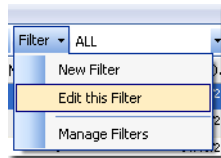
Print Clauses? An option that controls whether standard clauses print before or after the line items on a Purchase Order Document.

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.

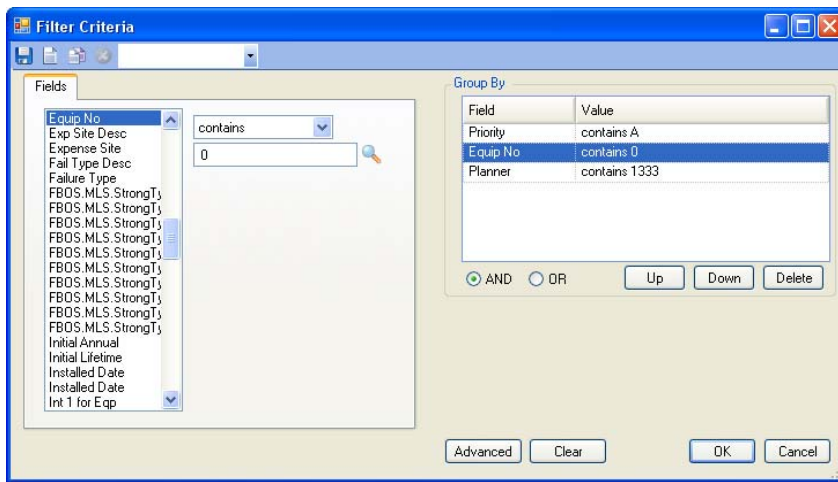
Fig. 3.16
Filter Menu Options



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

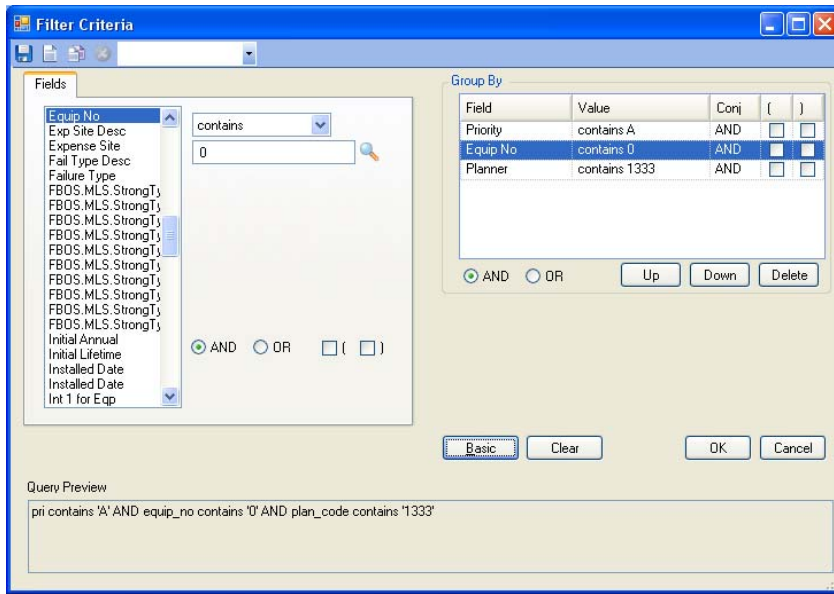
The Filter Criteria window opens.

Fig. 3.17
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. 3.18
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 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.

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 **48**

Equipment **48**

Preventive/Predictive (PM/PdM) Maintenance **62**

Master Lists **75**

Work Orders **85**

Service Requests **103**

Labor History **110**

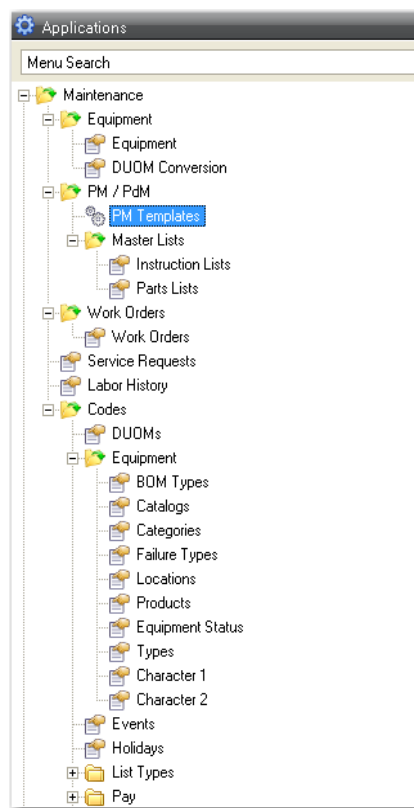
Codes **111**

Maintenance Menu

The Maintenance Menu includes the following submenus:

- “Equipment” on page 48
- “Preventive/Predictive (PM/PdM) Maintenance” on page 62
- “Work Orders” on page 85
- “Service Requests” on page 103
- “Labor History” on page 110
- “Codes” on page 111

Fig. 4.1
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

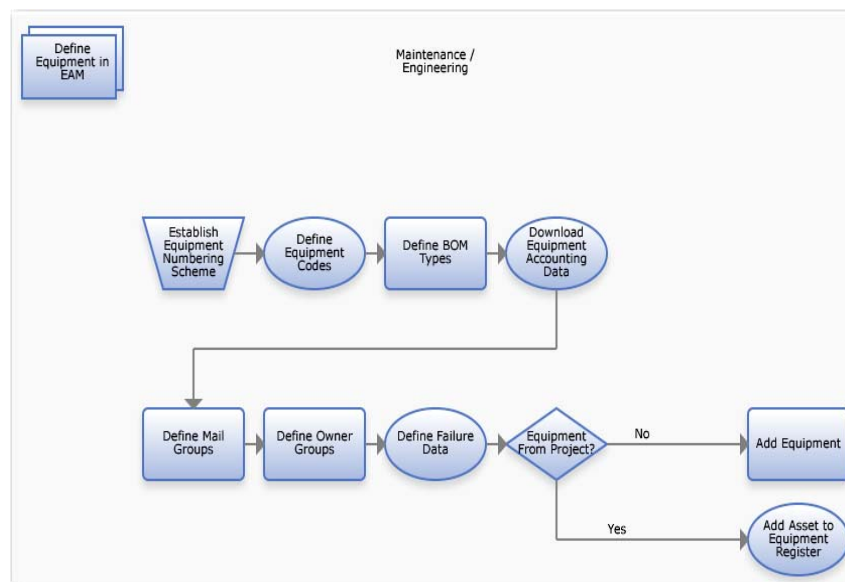
- Purchasing
- Labor
- Project/Job

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. 4.2
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.

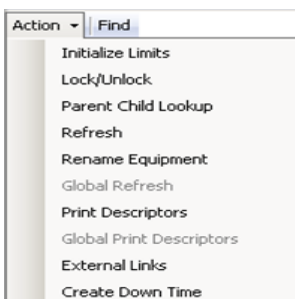
Fig. 4.3
Equipment Browse

Equip No	Description	Serial No	Cost Center	Dept	Location	Parent?	Parent No	Status
req-002	Olive Oil Cap Line Conveyor		Adm			☒	AD-1	
req-001	Deb Equipment 001		Adm			☒	AD-1	
eqd01	Equipment X02 Test					☐		
WLD EXH DUCT	WELD EXHAUST DUCT		WC01		WELD DEPT	☐		A
WK/WH ASM	WK/WH Assembly Line		WC01		WK ASM	☐		A
WETGRIND-1	G.R. WETGRINDER TOOLRM	380145	WC01		BUILDING	☐		A
WELDING DEPT	Welding Dept.		WC01		PLANT 1	☐		A
WELD LAB	WELD LAB		WC01		QUALITY	☐		A
WELD CELL-09	MANUAL MIG WELD, CV-400		WC01		WELD AREA	☐		A
WELD CELL-08	WkWELD CELL	74645	WC01		WK ASM	☐		A
WELD CELL-04	ROBOTIC MIG WELD, MILLER		WC01		WELD DEPT	☐		A
WELD CELL-03	ROBOTIC MIG WELD, MOTOMAN		WC01		WELD AREA	☐		A
WELD CELL-02	ROBOTIC MIG WELD, MOTOMAN		WC01		WELD AREA	☐		A
WELD CELL-01	ROBOTIC MIG WELD, MILLER		WC01		WELD AREA	☐		A
WC4-CONV1	Conveyor for Work Center 4					☐		
WC4-A	Weld Center 4					☐		
WASH BAY	Wash bay w/ power washer		MFG		PRESSROOM	☐		I
TST-12	WK LINE TESTER		WC01		WK ASM	☐		A
TST-11	EP ADJ. ETC EOL TEST (2)		WC01		EPSILONASM	☐		A
TST-10	EP ADJ. ETC EOL TEST (1)		WC01		EPSILONASM	☐		A
TST-09	EP FIXED ETC EOL TEST		WC01		EPSILONASM	☐		A
TST-08	EP BASE ETC EOL TEST		WC01		EPSILONASM	☐		A
TST-07	EP FIXED BRK EOL TEST		WC01		EPSILONASM	☐		A
TST-06	EPS ADJ. BRK EOL TESTER		WC01		EPSILONASM	☐		A
TST-05	EPS ADJ. BRK EOL TESTER		WC01		EPSILONASM	☐		A
TST-04	E.K. END LINE TESTER MONT	NA	WC01		EK ASM	☐		A
TST-03	L.H. FINAL TEST MONTHLY	8 21072-06	WC01		CSTORE	☐		A
TST-02	WJ END OF LINE TESTER	6725-001	WC01		WJ LINE	☐		A
TST-01	G-CAR END OF LINE TESTER		WC01		GCAR ASM	☐		A
TST-00	C.G.H. END LINE TEST MACHI		WC01		C.G.H. LINE	☐		A

Equipment Action Menu

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

Fig. 4.4
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. 4.5
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. 4.6
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.

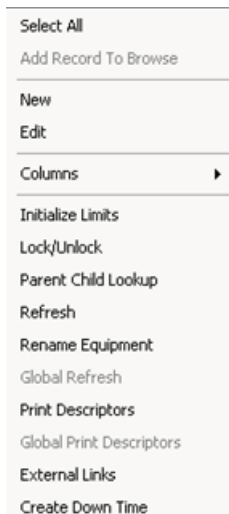
Create Down Time

EAM provides a method of tracking downtime directly to a specific Equipment record. Downtime is 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. 4.7
Equipment Right-Click Menu



New

Use New to open the equipment record detail to create a 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. 4.8
Equipment Record Detail

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. 4.9
Equipment: Codes Tab

The screenshot shows a software window titled 'Equipment: Codes Tab'. It has a tabbed interface with 'Codes', 'Asset', 'Detail', 'Serialized', and 'User Defined'. The 'Codes' tab is selected. The form contains the following fields and controls:

- Description:** PARTS WASHER CONVEYOR CONV-04
- Category:** AB (with a 'Two-Character Category' label)
- Type:** COMP (with a 'Computerized Gauge' label)
- Parent No:** P-PRESS-2003
- Status:** A (with an 'Active Equipment' label)
- BOM Type:** (empty)
- Notify:** AANT (with an 'Adam Ant' label)
- Responsible:** (empty)
- WO Owner:** (empty)
- Catalog:** (empty)
- Location:** C,G,H-LINE (with a 'C,G,H-LINE' label)
- Failure Type:** (empty)
- Planner:** (empty)
- Owner:** (empty)
- Priority:** (empty)
- Manual:** (empty)
- Parent?:** ☒ (checked)
- Upd Children?:** ☒ (checked)

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. 4.10
Equipment Tab: Asset

The screenshot displays the 'Equipment Tab: Asset' form. At the top, there are tabs: 'Codes', 'Asset', 'Detail', 'Serialized', and 'User Defined'. The 'Detail' tab is active. The form is divided into two main sections: 'Detail' and 'Fixed Asset Data'.

Detail Section:

- Project No: [Text Field]
- PO No: [Text Field, value: 0]
- Acquisit'n Cost: [Text Field, value: 125000]
- Vendor No: [Text Field, value: A2002] | Tube City
- Manufacturer: [Text Field, value: Crane Tech] | Crane Tech
- Yr Made: [Text Field, value: 1998]
- Weight UOM: [Text Field, value: TON]
- Purchased Date: [Text Field, value: 1/2/1999]
- Profile ID: [Text Field]
- Job No: [Text Field]
- Job Cost Center: [Text Field]
- Job Sub Acct No: [Text Field]
- Job Capitalize Date: [Text Field]
- Model No: [Text Field, value: Top Runnin]
- Weight: [Text Field, value: 10]
- Serial No: [Text Field, value: 99-5029]
- Tax Auth Loc: [Text Field]

Fixed Asset Data Section:

- Installed Date: [Text Field, value: 3/2/1999]
- Retired Date: [Text Field, value: (none)]
- Fixed Asset No: [Text Field, value: 101000]
- County: [Text Field]
- New Asset?: [Checkbox]
- Asset Last Update: [Text Field, value: (none)]
- Replcm't Value: [Text Field, value: 25000]
- Book Value: [Text Field, value: 15000]
- Life Expt: [Text Field, value: .0]
- Asset Create Date: [Text Field, value: (none)]
- Update Asset?: [Checkbox]
- Quantity: [Text Field, value: 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 field 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 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 that 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. 4.11
Equipment Tab: Detail

The screenshot shows the 'Equipment Tab: Detail' form. It has tabs at the top: Codes, Asset, Detail (selected), Serialized, and User Defined. The form is organized into sections:

- 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), W/O 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 predating 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 PMs.

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. 4.12

Equipment Tab: Serialized

Codes		Asset		Detail		Serialized		User Defined	
Detail									
Serial No				PO No					
Acquisition Cost	0			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. 4.13

Equipment Tab: User Defined

User Defined Fields	
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	Egp Dec 2
Egp Dec 3	Egp Dec 4
Egp Dec 5	Egp Dec 6
Egp Dec 7	Egp Dec 8
Egp Int 1	Egp Int 2
Egp Date	Egp Logical

Character 1-2. User-defined character fields, validated against tables that you add.

Character 4-22. Free-form, user-defined character fields, not validated against tables.

Decimal 1-8. User-defined decimal fields for equipment.

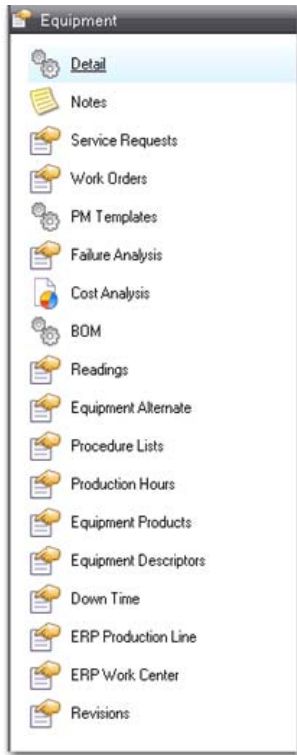
Integer 1-2. User-defined integer fields for equipment.

Enable/Disable Logic. User-defined check box.

Equipment Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 4.14 is Detail for the highlighted equipment record.

Fig. 4.14
Equipment Menu



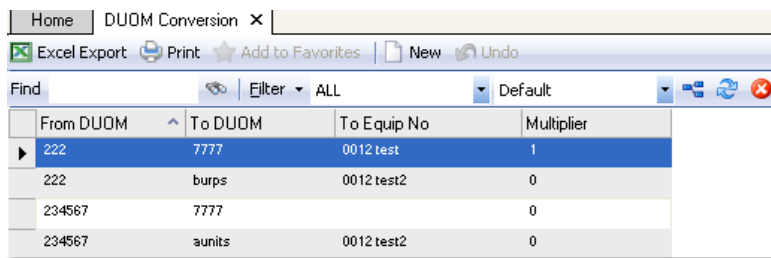
Equipment Menu Option	Purpose
Detail	This option opens the tabbed view.
Notes	Use this option to add notes about the equipment.
Service Requests	Use this option to create requests for service needed on any piece of equipment. You can convert approved requests into work orders.
Work Orders	Use this option 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. The job program Equipment Failure Analysis keeps this information up to date and accurate. It recalculates the Mean Time between Failure, the average cost for downtime hours, the average time equipment is down for each Failure, and the Next Expected Failure.
Cost Analysis	Use this option to view cumulative and detailed labor, material, and contractor cost of maintenance for individual pieces of equipment.

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.
ERP Production Line	EAM provides a method of linking the Production Lines from the ERP directly to specific equipment records at System Administration Production Line Mapping to ERP. The established relationships are displayed here.
ERP Work Center	EAM provides a method of linking the Work Centers from the ERP directly to specific equipment records at System Administration Equipment Mapping to ERP. The established relationships are displayed here.
Revisions	Many quality systems call for strict record keeping about revisions made to equipment records. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this equipment Revision record. They are automatically created when modifications are made to the equipment record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

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, one stroke by parent equipment may drive five 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. 4.15
Equipment DUOM Conversion Defined

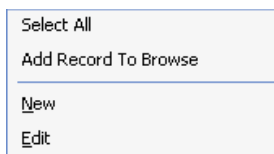


From DUOM	To DUOM	To Equip No	Multiplier
222	7777	0012 test	1
222	burps	0012 test2	0
234567	7777		0
234567	aunits	0012 test2	0

DUOM Right-Click Menu

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

Fig. 4.16
Equipment DUOM Right-Click Menu



New

Use New to open the DUOM Tabs to create a 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

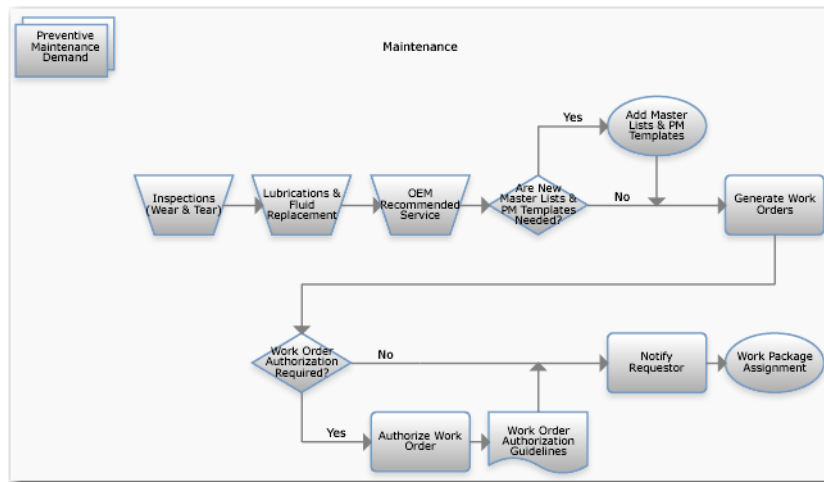
Use Preventive Maintenance (PM) templates to produce work orders, based on a number of scheduling methods. A PM template addresses several methods including calendar frequency, equipment DUOM, special events, and a combination of calendar and equipment DUOM.

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. 4.17
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 necessary.
- 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.

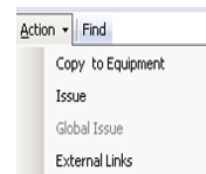
Fig. 4.18
PM Templates Browse

Template No.	Description	Equip No.	Next Value	Next Date	Cost Center	Event Next Issue	Precautions	Problem
1400	pm 8 Update 80		10000000					
1402	checking the PM Assessment	BOLERA	07000000					
1404		80	07000000					
1405	Inspect PM	Inspect	08000000					
1409	Turnin PM Due from S/O	BOLERA	09000000					
1410	M1 C4 Boiler	BOLERA	10000000					Monthly PM
1442	M1 C4 BOILER	BOLERA	04000000					MONTHLY PM
1443	M1 C4 BOILER	BOLER101	12000000	0200				MONTHLY PM
1485	SV C 8 148 Machine PM	M40178	06000000	0010				PERFORM ASSIGN
1486	M1 C 8 1	V1115	04000000	0010				If required shut cycle Follow all Safety Pre
1487	440 Plant Repacement	V1115	09000000	0010				If required shut cycle Follow all Safety Pre
1488	M Press program check	V1C3	00000000	0000				PERFORM THE ALL
1481	3000 HR C4 Boiler	BOLERA	05000000					3000 hrk PM
1482	5000 C 8 1	V1C3	06000000	0000				

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. 4.19
PM Templates Action Menu



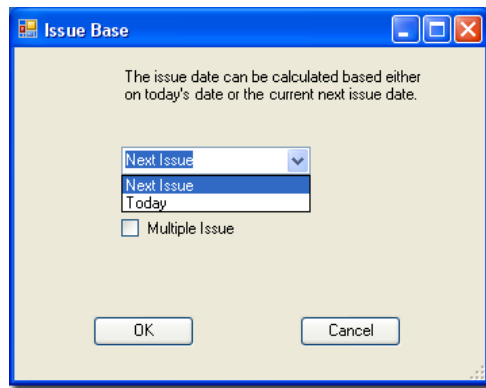
Copy to Equipment

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

Issue

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

Fig. 4.20
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 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 64.

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. 4.21
PM Template Record Detail

Creating a PM Template

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

Editing a PM Template

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

PM Tabs

PM templates contain 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 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. 4.22
PM Tab: Equipment

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

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

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

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.” This field also contains 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 six 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 three 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 six 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 before the PM is 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 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 are only required 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. 4.23
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 before 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: $\text{Today} + ((\text{next DUOM cycle} - \text{current reading}) / \text{average unit per day usage})$.

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

Actual High. When using monitor plus temperature as the DUOM, this is the actual number of high alarm readings allowed in a set time period 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 time period 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 (that is, 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 time period 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 time period 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 time period 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: $\text{next issue date} - \text{lead days}$.

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

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

Shift Work Day? You can create a maintenance department workday calendar. If a PM is due on a non-work day and you select the check box, then EAM creates the PM work order. EAM adjusts the Requested Start Date to the next available work day. If this field is set to No, then EAM issues the PM work order based on the Next Issue date.

Duration. Enter the estimated duration for this work.

PM Tab: Codes

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

Fig. 4.24
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. 4.25
PM Tab: Details

The screenshot shows a software window titled "Equipment Issue Method Codes Detail User Defined". It contains several sections:

- Toggles:**
 - Active? ☒
 - Planned? ☒
 - Lock Lists? ☐
 - Link to Equip? ☒
- Accounting:**
 - Project No: [dropdown menu]
 - Job No: [dropdown menu]
 - Expense Site: US-A-1
 - Dept: 30
 - Packaging: [dropdown menu]
 - Cost Center: WCD1
 - Work Center: 1
 - Labor Acct No: [dropdown menu]
 - Labor Sub Acct: [dropdown menu]
 - Matl Acct No: 7200
 - Matl Sub Acct: [dropdown menu]
 - Cont Acct No: 7200
 - Cont Sub Acct: [dropdown menu]

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 that EAM uses 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 that EAM uses when contractor cost is charged directly to a work order or is charged directly 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. 4.26
PM Tab: User Defined

Character 1/2. User-defined character fields, validated against tables that you add.

Character 3/4. Free-form user-defined character fields, not validated against tables.

Decimal 1/2. User-defined decimal fields for PM Templates or word orders.

Integer 1/2. User-defined integer fields for PM Templates or word orders.

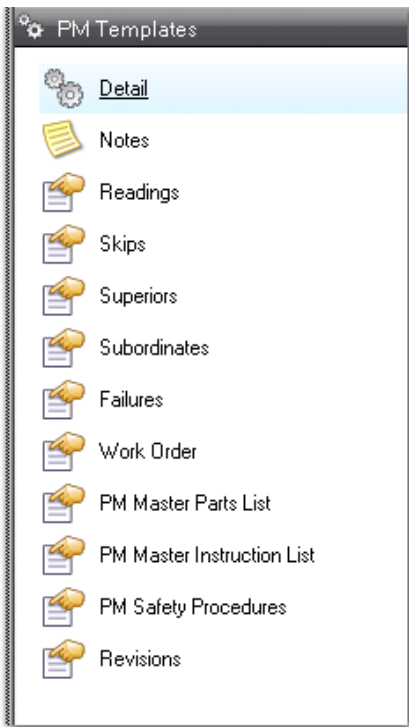
WO Date. User-defined date field for PM Templates or work orders.

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 in Figure 4.27 is Detail for the highlighted PM Template.

Fig. 4.27
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.
Revisions	Many quality systems call for strict record keeping about revisions made to PM Template records. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this PM Template Revision record. They are automatically created when modifications are made to the PM Template record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

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. 4.28
Master Instruction List Browse

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

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

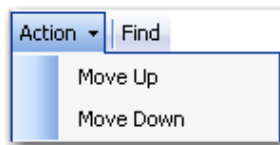
The master instruction list consists of a header record with the master instruction list number, the kind, a user-defined type code, a description, a procedure number, and an owner.

Fig. 4.29
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. 4.30
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. 4.31
Instruction List Header Record Detail

Kind. Select either Instruction or Safety.

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

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

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

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

Instruction Detail Submenu

The currently active option displays an underlined text label. For example, the active option in Figure 4.32 is Detail for the highlighted Instruction List Header.

Fig. 4.32
Instruction Detail Submenu

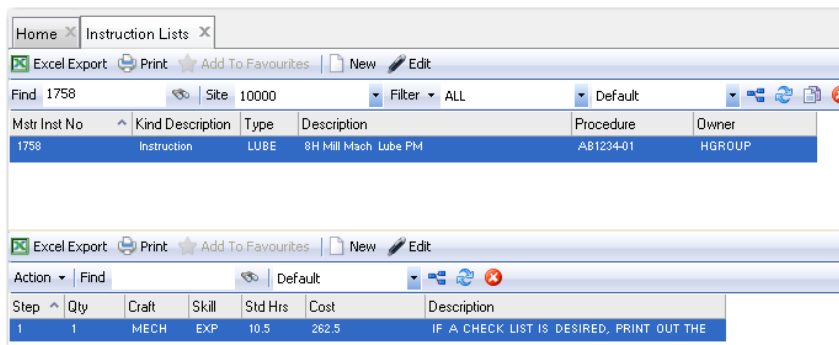


Instruction List Detail Option	Purpose
Instruction Detail	This option opens the tabbed view.
Revisions	Many quality systems call for strict record keeping about revisions made to instruction list header records. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this instruction list header Revision record. They are automatically created when modifications are made to the instruction list header record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

Instruction List Steps

Add individual steps for a list in the lower browse.

Fig. 4.33
Instruction List Step



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. 4.34
Instruction Step Tab

The screenshot shows a software window titled 'Step'. It has a 'Detail' section with the following fields and values: Craft (MECH), Reg Pay Rate (30), Qty (2), Skill (INT), Hours (0), Minutes (15), Std Hrs (0.25), and Cost (15). Below this is a 'Description' section with the text 'LUBRICATE ROLLERS IF VISUAL INSPECTION SHOWS LACK OF LUBRICATION.' On the right side, there is a sidebar with a 'Step' tab and two sub-items: 'Step Detail' (selected) and 'Revisions'.

Craft. Select the specific craft required 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 required 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 required to complete this individual step.

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

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

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

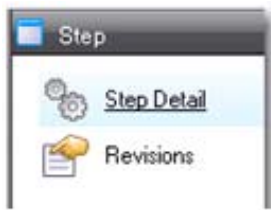
Description. Enter text to describe the specific steps or procedures associated with this individual step.

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

Instruction Steps Submenu

The currently active option displays an underlined text label. For example, the active option in Figure 4.35 is Detail for the highlighted Master Instruction List Steps.

Fig. 4.35
Instruction Lists Step Detail Submenu



Instruction List Step Detail Menu Option	Purpose
Instruction Detail	This option opens the tabbed view.
Revisions	Many quality systems call for strict record keeping about revisions made to instruction list steps records. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this instruction list steps Revision record. They are automatically created when modifications are made to the instruction list steps record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

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. 4.36
Parts List Browse

The screenshot shows the 'Parts Lists' window with a toolbar at the top containing 'Excel Export', 'Print', 'Add To Favourites', 'New', and 'Edit'. Below the toolbar is a filter section with 'Action' and 'Find' dropdowns, and a 'Filter' dropdown set to 'ALL'. The main table displays a list of master parts list records with columns: Mstr Pts No, Type, Description, Procedure, Source Site, and Owner.

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	

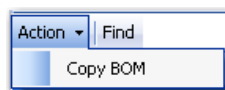
Below the main table is a detailed view of the selected record (Part No: EDGER, Part Description: 1000 big motor). It includes columns for Part No, Part Description, Qty, and Total Cost.

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. 4.37
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. 4.38
Parts List Header Record Detail

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. 4.39
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.

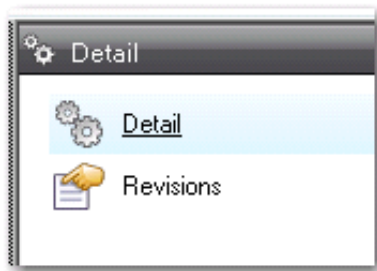
Source Site. Select the site from which this master parts list sources its parts. The part lookup filters to the specified source site.

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

Parts Detail Submenu

The currently active option displays an underlined text label. For example, the active option in Figure 4.40 is Detail for the highlighted Parts List Header.

Fig. 4.40
Parts List Header Detail Submenu



Parts List Detail Header Option	Purpose
Parts List Header Detail	This option opens the Parts List Header Detail view.
Revisions	Many quality systems call for strict record keeping about revisions made to parts list header records. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this parts list header Revision record. They are automatically created when modifications are made to the parts list header record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

Parts List Parts

Add individual parts for a list in the lower pane.

Fig. 4.41
Parts List Parts

Mstr Prts No	Type	Description	Proceed
698	REBLD	6000H Compressor	A1S2

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

Adding Parts to a List

- 1 Click New to open a blank record for the master parts list highlighted in the upper browse.
- 2 Enter a part number or click 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. 4.42
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

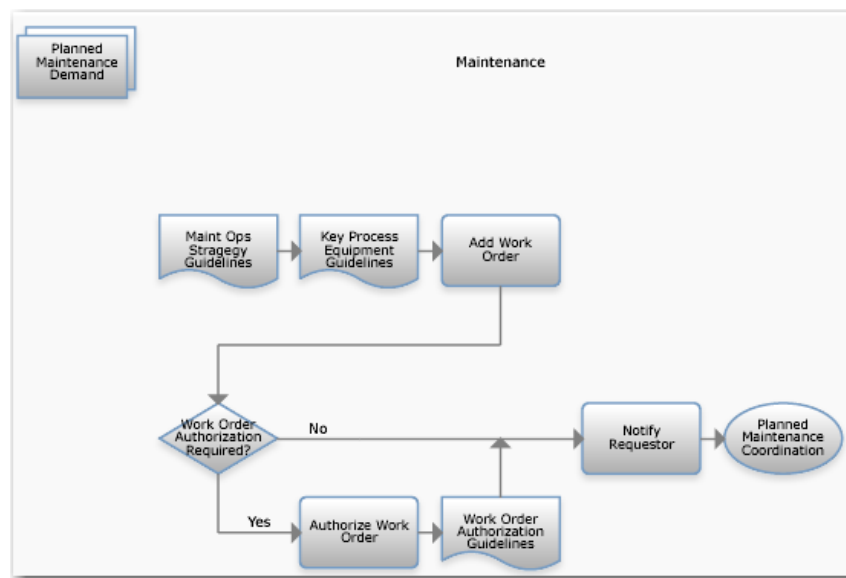
For example, use product number for tooling maintenance. You can configure one tool to make different product numbers. This applies maintenance activities to the tool (equipment) ID, and to the product it was configured to make at the time of repair.

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. 4.43
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 necessary.
- 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.

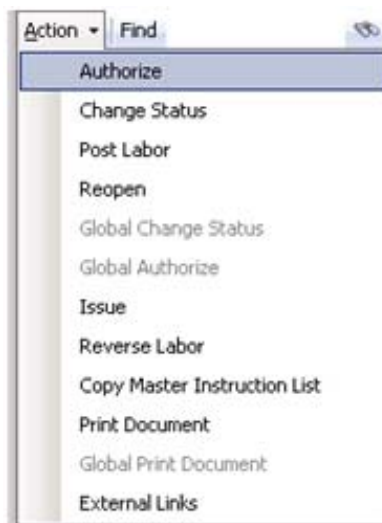
Fig. 4.44
WO Browse

WO No	Equip No	Status	Priority	Type	Class	Received	Stat	Location	Planner	Requester	Assigned
122	PD-61	S		PM		02/01/2011	02/17/2010	CDRASM	DISCARRO	1222	
121	CONV41	S		PM		02/01/2011	04/20/2010	CDRASM	JBRVANT	1221	
120	CONV40	S	2	PM	4	02/03/2011	02/03/2011	QVANASM	EGRAVES	AAAT	JHARRIS
119	CONV44	S	2	PM	4	02/03/2011	02/03/2011	C.D.HLINE	EGRAVES	AAAT	JHARRIS
118		C		CM		02/02/2011	02/02/2011			sysadm	
117	CONV44	PL		CM		02/02/2011	02/02/2011			AAAT	
115	CONV41	S		CM		02/16/2011	02/16/2011	MAINT	JBRVANT	AAAT	
114	AIRMAVEUP1	PL		CM		02/11/2011	02/11/2011	BUILDING	JFIELD5	AAAT	
113		PL		CM		02/11/2011	02/11/2011			sysadm	
112	CONV41	PL		CM		02/09/2011	02/09/2011	MAINT	JBRVANT	AAAT	
111	CONV41	C	2	CM	3	02/07/2011	02/07/2011	MAINT	JBRVANT	ANDHARD	DEAGBY
110	CONV41	D		CM		02/02/2011	02/02/2011	MAINT	JBRVANT	AAAT	
109	AIRMAVEUP1	PL		CM		01/09/2011	01/09/2011	BUILDING	JFIELD5	ABRADD	
108	CONV45	C		CM		01/06/2011	01/06/2011	PRESSROOM	JFIELD5	AAAT	JHARRIS
107	CONV41	PL		CM		01/06/2011	01/06/2011	MAINT	JBRVANT	ABRADD	
106	CONV41	PL		CM		01/06/2011	01/06/2011	MAINT	JBRVANT	ABRADD	
105	CONV45	C		CM		01/06/2011	01/06/2011	PRESSROOM	JFIELD5	AAAT	JHARRIS
104	CONV40	PL		CM		01/06/2011	01/06/2011	QVANASM	JFIELD5	ANDHARD	
103	CONV41	PL	20	CM		01/06/2011	01/06/2011	MAINT	JBRVANT	ANDHARD	
102	CONV40	PL		CM		01/06/2011	01/06/2011	QVANASM	JFIELD5	AAAT	

WO Action Menu

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

Fig. 4.45
WO Action Menu



Authorize

If WO Auth? is selected on the General|Business Units|Domains|Maint tab, you must authorize the work orders 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. 4.46
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 that 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. 4.47
Issue

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.

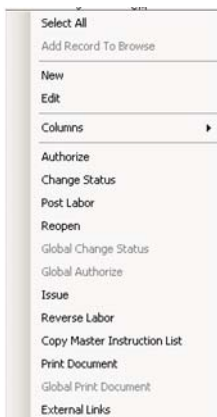
External Links

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. 4.48
WO Right-Click Menu



New

Use New to open the WO screens to create a 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 87.

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. 4.49
Work Order Record Detail

The screenshot displays the 'Work Order Record Detail' window. At the top, the 'Site' is 'US-A-1' and 'W/O No' is '2292'. The 'Action' menu is open, showing options like 'Equip', 'Codes', 'Text', 'Detail', and 'User Defined'. The 'Detail' tab is selected, showing the following fields:

- General:** Equip No: CONV-05, PARTS WASHER CONVEYOR FOR LINE 1, Requestor: AANT (Adam Ant), Assigned: (empty), Planner: JFIELDS (JASON FIELDS), Notify: MFGM (Manufacturing Maintenance Team), Alert: (empty).
- Problem:** Problem: Fix the washer. Service No: 66, Originator: aant.
- Dates:** Received: 11/15/2011, Time Rcv (HH:MM): 00 2:03 PM, * Start: 12/21/2011, Time Start(HH:MM): 0001:43 PM, Closed: (empty), Target Date: (none).
- Status:** Priority: (empty), Delay: (empty), Status: PL, Class: (empty).

A sidebar on the right lists various work order related functions: Detail, Notes, Equipment, Assigned, Labor History, Instruction Lists, Stores Req Lists, Cost Analysis, Requisitions, Requisition Lines, Down Time, and Revisions.

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 contain 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. 4.50
WO Tab: Equipment

The screenshot shows the 'Equipment' tab of a Work Order form. At the top, there are fields for 'Site' (US-A-1) and 'WO No' (2292). Below this is a tabbed interface with 'Equip' selected. The 'General' section contains fields for 'Equip No' (CONV-05), 'PARTS WASHER CONVEYOR FOR LINE 1', 'Requestor' (AANT, Adam Ant), 'Assigned' (empty), 'Planner' (JFIELDS, JASON FIELDS), 'Notify' (MFGM, Manufacturing Maintenance Team), and 'Alert' (empty). The 'Problem' section has a text area with 'Fix the washer. Service No: 66 Originator: aant'. The 'Dates' section includes 'Received' (11/15/2011), 'Time Rcv (HH.MM)' (00 2:03 PM), '* Start' (12/21/2011), 'Time Start(HH.MM)' (0001:43 PM), 'Closed' (empty), and 'Target Date' (none). The 'Status' section has 'Priority' (empty), 'Status' (PL), 'Delay' (empty), and 'Class' (empty). On the right, a 'Work Order' sidebar lists various options: Detail, Notes, Equipment, Assigned, Labor History, Instruction Lists, Stores Req Lists, Cost Analysis, Requisitions, Requisition Lines, Down Time, and Revisions.

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.

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 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) requested, (P) planned, (S) scheduled, (F) finished, (C) closed, or (X) canceled.

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. 4.51
WO Tab: Codes

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 occurs.

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 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 required 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 modify 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 If the work order is a request for fabricated parts, the Internal portion is available for data to be added.

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. To better determine if the work order proceeds, the planner tracks the status of the fabricated parts with this number.

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 If the work order is a request for serialized parts, the Rebuild portion is available for data to be added.

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. 4.52
WO Tab: Text

The screenshot shows a window titled 'Text' with two main sections. The top section is labeled 'Precautions' and contains a large, empty text area. The bottom section is labeled 'Work Performed' and also contains a large, empty text area. The window has a standard Windows-style border with a title bar and a close button.

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. 4.53
WO Tab: Detail

The screenshot shows a window titled 'Detail' with several sections of input fields. The 'Expense Information' section includes fields for Project No, Job No, Expense Site (US-A-1), Dept (30), and Cost Center (WC01). The 'Account Information' section includes fields for Matl Acct No (7200), Matl Sub Acct, Cont Acct No (7200), Cont Sub Acct, Labor Acct No (5220), and Labor Sub Acct. The 'Estimates' section includes fields for Labor Estimate, Matl Estimate, Cont Estimate, Est Hrs Down (5.0000), Est Hrs Labor (0.0000), Estimated Downtime Date (2/8/2012), and Estimated Down Start Time (10:30). The 'Detail' section includes fields for Type (CM), PM Template No (0), PM Run No (0), Auth?, Auth By, and Orig W/O No (0). The window has a standard Windows-style border with a title bar and a close button.

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 down a larger project 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. This figure is not used.

Est Hours Labor. Enter the estimated hours of labor the equipment requires for this work order.

Est Downtime Date. Enter the estimated start date when the equipment will be down for this work order.

Est Down Start Time. Enter the estimated start time (up to 24:00 hours) when the equipment will be down for this work order.

Est Downtime End. EAM uses the Est Downtime Date and the Est Down Start Time to mark a beginning date and time when the equipment will be down for this work order. Then EAM uses the Est Hours Down to calculate the Est Downtime End in a date and time. This information can be made available to the ERP Scheduling program.

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.

Orig WO No. This field displays the original work order number if the work order was copied from an earlier work order.

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. 4.54
WO Tab: User Defined

The screenshot shows a software window titled "WO Tab: User Defined". It has a tabbed interface with "Equip", "Codes", "Text", "Detail", and "User Defined" tabs. The "User Defined" tab is active. Below the tabs, there is a section labeled "User Defined Fields". This section contains ten fields arranged in two columns:

- WO Char 1: A text input field with a magnifying glass icon.
- WO Char 2: A text input field with a magnifying glass icon.
- WO Char 3: A text input field.
- WO Char 4: A text input field.
- WO Dec 1: A decimal input field with a value of 0.0000.
- WO Dec 2: A decimal input field with a value of 0.0000.
- WO Int 1: An integer input field with a value of 0.
- WO Int 2: An integer input field with a value of 0.
- WO Date: A dropdown menu currently showing "(none)".
- WO Logical: A checkbox.

Character 1/2/3. User-defined character fields, validated against tables that you add.

Character 3/4. Free-form user-defined character fields, not validated against tables.

Decimal 1/2. User-defined decimal fields for the work order.

Integer 1/2. User-defined integer fields for the work order.

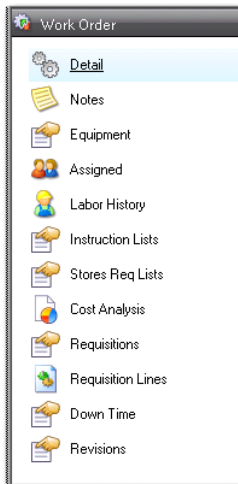
Logic for WO name. A user-defined check box.

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 in Figure 4.55 is Detail.

Fig. 4.55
WO Submenu



Work Order 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. All the employees entered here appear on the work order document.
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	This option displays any requisitions and the requisition lines created for this work order. New requisitions and lines can be added here as well. 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 lower browse of the list of requisitions associated with this work order. The information cannot be updated here.

Down Time	EAM provides a method of tracking downtime directly to a specific work order record and its associated equipment. Downtime may or may not be associated with a maintenance work order. Each downtime record added here is also associated with its equipment record and, potentially, System, Assembly, Reason Down, and Failure codes.
Revisions	Many quality systems call for strict record keeping about revisions made to a maintenance work order record. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this work order Revision record. They are automatically created when modifications are made to this work order record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

Service Requests

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

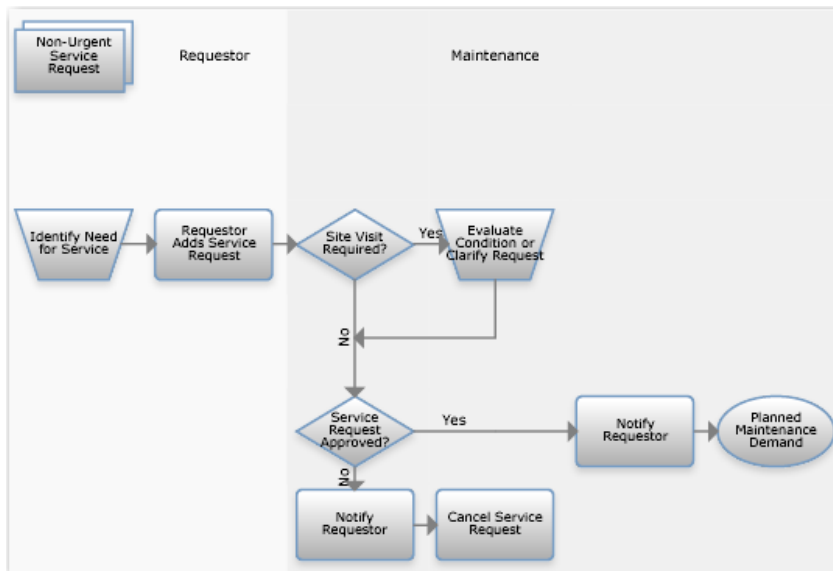
If a piece of equipment has several associated service requests, you can consolidate them into a single work order. Service Requests also list duplicate requests, enabling maintenance to cancel duplicates. If open service requests are not assigned to a work order, include them to address multiple issues 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 time period, EAM sends a reminder to maintenance to take action.

Performing a Non-Urgent Service Request

Fig. 4.56
Non-Urgent Service Request Process Map



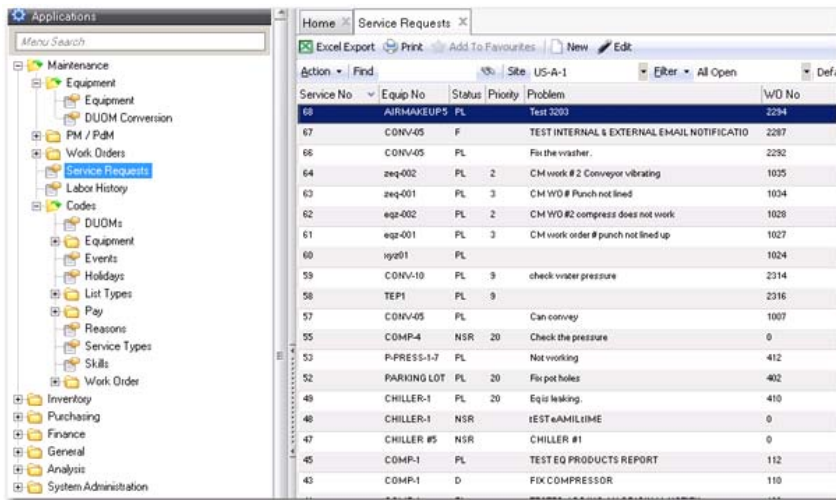
Perform the following steps:

- 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, canceled, 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.

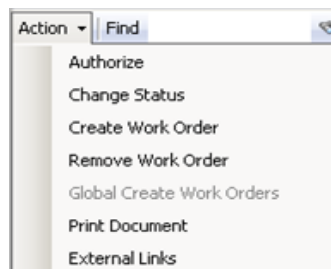
Fig. 4.57
Service Request Browse



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. 4.58
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 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.

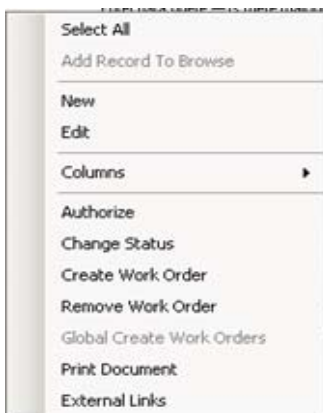
External Links

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. 4.59
Service Request Right-Click Menu



New

Opens the service request screens to create a 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. 4.60
Service Request Record Detail

The screenshot displays the 'Service Request Record Detail' form. At the top, there are tabs for 'Home', 'Service Requests', and 'Service No: 964, Site: SANF'. Below the tabs, the 'Service No' is 964 and the 'Site' is SANF. The main form area has two tabs: 'General' and 'User Defined'. The 'General' tab is selected, showing the following fields:

- Origin:** Originator (jrosinto), Orig Date (2/23/2009), Orig Notify (EMPTY), Empty Mail Group.
- Detail:** Equip No (555C), Power Tran., Notify (FMunger), Frank Munger, Priority (5), Type (SFTY), Safety, Class (Unplanned Corrective), Problem (CHECK SAFETY SWITCHES).
- Status:** Status (0), W/O No (32159), Assigned, Start (2/23/2009).
- Authorization:** Auth? (checkbox), Auth By.

A sidebar on the right contains links for 'Detail', 'Notes', 'Work Orders', and 'Equipment'.

Creating a Service Request

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

Editing a Service Request

- 1 Double-click a record from the browse or click Edit to open the service request record detail.
- 2 Verify the service request number.
- 3 Verify the current site.

- 4 Enter information in relevant fields on the tabs.
- 5 Click Save.

Service Request Tabs

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

Service Request Tab: General

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

Fig. 4.61
Services Tab: General

The screenshot shows the 'Service Request' window with the 'General' tab selected. The window has a title bar with 'Service Request' and a yellow warning icon. On the right side, there is a vertical toolbar with icons for 'Detail', 'Notes', 'Work Orders', and 'Equipment'. The main content area is divided into several sections:

- General** (selected tab):
 - Origin**: 'Originator' is 'EGRAVES' (with a user icon), 'Orig Date' is '1/7/2011'. 'Orig Notify' is 'AJANT' (with a user icon), and 'Alert' is 'Adam Ant' (with a user icon).
 - Detail**:
 - 'Equip No' is 'CONV-05', 'PARTS WASHER CONVEYOR', 'Location' is 'PRESSROOM', 'PRESSROOM'.
 - 'Notify' is 'MFGM' (with a group icon), 'Manufacturing Maintenance Group', 'Priority' is '20', 'Immediate'.
 - 'Service Type' is empty, 'Class' is empty.
 - 'Problem' is 'LEAKING WATER'.
 - Status**: 'Status' is '0', 'WO No' is '82', 'Assigned' is 'JKEY', 'JAMES KEY', 'Start' is '1/7/2011'.
 - Authorization**: 'Auth?' is empty, 'Auth By' is 'EGRAVES'.

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. If the equipment is locked, the system displays a warning message. 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 field 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. 4.62
Services Tab: User Defined

The screenshot shows a software window titled 'General' and 'User Defined'. Under the 'User Defined Fields' section, there are ten fields arranged in two columns:

- WO Char 1: Text input field with a search icon.
- WO Char 2: Text input field with a search icon.
- WO Char 3: Text input field.
- WO Char 4: Text input field.
- WO Dec 1: Decimal input field with a value of 0.0000.
- WO Dec 2: Decimal input field with a value of 0.0000.
- WO Int 1: Integer input field with a value of 0.
- WO Int 2: Integer input field with a value of 0.
- WO Date: Date input field with a dropdown menu showing '(none)'.
- WO Logical: Check box.

Character 1/2. User-defined character fields, validated against tables that you add.

Character 3/4. Free-form user-defined character fields, not validated against tables.

Decimal 1/2. User-defined decimal fields for service requests.

Integer 1/2. User-defined integer fields for service requests.

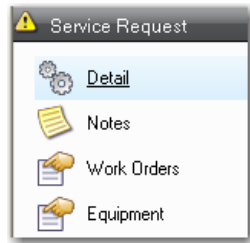
Logic for WO name. A user-defined check box.

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 in Figure 4.63 is Detail.

Fig. 4.63
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.

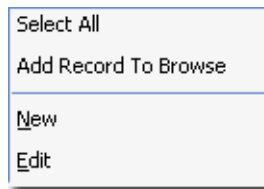
Fig. 4.64
Labor History Browse

Date	Emp No	Name	Time	Total Cost	W/O No	Project No	Job No	To Site	Equip No	Rebuild	Serial
06/01/2009	10000	Bob Jones	5.30	175.0	50			10000	HC0		
05/01/2009	FRANKS	FRANK BANKS	8.15	246.44	50			10000	HC0		
05/03/2009	12145X	Ralph Rodgers	10.30	474.6	57			10000	HC0		
05/06/2009	MFUPRO	MFUPRO Employee	10.00	2100	100	1047W-01		10000			
05/06/2009	MFUPRO	MFUPRO Employee	111.00	-2100	100	1047W-01		10000			
05/06/2009	10000	Bob Jones	5.00	226	100	1047W-01		10000			
05/06/2009	FRANKS	FRANK BANKS	2.30	133.75	100	1047W-01		10000			
05/06/2009	FRANKS	FRANK BANKS	111.30	-63.25	100	1047W-01		10000			
05/06/2009	10000	Bob Jones	1.00	49.32	68			10000	YC0		
05/06/2009	12145X	Ralph Rodgers	2.30	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	114.2	83			10000	YS15		
05/04/2009	12145X	Ralph Rodgers	2.30	64.00	83			10000	YS15		
05/04/2009	FRANKS	FRANK BANKS	5.15	156.19	83			10000	YS15		
04/02/2009	FRANKS	FRANK BANKS	2.30	74.30	81	1047W-01		10000			
04/02/2009	MFUPRO	MFUPRO Employee	2.30	267.5	81	1047W-01		10000		TS1	
04/17/2009	FRANKS	FRANK BANKS	2.30	240.39	78			10000	CR0019		
03/02/2009	FRANKS	FRANK BANKS	5.00	140.75	57			10000	HC0		
03/02/2009	10000	Bob Jones	10.20	250.3	47			10000	BAKER DIVEN 12		
02/07/2009	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. 4.65
Labor History Right-Click Menu



Codes

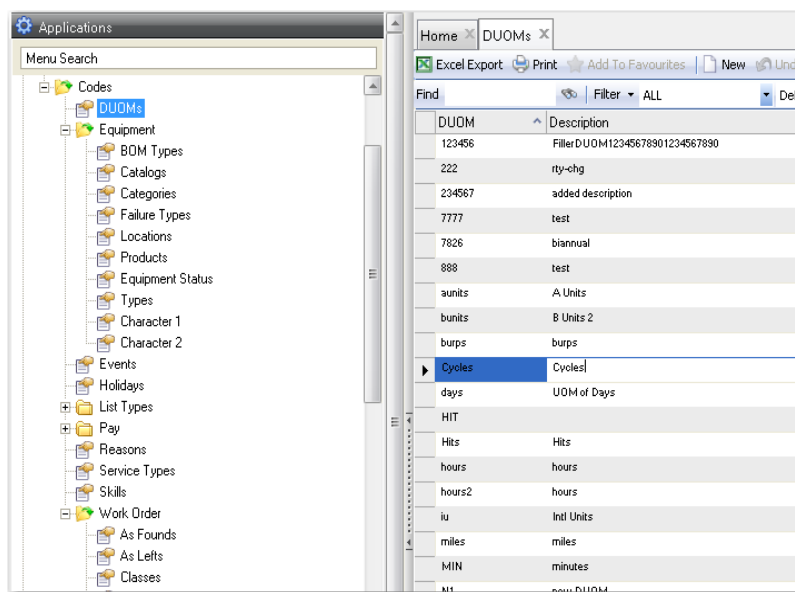
Use Codes to view or add supporting data to lists of codes, such as equipment locations, events, holidays, priority, failure repair, and others critical to the Maintenance Module. Depending on your permissions, you can add or edit existing records.

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. 4.66
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

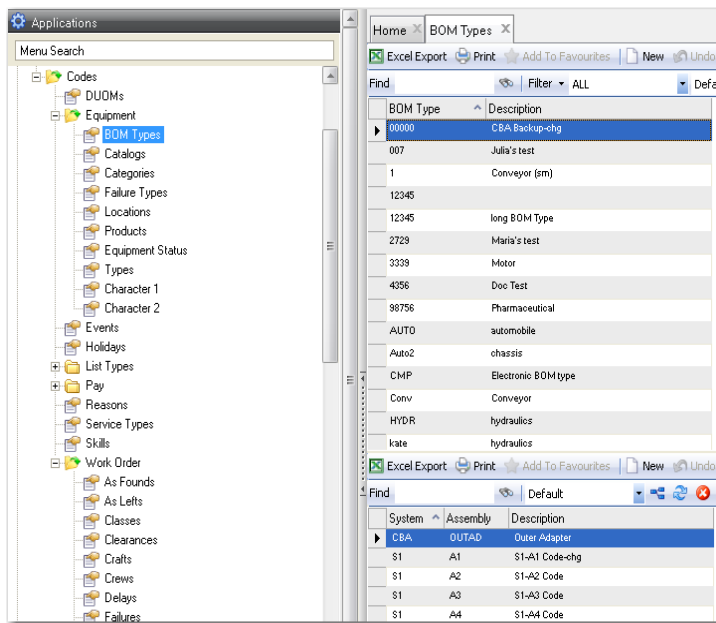
The BOM Types lookup displays in Maintenance, Inventory, and Purchasing. You can add or edit codes in Maintenance|Codes|Equipment|BOM Types.

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. 4.67
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

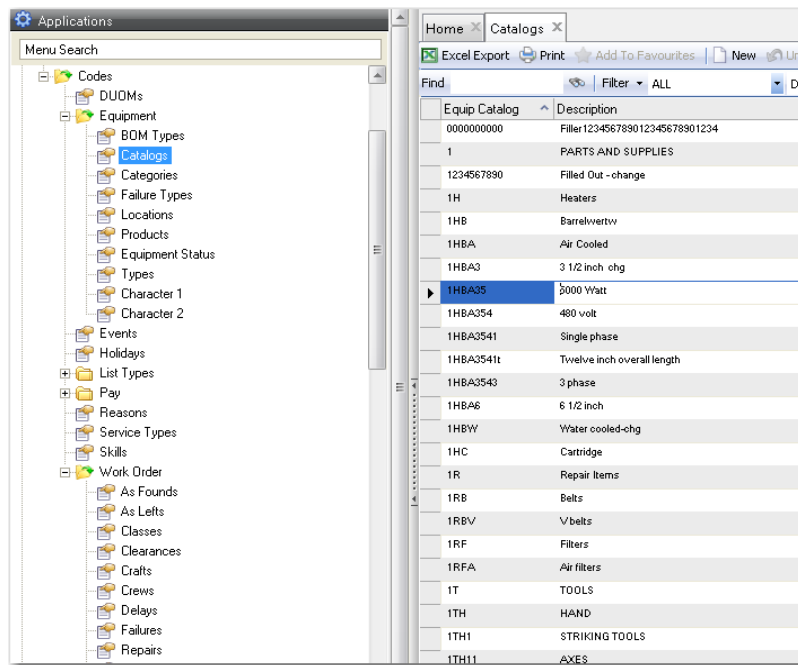
- 1 Double-click the code to edit.
- 2 Update the BOM type description.
- 3 Right-click Edit in the lower pane to edit a system or an assembly. The system automatically saves the updated code.

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. 4.68
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

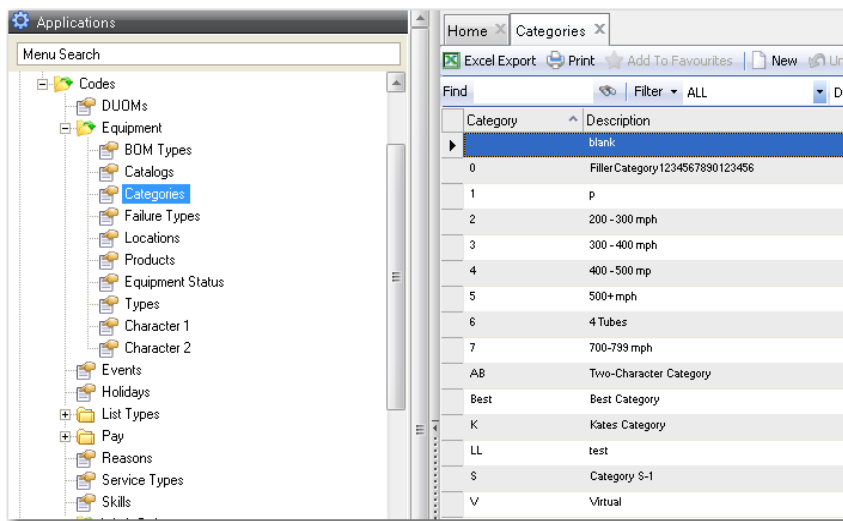
- 1 Double-click the code to edit.
- 2 Update the equipment catalog description. The system automatically saves the updated code.

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. 4.69
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

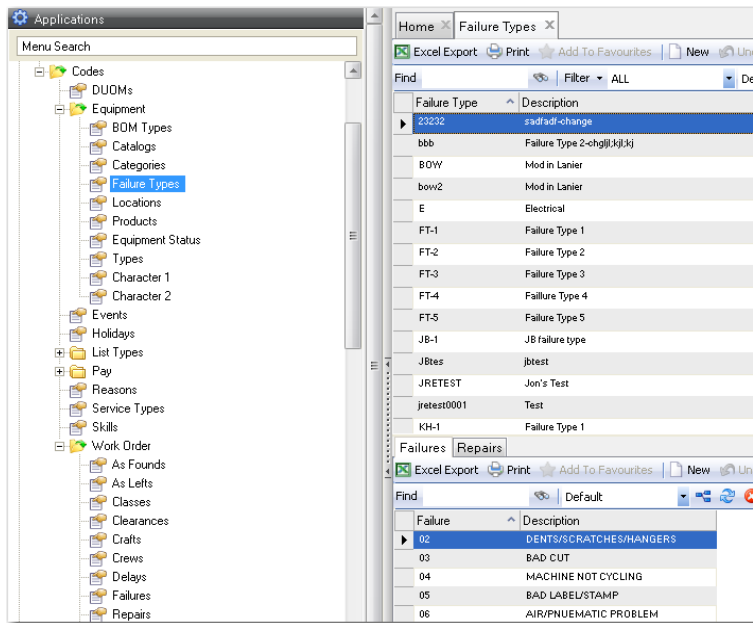
The Failure Types lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Equipment|Failure Types.

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 before the PM due date, then 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. 4.70
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

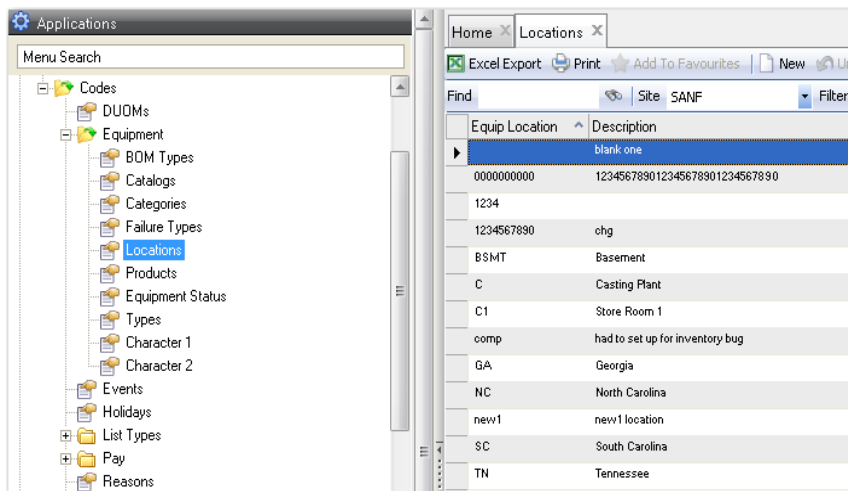
- 1 Double-click the code to edit.
- 2 Update the failure type description. The system automatically saves the updated code.
- 3 Right-click New in the lower pane to link a failure code to the failure type highlighted in the upper pane.
- 4 Click the Repairs tab.
- 5 Right-click New to select a repair 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. 4.71
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.

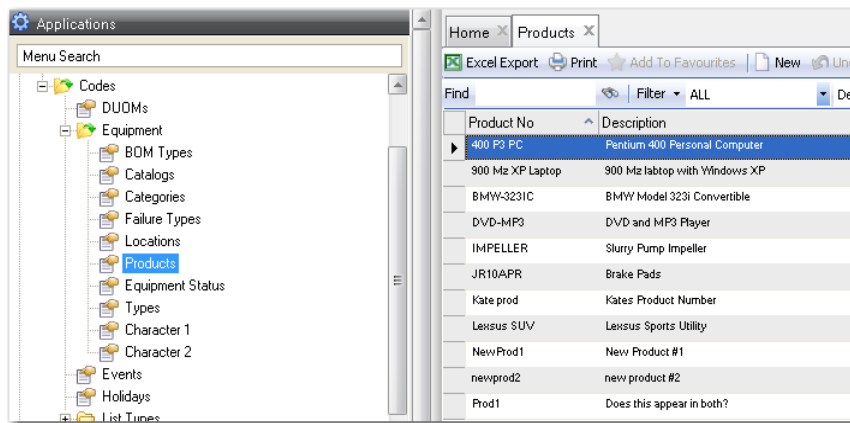
Products

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. 4.72
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

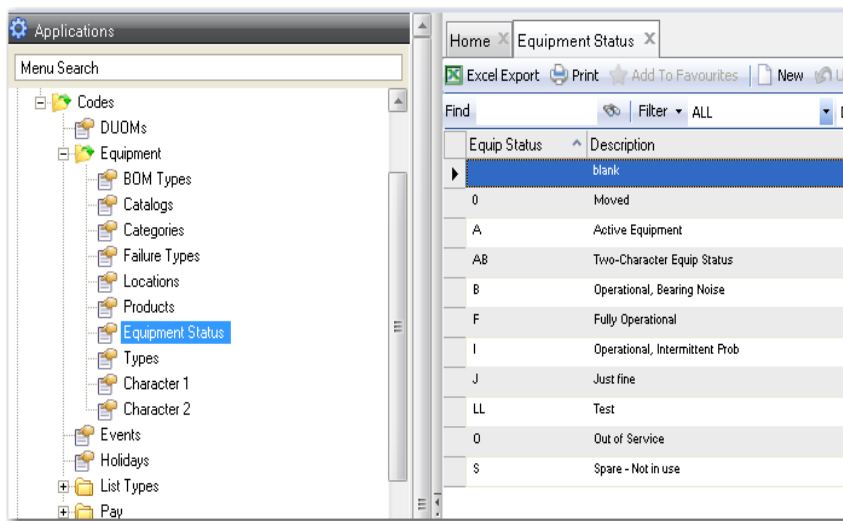
- 1 Double-click the code to edit.
- 2 Update the product number description. The system automatically saves the updated code.

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. 4.73
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

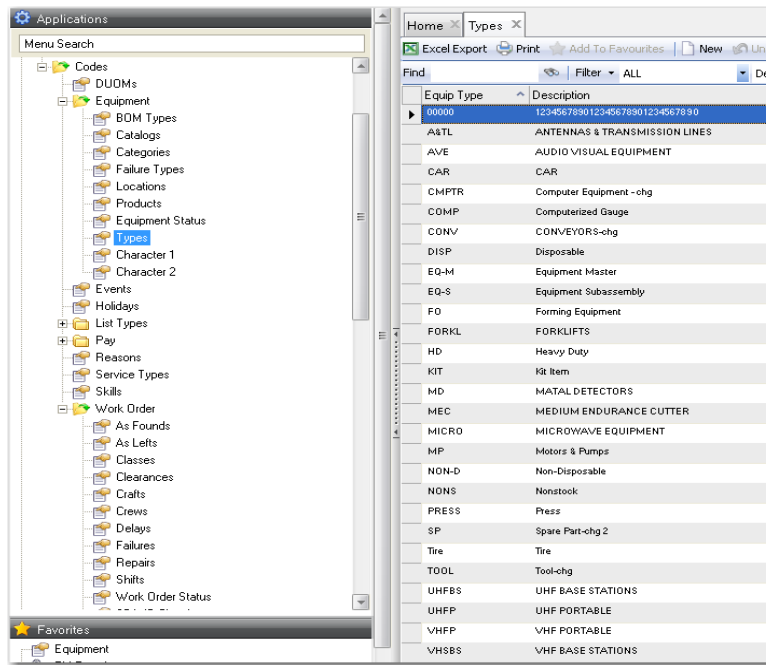
- 1 Double-click the code to edit.
- 2 Update the equipment status description. The system automatically saves the updated code.

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. 4.74
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

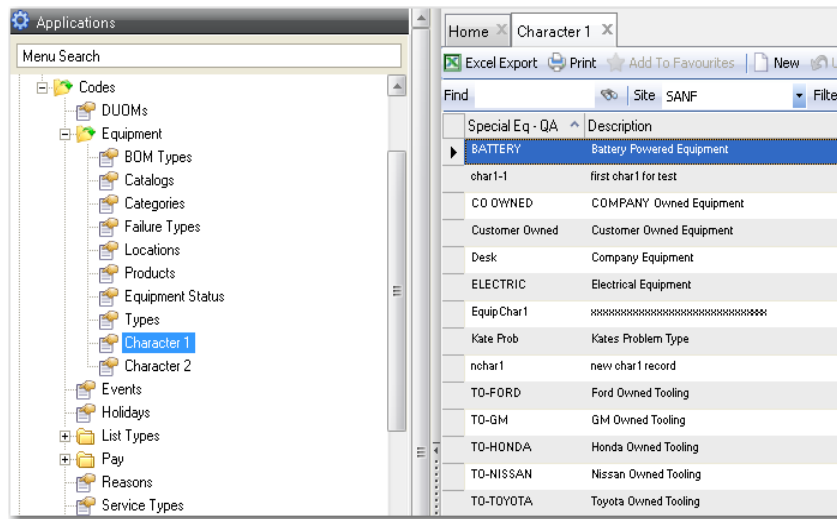
- 1 Double-click the code to edit.
- 2 Update the type or description. The system automatically saves the updated code.

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. 4.75
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

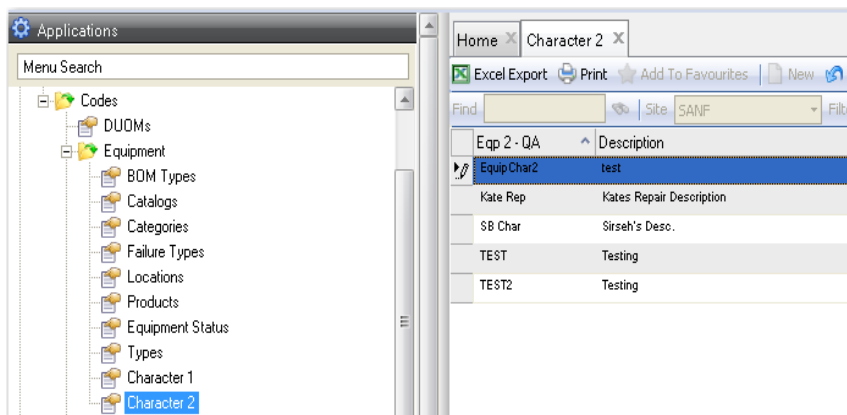
- 1 Double-click the code to edit.
- 2 Update the item description. The system automatically saves the updated code.

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. 4.76
Codes: Equipment Character 2



Adding a Character 2 Code

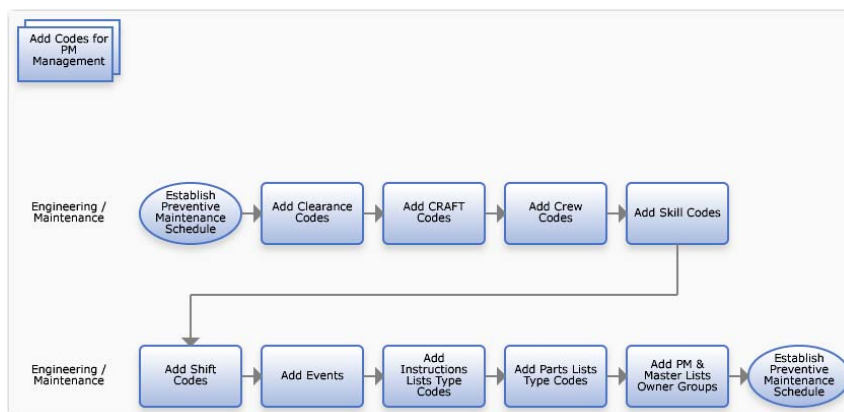
- 1 Click New.
- 2 Enter the item and description. The system automatically saves the new code.

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. 4.77
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. 4.78
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

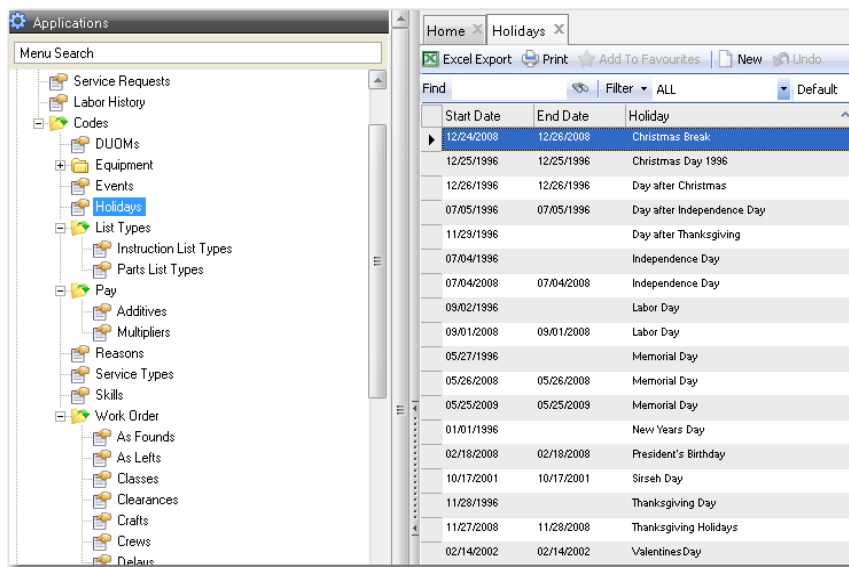
- 1 Double-click the code to edit.
- 2 Update the event description. The system automatically saves the updated code.

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. 4.79
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

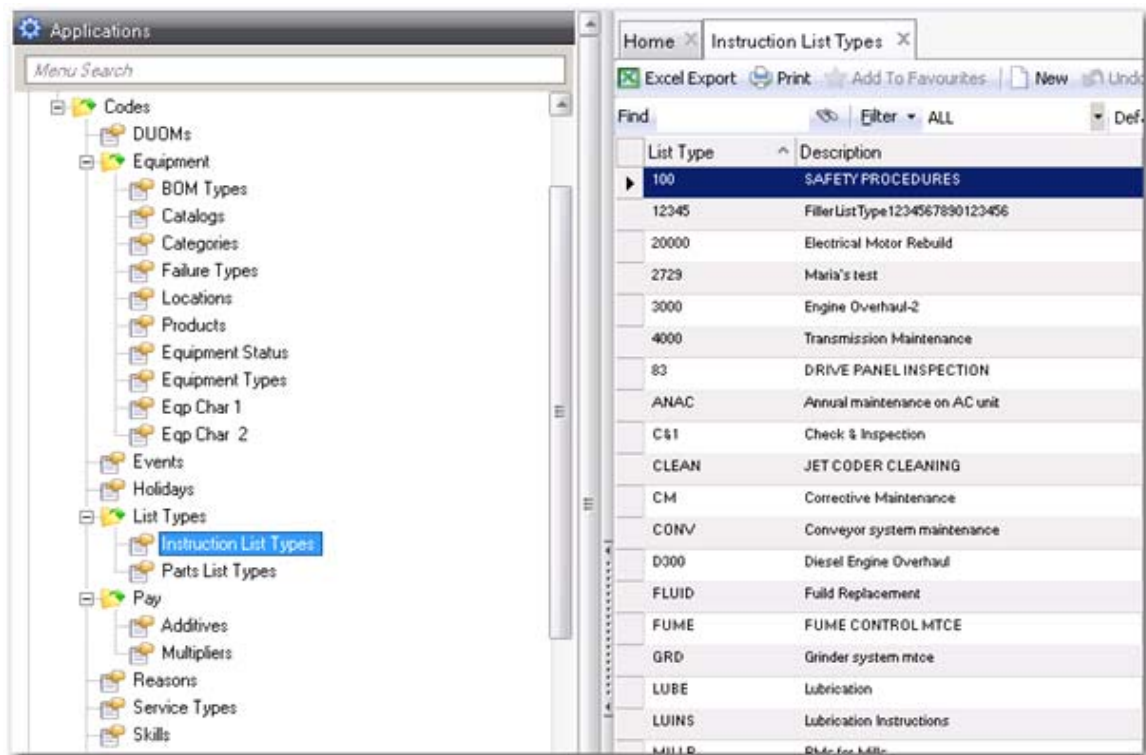
The two List Type lookups display in Maintenance. You can add or edit codes in Maintenance|Codes|List Types.

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 MIL.

Fig. 4.80
Codes: Instruction List Types



Adding an Instruction List Types Code

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

Editing an Instruction List Types Code

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

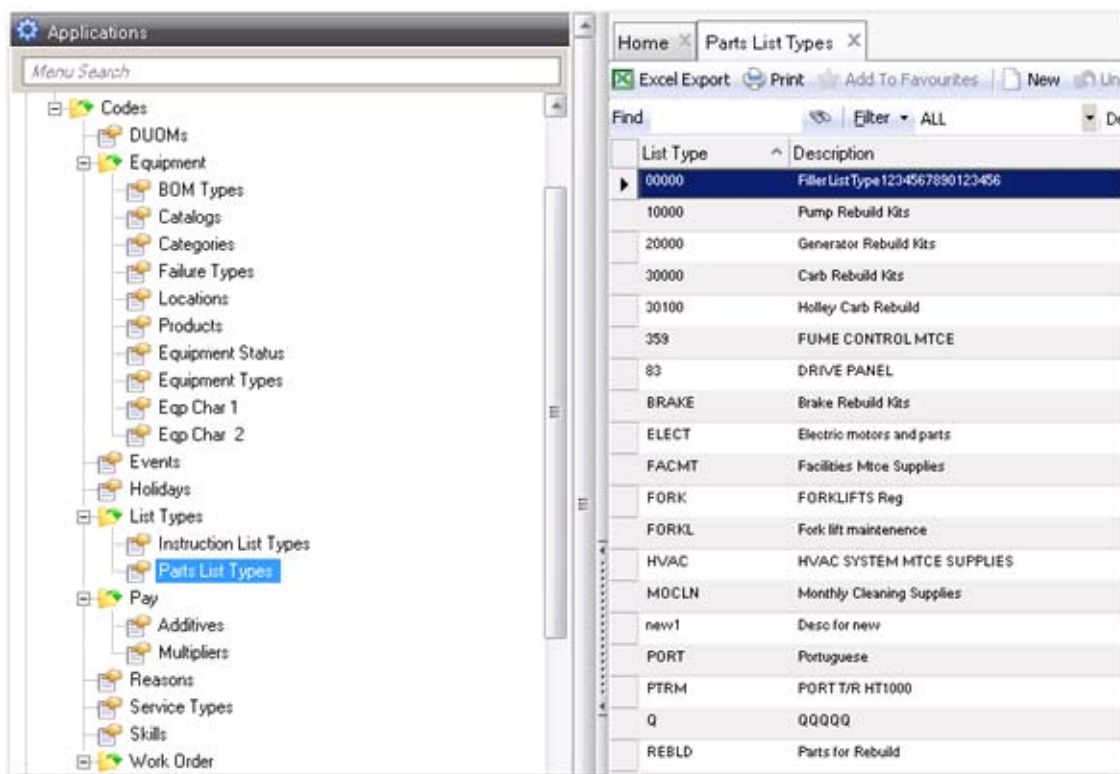
Parts Type Lists

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. 4.81
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.

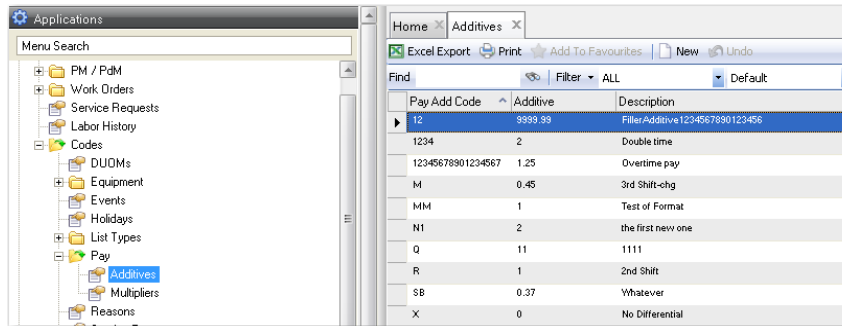
Pay Additives

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. 4.82
Codes: Pay Additive



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

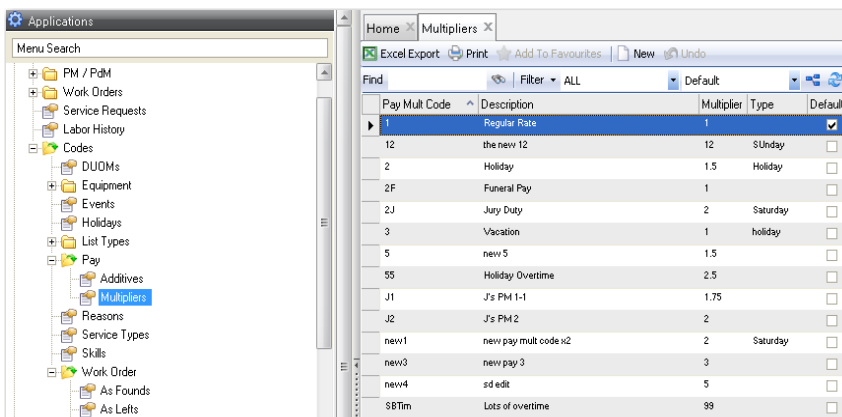
- 1 Double-click the code to edit.
- 2 Update the pay additive description. The system automatically saves the updated code.

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. 4.83
Codes: Pay Multiplier



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

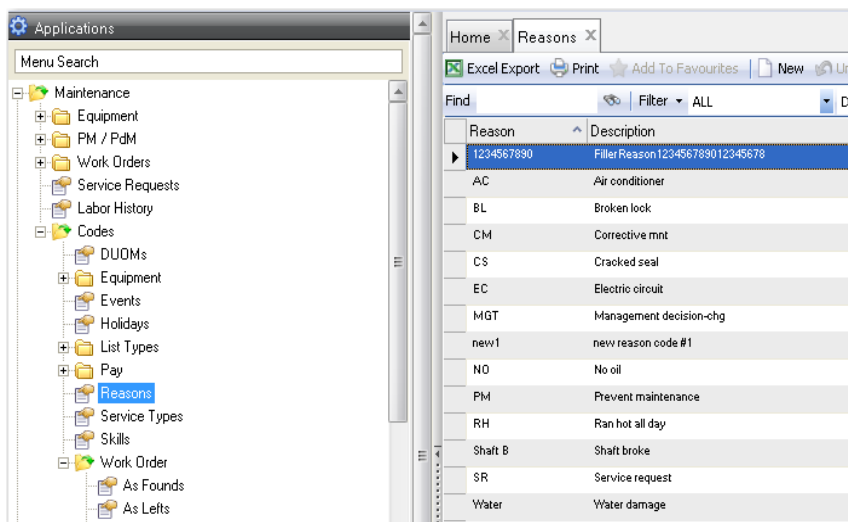
- 1 Double-click the code to edit.
- 2 Update the pay multiplier, description, or type.
- 3 Indicate whether this code is the system default. The system automatically saves the updated code.

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. 4.84
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

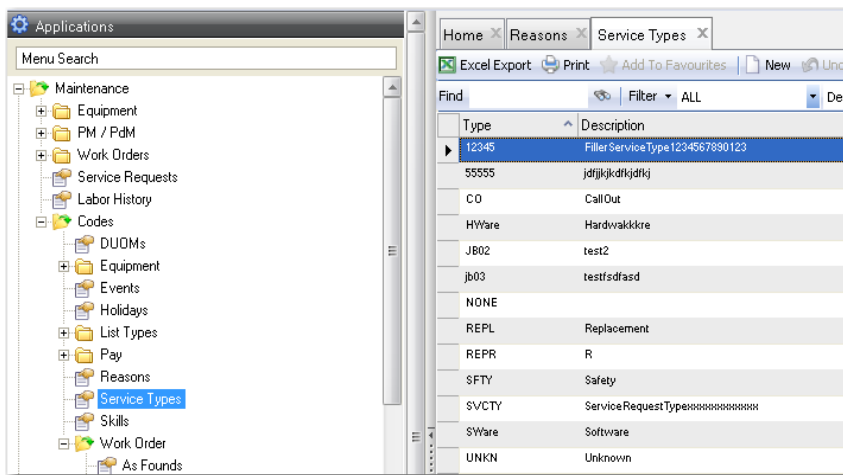
- 1 Double-click the code to edit.
- 2 Update the reason description. The system automatically saves the updated code.

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. 4.85
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

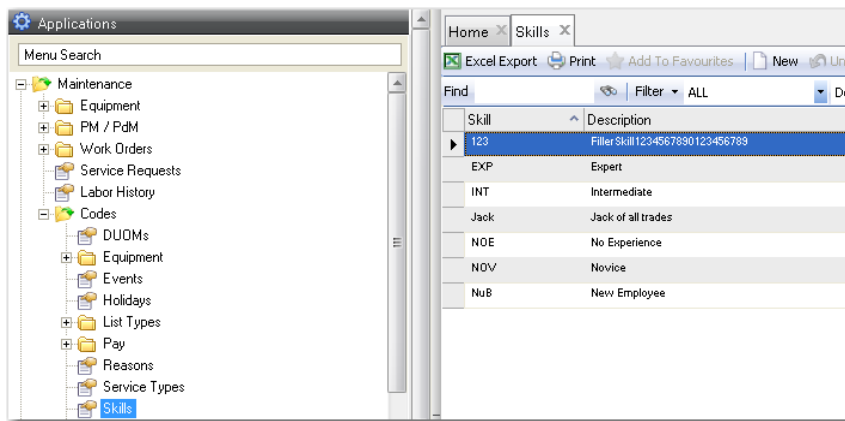
- 1 Double-click the code to edit.
- 2 Update the type description. The system automatically saves the updated code.

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. 4.86
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

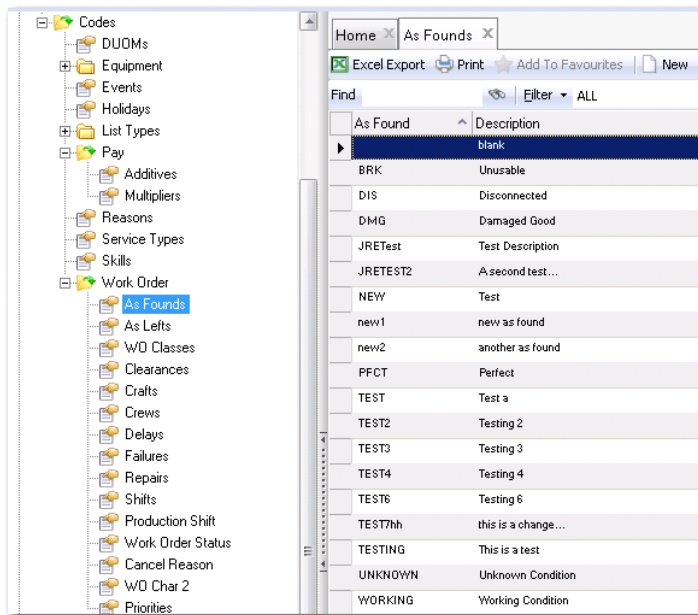
Work Order includes As Finds, As Lefts, Classes, Clearances, Crafts, Crews, Delays, Failures, Repairs, Shifts, Statuses, Character 1, and Character 2. You can add or edit codes in Maintenance|Codes.

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. 4.87
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

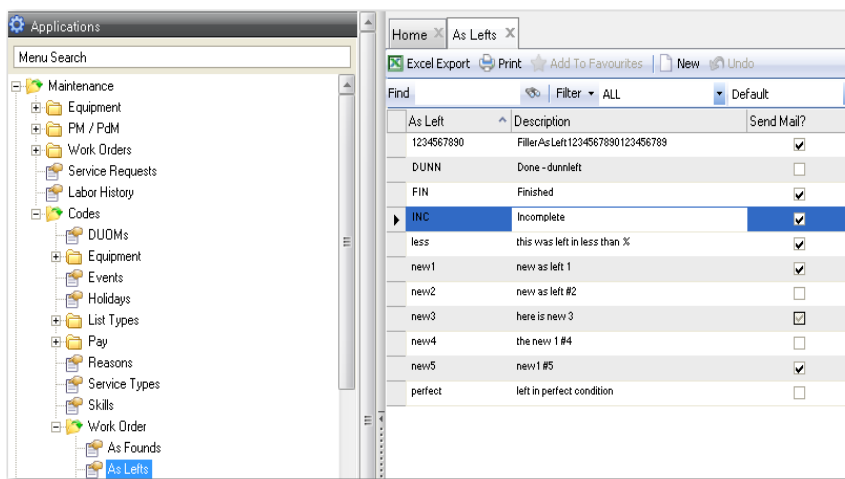
The As Lefts lookup displays in Maintenance. You can add or edit codes in Maintenance|Codes|Work Order|As Lefts.

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 them that something more should be done.

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

Fig. 4.88
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

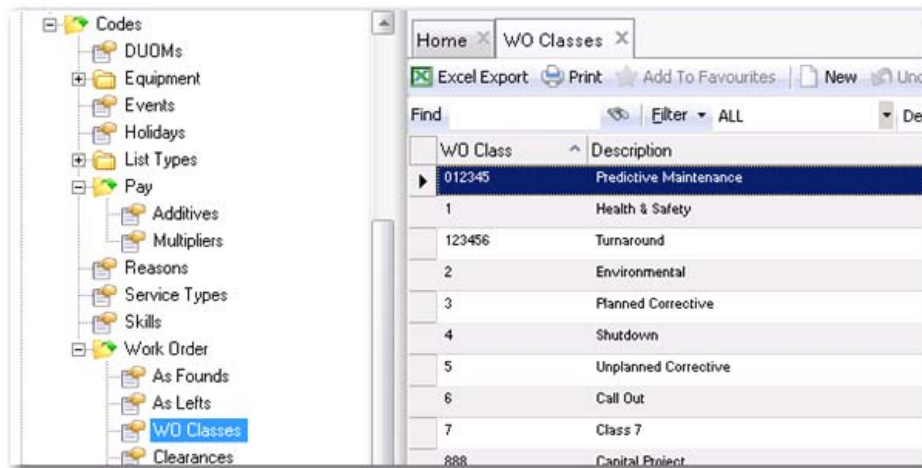
- 1 Double-click the code to edit.
- 2 Enter the as left description.
- 3 Select the mail check box to notify. The system automatically saves the updated code.

WO Classes

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

Inventory uses Classes to group common parts together.

Fig. 4.89
Codes: WO 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.

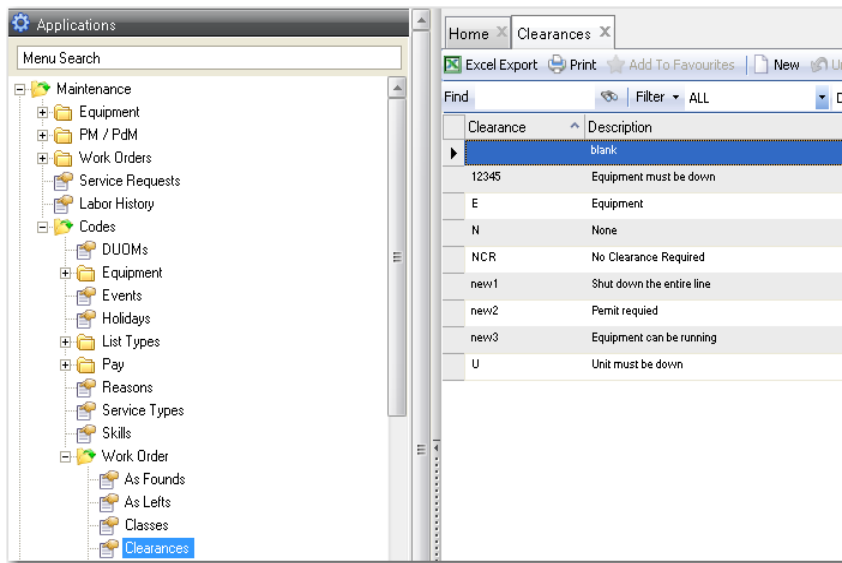
Clearances

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. 4.90
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. 4.91
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

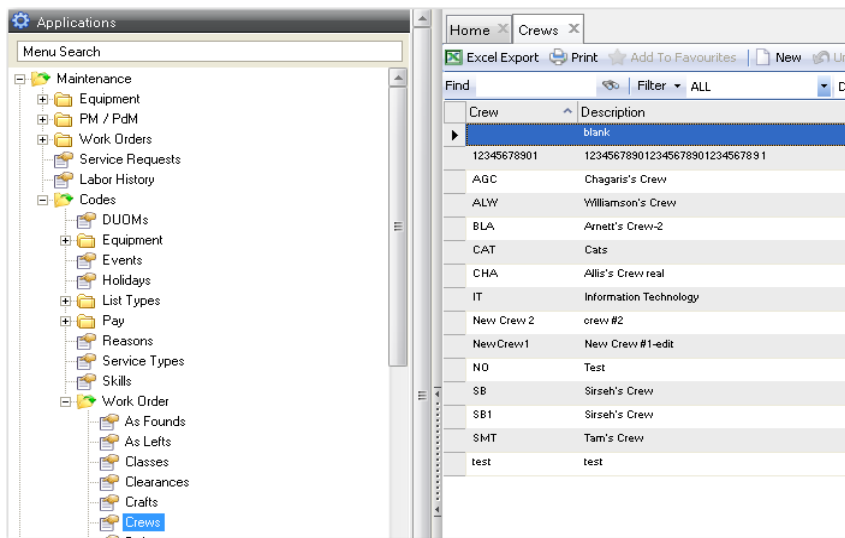
- 1 Double-click the code to edit.
- 2 Update the craft number, description, or pay rate. The system automatically saves the updated code.

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. 4.92
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

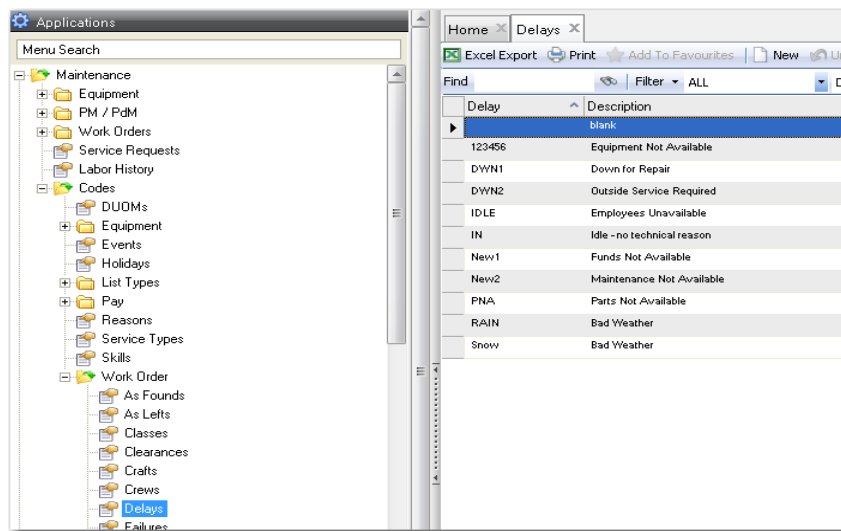
- 1 Double-click the code to edit.
- 2 Update the crew or description. The system automatically saves the updated code.

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. 4.93
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

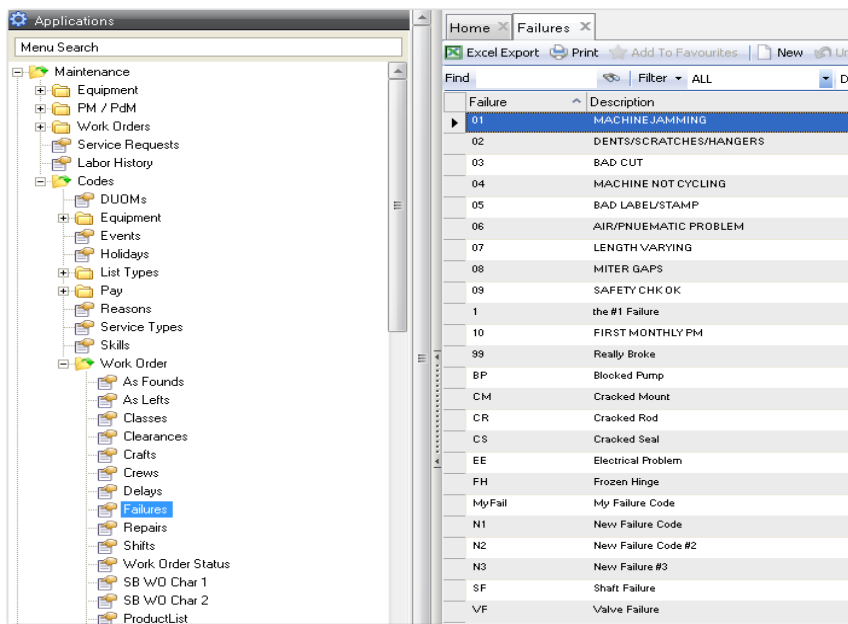
- 1 Double-click the code to edit.
- 2 Update the delay description. The system automatically saves the updated code.

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. 4.94
Codes: Failures



Adding a Failure Code

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

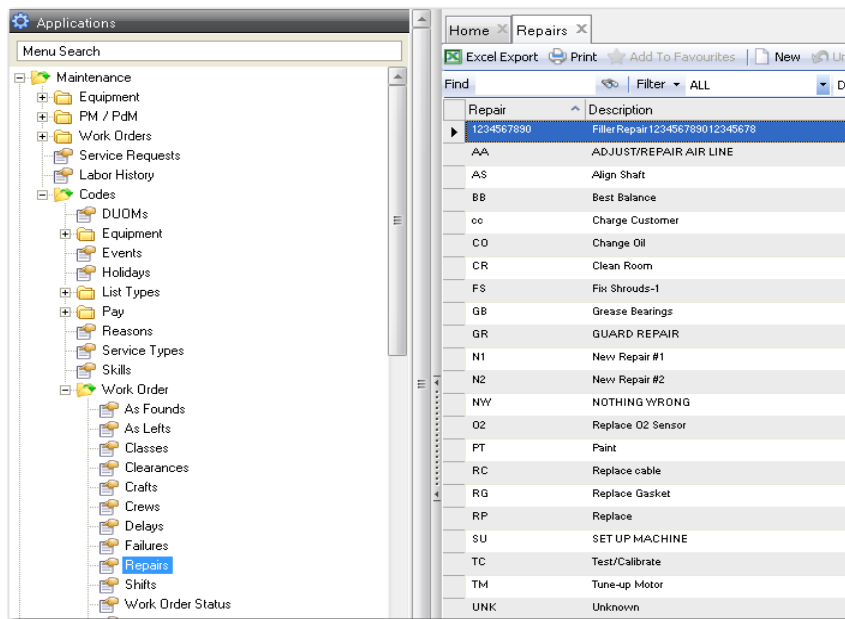
Editing a Failure Code

- 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. 4.95
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

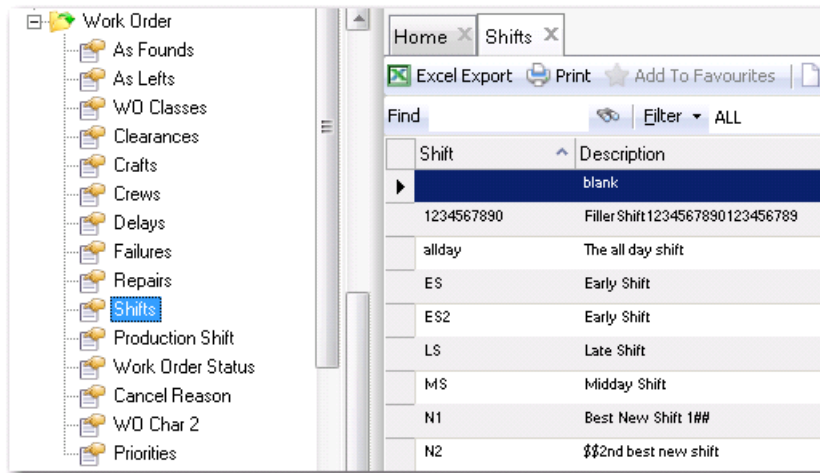
- 1 Double-click the code to edit.
- 2 Update the repair description. The system automatically saves the updated code.

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. 4.96
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

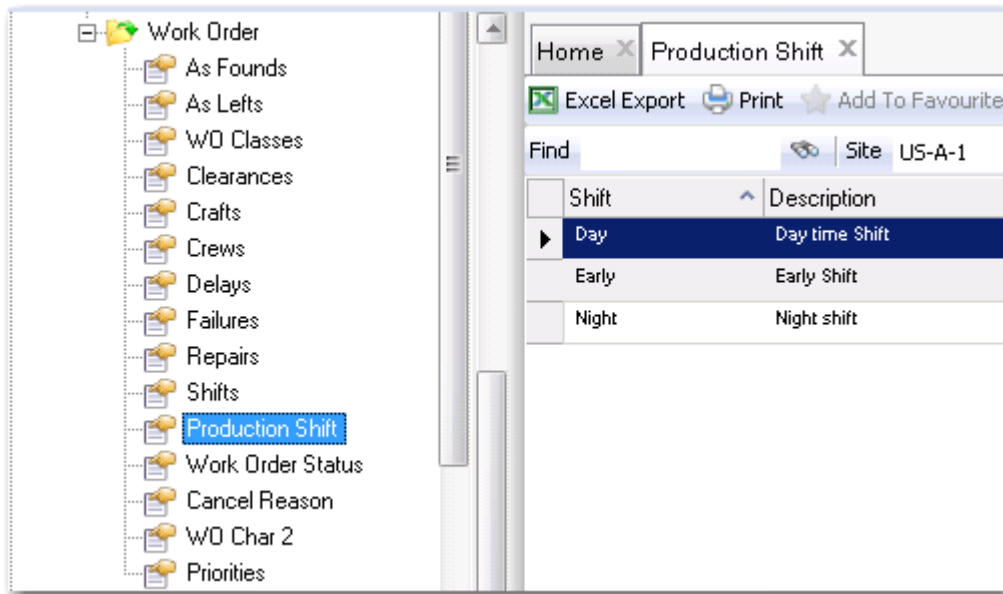
- 1 Double-click the code to edit.
- 2 Update the shift description. The system automatically saves the updated code.

Production Shift

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

These fields were added to support the integration to the ERP's production scheduling workbenches. They provide visibility into EAMs planned maintenance activity. Use Production Shifts to determine the ERP's production scheduling.

Fig. 4.97
Codes: Production Shift



Adding a Production Shift Code

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

Editing a Production Shift Code

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

Work Order Status

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

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. 4.98
Codes: Work Order Status

Status	Description	CM Default?	PM Default?	Service Def?	Sliding PMs?	E-Mail?	Active for MFG Sched	Closed for MFG Sched
0	123456789012345678901234567890	☒	☒	☒	☒	☒	☒	☒
1	Top priority	☐	☐	☐	☐	☐	☒	☐
AB	Two Character Description	☐	☐	☐	☐	☒	☒	☐
C	Closed-1	☐	☐	☐	☐	☐	☐	☒
C1	Closed 2	☐	☐	☐	☐	☐	☐	☒
D	Delayed	☐	☐	☐	☐	☒	☒	☐
F	Finished	☐	☐	☐	☒	☒	☒	☐
N2	New status 2	☐	☐	☐	☐	☒	☒	☐
NE	New WO 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

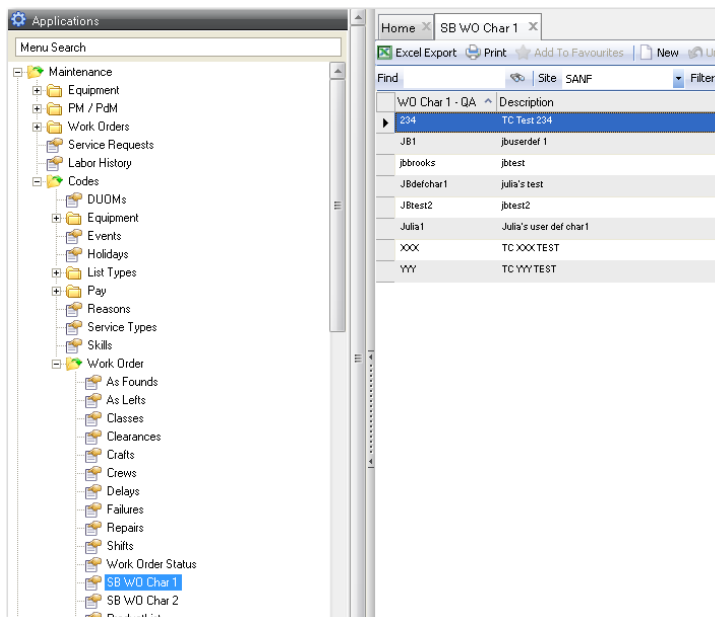
- 1 Double-click the code to edit.
- 2 Update the status description.
- 3 Select the check boxes to indicate that this status is a CM, PM, or Service default.
- 4 Select the check box to indicate which status to use for a sliding PM.
- 5 Select the check box to notify with changes. The system automatically 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. 4.99
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

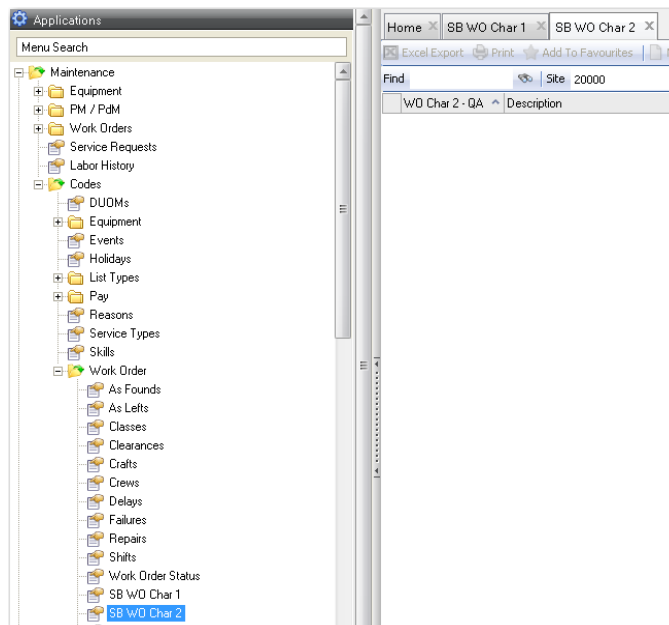
- 1 Double-click the code to edit.
- 2 Update the character description. The system automatically saves the updated code.

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. 4.100
Codes: Character 2



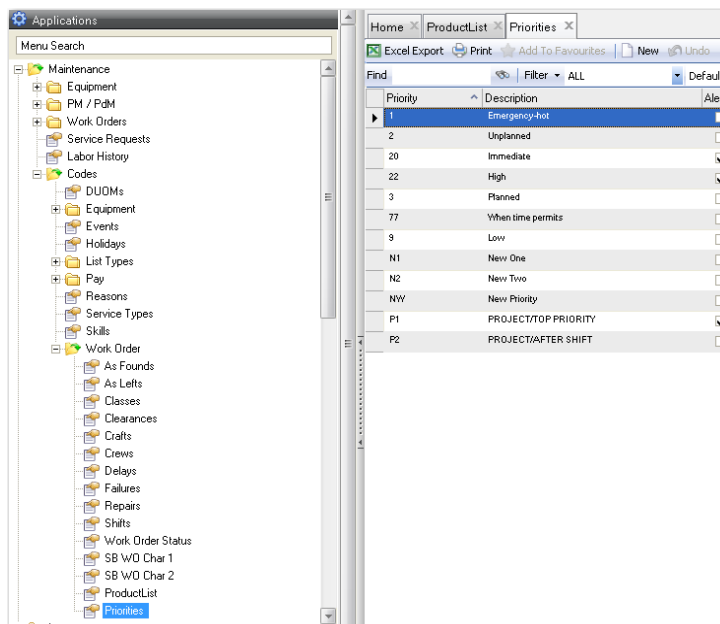
Adding a Character 2 Code

- 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.

Fig. 4.101
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* 148**

***Issue Inventory* 149**

***Physical Inventory* 165**

***Stock Replenishment* 169**

***Stores Requisition Lists* 174**

***Rebuild Locations* 180**

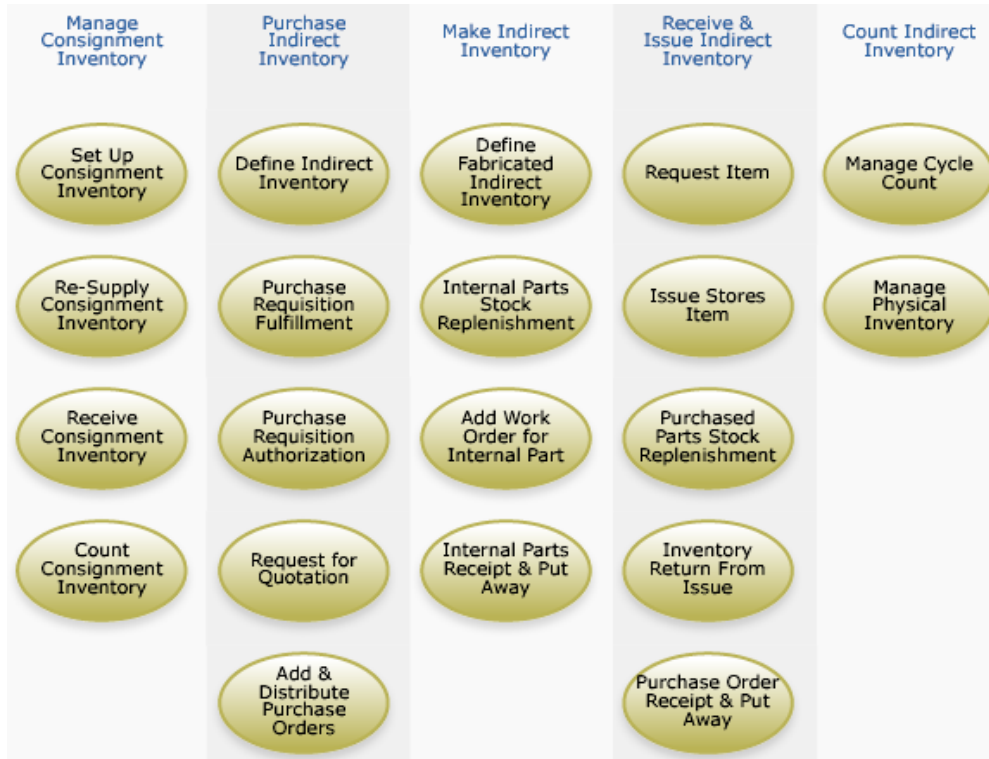
***UOM Conversions* 184**

***Codes* 185**

Inventory

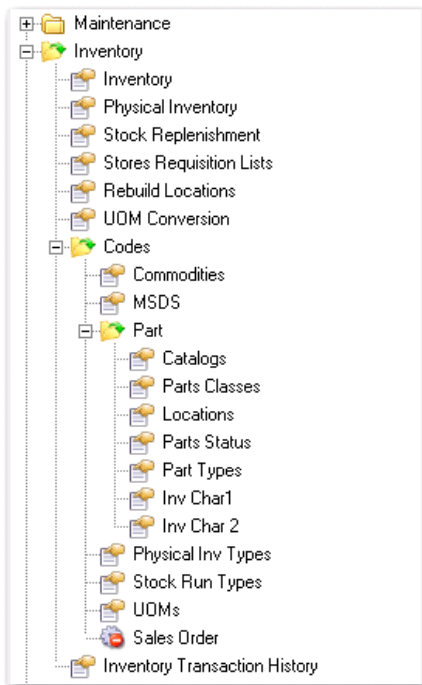
Use Inventory to store Maintenance, Repair, and Operational (MRO) part records. EAM classifies and catalogs parts with unique part numbers.

Fig. 5.1
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. 5.2
Inventory Menu



The Inventory Menu includes the following submenus:

- “Issue Inventory” on page 149
- “Physical Inventory” on page 165
- “Stock Replenishment” on page 169
- “Stores Requisition Lists” on page 174
- “Rebuild Locations” on page 180
- “UOM Conversions” on page 184
- “Codes” on page 185
- “Inventory Transaction History” on page 197

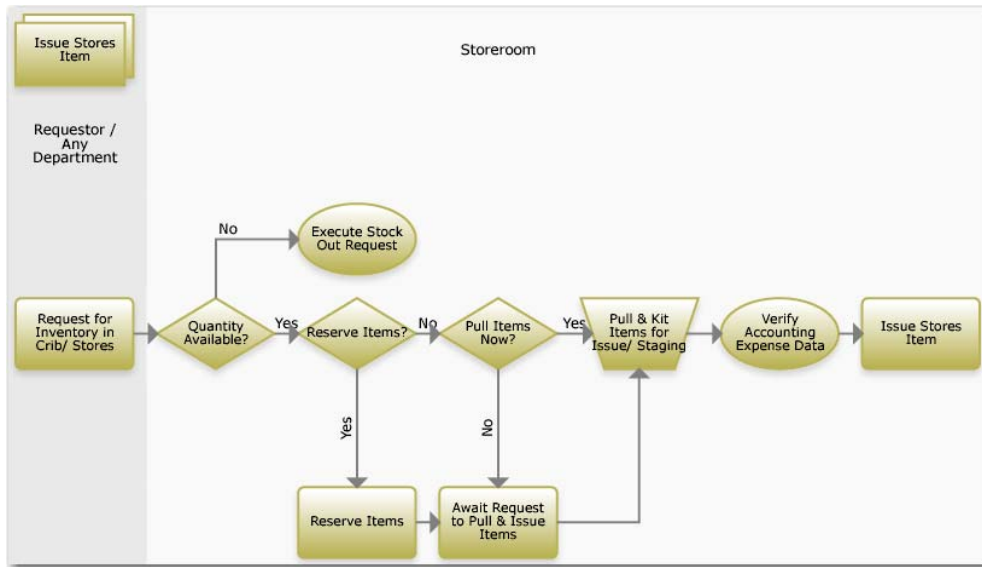
Issue Inventory

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 requires restocking.

Fig. 5.3
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

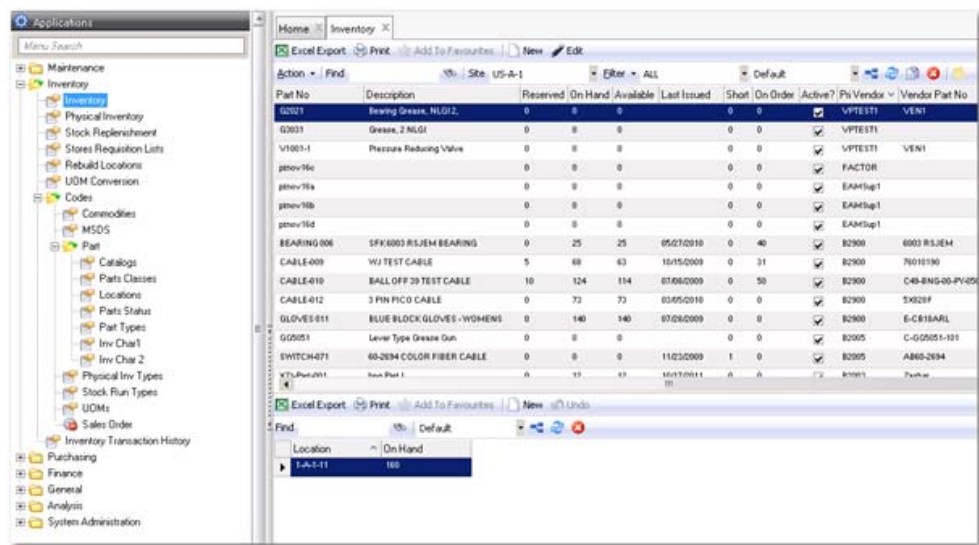
- 1 Double-click a record from the browse or click Edit to open the inventory record detail.
- 2 Verify the part number.

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

Inventory Browse

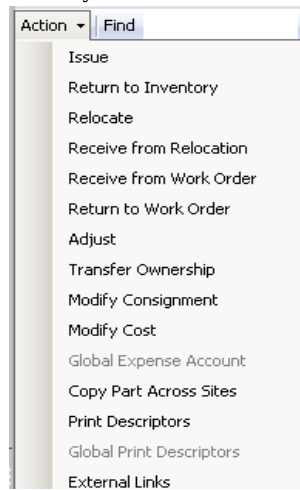
Access this browse from Inventory|Inventory. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 5.4
Inventory Browse



Inventory Action Menu

Fig. 5.5
Inventory Action Menu



Issue

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

Fig. 5.6
Issue Inventory Detail

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 field displays 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 with an account number. This is the sub-account number to which the costs on the part transaction are 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. 5.7
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 bgr motor".
- Site:** A dropdown menu currently showing "CHI".
- Location:** A dropdown menu currently showing "BR-01A".
- Add:** A button next to the Location dropdown.
- Delete:** A button located below the main table area.
- Main Table:** A table with two columns, "Site" and "Location". The first row contains "CHI" and "BR-01A". There are several empty rows below it.
- Footer:** At the bottom of the dialog are three buttons: "Copy", "Cancel", and "OK".

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.

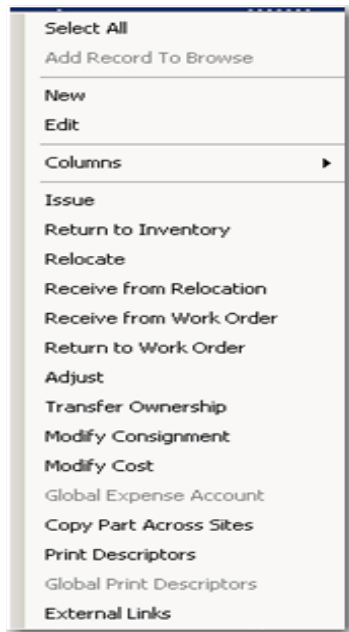
External Links

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. 5.8
Inventory Right-Click Menu



New

Use New to create a 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. 5.9
Inventory Record Detail

The screenshot shows the 'Inventory Record Detail' window. At the top, there are fields for 'Site' (US-A-1) and 'Part No' (1763). Below this is a toolbar with icons for 'Action', 'Print', 'Refresh', and 'Delete'. The main area has tabs: 'General', 'Stock Detail', 'Codes', 'Cost', 'PO Text', and 'User Def'. The 'General' tab is active, showing 'Order Detail' information. On the right, there is a sidebar with a tree view containing links like 'Detail', 'Notes', 'Requisitions for the Part', 'Vendor Parts', 'Reserve Analysis', 'FIFO/LIFO Stack', 'Consignment Stack', 'Alternates', 'Common Names', 'Manufacturers', 'Accounts', 'BOMs', 'Revisions', 'Inventory Descriptors', and 'Analysis'.

Order Detail	
Description	Run Capacitor, 4 MFD, 440 VAC
Status	
Critical?	☐
Serialized?	☐
Source	Vendor
Pri Vendor	A2001
Manufacturer	
Prod Line	Valves
Buyer	ABRADY ANDREW BRADY
Lead Days	0
Sole Source?	☐
Consignment?	☐
Area	
Vendor Part No	A-1763
Manuf Part No	
Initial Location	

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. 5.10
Inventory: General Tab

This screenshot is identical to the one in Fig. 5.9, showing the 'General' tab of the 'Inventory Record Detail' window. It displays the same fields for 'Order Detail' and the same sidebar navigation menu.

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. 5.11
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 number 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, unreserving, 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 represent the ordering unit of measure. 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 ten 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. 5.12
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, subcatalog, 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.

Commodity Code. Enter a valid code based on a selection from the lookup for codes defined in Intrastat Commodity Code Maintenance in EE. If no code is entered specifically for the part, then the code from Intrastat Control defaults for the PO line.

Inventory Tab: Cost

Use this tab to list unique accounting data for a part.

Fig. 5.13
Inventory: Cost Tab

The screenshot shows the 'Inventory: Cost Tab' with the following fields and values:

Inventory		Inv Cost Ctr	
Inv Dept		Inv Cost Ctr	
Inv Acct No		Inv Sub Acct	

Adjustment		Adj Cost Center	
Adj Dept		Adj Cost Center	
Adj Acct No		Adj Sub Acct No	

Primary Expense		Exp Cost Center	
Expense Site		Exp Cost Center	
Exp Dept		Exp Sub Acct No	
Exp Acct No			

Consignment		Cons Inv CC	
Cons Inv Dept		Cons Inv CC	
Cons Inv Acct		Cons Inv Sub	
Cons Adj Dept		Cons Adj CC	
Cons Adj Acct		Cons Adj Sub	

Cost		OH Group	
Cost	10.25	OH Group	
Fixed	0	Rate (%)	0
Total Cost	10.25	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 consumes 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 consumes 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 is 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. 5.14
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 ten user-defined fields.

Fig. 5.15
Inventory: User Defined Tab

Character 1/2 for Inventory. User-defined character fields, validated against tables that you add.

Character 3/4 for Inventory. Free-form user-defined character fields, not validated against tables.

Inventory Decimal 1/2. User-defined decimal fields for inventory.

Inventory Integer 1/2. User-defined integer fields for inventory.

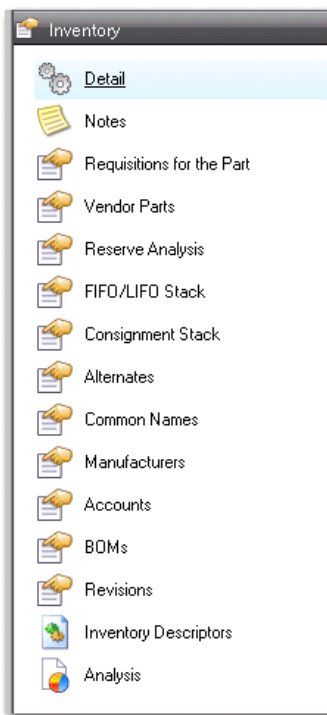
Inventory Date. A user-defined date field for inventory.

Inventory Logic. A user-defined logical field for inventory.

Inventory Submenu

The currently active option displays an underlined text label. For example, the active option in Figure 5.16 is Detail.

Fig. 5.16
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 for the Part	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.
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	This option displays all the alternate part numbers added for this part for other sites. 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	This option displays all the common names and nouns added for this part. 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	This option displays all the Manufacturers and Manufacturers part numbers added for this part in the Vendor Parts Submenu. Additional Manufacturers and Manufacturers part numbers can be added as well.
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	This option displays all the equipment Bills of Materials on which this part is used and appears. Build the BOM manually or automatically by selecting the Post Equip List check box in System Administration System Control.
Revisions	Many quality systems call for strict record keeping about revisions made to a part record. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this part record. They are automatically created when modifications are made to this part record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions
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:

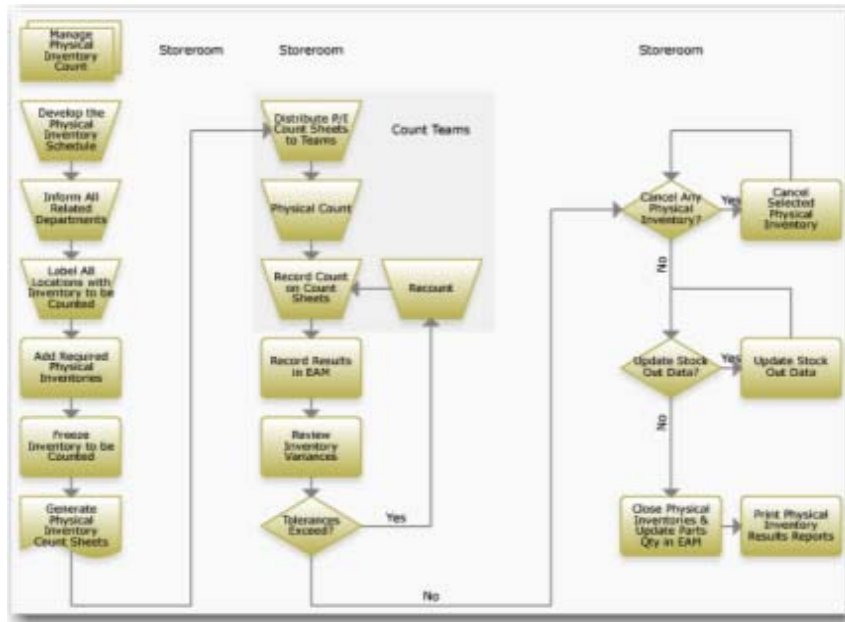
- Pick a group of parts based on user-defined criteria to count and print count sheets.
- Verify the quantity in inventory and enter count results.
- Adjust the on-hand inventory quantity automatically after closing count.

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. 5.17
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 cancelation 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.

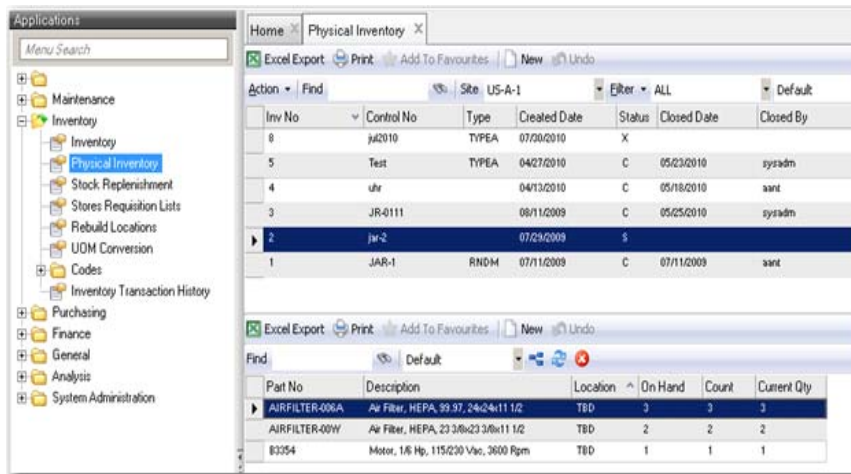
Adding Parts to a Physical Inventory Record

- 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

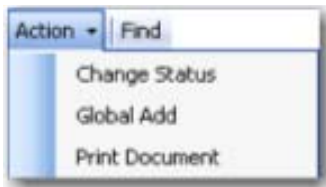
Access this browse from Inventory|Physical Inventory. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 5.18
Physical Inventory Browse



Physical Inventory Action Menu

Fig. 5.19
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), or
- 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.

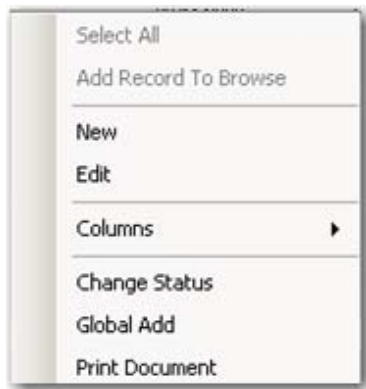
Print Document

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. 5.20
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. 5.21
Physical Inventory Record Detail

Inv No	Control No	Type	Consignment?	Vendor No	Created Date	Status	Closed Date	Closed By
345	Inv Sample	SCH	☐	000000001	07/07/2008	I		
344	D0246075	SCH	☐	5001008	07/07/2008	S		
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	janu
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	☐	000000001	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.

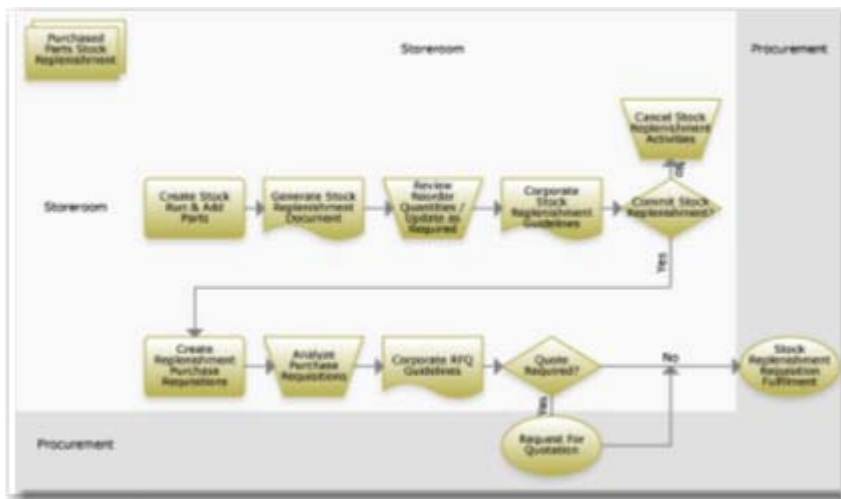
- Create a stock replenishment header or stock run in the top frame.
- Globally add parts or attach individual parts to a stock run.
- Print the list of items below reorder point or safety stock level for review in the bottom frame.

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. 5.22
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

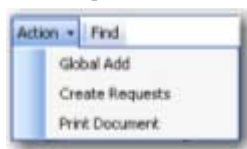
Access this browse from Inventory/Stock Replenishment. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 5.23
Stock Replenishment Browse

Stock Run No	Description	Type	Status	Originator	Orig Date
46	Daily Run (non-Consignment)	NC	P	sars	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. 5.24
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. 5.25
Global Add



Print Document

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

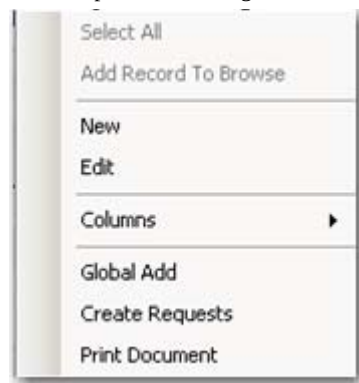
Create Requests

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. 5.26
Stock Replenishment Right-Click Menu



New

Use New to open the record detail to create a stock replenishment run.

Edit

Use Edit to update the Description, Type, or Originator fields in the Stock Replenishment header.

Columns

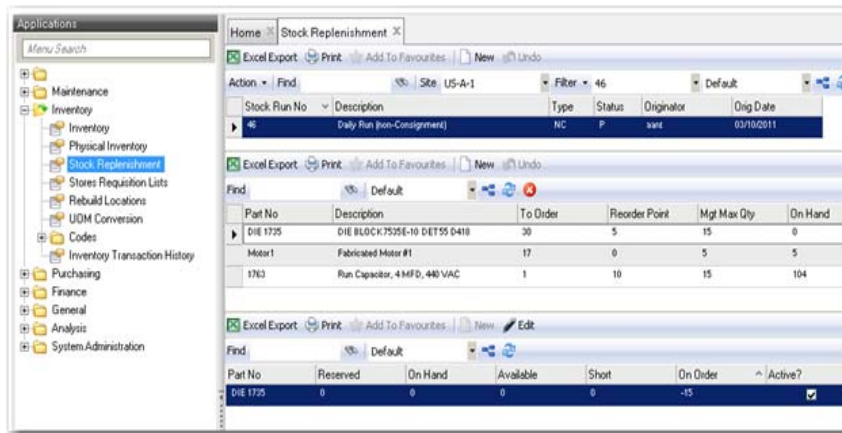
A list of columns available to the browse displays here. Select a column header to display it. Clear the column header to hide it.

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. 5.27
Stock Replenishment Record Detail



Stock Replenishment Middle Browse

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

Fig. 5.28
Stock Replenishment Tab: Parts

Parts			
Part			
Part No	000	1000 big motor	To Order 1.0000
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 takes 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. 5.29
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.

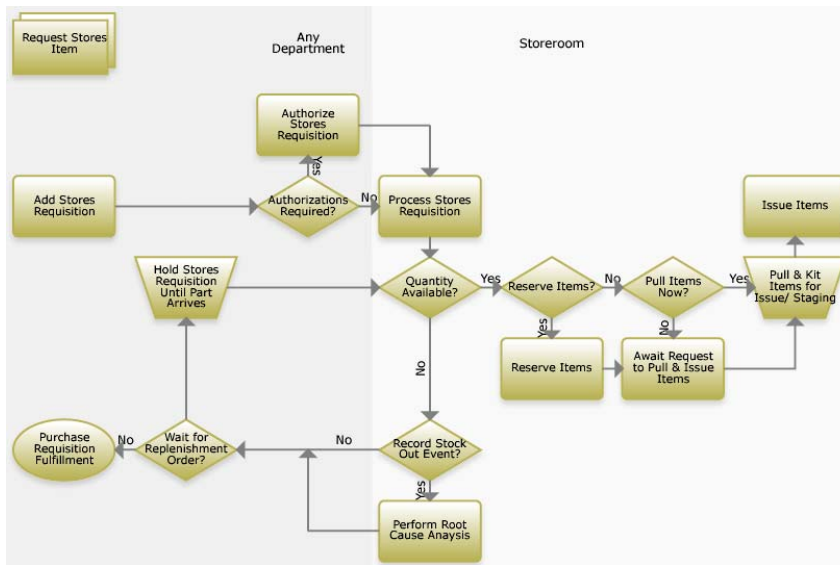
EAM automatically creates a stores requisition if you are:

- 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. 5.30
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

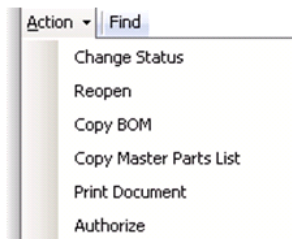
Access this browse from Inventory|Stores Requisition. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 5.31
Stores Requisition List

Stores Req No	Description	Status	WO No	Equip No	Project No	Cost Center	Requestor	Required Date
85		PL	6				AANT	03/08/2011
84	HVAC SYSTEM MTCE SUPPLIES	S	121	CONV-01		MFG	1323	04/05/2010
82	TEST EQ RENAME	PL	89	ASMBLY-1		WCB1	AANT	01/04/2011
81	Electric motors and parts	S	100	ASMBLY-1		WCB1	AANT	04/19/2011
80	Vehicle Mtrce Supplies	S	100	ASMBLY-1		WCB1	AANT	04/19/2011
79	Parts from Store Rm	PL	97		11-62-8	MFG	AANT	05/18/2010
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	05/18/2010
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		WCB1	AANT	01/01/2011

Stores Requisition List Action Menu

Fig. 5.32
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.

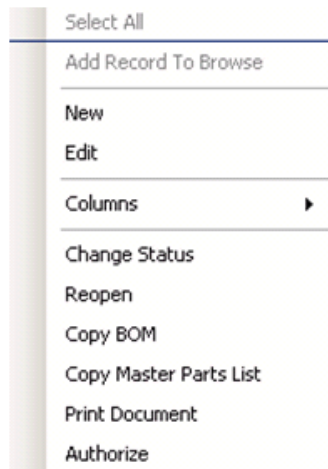
Authorize

Prevent issuing parts from a Stores Requisition that has not been authorized by enabling the authorization of Stores Requisition at General|Business Units|Sites More Inventory tab. Set up Roles to allow a user to Authorize a Stores Requisitions with Action.

Stores Requisition List Right-Click Menu

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

Fig. 5.33
Store Requisition Right-Click Menu



New

Use New to create a 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, Print Document, and Authorize 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. 5.34
Stores Requisition Record Detail

Stores Req No	Description	Status	WO No	Equip No	Project No	Cost Center	Requestor	Required Date	Mstr Pts No
306		C	2319	1324		Mfg	0001	02/09/2012	0
305	Parts for WO	PL	2292	CONV45		WC01	CROQUE	02/09/2012	0
304		C	2303	BANDSAW-1		Mfg		01/13/2012	0
303		C	2305	BANDSAW-1		Mfg		01/13/2012	0
302		C	2306	BANDSAW-1		Mfg		01/13/2012	0
301		PL	2308	BANDSAW-1		Mfg		01/13/2012	0
300		O	2309	gates1				01/13/2012	0

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. 5.35
Stores Requisition Tab: Detail

Home | Stores Requisition Lists | Site: US-A-1, Stores Req No: 86

Site: Stores Req No:

Action:

Detail

Description: Status:
 Requestor: Source:
 Source Site: Vendor No:
 Required Date:

Expense

WO No: Equip No:
 Project No: Job No:
 Expense Site: Rebuild:
 Serialized Part: Serial No:
 Dept: Cost Center:
 Acct No: Sub Acct No:
 System: Assembly:

Sales Order

Sales Order: Sale Order Notify:

New Record

Stores Requisition

Detail

Notes

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 are 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.

Rebuild Locations

Use Rebuild Locations to control serialized part rebuilds, such as for motors.

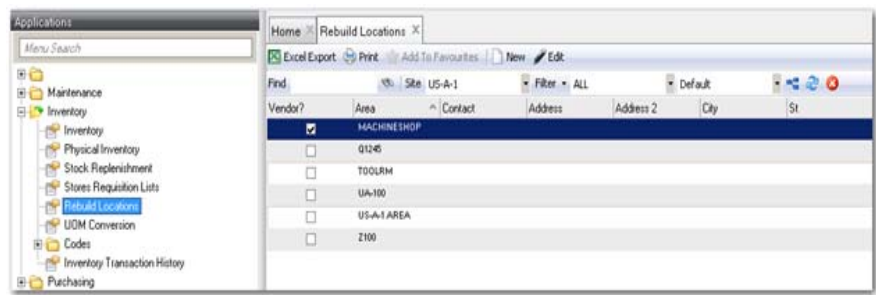
- Send parts removed from equipment to internal or external vendor locations for repair.
- Generate work orders against a rebuild location, instead of equipment, and the associated serial number for the serialized part at that location. Add work orders to build internal parts linked to a rebuild location.
- 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. 5.36
Rebuild Locations Browse



Rebuild Locations Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 5.37
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. 5.38
Stores Requisition Record Detail

Stores Requisition Lists									
Home Stores Requisition Lists X									
Excel Export Print Add To Favourites New Edit									
Find Site: US-A-1 Filter: ALL Default									
Stores Req No	Description	Status	WO No	Equip No	Project No	Cost Center	Requestor	Required Date	Mstr Pts No
306		C	2319	1324		Mfg	0001	02/09/2012	0
305	Pmts for W/O	PL	2302	CONV45		W/O1	CE000UE	02/09/2012	0
304		C	2303	BAND SAW-1		Mfg		01/13/2012	0
303		C	2305	BAND SAW-1		Mfg		01/13/2012	0
302		C	2306	BAND SAW-1		Mfg		01/13/2012	0
301		PL	2308	BAND SAW-1		Mfg		01/13/2012	0
300		O	2309	gates1				01/13/2012	0

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. 5.39
Rebuild Location Tab: Detail

The screenshot shows a software interface for a Rebuild Location Detail Tab. At the top, there are two tabs: 'Site' and 'Area'. The 'Site' tab is selected, showing 'US-A-1'. The 'Area' tab is also visible, showing 'MACHINESHOP'. Below these tabs is a 'Detail' section with a 'Detail' sub-tab. This section contains several fields: 'Vendor?' with a checked checkbox, 'Address' with the value '36 Croghan Street', 'City' with 'Fremont', 'Zip' with '43420', 'Fax' (empty), 'Contact' (empty), 'Address 2' (empty), 'St' with 'OH', 'Phone' with '414 125 1024', and 'Country' with 'US'. Below the 'Detail' section is an 'Accounting' section with fields for 'Expense Site' (US-A-1), 'Dept' (empty), 'Cost Center' (Adm), 'Acct No' (5000), and 'Sub Acct No' (empty). Each field has a small icon next to it, 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 is credited against the rebuild. It debits or increases the value of the inventory. Cost transfers to stores until the part is issued to a piece of equipment.

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.

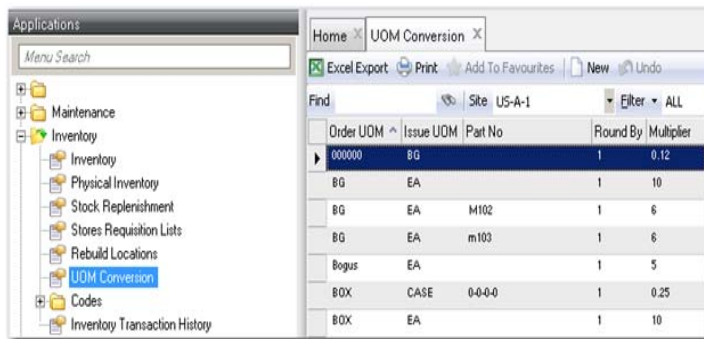
For example, parts issue out of inventory in units of each (such as individual pencils). The vendor requires the company to buy the part (pencils) in units of boxes (25 pencils to a box).

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.

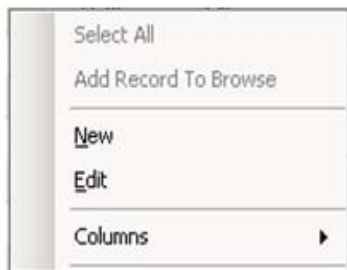
Fig. 5.40
UOM Conversions Browse



UOM Conversions Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 5.41
UOM Conversions Right-Click Menu



New

Use New to create a 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 15 characters in length, or have hierarchical structure with up to four levels of two codes.

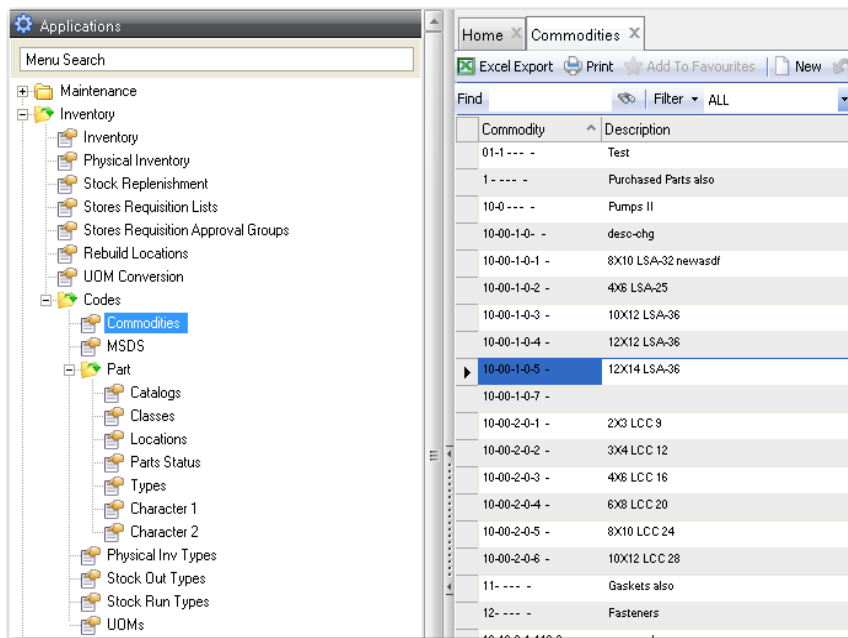
The commodity code format displays dashes within the commodity, depending on the format definitions you establish in the System Registry.

Example Sample commodity codes, from the National Institute of Government Purchasing Web site, assume a format definition of 3-2-2-3-1, where length 1 is three positions or characters, length 2 is two, length 3 is two, length 4 is three, and length 5 is one:

Table 5.1
Sample Commodity Codes

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. 5.42
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

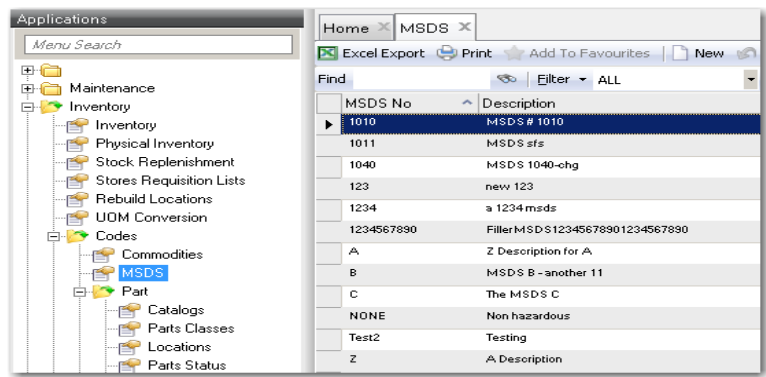
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 5.43
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

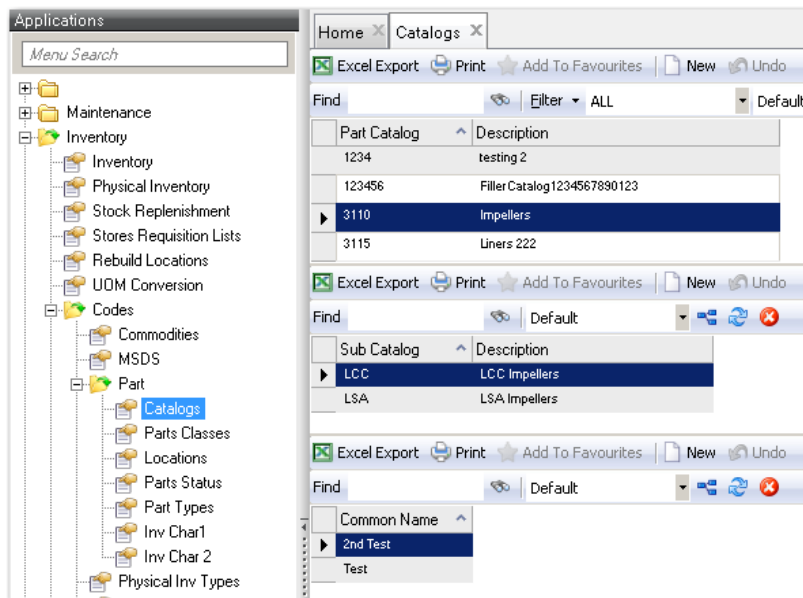
Part includes information to associate with parts, such as catalogs, classes, locations, statuses, Types, User-defined Inv Char 1, and Character 2.

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. 5.44
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 subcatalog, 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 subcatalog code. The common name is a noun or an adjective to describe the catalog or subcatalog. Sometimes users add their own names.

Editing a Catalog Code

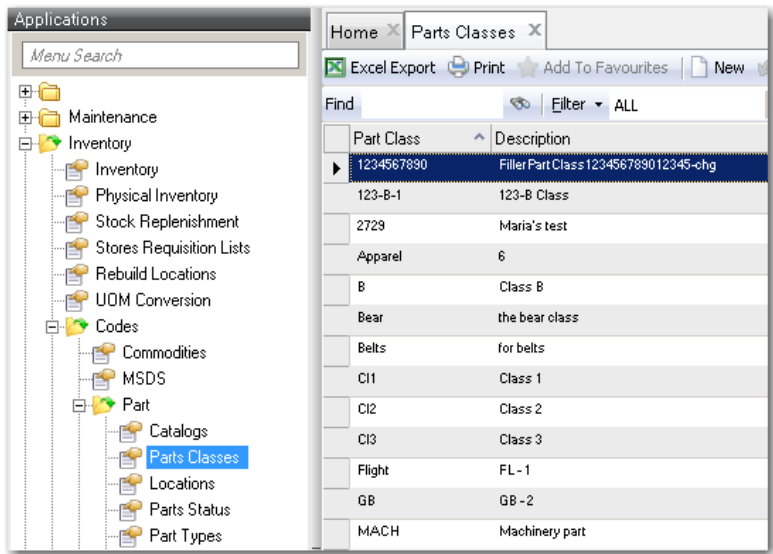
- 1 Double-click the code to edit.
- 2 Update the part catalog or description.
- 3 If there is a subcatalog to update, enter it and its description.
- 4 Update the common name. The system automatically saves the new code.

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. 5.45
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

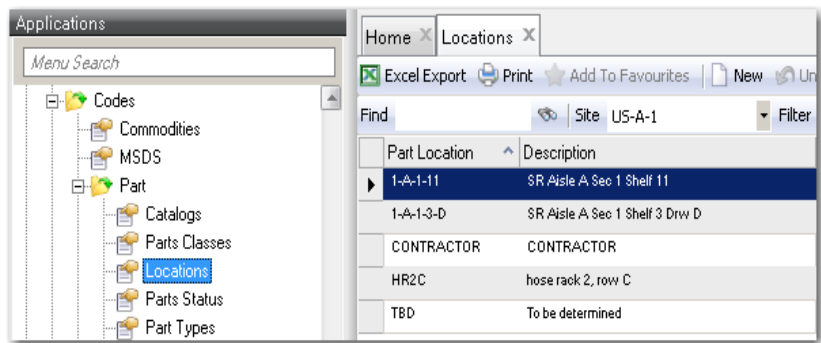
- 1 Double-click the code to edit.
- 2 Update or add the part class description. The system automatically saves the updated code.

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. 5.46
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

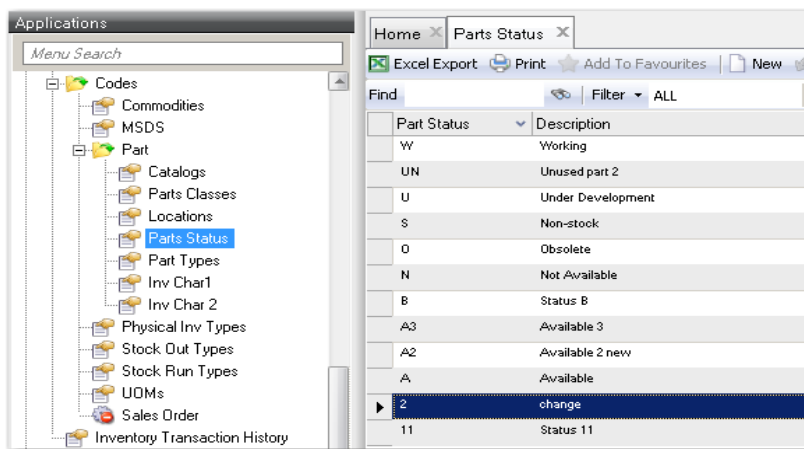
- 1 Double-click the code to edit.
- 2 Update or add the part location description. The system automatically saves the updated code.

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. 5.47
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.

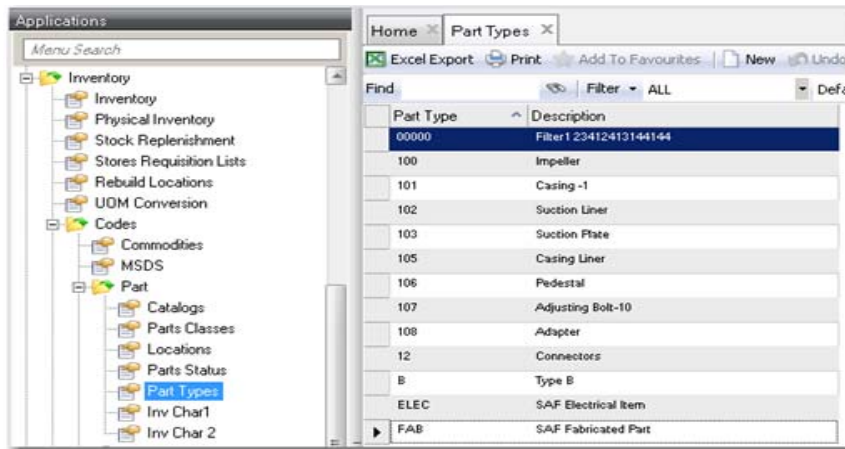
Types

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 Add or edit type codes only for accounting/SAF purposes. They should match the corresponding SAF data found in the QAD ERP in Generalized Codes Maintenance. If and when those items are used in operational transactions, the items with which they are associated should be items in Item Master Maintenance.

Fig. 5.48
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

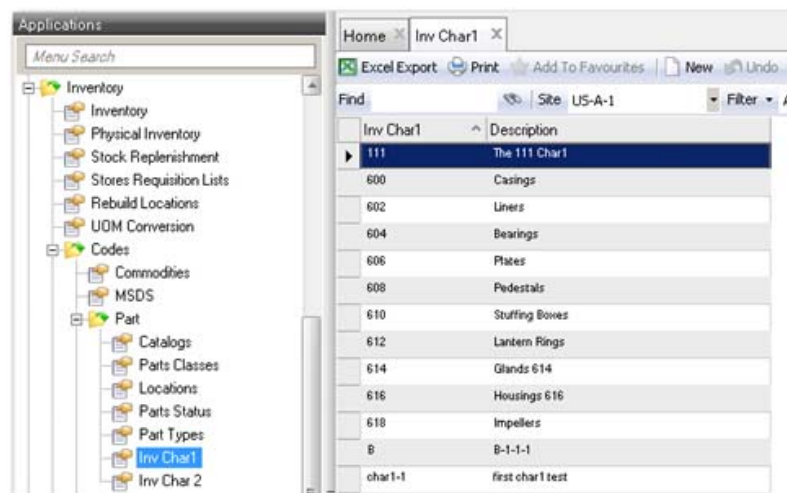
- 1 Double-click the code to edit.
- 2 Update or add the part type description. The system automatically saves the updated code.

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. 5.49
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

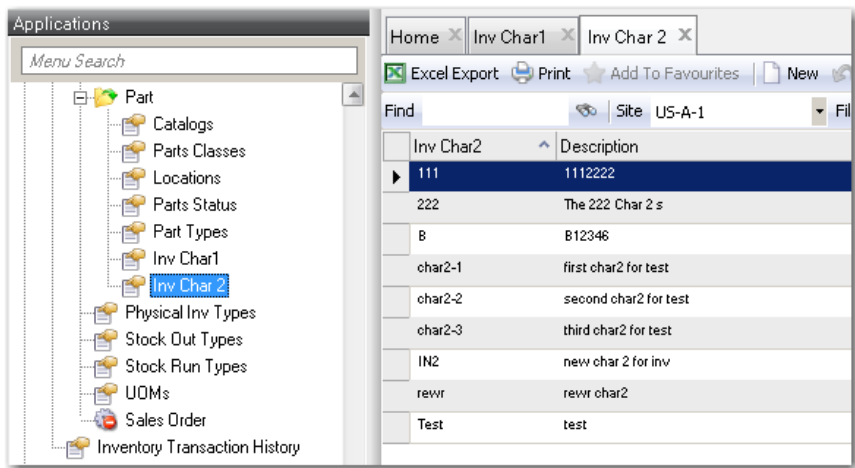
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 5.50
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

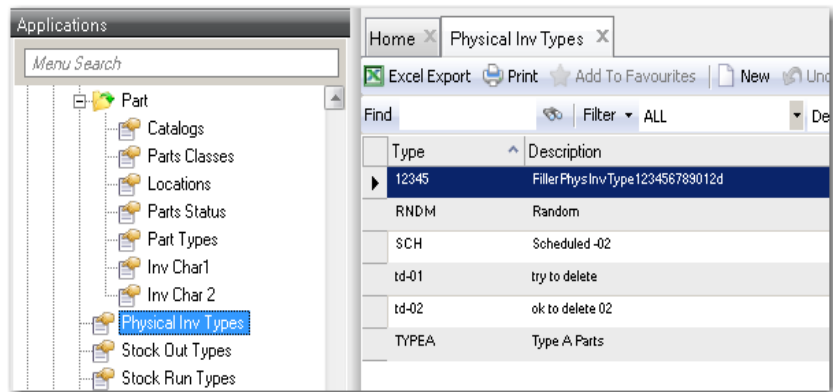
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 5.51
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

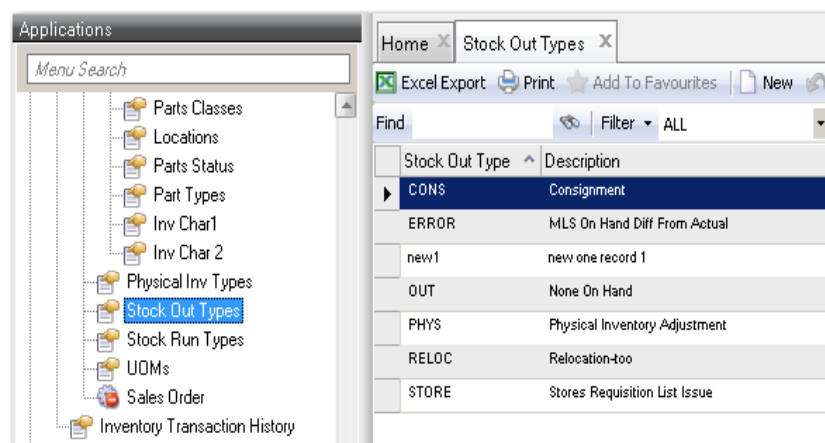
- 1 Double-click the code to edit.
- 2 Update or add the type description. The system automatically saves the updated code.

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. 5.52
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

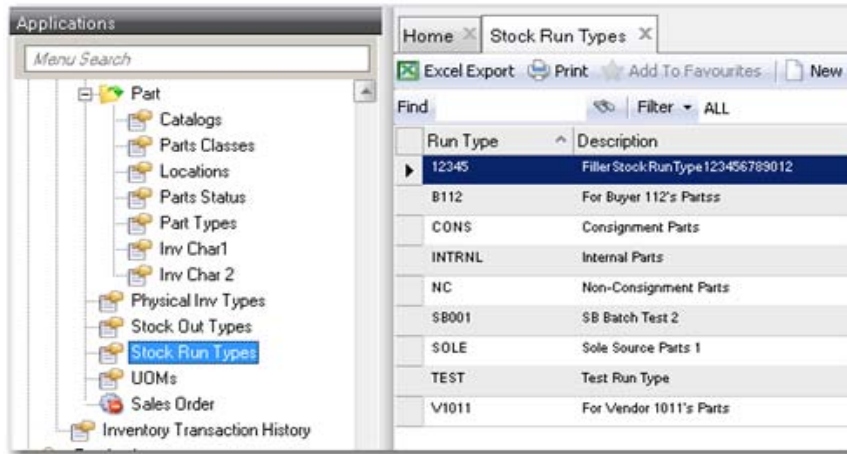
- 1 Double-click the code to edit.
- 2 Update or add the stock out type description. The system automatically saves the updated code.

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. 5.53
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

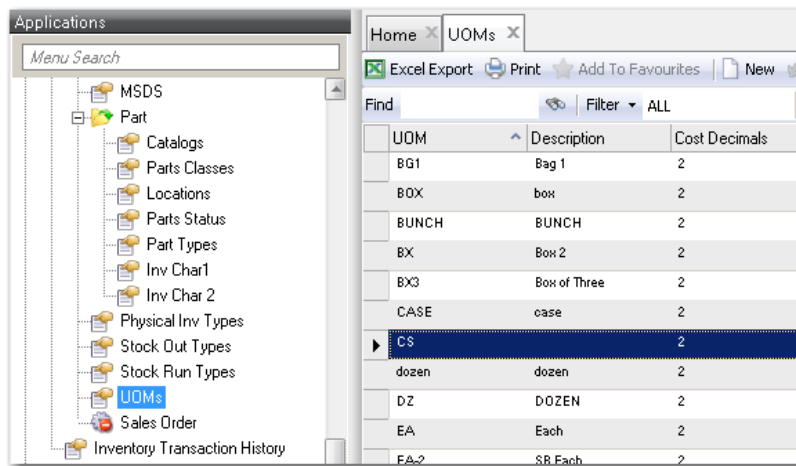
- 1 Double-click the code to edit.
- 2 Update or add the run type description. The system automatically saves the updated code.

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. 5.54
Codes: UOMs



Adding a UOM Code

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

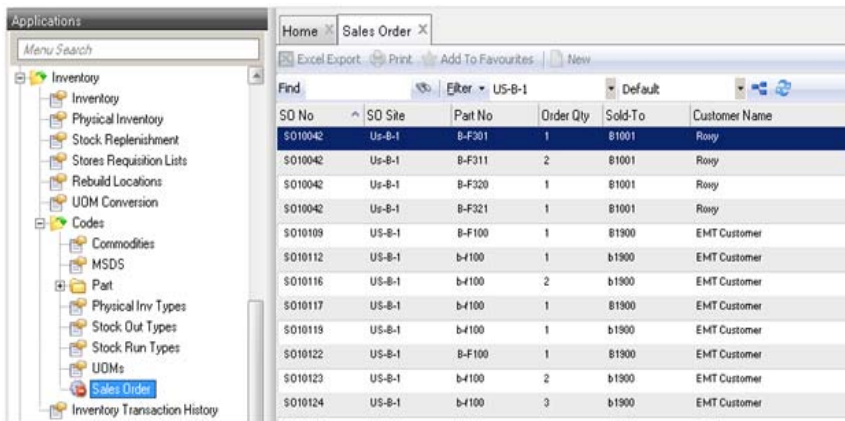
Editing a UOM Code

- 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. 5.55
Codes: Sales Order

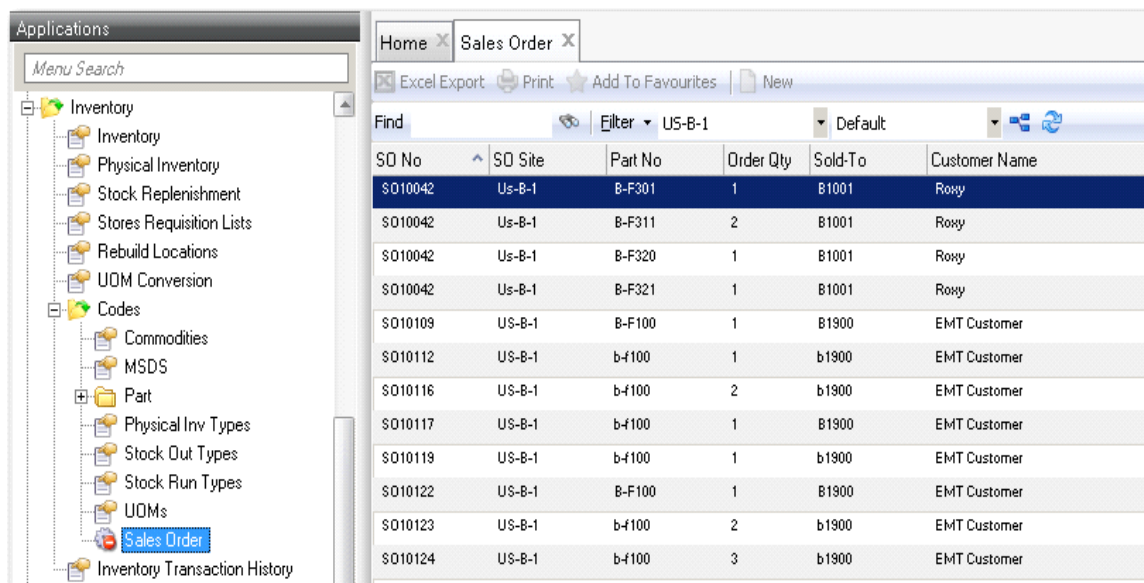


Inventory Transaction History

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. 5.56
Codes: Sales Order



The screenshot shows the 'Inventory Transaction History' application window. On the left is a navigation pane with a tree view containing 'Inventory' (with sub-items: Inventory, Physical Inventory, Stock Replenishment, Stores Requisition Lists, Rebuild Locations, UOM Conversion) and 'Codes' (with sub-items: Commodities, MSDS, Part, Physical Inv Types, Stock Out Types, Stock Run Types, UOMs, Sales Order, and Inventory Transaction History). The 'Sales Order' item is selected. The main window has tabs for 'Home' and 'Sales Order'. Below the tabs is a toolbar with 'Excel Export', 'Print', 'Add To Favourites', and 'New'. A 'Find' bar is present with a filter set to 'US-B-1'. The main area displays a table of sales order data.

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

Finance

This section discusses the following Finance module topics:

***Finance* 200**

***Accounting* 202**

***Tax* 217**

***Overhead* 225**

***Groups* 229**

***Codes* 234**

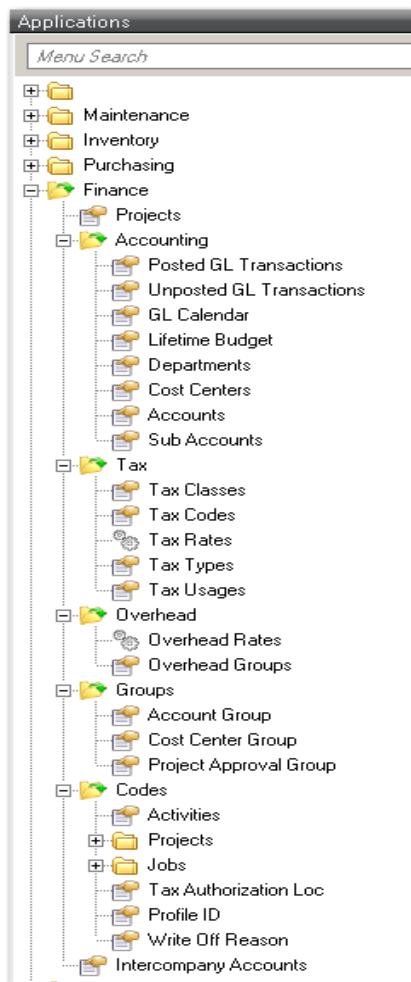
***Intercompany Accounts* 238**

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

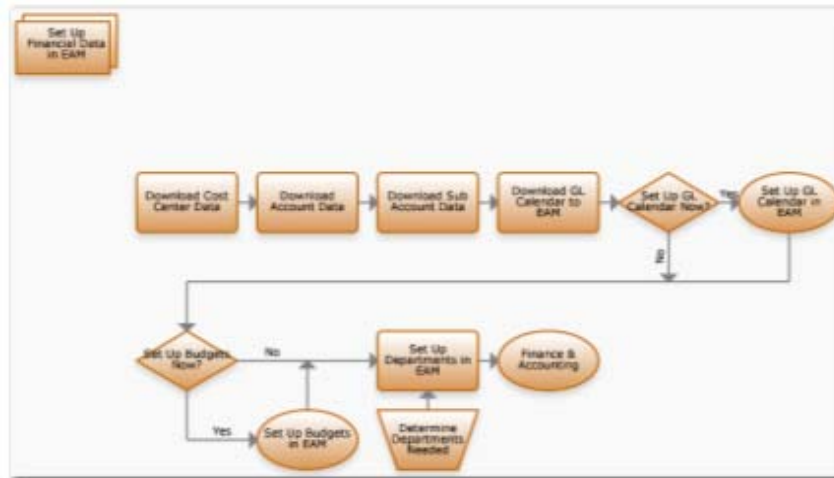
Fig. 6.1
Finance Menu



Setting Up Financial Data in EAM

Fig. 6.2

Set Up Financial Data Process Map

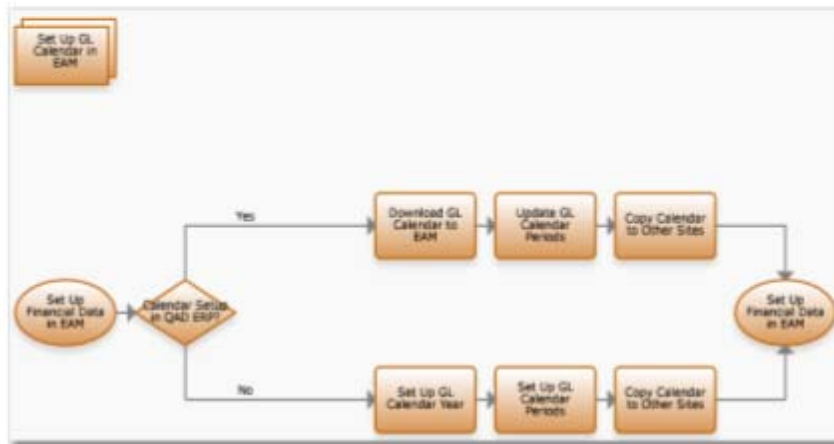


- 1 Download cost center data from QAD ERP.
- 2 Download account data from QAD ERP.
- 3 Download sub-account data from QAD ERP.
- 4 Download GL calendar from QAD ERP to EAM.
- 5 Set up the GL calendar in the EAM application.
- 6 Download budget data from the EAM application.
- 7 Download budget data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

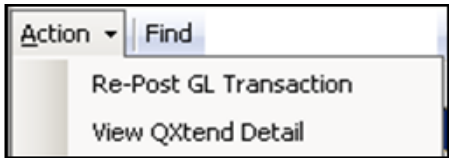
In ERP?	Dept	Cost Center	Acct No	Sub Acct No	Amount	Reference	Date
☐			2100		-1000	14881100000000	11/06/2009
☐		2500	5100		1000	14881100000000	11/06/2009
☒		2500	5200		94.15	14881100000000	11/06/2009
☒		2500	5300	0011	-94.15	14881100000000	11/06/2009
☒		2500	5200		-12.5	14880004000000	09/04/2009
☒	PROD	5010	5200		12.5	14880004000000	09/04/2009
☒	PROD	5010			-48.2	14880001000000	09/01/2009
☒			5702		9	14880001000000	09/01/2009
☒			5701		1.2	14880001000000	09/01/2009
☒	4010	2010	7030	7031	40	14880001000000	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	☐

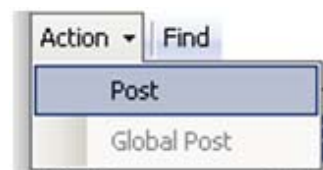
Line no	Description	Amount	Dept	Cost Center	Acct No	Sub Acct No
1	test	10		fin	1301	
2	test	-10		fin	1301	

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 for browsing accounting data.

Top Panel: Year Browse

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

Middle Panel: Period Browse

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

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.

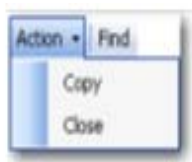
Use the lower browse to close account periods on a site-by-site basis.

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

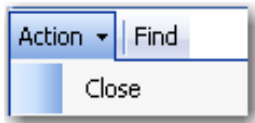
Use Close to end the selected year. If you use QAD ERP, EAM notifies you that there are transactions you still need sent to QAD ERP.

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 should be sent to QAD ERP. If you proceed, QAD ERP excludes unsent transactions from period totals.

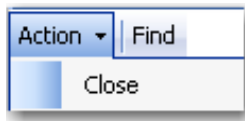
You may close account periods in certain sites earlier due to time zone differences. Close account periods by site to set specific end-of-period accounting deadlines for individual sites.

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 should be sent to QAD ERP. If you proceed, QAD ERP excludes unsent transactions from period totals.

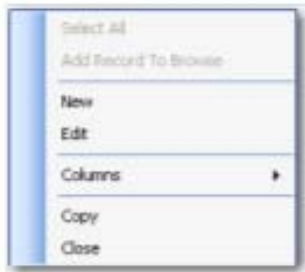
You may close account periods in certain sites earlier due to time zone differences. Close account periods by site to set specific end-of-period accounting deadlines for individual sites.

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 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

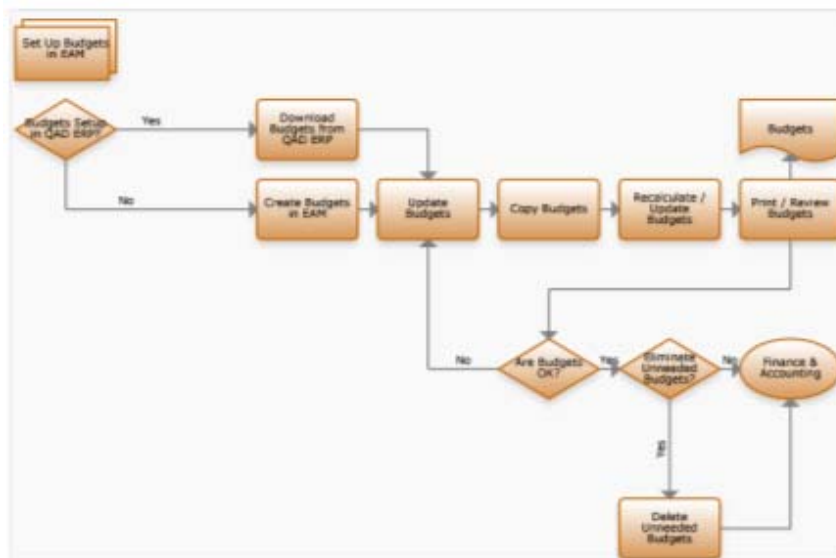
EAM displays downloaded accounting period dates as they have been set up in QAD ERP. On the GL Calendar middle browse, users can edit beginning and end dates for each period. If you change an account period's end date, EAM automatically updates the start date of the following period.

- 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



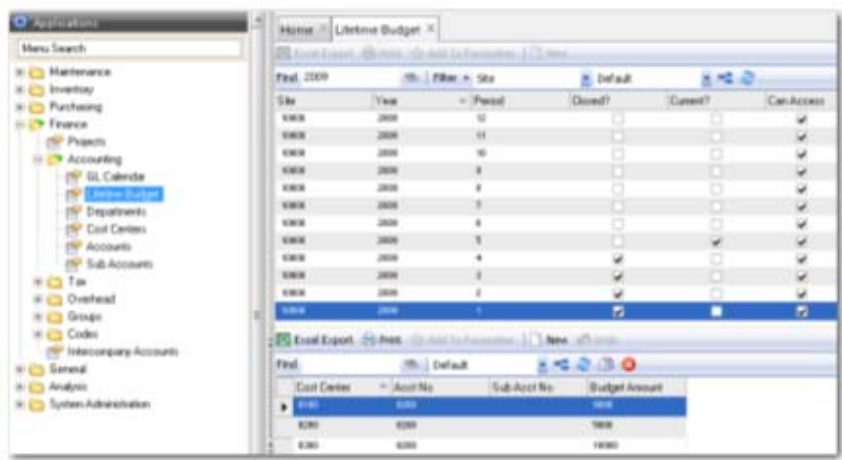
- 1 Create budgets in EAM if you are not downloading them from QAD ERP.
- 2 Update budgets in EAM.

- 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 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.

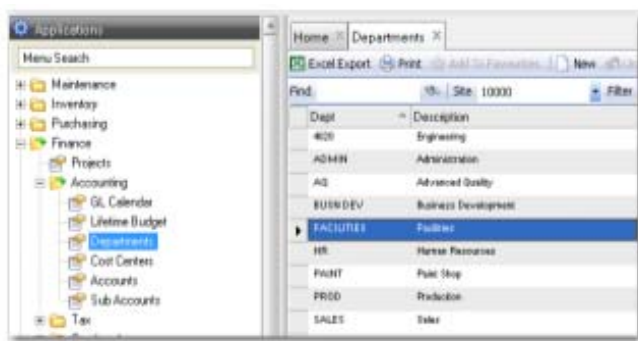
Editing a Budget Site Record (lower browse)

- 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 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.

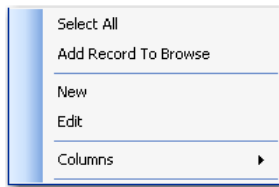
Fig. 6.20
Cost Center Browse

Cost Center	Description	Active?	Req. App. Grp	Stores App. Grp
0000	UNLIMITED UNLIMITED UNLIMITED			
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 Product - C	✓	THGRP	
0800	Home Gtds for Prod	✓		
0900	Home Gtds Stock Product - 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 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.

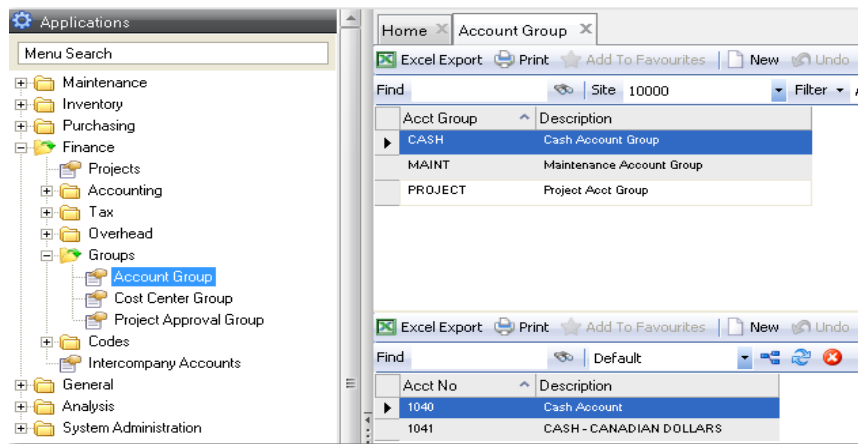
Create and name an account group at Finance|Groups|Account Group. Add a list of account numbers to the group on the lower browse.

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.

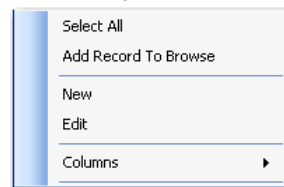
Fig. 6.22
Account Browse



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 a 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.

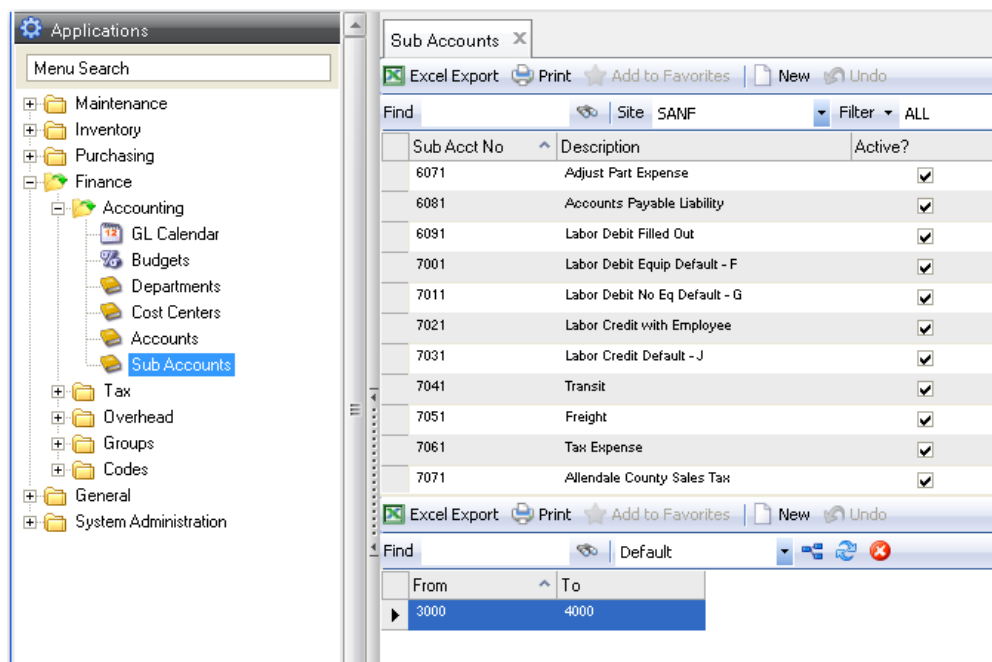
Sub-accounts

Use the sub-account download feature to download accounts from QAD ERP into EAM. QAD ERP uses sub-accounts to analyze activity on a 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.

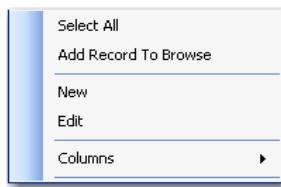
Fig. 6.24
Sub-accounts Browse



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

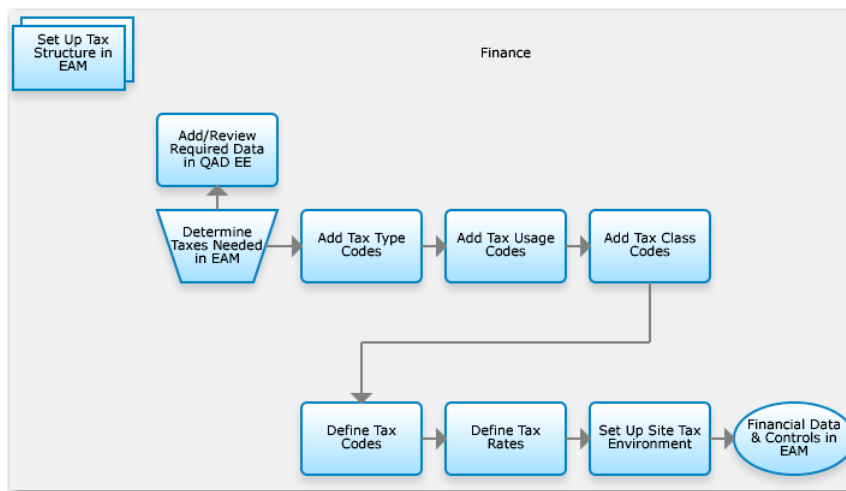
Global Tax Management (GTM) in QAD ERP supports multinational enterprises to calculate taxes on business transactions. The types of taxes, formulas used to calculate them, and when taxes are assessed often vary considerably between countries. GTM can process taxes for multiple countries within the same database.

EAM Tax Management includes tax classes, tax codes, tax rates, and tax types. These data items 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

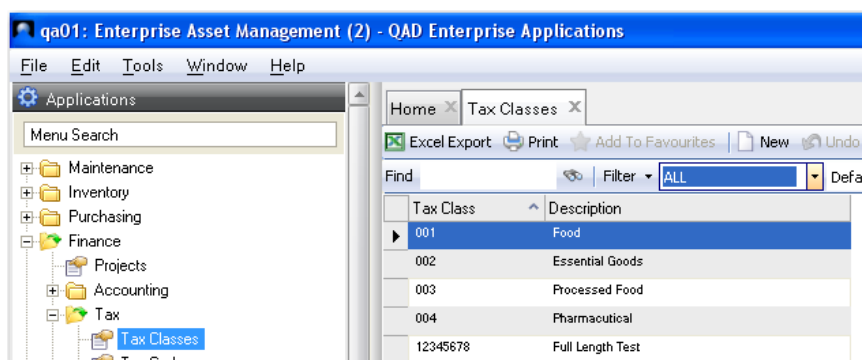
Use this table to create and modify tax class codes. Tax class codes track a class of people or items. A tax class can represent a customer, supplier, or item. In some cases, tax law specifies that the tax applies based on tax class. In QAD ERP, the tax class determines the tax rate for tax types in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

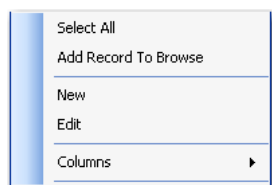
Fig. 6.27
Tax Classes Browse



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 three 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.

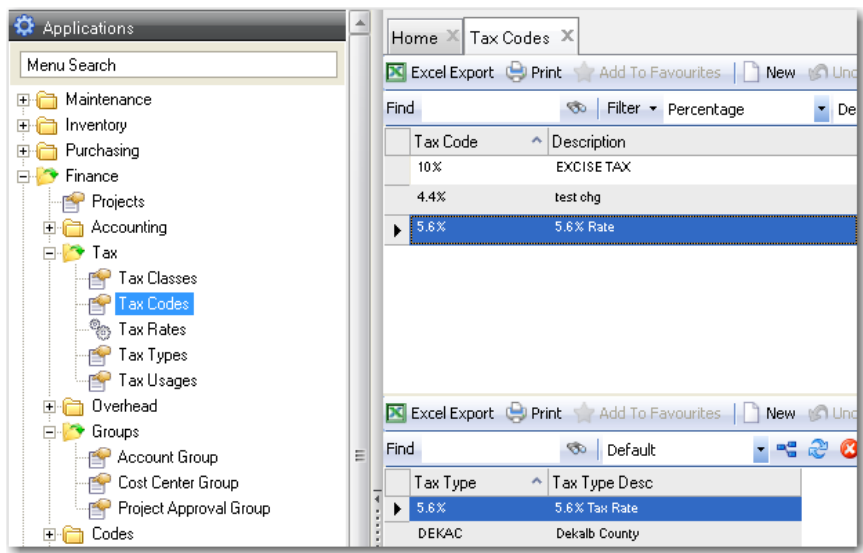
Tax types are individually associated or grouped under a tax code.

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.

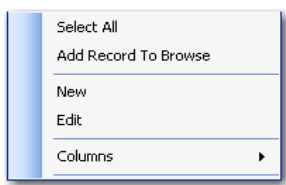
Fig. 6.29
Tax Codes Browse



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 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.

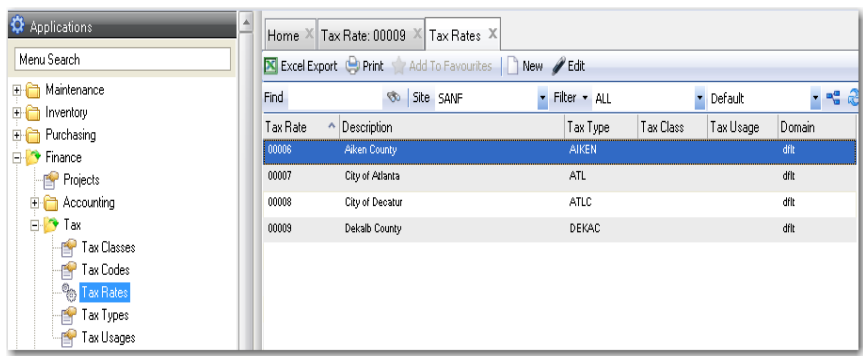
$$\text{Tax Type} + \text{Tax Class} + \text{Tax Usage} = \text{Tax Rate}$$

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.

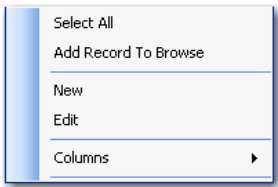
Fig. 6.31
Tax Rates Browse



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 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. If there are various tax class and tax usage codes to include in the calculation, you can include the same tax type in multiple tax rates.

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.

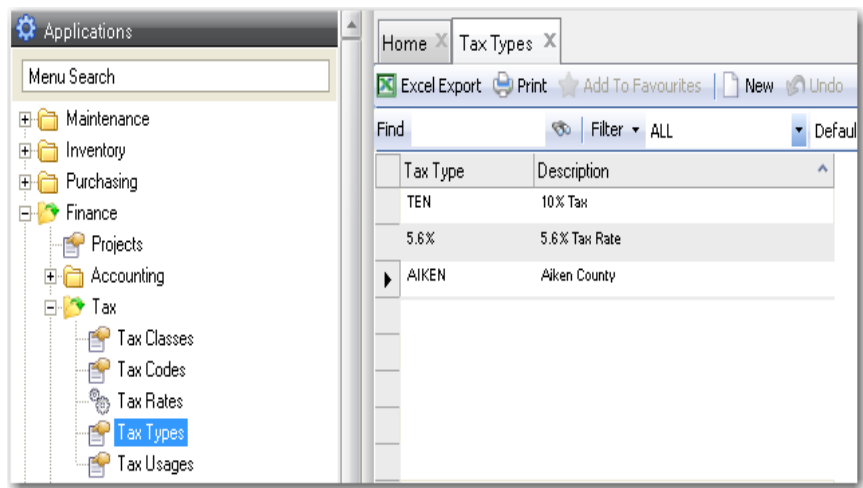
You can create as many tax types and as many tax codes as you need.

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.

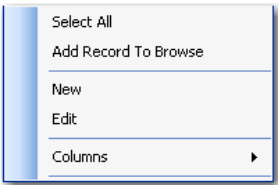
Fig. 6.34
Tax Types Browse



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 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.

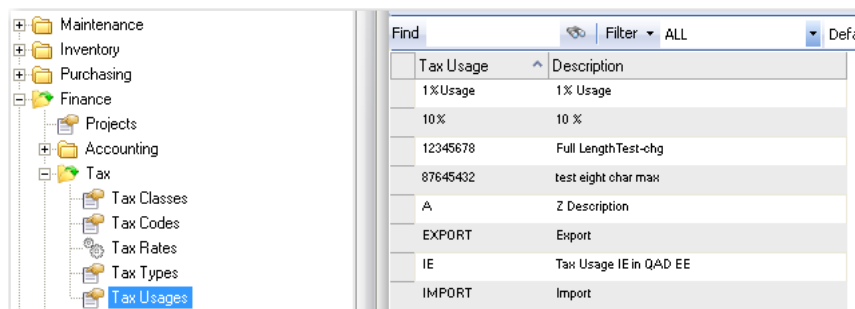
Tax Usages

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 that are 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.

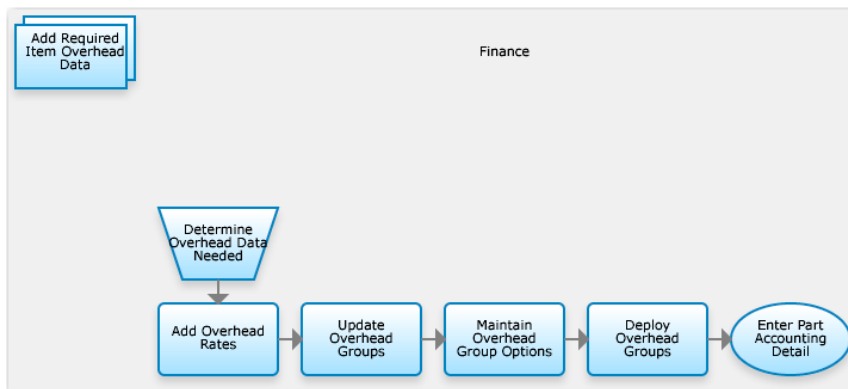
Overhead Rates

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

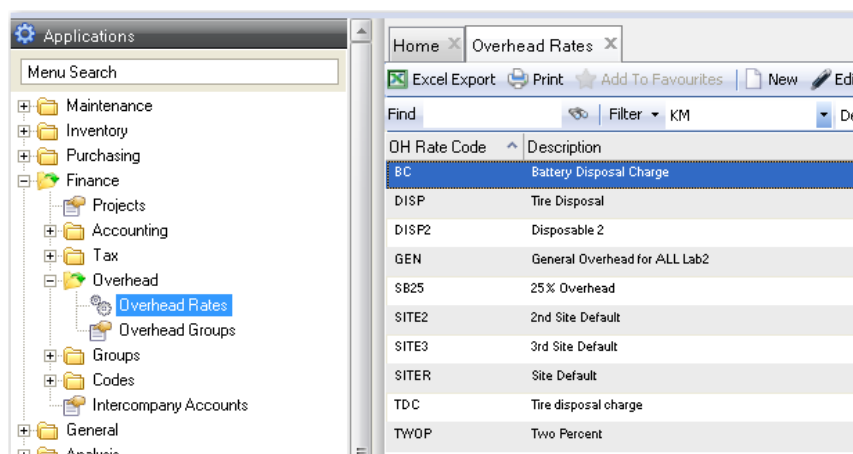


- 1 Determine overhead rates data needed.
- 2 Add overhead rates.
- 3 Update overhead groups.
- 4 Maintain overhead group options.
- 5 Deploy overhead groups.

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.

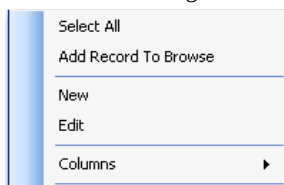
Fig. 6.38
Overhead Rates Browse



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 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

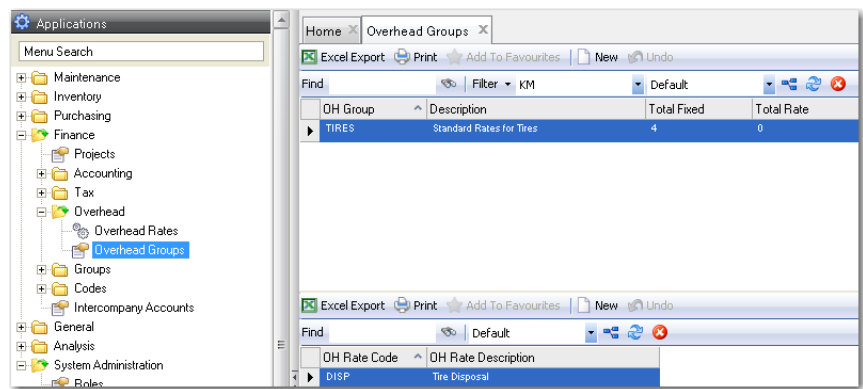
Use overhead groups to recover overhead expenses from operational cost centers and departments.

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.

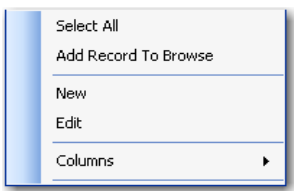
Fig. 6.40
Overhead Groups Browse



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 required to build up the group's fixed amount or total rate.

Editing an Overhead Group

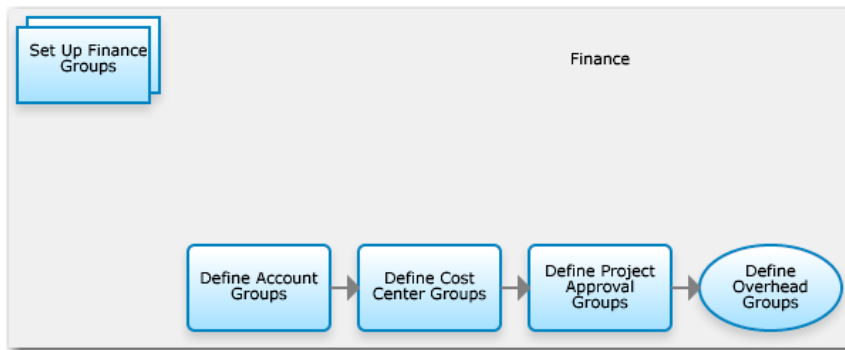
- 1 Double-click a record from the upper browse.
- 2 Enter or edit the overhead group description.
- 3 Click New or Delete in the lower browse.
- 4 Add or subtract associated rates.

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 are associated with it. Add a list of account numbers to that group on the lower browse.

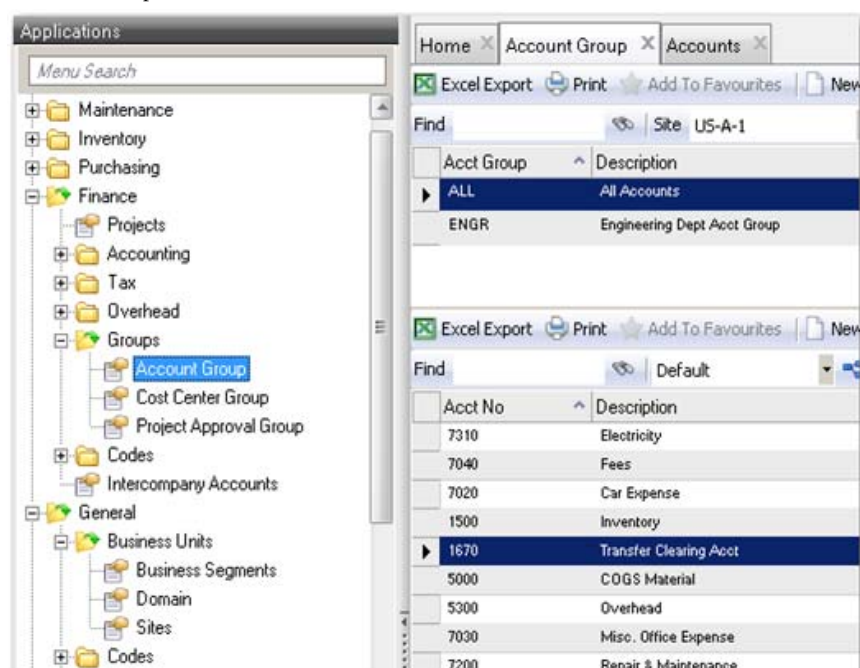
Associate the account group with any selected user IDs, under System Administration|Users|Account Groups. You can associate multiple account groups with the user ID.

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.

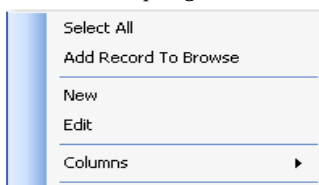
Fig. 6.43
Account Group Browse



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 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 the 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.

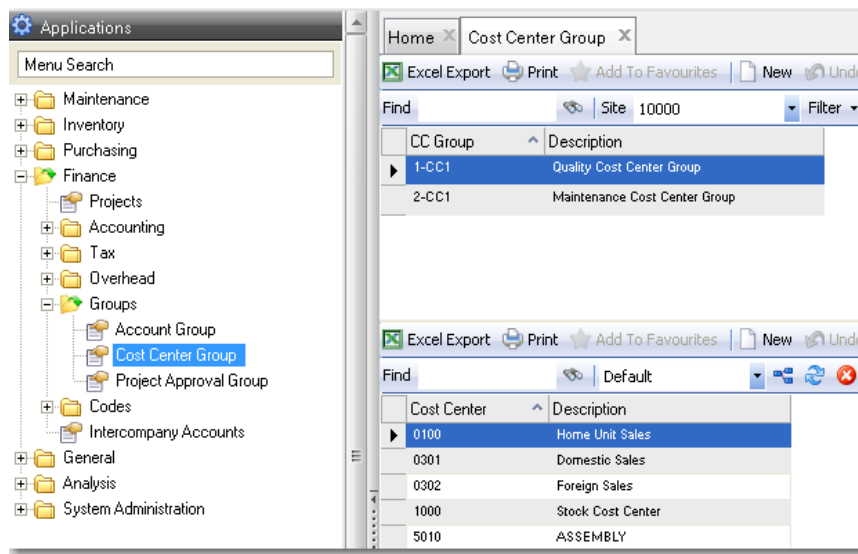
Associate the cost center group with selected user IDs, under System Administration|Users|Cost Center Group. You can associate multiple cost center groups with a user ID.

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.

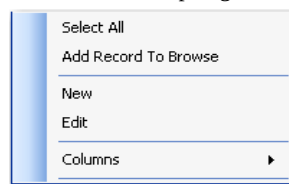
Fig. 6.45
Cost Center Group Browse



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 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.

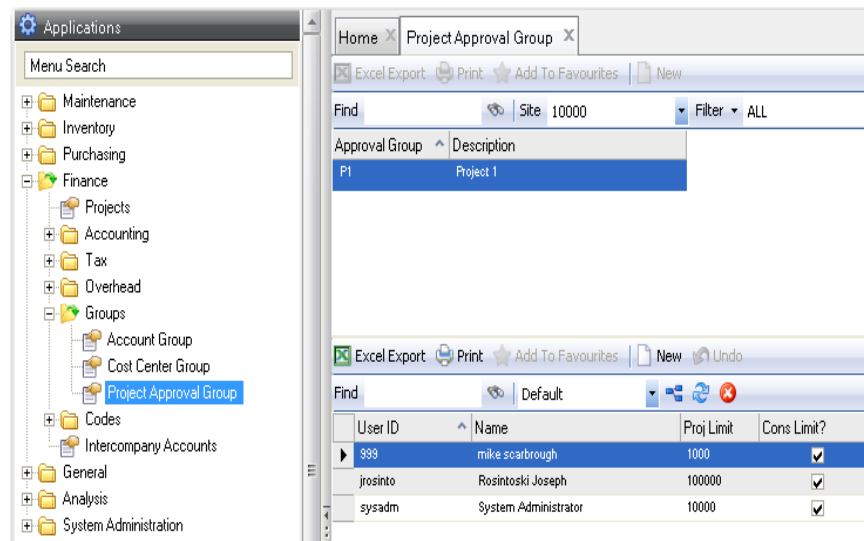
Project Approval Group Browse

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.

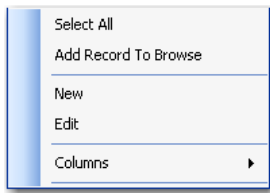
Fig. 6.47
Project Approval Group Browse



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 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.

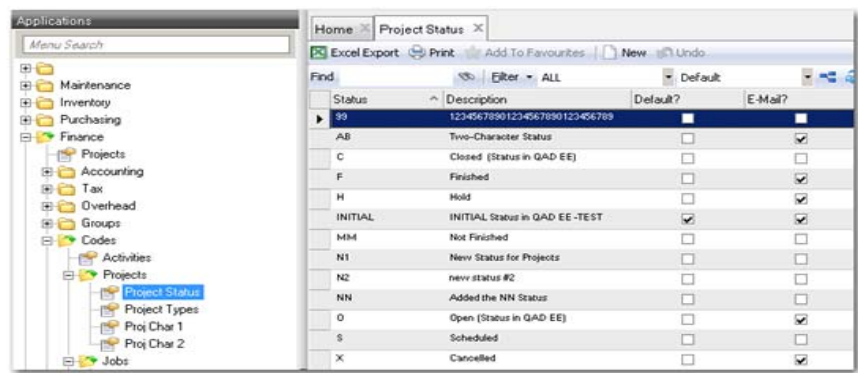
Project

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

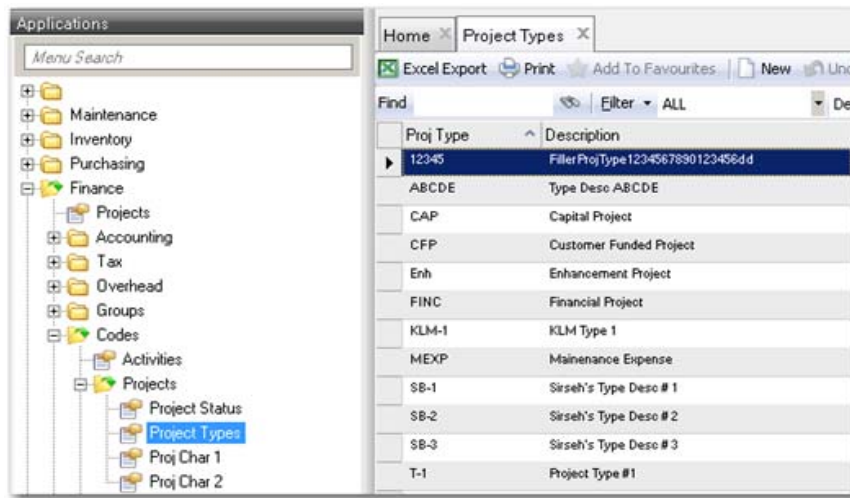
- 1 Double-click the code to edit.
- 2 Enter or edit the status description.
- 3 Select defaults or notifies. The system automatically saves the updated code.

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

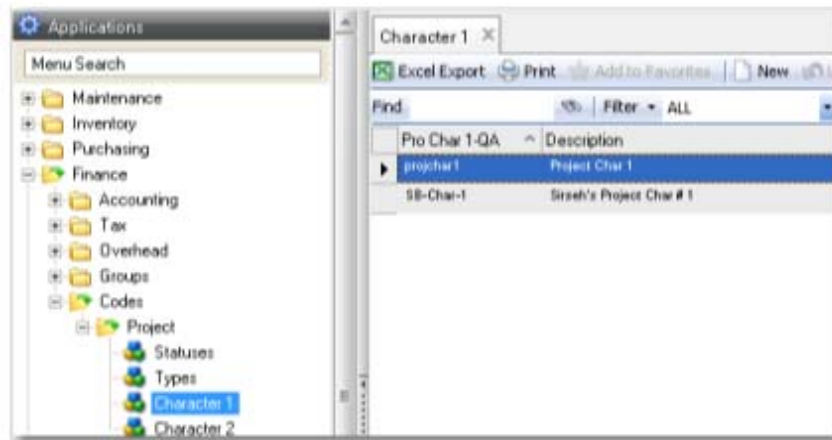
- 1 Double-click the code to edit.
- 2 Enter or edit the project type description. The system automatically saves the updated code.

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.

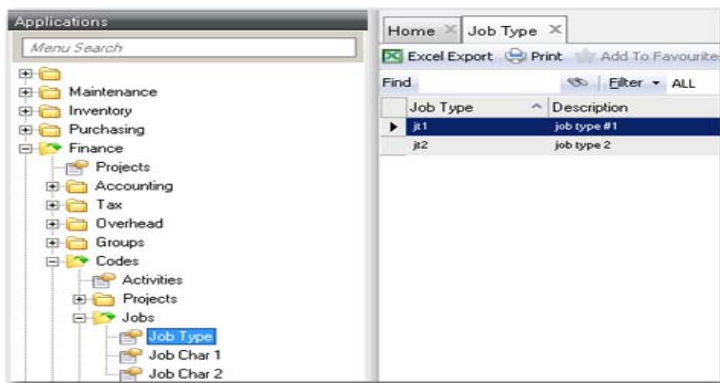
Jobs

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.

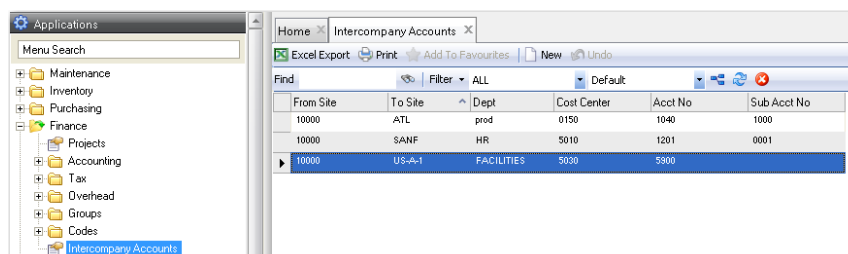
When a part relocates from one site to another, EAM credits the inventory from which it was removed, and debits the transit location. Use EAM System Admin|System Control Maintenance|System Site Maintenance|More Inv tabbed page to set up cost center, account number, and sub-account.

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.

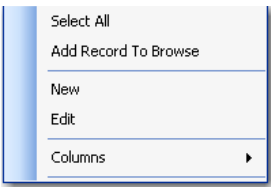
Fig. 6.53
Intercompany Accounts Browse



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 record.

Edit

Use Edit to open the intercompany accounts record detail to edit the selected record.

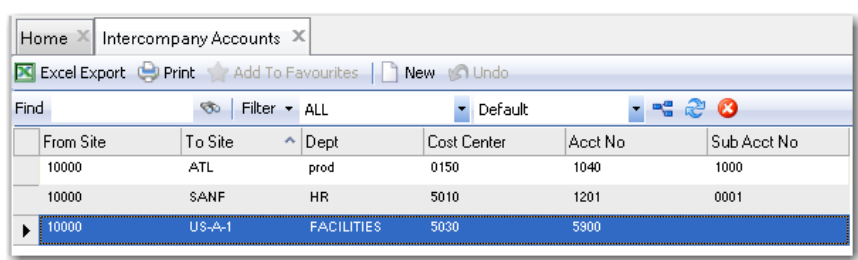
Columns

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



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 is 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.

Purchasing

This section discusses the following Purchasing module topics:

***Purchase Orders* 243**

***Requisitions* 256**

***Blanket Orders* 276**

***Quotes* 295**

***Routing Substitutions* 304**

***Vendor* 305**

***Standard Clauses* 316**

***Currency* 319**

***Approval Groups* 320**

***Codes* 325**

Purchasing Overview

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:

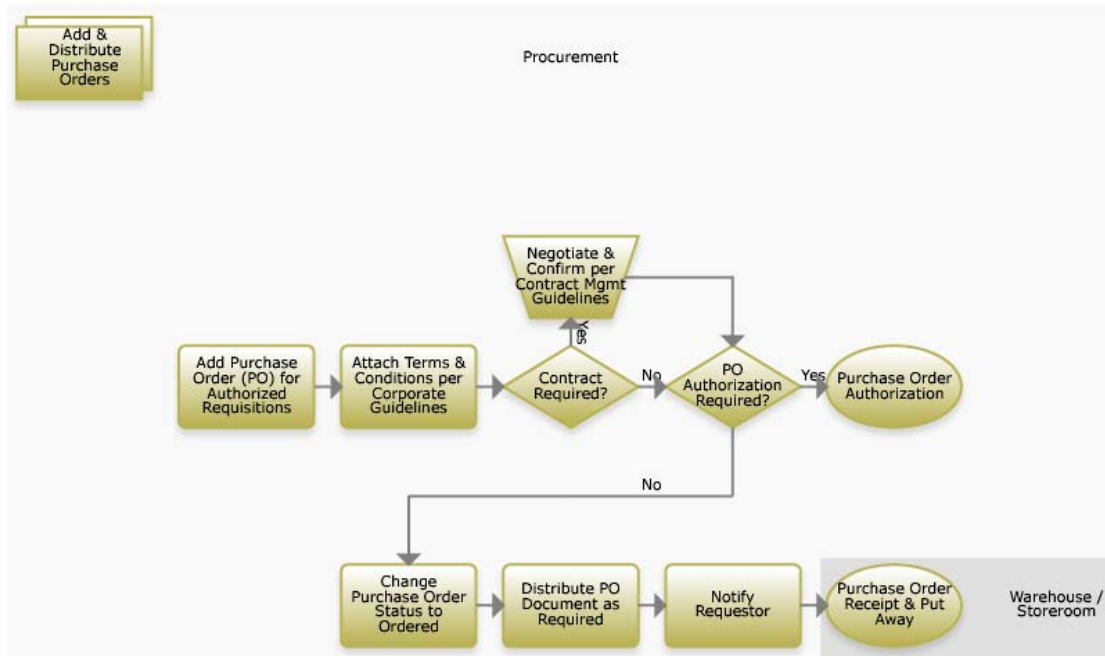
- Purchase Orders
- Requisitions
- Blanket Orders
- Quotes
- Routing Substitutions
- Vendor
- Standard Clauses
- Currency
- Exchange Rates
- Approval Groups
- Codes

Purchase Orders

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

Adding and Distributing Purchase Orders

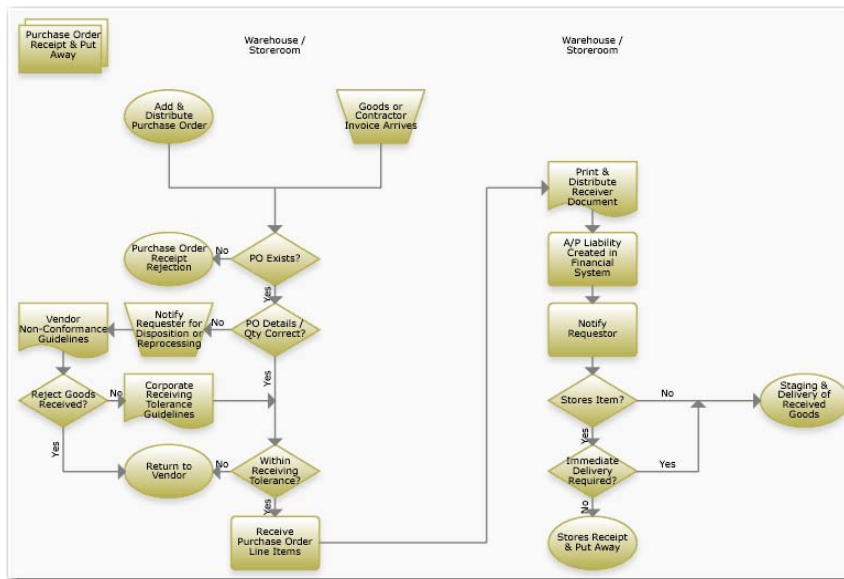
Fig. 7.1
Creating a Purchase Order Process Map



- 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. 7.2
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 in steps 1 and 2. When you add and distribute a purchase order, or a goods or contractor invoice arrives, verify that the quantity and details are correct.
- 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. 7.3
Purchase Orders Upper and Lower Browse

PO No.	Status	Auth Status	Vendor No	Buyer	Total Cost	Ordered Date	Taxable?	Currency	Auth?
178	P		A2001	ABRADI	1882.75		☒	USD	☐
175	P		A2001	ABRADI	1829.84		☒	USD	☒
174	P		A2001	ABRADI	1005.2		☐	USD	☐
173	O		A2001	ABRADI	1330	04/15/2011	☐	USD	☐
172	P		A2001	ABRADI	2532.75		☐	USD	☐
171	O		A2001	ABRADI	990	04/15/2011	☐	USD	☐
170	P		A2002	ABRADI	3060.7		☒	USD	☐
168	P	Authorized	A2002	ABRADI	773.35		☒	USD	☒

PO Line	Status	Part No	Description	Date Due	Qty Ordered	UOM	Qty Received	Taxable?	Intrastat Item
1	P	C1-101X	Anchor Bolt, L Hook, 3/8-1	04/20/2011	2000	EA	0	☒	☒
2	P	C20610-BR3	Standoff, Edge, Brass, Cle	04/20/2011	10	EA	0	☐	☒
3	P	BATTERY-008	RAYALSV 9 VOLT BATT	04/20/2011	10	EA	0	☐	☒
4	P	BATTERY-008	RAYALSV 9 VOLT BATT	04/20/2011	20	EA	0	☐	☒
5	P	MS-15-1200	Manual Motor Switch, 15A	04/18/2011	12	EA	0	☐	☒

Creating a Purchase Order

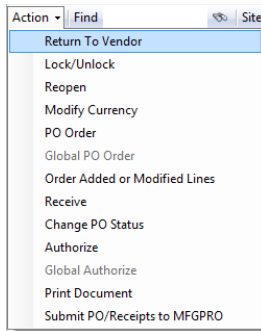
- 1 Click New to create a purchase order record. The system assigns a purchase order number, which cannot be modified by a user.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

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. 7.4
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 accounts and debits the accounts payable liability accounts.

Lock/Unlock

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.

Note If a control setting called Any Buyer is enabled in General|Business Units|Domain|PO/Reqs, any user set as a buyer is able to make modifications to another buyer's PO.

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. Only currencies valid for this vendor are available for selection.

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).

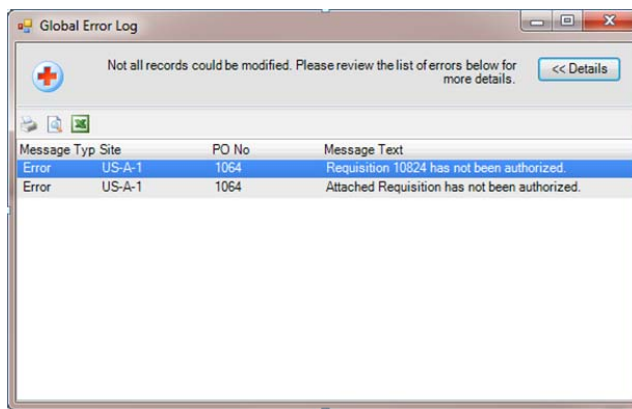
Note If Authorization is required for a PO and/or Requisitions, the PO cannot be ordered until the authorization has been done. An error message appears if this condition has not been met.

Global PO Order

Use this action to put multiple POs on order. First, select the POs to be put on order and then select this option. This option is not active on the menu if no PO or only one PO is selected. Items on a purchase order cannot be received unless the purchase order status is O (ordered).

Note If Authorization is required for a PO and/or Requisitions, the PO cannot be ordered until the authorization has been done. A Global Error Log appears that says not all POs could be placed. The reason for the error is listed in the Message Text field. This log can be printed or exported to Excel to manage the list of records accordingly.

Fig. 7.5
Global Error Log



Order Added or Modified Lines

Use this option to order the added or changed items on a purchase order. This option is only available for a purchase order with a status of O (ordered). Once the changes are reauthorized, this action gives the user control over sending the new changes to an existing ordered PO in ERP.

Receive

Use this option to receive a purchase order. The Receive POs form displays.

Fig. 7.6
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:

- 1 Select the purchase order to receive.
- 2 Indicate the quantity of each line item to receive.
- 3 Indicate the packing slip number.
- 4 Verify the Ship and Receive dates.
- 5 Verify the receiver.
- 6 Click Receive.

Change PO Status

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

Authorize

Use this action to authorize this PO.

Global Authorize

Use this action to authorize multiple POs globally. First, select the POs to be authorized, then select this option. This option is not active on the menu if no PO or only one PO is selected.

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

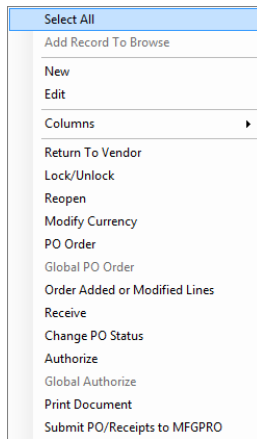
Use this action to transfer these items to the ERP.

Note If a transaction fails because of a disconnect between EAM and the ERP, this action allows you to manually send the new PO or the PO receipts and returns to ERP.

Purchase Orders Right-Click Menu

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

Fig. 7.7
Purchase Orders Right-Click Menu



New

Use New to create a 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.

Below the Columns option are the following Action menu options: Return to Vendor, Lock/Unlock, Reopen, Modify Currency, PO Order, Global PO Order, Order Added or Modified Lines, Receive, Change PO Status, Authorize, Global Authorize, Print Document, and Submit PO/Receipts.

Purchase Orders Record Detail

Fig. 7.8

Purchase Orders Upper Browse

Home

Purchase Orders

Excel Export

Print

Add To Favourites

New

Edit

Action

Find

Site

US-A-1

Filter

ALL

Default

PO No	Status	Auth Status	Vendor No	Buyer	Total Cost	Ordered Date	Taxable?	Currency	Auth?
178	P		A2001	ABRADY	1882.75		☒	USD	☐
175	P		A2001	ABRADY	1839.84		☐	USD	☐
174	P		A2001	ABRADY	1005.2		☐	USD	☐
173	O		A2001	ABRADY	1330	04/15/2011	☐	USD	☐
172	P		A2001	ABRADY	2532.75		☐	USD	☐
171	O		A2001	ABRADY	990	04/15/2011	☐	USD	☐

Purchase Orders Tabs

The Purchase Orders screen contains four tabs: Order, Misc, User Def, and Intrastat. 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. 7.9

Purchase Orders Order Tab

Action

Order

Misc

User Def

Intrastat

Vendor Information

Vendor No

A2002

Vendor Name

Tube City LLD

Phone No

Fax No

Contact

Kenny Sheppard

Email

jwc782us@hotmail.com

Address

Address 1

Croghan Street 36

Address 2

Suite 1000

Address 3

City

Fremont

State

OH

Zip Code

OH43420

Country

US

Language

1033 English - USA

Tax

Taxable?

☒

Tax Code

US

Tax Class

H

Tax Usage

Total Tax

0.00

Order Information

Total Cost

1,000.00

Currency

USD

Auth Cost

0.00

Freight

0.00

Actual Freight

0.0000

Remarks

Orig Date Due

6/3/2013

Date Due

6/3/2013

Vendor Order

Consignment?

☐

Confirming?

☒

Confirmed To

Purchase Order

Detail

Notes

Standard Claus...

Vendor

Receipts

Requisition

Routing

Revisions

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.

Phone Number. This field displays the primary vendor's phone number. This number is copied from the vendor record to the PO but can be updated directly on the PO.

Fax Number. This field displays the vendor's fax number. This number is copied from the vendor record to the PO but can be updated directly on the PO.

Contact. This field displays the primary contact designated in the vendor record. The contact is copied from the vendor record to the PO but can be updated directly on the PO.

e-mail. This field displays the e-mail address listed on the vendor record. The e-mail is copied from the vendor record to the PO but can be updated directly on the PO.

Address 1. This field displays a line of the vendor's address. This line of the address is copied from the vendor record to the PO but can be updated directly on the PO.

Address 2. This field displays a line of the vendor's address. This line of the address is copied from the vendor record to the PO but can be updated directly on the PO.

Address 3. This field displays a line of the vendor's address. This line of the address is copied from the vendor record to the PO but can be updated directly on the PO.

City. This field displays the vendor's city. The city is copied from the vendor record to the PO but can be updated directly on the PO.

State. This field displays the vendor's state. The state is copied from the vendor record to the PO but can be updated directly on the PO.

Zip Code. This field displays the vendor's postal code. The zip code is copied from the vendor record to the PO but can be updated directly on the PO.

County. This field displays the vendor's county. The county is copied from the vendor record to the PO but can be updated directly on the PO.

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, EAM uses the language marked as default 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 are 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 e-mail to inform the requester 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. 7.10
Purchase Miscellaneous Tab

The screenshot shows the 'Purchase Order' window with the 'Misc' tab selected. The 'Shipping' section contains fields for 'Vendor Invoice', 'Ship To No' (set to 'USA-1'), 'Ship Via' (set to 'REF'), 'Terms' (set to '2M'), and 'FOB' (set to 'Fremont, OH'). The 'Detail' section contains fields for 'Buyer' (set to 'sysadm'), 'Ordered By', 'Expeditable?' (checked), 'Auth?', 'Auth By', 'Notify', 'Ordered Date', 'Status' (set to 'P'), 'Auth Status', and 'Printed?'.

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 can 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.

Purchase Order User-Defined Tab

Enter information about the requisition on the User-Defined tab.

Fig. 7.11
Purchase Orders User-Defined Tab

PO Char 1 - QA/PO Char 2 - QA. User-defined character fields, validated against tables that you add.

PO Char 3- QA/PO Char 4 - QA. Free-form user-defined character fields, not validated against tables.

PO Date - QA. Enter a date type field here.

PO Dec 1 - QA/PO Dec 2 - QA. User-defined decimal fields for POs.

PO Int 1 - QA/PO Int 2 - QA. A user-defined integer fields for POs.

Po Logical - QA. A user-defined check box for POs.

Purchase Order Intrastat Tab

Fig. 7.12
Purchase Orders Intrastat Tab

Intrastat PO. Select the check box if this Purchase Order and its lines are ones where Intrastat data should be collected.

Terms of Delivery. Enter the Intrastat terms of delivery (FOB point) used to calculate the statistical value of the relevant goods at the border for Intrastat purposes.

Port of Arrival/Dispatch. When the system creates Intrastat History records automatically, it uses the Port of Arrival//Dispatch code that is recorded for the order line that is associated with the Intrastat History record.

Nature of Transaction. Enter a valid code if your country requires this information.

Statistical Procedure. When the system creates Intrastat History records automatically, it uses the statistical procedure code that is recorded for the order line that is associated with the Intrastat History record.

Country of Dest/Dist. Enter a valid country code.

Port of Transshipment. Enter a valid code defined in Port Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Mode of Transport. Enter a one-character code that identifies the mode of transport used to carry the goods to the border.

Include Memo Items. Select the check box if you typically create Intrastat history records for memo items.

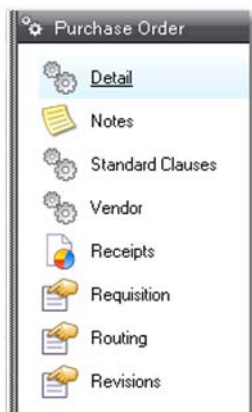
Note All of the Intrastat data entered on the PO header defaults to all the lines on the PO. However, the PO line data can be changed on a line-by-line basis. Depending on the requirements of the country where you use Intrastat, some codes are required and others are optional.

Note This browse can only be updated if the requisition lines for the PO have been added. On this tab, designate a purchase order and its lines as ones where Intrastat data should be collected. Click the Intrastat tab to display the Intrastat details on the PO header.

Purchase Order Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 7.13 is Detail for the highlighted PO record.

Fig. 7.13
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 edit vendors associated with the PO.
Receipts	Use receipts to view parts received against the PO.
Requisition	View and work with associated requisitions.

Routing	View the routing group and status associated with this PO.
Revisions	Many quality systems call for strict record keeping about revisions made to Purchase Orders. The Revisions submenu provides an audit trail of the modifications made to this record. Revision records are automatically created when modifications are made to the Purchase Order. View changes associated with this PO record, they are stored here in the Revisions submenu and in the Revisions module at General Revisions.

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.

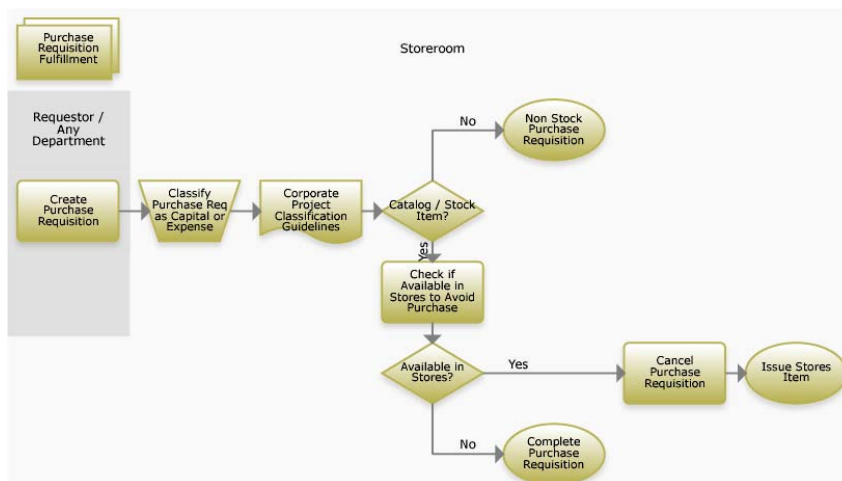
Create a header record identifying the expense in terms of cost center, account, sub-account, work order, equipment identification, supplier, and more.

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. 7.14
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. 7.15
Requisitions Upper and Lower Browse

The screenshot shows the 'Requisitions Browse' application window. On the left is a navigation pane with a tree view containing folders like Maintenance, Inventory, Purchasing, and Finance. The 'Requisitions' folder is selected. The main window has a 'Home' tab and a 'Requisitions' sub-tab. It features a toolbar with 'Excel Export', 'Print', 'Add To Favourites', 'New', and 'Edit'. Below the toolbar is a filter section with 'Site: US-A-1' and 'Filter: ALL'. The main area displays two tables.

Req No	PO No	Status	Description	Auth Status	Action	Vendor No	Date Due	Total Cost	Ordered By Name
51187	326	O				A2003		4100	AARON BROWN
51186	326	O				A2003		1400	AARON BROWN
51185	325	O				A2003		3400	AARON BROWN
51184	324	P				A2003		1000	
51183	323	O				A2003		800	AARON BROWN
51182	322	P				A2003		90	
51181	322	P				A2003		60	
51180	321	O				A2003		990	AARON BROWN

Part No	Description	Status	Qty Ordered	Qty Received	Date Due	Order Cost	Total Cost
14	NON-STOCK PART	0	40	0		40	1600
15	NON-STOCK PART	0	50	0		50	2500

Creating a Requisition

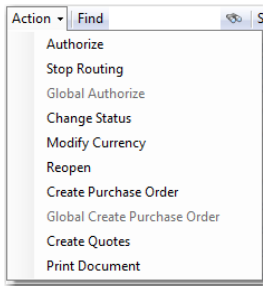
- 1 Click New to create a requisition record. The system assigns a requisition number and cannot be modified by a user.
- 2 Enter information in relevant fields on the tabs.
- 3 Click Save.

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. 7.16
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.

Stop Routing

Only the initiator can stop a requisition from routing for authorization. If the initiator stops the routing, an e-mail notification is generated and sent to the person that currently is the next in line to authorize that indicates routing has been stopped. The routing status on the requisition changes from Routing to blank. The Requisition Status remains P (pending). No routing history is maintained. Once stopped, restart the routing from the beginning.

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. Only currencies valid for this vendor are available for selection.

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 canceled requisitions may be reopened to process further.

Note Any POs or Reqs that are closed and have receipts against them are not allowed to be reopened.

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.

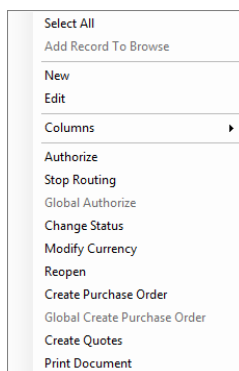
Print Document

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. 7.17
Requisitions Right-Click Menu



New

Use New to create a requisition.

Edit

Use Edit to edit the selected requisition.

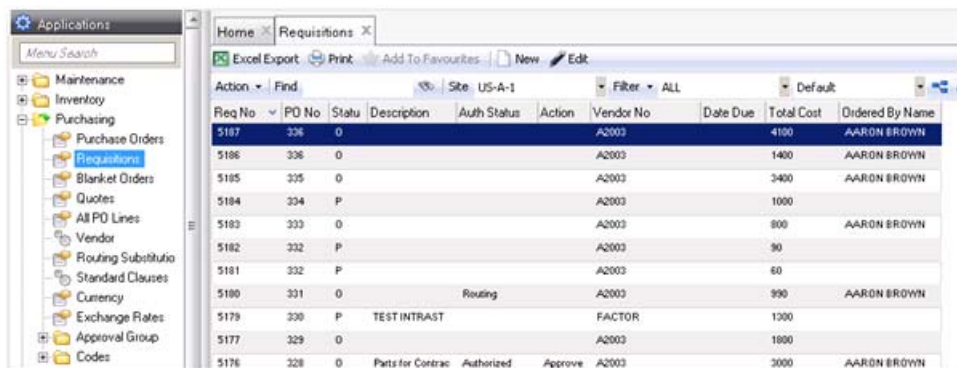
Columns

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

Below the Columns option are the following Action menu options: Authorize, Stop Routing, Global Authorize, Change Status, Modify Currency, Reopen, Create Purchase Order, Global Create Purchase Order, Create Quotes, and Print Document.

Requisitions Record Detail

Fig. 7.18
Requisitions Upper Browse



Req No	PO No	Status	Description	Auth Status	Action	Vendor No	Date Due	Total Cost	Ordered By Name
5187	336	O				A2003		4180	AARON BROWN
5186	336	O				A2003		1400	AARON BROWN
5185	335	O				A2003		3400	AARON BROWN
5184	334	P				A2003		1000	
5183	333	O				A2003		800	AARON BROWN
5182	332	P				A2003		90	
5181	332	P				A2003		60	
5180	331	O	Routing			A2003		990	AARON BROWN
5179	330	P	TEST INTRAST			FACTOR		1300	
5177	329	O				A2003		1800	
5176	328	O	Parts for Contrac	Authorized	Approve	A2003		3000	AARON BROWN

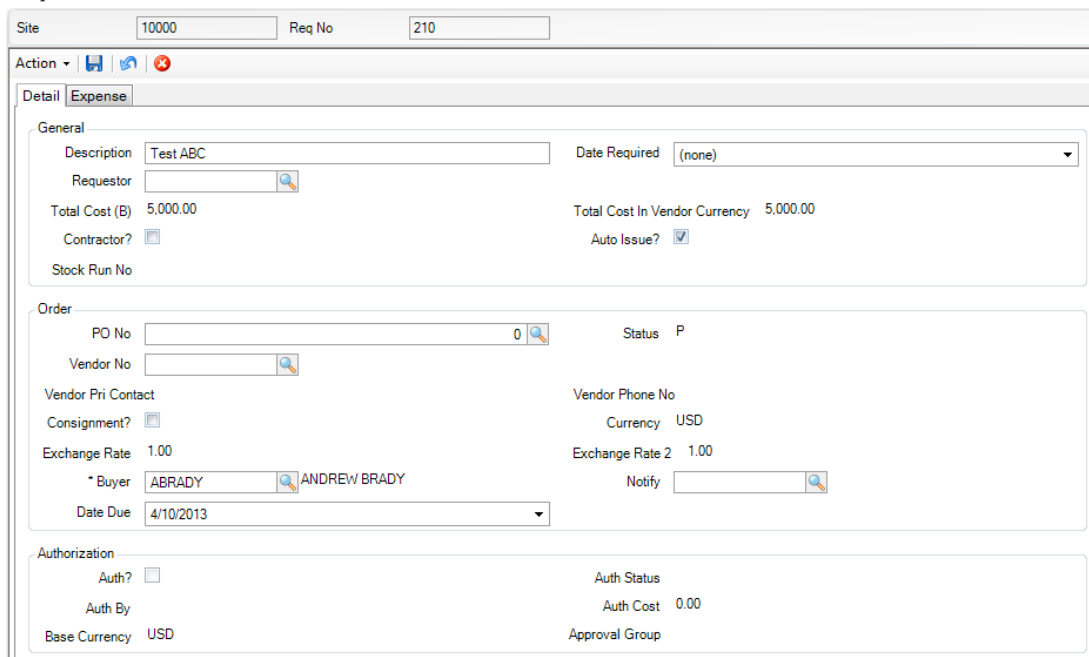
Requisitions Tabs

The Requisitions screen 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. 7.19
Requisitions Tab: Detail



Site: 10000 Req No: 210

Action: [Save] [Cancel] [Delete]

Detail | Expense

General

Description: Test ABC Date Required: (none)

Requestor: [Search]

Total Cost (B): 5,000.00 Total Cost In Vendor Currency: 5,000.00

Contractor?: ☐ Auto Issue?: ☒

Stock Run No: [Search]

Order

PO No: 0 Status: P

Vendor No: [Search]

Vendor Pri Contact: [Search] Vendor Phone No: [Search]

Consignment?: ☐ Currency: USD

Exchange Rate: 1.00 Exchange Rate 2: 1.00

* Buyer: ABRADY ANDREW BRADY Notify: [Search]

Date Due: 4/10/2013

Authorization

Auth?: ☐ Auth Status: [Search]

Auth By: [Search] Auth Cost: 0.00

Base Currency: USD Approval Group: [Search]

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 (B). EAM calculates the total cost in the base currency by multiplying the quantity times the order cost in the base currency 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.

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 cost center, account, and sub-account number from the work order or equipment, instead of the material cost center, account, and sub-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 cost center, account, and sub-account number to charge. The item is received against the PO and expensed to those accounts on the line and 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/Job
- Cost Center/Account/Sub-account

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, 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, account, and sub-account number from the expense section display and print.

- If auto-issue is clear, the inventory cost center, inventory account number, and 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 select to either X (cancel) or C (close) the requisition.

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 vendor from the requisition to the purchase order.

Note The vendor name displays next to the vendor number.

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. The primary currency the vendor uses. Requisitions for this vendor default to this currency. EAM defaults to the base currency if there is no vendor or PO number.

Exchange Rate 1. This field contains the current exchange rate for the requisition currency from the QAD ERP application.

Exchange Rate 2. This field contains the secondary exchange rate from the QAD ERP application.

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 can change a requisition. Only the buyer and the person who authorized the expenditure are allowed to change the requisition and its lines.

Notify. This field displays the individual or group of individuals to e-mail, based on certain events occurring against the requisition or purchase order.

Select the user or group to notify for the requisition from a lookup.

The individual or group in this field 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.

If the authorization has not been started, the status remains blank. If the requisition is in the routing process, the status is routing. If it is authorized, the status is authorized.

Auth By. This field displays the user ID who authorized the expenditure of the requisition.

EAM validates spending limits, cost center group and/or account group. If you can spend at least the amount required and can approve against the cost center number or account number, 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.

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 change 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. If it is required to be incremented in a small amount, the buyer can manage a requisition. If changes exceed the buyer limits, the system also forces the requisition to reroute for approval. EAM enters a new authorized cost every time it changes.

Base Currency. The base currency of the site's domain. This is specified on the General|Business Units|Domain|PO|Reqs tab.

Approval Group. The group of users to which the requisition is routed for approval.

Requisition Expense Tab

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

Fig. 7.20
Requisitions Tab: Expense

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 and only displays open work orders. 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. This field is not currently active pending future implementation.

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 is not currently active pending future implementation.

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 is not currently active pending future implementation.

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. This field displays the cost center, which is an area of the facility that can receive materials or services and in turn can 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. If you are using a cost center, the account number must be valid within the cost center.

The system copies the default account number. If an auto-issue requisition identifies a piece of equipment or a work order, then the system copies the work order's account number by default.

Note A stock replenishment purchase automatically uses the part inventory cost center, account, and sub-account number and if it is blank, then the system uses the site default.

Sub Acct No. This field displays the sub-account number associated with a specific account number. The PO charges the sub-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 a sub-account number was previously identified or associated with the requisition.

Taxable? This check box displays the vendor's default tax setting. Click to change this setting.

Tax Code. This field displays the vendor's default tax code.

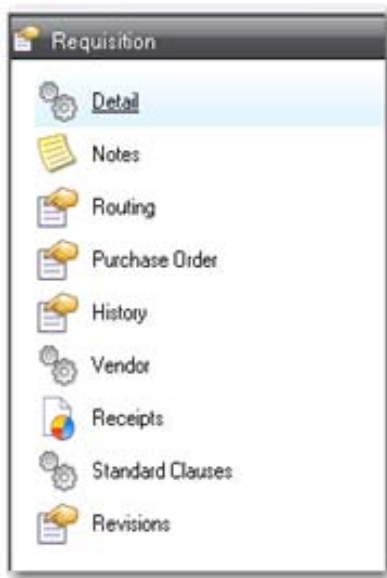
Tax Class. This field displays the vendor's default tax class.

Tax Usage. This field displays the vendor's default tax usage.

Requisitions Submenu

The currently active menu option is displayed with an underlined text label and highlighted line. For example, the active option in Figure 7.21 is Detail.

Fig. 7.21
Requisition Submenu



Requisition Submenu Option	Purpose
Detail	This option opens the tabbed view.
Notes	Use this option to add notes about the requisition.
Routing	View routing status and routing group associated with this requisition.
Purchase Order	View the PO associated with this requisition.
History	View the history of all requisitions created for the highlighted part.
Vendor	View the 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.
Revisions	Many quality systems call for strict record keeping about revisions made to Requisitions. The Revisions submenu provides an audit trail of the modifications made to this record. View changes associated with this Requisition Revision record. They are automatically created when modifications are made to the Requisition record. They are stored here in the Revisions submenu and in the Revisions module at General Revisions.

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. 7.22
Requisition Lines Detail Tab

Site: 10000 Req No: 196
Line: 1

Action: [Icons]

Detail Expense PO Text User Defined

Part Information

Source Site: 10000
Description: Element,filter,7"x5.5".80cfm
Order Cost: 12.7500
Total Cost: 0.00
Location: A2
Vendor Part:
Contractor?: ☐
Auto Issue?: ☐
From Schedule?: ☐
Est Freight: 0.00%
Prod Line:

Part No: 05-01-0444
Qty Ordered: 0.0000
UOM: CS
Req Currency: USD
Commodity: 1000203
Weight/UOM: 0.0000
Weight UOM:
Total Weight: 0.00
OH Group:
Freight: 0.00

Order

Status: P
Created By: sysadm
Date Created: 5/18/2011
Orig Date Due: 5/22/2011
Buyer: 12345X Ralph Rodgers

Requestor: sysadm System Administrator
Date Required: (none)
Notify: ENGR Engineering Dept
Date Due: 5/22/2011

Source Site. The site from which the part number on the requisition is selected. If a user needs to purchase a part for another site other than the current working site, a different source site is selected. Then when selecting a part number, EAM displays only those parts associated with the identified source site.

Part Number. The part number associated with the requisition. Access the lookup at the part number field. The lookup displays a list of valid part ID numbers. From this list, select the part to order and to replenish stock. 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. However, EAM allows you to enter any number such as a vendor part number, non-stock part, or service description, which allows you to make this an auto-issue requisition. If a user enters a part number that does not exist in Inventory, EAM treats this as a non-stock purchase and you must identify the expense accounts for expensing on receipt.

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 in the requisition currency charged for this part from the vendor.
- If no price schedule or last price in the requisition currency 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 validates this price by direct contact with the vendor and a new price can be entered directly on the requisition. On receipt, for this part and vendor, a new last price is updated for future purchases.

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.

Req Currency. This field displays the vendor currency, which defaults from the requisition header.

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 value 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 cost center, account, and sub-account number to charge. Inventory receives the purchase order part directly, then expenses it to the cost center, account, and sub-account noted on the requisition.

If it is a non-stock part or service, then the designated expense account 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/Job
- Cost Center/Account/Sub-account

From Schedule?. 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 a Product Line code from the lookup.

Note The codes entered here are used exclusively for SAF accounting purposes set up in QAD Enterprise Edition Financials. Add and edit Product Line codes in System Administration|Product Line. The Product Line codes defined there should match the corresponding Product Line codes in the QAD ERP.

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.

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.

Created By. The creator's user ID displays in 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.

Date Created. The date the requisition line was created. The system updates this field.

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.

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

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 can change a requisition. Only the buyer and the person who authorized the expenditure are allowed to change the requisition and its lines.

Requisition Lines Expense Tab

Enter information about the requisition line on the Expense tab.

Fig. 7.23
Requisition Lines Expense Tab

The screenshot shows the 'Expense' tab of the 'Requisition Lines' window. The window has four tabs: 'Detail', 'Expense' (selected), 'PO Text', and 'User Defined'. The 'Expense' tab is divided into four sections: 'Charge', 'Expense', 'Asset', and 'Tax Information'.

- Charge Section:**
 - WO No: 60 (with a dropdown arrow)
 - Stores Req No: 57
 - Equip No: CONV-05
 - Rebuild
 - Serialized Part
 - Serial No
 - Project No
 - Job No: --
 - System: (with a dropdown arrow)
 - Assembly: (with a dropdown arrow)
 - Expense Type: Expense (dropdown menu)
- Expense Section:**
 - Expense Site: US-A-1
 - Dept: 30
 - Cost Center: WC01
 - Acct No: 7200
 - Sub Acct No
- Asset Section:**
 - Asset Source Site
 - Asset Dept
 - Asset Cost Cntr
 - Asset Acct No
 - Asset Sub Acct
- Tax Information Section:**
 - Taxable? ☒
 - Tax Code: EAM (with a dropdown arrow)
 - Tax Class: FU (with a dropdown arrow)
 - Tax Usage: IE (with a dropdown arrow)

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. This field is not currently active pending future implementation.

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 is currently not active pending future implementation.

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 is currently not active pending future implementation.

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 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. If you are using a cost center, the account number must be valid within 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 sub-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 a sub-account number was previously identified or associated with the requisition.

Note If you selected Auto Issue?, all the fields under the Asset heading are blank. If Auto Issue? is clear, EAM displays the asset sub-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) are 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. 7.24
Requisition Lines PO Text Tab

PO Text. Enter an expanded description, specifications, or other data for you and the supplier. The purchase order may contain this information. EAM copies PO text from the stock record for stock parts. You can enter unlimited PO text for a non-stock part. PO Text prints on the purchase order.

Requisition Lines User-Defined Tab

Enter comments about the requisition line on the User-Defined tab.

Fig. 7.25
Requisition Lines User-Defined Tab

Req Char 1 - QA/Req Char 2 - QA. User-defined character fields, validated against tables that you add.

Req Char 3 - QA/Req Char 4 - QA. Free-form user-defined character fields, not validated against tables.

Req Int 1 - QA/Req Int 2 - QA. User-defined integer fields for requisition lines.

Req Dec 1 - QA/Req Dec 2 - QA. User-defined decimal fields for requisition lines.

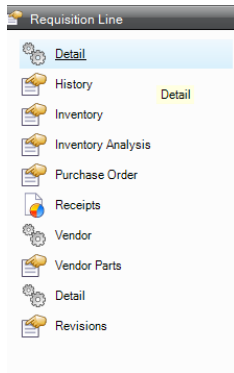
Req Date - QA. Enter a date type field here.

Req Logical - QA. User-defined check box.

Requisition Line Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 7.26 is Detail for the highlighted requisition record.

Fig. 7.26
Requisition Line Submenu



Requisition Submenu Option	Purpose
Detail	This option opens the tabbed view.
History	View the history of all PO Lines where this part is used.
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 the vendors associated with this requisition.
Vendor Parts	If the requisition line is for a stock part, view, add, and delete vendor parts. EAM displays the vendor parts for the EAM part.
Revisions	View the revision history of this requisition. Changes to the requisition are automatically tracked and accessible through this menu item and in the Revisions module at General Revisions.

Blanket Orders

Overview

Blanket orders take advantage of negotiated pricing for a set of parts or services to be supplied by a vendor. They are useful for recurring purchases for expendable goods. The blanket order covers multiple deliveries within an agreed upon range of time from the vendor. A blanket order created once can be used to generate individual releases against the order without going through the entire new purchase order creation procedure each time a release is required.

Some of the advantages of using blanket orders include:

- More efficient order processing for high-volume items
- Better ability to manage negotiated prices and changes from a single contract
- Tighter enforcement of spending controls and expiration dates on vendor contracts
- Automatic change tracking for audit compliance

Business Use Cases

There are different ways to work with specific vendors and streamline the purchasing process with them in EAM:

- **Vendor Price Schedules.** A buyer can establish vendor price schedules for specific commodities. This provides buyers with the capability to establish pricing once for a specific period, eliminating the need for technicians and others to continually seek new pricing each time a part is required or to rely on last price when received.
- **Stock Replenishment.** For automated stock replenishment, sole source parts are identified in inventory based on pre-approved pricing and stocking levels from a vendor. When these parts are requested for replenishment, the purchasing process is expedited so that the purchase order can be sent to the vendor without additional need for confirmation of pricing or fulfillment requirements.

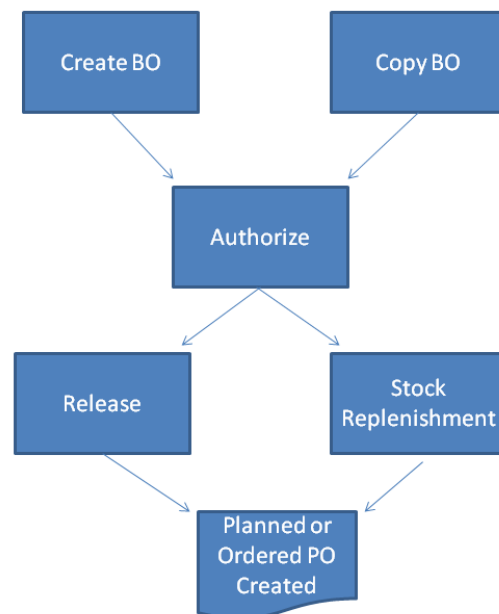
When a buyer periodically negotiates to purchase parts or services from a vendor at agreed-upon pricing or discounts and terms for a specified period of time, a blanket order can be created to represent the agreement. This allows the purchasing process to be streamlined internally as the planned purchase with the vendor has been authorized and externally as the details are already agreed to with the vendor ahead of time.

When initiating discrete purchases, a message is presented to the requestor when the vendor and items are already on a current BO so that a release can be used to fulfill the purchase.

Blanket Order Process Flow

Figure 7.27 shows the process flow of a blanket order from where it is created to where it becomes a purchase order and parts are ordered from the vendor.

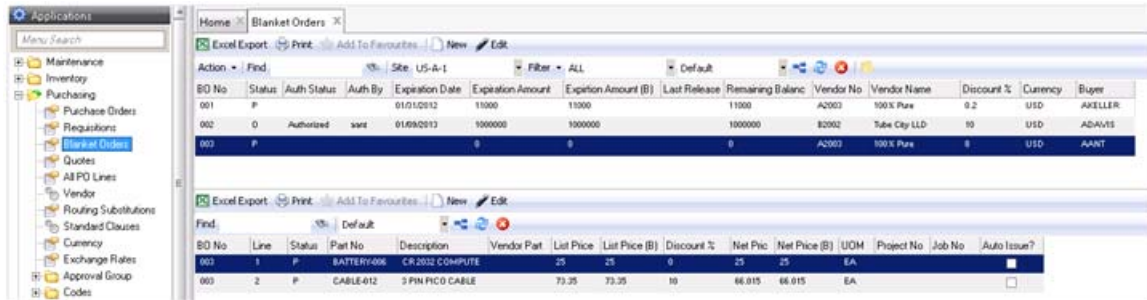
Fig. 7.27
Blanket Orders Process Flow



Blanket Orders Browse

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

Fig. 7.28
Blanket Orders Browse



BO No	Status	Auth Status	Auth By	Expiration Date	Expiration Amount	Expiration Amount (B)	Last Release	Remaining Balance	Vendor No	Vendor Name	Discount %	Currency	Buyer
001	P	Authorized	smc	01/01/2012	11000	11000		11000	A2003	100% Pure	0.2	USD	AKELLER
002	P	Authorized	smc	01/01/2012	1000000	1000000		1000000	B2002	Tube City LLD	10	USD	ADAVIS
002	P				0	0		0	A2003	100% Pure	0	USD	AAAT

BO No	Line	Status	Part No	Description	Vendor Part	List Price	List Price (B)	Discount %	Net Price	Net Price (B)	UOM	Project No	Job No	Auto Issue?
002	1	P	BATTERY-006	CR 2032 COMPUTE		25	25	0	25	25	EA			☒
002	2	P	CABLE-012	3 PIN PICO CABLE		73.35	73.35	10	66.015	66.015	EA			☐

Creating a Blanket Order

Follow these steps to create a blanket order:

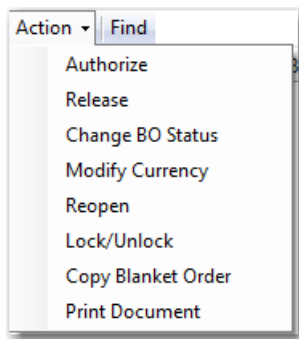
- 1 Open the Blanket Order browse located in Purchasing\Blanket Orders.
- 2 Click New to add a new blanket order record. The system automatically assigns a blanket order number, which cannot be modified by the user.
- 3 Enter information in relevant fields on the Detail and User Defined tabs. See “Blanket Orders Tabs” on page 282.
- 4 Once all the information has been entered, click Save.
- 5 Add lines to the blanket order. Select the blanket order and click New in the blanket order lines browse.
- 6 Enter the relevant information in the Detail, Codes, and Tax Tabs. See “Blanket Order Lines Tabs” on page 288.
- 7 Click Save.

Editing a Blanket Order

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

Blanket Orders Action Menu

Fig. 7.29
Blanket Orders Action Menu



Authorize

Use this action to authorize this blanket order. All blanket orders must be authorized. If as the initiator you have a large enough blanket order spending limit, and the blanket order approval group linked to the buyer has no quality person, you can authorize the blanket order without going through routing. Otherwise, the authorization request must go through the approval group.

Release

The release option is only available on the blanket order Action menu. A blanket order is actually a contract that is never ordered from directly; however, a release from a blanket is created each time parts are desired and a new purchase order is created with the select items from that blanket copied over. The release function allows the buyer to identify which line items from the blanket are selected for purchase and the quantity.

Fig. 7.30
Blanket Order Release

Release?	Line	Part No	Description	Location	Due Date	Qty	UOM	List Price	Disc %	Net Price	Cost	Can release?	Reason
☒	1	00398	Part 00398	1-A-1-11	01/12/20	5	EA	10	20	8	40	yes	
☐	2	AS-101	Radial Bearing, Shield	1-A-1-3...	01/12/20	0	EA	50	20	40	0	yes	
☒	3	MS-30-600	Manual Motor Switch...	1-A-1-3...	01/12/20	10	EA	12.5	20	10	100	yes	
☒	4	SWITCH-051-1	PHOTOELECTRIC, F...	TBD	01/12/20	20	EA	15.25	20	4.2	84.0	yes	

Vendor No: A2001 Blanket Order: 102 Balance: 10,000.00 Total Cost: 224.00 Available: 9,776.00

Release Cancel

- 1 Select the blanket order items to release.
- 2 Indicate the release quantity of the selected line items.

3 Click Release.

Change BO Status

Use this action to change the status of this blanket order to X-Cancel. The blanket order header and line items' status changes from Open (O) to Cancel (X). Canceling a blanket order has the same effect as closing it. Unlike requisitions and purchase orders, blanket orders can be canceled even if there are receipts against them.

Canceling a blanket order cancels any planned releases associated with it. When a blanket order is canceled, the Remaining Balance on the blanket order header is increased by the value of the planned releases. Any ordered POs that were created from a Blanket remain ordered and receipts are allowed.

The Return to Vendor action is still permitted with canceled blanket orders.

Modify Currency

Use this option to select a different currency code for the blanket order. If there are releases against the blanket order, the currency cannot be modified. The blanket order line items are changed to the new currency and the base currency amount is calculated based on the current exchange rate. Only one currency is allowed per blanket order. Only currencies valid for this vendor are available for selection.

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.

Lock/Unlock

The buyer associated with the blanket order can lock/unlock the purchase order. This function enables the buyer to control releases off a blanket order. Releases are not allowed off a blanket order that is locked. Already-ordered releases can continue to be processed after a blanket order is locked. However, released POs that have planned status cannot be placed on order once the blanket order is locked.

If the system site control setting Any Buyer is set to Yes, then any user that is designated as a buyer can lock and unlock the blanket order.

Blanket order line items that are associated with a project validate the release amount against the project's remaining balance and update the project's cost analysis at the time the release is made.

Copy Blanket Order

Make a copy of a blanket order to create a new blanket order. You are prompted to enter a new Effective Date, Expiration Date, and Expiration Quantity for the copied blanket order.

All of the following conditions must be met for the new blanket order to be created:

- The Effective Date must be later than the original blanket order's Expiration Date and later than today's date.

- The Expiration Date must be later than today's date or left blank.
- The Expiration Quantity must be greater than zero.

No release history from the original blanket order is copied to the new blanket order.

Status on the new blanket order is Planned (P).

The new blanket order is not authorized.

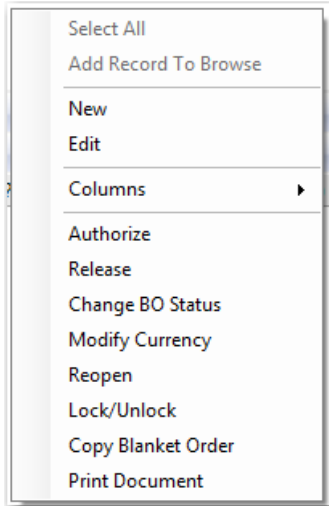
Print Document

Use Print Document to print the blanket order.

Blanket Orders Right-Click Menu

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

Fig. 7.31
Blanket Orders Right-Click Menu



New

Use New to create a blanket order.

Edit

Use Edit to edit the selected blanket 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.

Authorize, Release, Change BO Status, Modify Currency, Reopen, Lock/Unlock, Copy Blanket Order, and Print Document are options from the Action menu.

Blanket Orders Record Detail

Fig. 7.32

Blanket Orders Upper and Lower Browsers

Home Blanket Orders

Excel Export Print Add To Favourites New Edit

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

BO No	Status	Auth Status	Expiration Date	Expiration Amount	Remaining Balanc	Vendor No	Discount %	Buyer
001	P		01/31/2012	11000	11000	A2003	0.2	AKELLER
002	O	Authorized	01/09/2013	-1000000	-1000000	B2002	10	ADAVIS
003	P			0	0	A2003	8	AANT
100	P	Routing	01/09/2013	50000	50000	B2003	15	ADAVIS

Excel Export Print Add To Favourites New Edit

Find Short View

Line	Status	Part No	Description	Vendor Part	List Price	Discount %	Net Pric	UOM	Auto Issue?
1	P	00998	Part 00998		100	0.2	99.8	EA	☒
2	P	00999	Part 00999		125	0.2	124.75	EA	☐

Blanket Orders Tabs

The Blanket Orders screen contains two tabs:

- Detail
- User Defined

Add new records or edit existing ones from here, save, or export to Excel.

Blanket Order Detail Tab

Enter information about the blanket order on the Detail tab.

Fig. 7.33
Blanket Orders Detail Tab

Detail **User Defined Fields**

Blanket Info

Vendor No Effective Date 4/15/2013

Expiration Date (none) Expiration Amount 0.0000

Currency USD Remaining Balance 0.00

Status P Discount % 0.0000

Notify sysadm Buyer

Bill-To Ship-To

Bill To Ship To

Contact

Phone No Fax No

Email

Address 1

Address 2

Address 3

City

State

Country

Zip

Language 1033 Terms

FOB

Authorization and Tax

Auth Status Auth Cost 0.00

Auth By Auth Cost (B) 0.00

Taxable? ☒

Tax Class Tax Code

Tax Usage

Vendor Number. Enter the vendor number associated with the PO. This must be an active vendor. The vendor's contact, phone, fax, e-mail, address, language, terms, and tax data automatically populates the appropriate fields. The vendor's contact, phone, fax, and e-mail can be updated from this screen.

Effective Date. Set a starting date on which releases from the blanket order can be made. This is a required field on the blanket order header.

When an item is added to a blanket order, the system checks to see if that item exists on another open blanket order. If it does, you are prevented from adding the item. The only exceptions to this rule are for non-stock items.

The system also validates items whenever the Effective Date or Expiration Date is changed. An open blanket order is one in which the Status is O (Open) and today's date falls between the order's Effective Date and its Expiration Date.

When releasing items (using Release on the Action menu), the Effective Date must be later than or the same as today's date.

Once a release has been made from the blanket order, the Effective Date cannot be changed.

Expiration Date. Set an ending date before or on which releases from the blanket order can be made. A valid Expiration Date is required before releases can be made from the blanket order.

If the Expiration Date is set to today's date, then releases can continue until the end of today, but not tomorrow.

When modifying the Expiration Date, the system verifies that there is not another open blanket order with any of the same line items, except for non-stock items, in which the new Effective Date falls between the other blanket order's Effective and Expiration Dates.

If the new Expiration Date is before or the same as today, the system checks to see if there are any current planned releases from the blanket order that will be canceled due to the change to the Expiration Date. If so, a warning message displays and you are given the opportunity to cancel the change to the Expiration Date. If you proceed with the date change, those planned releases are canceled.

Any releases whose status is Ordered are not affected by an Expiration Date change and can still be modified.

Expiration Amount. Set an expiration amount for the blanket. The blanket order expires and no additional releases can be made from it when this amount is reached.

If the Expiration Amount is increased from the original amount, then a reroute for approval occurs. The Remaining Amount is updated by the difference of the increase. There are no threshold (\$ or %) options.

Once an Expiration Amount increase is approved, the Authorized Cost is updated with the new amount.

The Expiration Amount can be decreased, but not below the current total spent plus ordered releases.

Currency. This field displays the vendor currency. The system defaults to the vendor's primary currency, although this can be changed.

Only one currency can be defined per blanket order. All items are purchased in the currency displayed on the blanket order header. If multiple currencies are required for a vendor on a blanket order, create a separate blanket order for each currency.

Remaining Balance. This field displays the expiration amount less the total amount that has been released against the blanket as of

today's date. The system automatically calculates this amount when releases are made from the blanket order. If a planned or ordered release is canceled or the quantity ordered is reduced, the system increases the Remaining Balance.

Changing the Discount % on a planned release also affects the Remaining Balance.

Status. Status defaults to P (planned). After authorizing the blanket order, the system automatically assigns it an O (open) status.

Discount %. Enter the negotiated discount percentage, which is copied to all the blanket order lines. The discount percentage can be changed on the blanket order lines.

An alternative is to leave the Discount % field blank on the blanket order header and enter the Discount % only at the line level. This is most useful when each item has a different Discount %.

Changing the Discount % in the blanket order header applies the change to all line items. A message indicating this displays and gives the option to proceed or cancel.

In addition, a message displays asking if the new Discount % should be applied to planned releases. Selecting Yes causes the discount to be applied to the blanket order and recalculates a new price per UOM and net price.

Notify. This field displays the individual or group of individuals to e-mail, based on certain events occurring against the blanket order. Select the user or group to notify from a lookup. The individual or group in this field may consist of a user ID or a group of users called a mail group. As a blanket order goes through the routing approvals, the system e-mails the user or group to notify with updates.

Buyer. After a blanket order has been approved, only the Buyer can:

- Modify the blanket order
- Cancel a line item
- Lock or unlock the blanket order (Releases cannot be made on a locked blanket order.)

Bill To. Enter the code for the bill-to location. Specify a default Bill To for each blanket order in General|Business Units|Domain. The buyer can override this.

Ship To. Enter the code for the ship-to location. Specify a default Ship To for each blanket order in General|Business Units|Domain. The buyer can override this.

Contact. This field displays the primary contact designated in the vendor record, copied from the vendor record to the blanket order.

Phone Number. This field displays the primary vendor's phone number.

Fax Number. This field displays the vendor's fax number.

Email. This field displays the e-mail address listed on the vendor record.

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.

Country. This field displays the vendor's country.

Terms. This field displays the vendor payment terms.

Language. This field displays the vendor's language code, which can be changed on this blanket order.

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 instance, 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.

Auth Status. This field displays the authorization status of the blanket order. All blanket orders must be authorized. This is not optional.

The status remains blank if the authorization routing for approval has not been started.

If the blanket order is in the authorization routing for approval process, the status displayed is Routing.

If it is authorized, the status displayed is Authorized.

Only the Buyer can modify the blanket order once it has been authorized.

Auth Cost. This field displays the current blanket order cost at authorization. This is the total amount that has been authorized to spend against this blanket order. If the blanket order currency is different than the base currency, the value here is displayed in the blanket order's currency.

Auth By. This field displays the user ID who authorized the expenditure of the blanket order. The Buyer is the only one able to modify the blanket order after it has been authorized.

Auth Cost (B). The authorized cost amount converted to the base currency for the site.

Taxable? Select this check box if the PO is taxable.

Tax Class. This field displays the default tax class for the vendor, copied to the PO.

Tax Code. This field displays the default tax code for the vendor, copied to the PO.

Tax Usage. This field displays the default tax usage for the vendor, copied to the PO.

Blanket Order User-Defined Tab

The Blanket Order User-Defined tab contains fields for additional information associated with the blanket order, defined by you to suit the requirements of your site. See “Purchase Order User-Defined Tab” on page 253.

For a description of the Intrastat fields, see “Purchase Order Intrastat Tab” on page 254.

Fig. 7.34
Blanket Orders User Def Tab

The screenshot shows a software window titled "Blanket Orders User Def Tab" with two tabs: "Detail" and "User Defined Fields". The "User Defined Fields" tab is active. It contains two main sections: "User Defined Fields" and "Intrastat".

User Defined Fields:

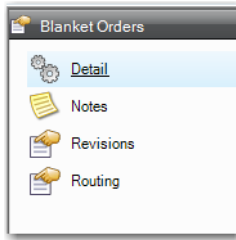
PO Char 1-QA		PO Char 2	
PO Char 3		PO Char 4	
PO Int 1	0	PO Int 2	0
PO Dec 1	0.0000	PO Dec 2	0.0000
PO Date	(none)	PO Logical	☐

Intrastat:

Intrastat PO	☐	Port of Arrival	
Terms of Delivery		Statistical Procedure	
Nature of Transaction		Port of Transshipment	
Country of Dest/Dist		Include Memo Items	☒
Mode of Transport			

Blanket Orders Submenu

Fig. 7.35
Blanket Orders Submenu



Detail. Click to display Blanket Orders Detail tab.

Notes. Click to create, edit, and view text notes associated with this blanket order.

Revisions. Click to view the revision history of this blanket order.

Routing. Click to view the approval routing status of this blanket order.

Blanket Order Lines Browse

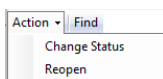
The Blanket Order Lines Browse shows the details of the items on the blanket order.

Fig. 7.36
Blanket Order Lines Browse

Line	Status	Part No	Description	UOM	Vendor Part	List Price	Discount %	Net Price	Taxable?	List Price (B)	Net Price (B)	Auto Issue?
1	P	A2002	2" Diamond Cup Wheel	EA		10.00	2.00	9.80		10.00	9.80	

Blanket Order Lines Action Menu

Fig. 7.37
Blanket Order Lines Action Menu



Change Status

Select this action to change the status for the blanket order line. Current option is X (Cancel). When the status for the line is set to X, the line cannot be released once canceled.

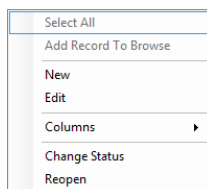
Reopen

Select this action to make the BO line available again for use with the BO. The Status is reset to P. Once the BO is authorized, the status is changed to "O" and the line can be selected for Release.

Blanket Order Lines Right-Click Menu

Fig. 7.38

Blanket Order Lines Right-Click Menu



New

Use New to open the blanket order to create a record.

Edit

Use Edit to open the blanket order line 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.

Blanket Order Lines Tabs

There are three Blanket Order Lines tabs:

- Detail
- Codes
- Tax

Detail Tab

Fig. 7.39
Blanket Order Lines Detail Tab

The screenshot shows the 'Blanket Order Lines Detail Tab' in a software application. At the top, there are input fields for 'Site' (10000) and 'BO No' (001). Below these, there is a 'Line' field with the value '1'. The main body of the form is divided into two tabs: 'Detail' (selected) and 'Tax'. The 'Detail' tab contains two main sections: 'Part Info' and 'Additional Detail'. The 'Part Info' section includes fields for 'Source Site' (10000), 'Part No', 'UOM', 'List Price' (0.0000), 'Discount %' (15.0000), and 'Net Price' (0.00). The 'Additional Detail' section includes fields for 'Status' (P), 'Requestor', 'Location', 'Prod Line', 'Vendor Part', and 'Commodity'. At the bottom of the form, there is a 'PO Text' section with a text area for 'PO Text'.

Part Info

Source Site. The site from which the part number on the blanket order is selected.

Part Number. Select the part number for the item on this blanket order line from the drop-down menu.

Description. Displays the item description associated with the part number selected.

UOM. Unit of measure associated with this part number.

List Price. List price of the item associated with the part number per UOM.

Discount %. Enter the discount from the list price on this item.

Net Price. The price per UOM of the item when the discount has been applied to the list price.

Additional Detail

Status. Shows the status of the blanket order with which this line item is associated: P (planned) or O (ordered).

Product Line. Select the product line associated with the item from the drop-down menu.

Requestor. Select the requestor of the item from the drop-down menu.

Vendor Part. Select the vendor part number associated with the item from the drop-down menu.

Location. Select the location of the item from the drop-down menu.

Commodity. Select the commodity code associated with the item from the drop-down menu.

PO Text

Enter, edit, and view additional text associated with this blanket order line item.

Codes Tab

Fig. 7.40
Blanket Order Lines Codes Tab

The screenshot displays the 'Blanket Order Lines Codes Tab' interface. At the top, there are input fields for 'Site' (10000), 'BO No' (001), and 'Line' (1). Below these are three tabs: 'Detail', 'Codes', and 'Tax'. The 'Codes' tab is selected, showing a form with two main sections: 'Codes' and 'Asset'. The 'Codes' section includes fields for 'Auto Issue?' (checkbox), 'Contractor?' (checkbox), 'WO No' (0), 'Equip No', 'Project No', 'Job No', 'Expense Type' (a dropdown menu currently showing 'Expense'), 'Exp Dept No', 'Exp Site' (10000), 'Exp Cost Center', 'Exp Acct No', and 'Exp Sub Acct'. The 'Asset' section includes fields for 'Asset Site' (10000), 'Cost Center', 'Acct No', and 'Sub Acct'.

Codes

Auto Issue? This field denotes whether to directly expense parts or services upon receipt.

If a line item on the blanket order is a stock part set to auto-issue or a non-stock or service, fields on the expense tab identify the cost center, account, and sub-account number to charge. The item is received against the PO and expensed to the cost center, account, and sub-account number on the blanket order. 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/Job
- Cost Center/Account/Sub-account

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:

- Blanket order 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 blanket order, if auto-issue is selected, the cost center, account, and sub-account number from the expense section display and print.
- If auto-issue is clear, the inventory cost center, inventory account number, and inventory sub-account display and print.

Contractor? This field denotes whether the blanket order is for an outside contractor or services. A blanket order with Contractor selected is auto-issue. Typically, a work order or equipment identification number links to the blanket order. The system uses the contractor cost center, account, and sub-account number from the work order or equipment, instead of the material cost center, account, and sub-account number when the blanket order is auto-issued or expensed upon receipt.

WO No. If the blanket order 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 blanket order has two effects. If the blanket order 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 blanket order 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 later to the work order. Then they are charged to the work order's expense accounting data.

Equip No. This field displays the identifying number for a piece of equipment.

If the blanket order is associated with a piece of equipment, identify the equipment in this field. Select the equipment from the lookup.

Identifying the equipment on a blanket order 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 blanket order 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.

Project No. This field displays the identifying number for a project. When a project number is associated with a blanket order, 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 blanket order automatically flows to the identified project and job expense accounting structure on the blanket order.

Expense Type. This field determines the blanket order expense type: capital or expense.

All blanket orders default to expense. Expense type refers to the approval process for a blanket order. In User Maintenance, each user has two spending limits for expense or capital blanket orders. The blanket order check box determines the kind of spending limit. If you enable the Req Proj Limit? check box in the 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.

Exp Dept No. This field displays the department charged for the blanket order line upon receipt. Select auto-issue to expense the blanket order line to a department.

If dept, cost center, account, or sub-account is required (in System Administration|Mandatory Fields) and the blanket order is not auto-issue, the system ignores the mandatory field setting.

Exp Site. This field displays the site to expense this blanket order to.

Exp Cost Center. Select the cost center from a table of cost centers, previously created in Finance|Groups|Cost Centers.

Exp Acct No. This field displays the account number that receives the auto-issue blanket order line charges during the purchasing routine.

The account number table validates the account number. If using a cost center, the account number must be valid within a cost center.

The system copies the default account number. If an auto-issue blanket order identifies a piece of equipment or a work order, then it copies the work order account number by default.

A stock replenishment purchase automatically uses the part asset account number or system site default.

Exp Sub Acct. This field displays the sub-account number associated with a specific account number. The PO charges the sub-account number when it receives the blanket order.

When a PO receives goods or services, specifically this blanket order line item, the cost charges to the sub-account number.

You can identify a sub-account number only if a sub-account number was previously identified or associated with the blanket order. The sub-account must be valid for the previous account number.

If you selected Auto Issue?, all the fields under the Asset heading are blank. If Auto Issue? is clear, EAM displays the asset sub-account information under the heading Asset.

Asset

Asset Site. This field displays the site to debit when this blanket order line is received.

Cost Center. If the blanket order 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.

Acct No. If the blanket order 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.

Sub Acct. If the blanket order 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.

If a user changes the blanket order line part number, the system pulls in new asset account information along with the other defaults from the part record or System Site Maintenance.

Tax Tab

Fig. 7.41
Blanket Order Lines Tax Tab

The screenshot shows the 'Tax Tab' for a 'Blanket Order Line'. At the top, there are fields for 'Site' (10000), 'BO No' (001), and 'Line' (1). Below these are icons for saving and undoing. The main section is titled 'Tax' and contains a 'Taxable?' checkbox, 'Tax Class', 'Tax Usage', and 'Tax Code' fields. Below this is the 'User Defined Fields' section, which includes 'Req Line Char 1', 'Req Line Char 2', 'Req Line Char 4', 'ReqLine Int 1', 'ReqLine Int 2', 'ReqLine Dec 1', 'ReqLine Dec 2', 'ReqLine Date', and 'ReqLine Logical'. The 'Intrastat' section at the bottom lists various fields for international trade data, including 'Intrastat Item', 'Country of Dest/Dist', 'Country of Origin', 'Intrastat Commodity Code', 'Statistical Procedure', 'Terms of Delivery', 'Port of Arrival/Dispatch', 'Nature of Transaction', 'Region of Arrival/Dispatch', 'Mode of Transport', 'Port of Transshipment', 'Net Weight', and 'UM'.

Tax

Taxable? Select this check box if the blanket order line is taxable.

Tax Class. The system copies the default tax class to the blanket order line.

Tax Code. This field displays the default tax code, copied to the blanket order line.

Tax Usage. The system copies the default tax usage to the blanket order line.

User Defined Fields

For a description of these fields, see “Requisition Lines User-Defined Tab” on page 275.

Intrastat

Note This data defaults from the blanket order header. Use the lookups on the fields to select different data.

Intrastat Item. Select to have the system automatically create Intrastat history records for the item. For items for which you do not want Intrastat records created, such as intangible goods or items related to motorized vehicles, clear the check box.

Country of Dest/Dist. Enter a valid country code.

Country of Origin. This code indicates the country of origin. Data defaults from the Intrastat Control program in EE.

Intrastat Commodity Code. This code can be entered for the part in EAM so it defaults for the part on this Intrastat PO line. If this code is not defined for an EAM part, then the code from Intrastat Control defaults into the field. The defaulted code can be changed using the lookup.

Statistical Procedure. When the system creates Intrastat History records automatically, it uses the statistical procedure code that is recorded for the order line that is associated with the Intrastat History record.

Terms of Delivery. Enter the Intrastat terms of delivery (FOB point) used to calculate the statistical value of the relevant goods at the border for Intrastat purposes.

Port of Arrival/Dispatch. When the system creates Intrastat History records automatically, it uses the Port of Arrival//Dispatch code that is recorded for the order line that is associated with the Intrastat History record.

Nature of Transaction. Enter a valid code if your country requires this information.

Region of Arrival/Dispatch. A fiscal region code, predefined by each country.

Mode of Transport. Enter a one-character code that identifies the mode of transport used to carry the goods to the border.

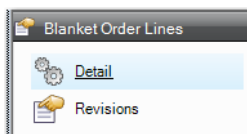
Port of Transshipment. Enter a valid code defined in Port Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Net Weight. The weight of one order unit of measure for this part. 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.

UM. Displays the weight's unit of measure, such as pounds.

Blanket Order Lines Submenu

Fig. 7.42
Blanket Order Lines Submenu



Detail. Click to display the Detail tab for this blanket order line.

Revision. Click to display the revision history for this blanket order line.

Quotes

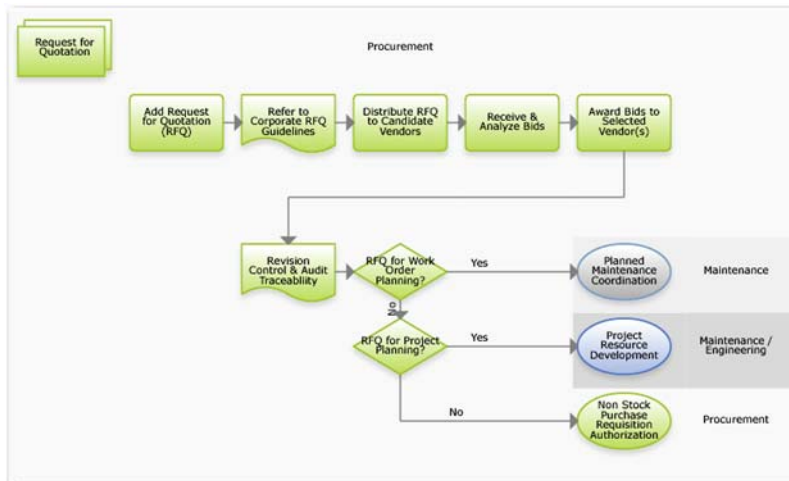
The Quote module, sometimes referred to as Request for Quotation (RFQ), is used to allow the organization to request competitive bids on parts or services from various vendors.

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, 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 allows you to print quotes, change status, and award a quote or quote line to a specific vendor or vendors.

Create a Request for Quotation

Fig. 7.43

Creating a Request for Quotation Process Map



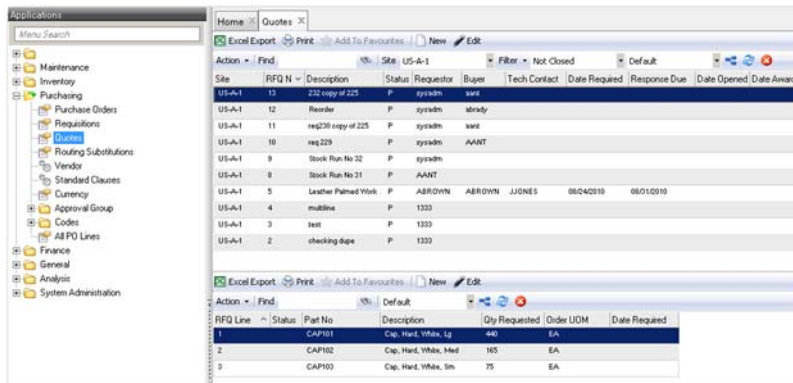
To create a request for quotation:

- 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. 7.44
Quotes Browse



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.

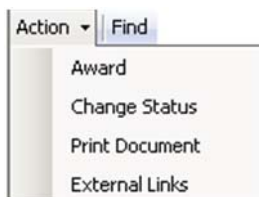
Editing a Quote

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. 7.45
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.

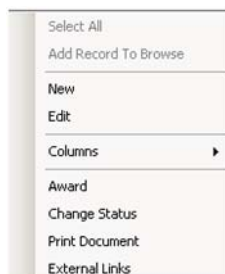
External Links

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. 7.46
Quotes Action Menu



New

Use New to create a 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. 7.47
Quotes Browse

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

Quotes Detail Tab

Enter information about the quote on the Detail tab.

Fig. 7.48
Quotes Record Detail

General	
Description	QUOTE FOR PROJECT
Status	P
Requestor	AANT
Tech Contact	GREG COOGLE
Buyer	ABRADY
Ship To No	USA
Date Required	5/31/2011
Tech Contact Phone	770 123 0987
Dept	20
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 the Action menu on the Quote browse, you can select the Change Status action and select either X (cancel) or C (close) the quote.

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

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.

Tech Contact Phone. This field displays the technical contact's phone number.

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. 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.

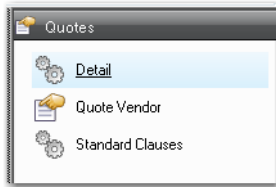
Response Due. The date the buyer is requiring the vendor to have the response to the quote sent back.

Project. The project associated with this quote.

Quotes Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 7.49 is Detail for the highlighted quote record.

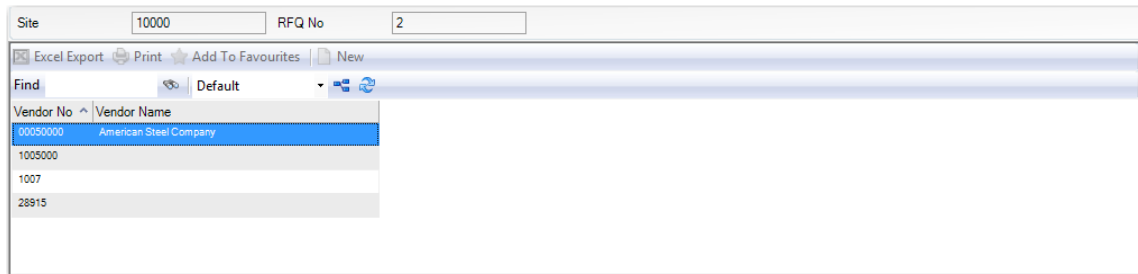
Fig. 7.49
Quotes Submenu



Quotes 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 in the Quotes Vendor Browse
Standard Clauses	View, add, and delete standard clauses to associate with this quote.

Quotes Vendor Browse

Fig. 7.50
Quotes Vendor Browse



Enter and browse the vendors bidding on this quote. Select a vendor to display their bids for items on the Vendor Bids by RFQ Line portion of the browse.

Vendor Number. The vendor number.

Vendor Name. The name of the vendor.

Vendor Bids by RFQ Lines

Fig. 7.51
Vendor Bids by RFQ Line



RFQ Line	Part No	Vendor Part N	Vendor Name	Bid Qty	Bid UOM	Bid Price	Currency	Bid Price in Base	Bid Expiration Date	Award Qty	Awarded	Reason Cod	Closed	Requisiti	Requisition Line
1	05-01-0111		American Steel Com	0.00	EA	0.00	USD	0.00		0.00				142	1

Displays the bid information for RFQ line items for the selected vendors.

Bid Quantity. The quantity of items expressed in terms of the Bid Unit of Measurement (UOM).

Bid UOM. The unit of measurement that applies to the items.

Vendor Part Number. The vendor's part number for the item.

Bid Price (B). The bid price for the item expressed in the site's base currency.

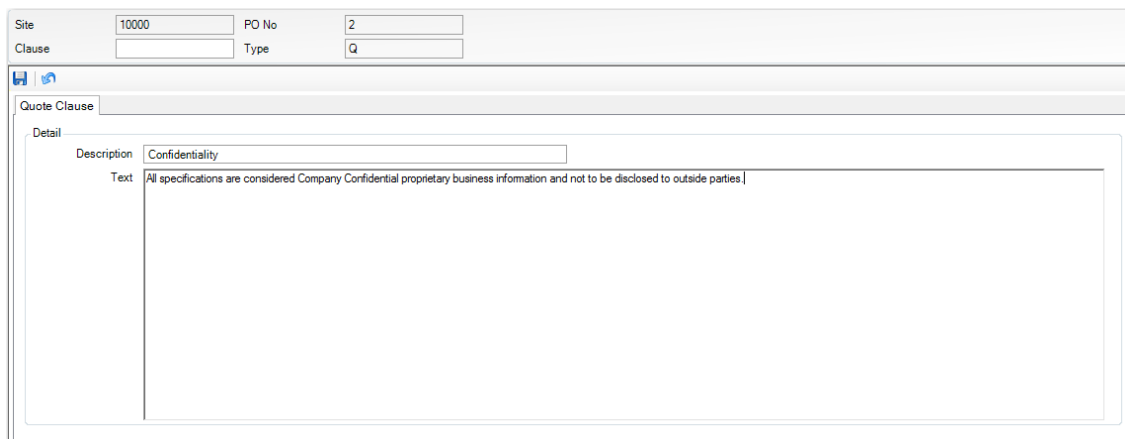
Vendor Bid Currency. The currency used by the vendor.

Bid Expiration Date. The date that the bid expires.

Delivery Date. The expected delivery date from the supplier.

Standard Clauses

Fig. 7.52
Standard Clauses



Site: 10000 PO No: 2

Clause: Type: Q

Quote Clause

Detail

Description: Confidentiality

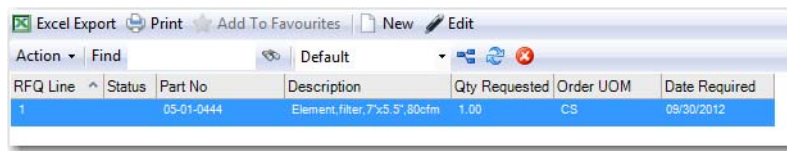
Text: All specifications are considered Company Confidential proprietary business information and not to be disclosed to outside parties |

Use to create, edit, and view standard clauses associated 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.

Fig. 7.53
Quote Lines



RFQ Line	Status	Part No	Description	Qty Requested	Order UOM	Date Required
1		05-01-0444	Element, filter, 7"x5.5", 80cfm	1.00	CS	09/30/2012

Creating a Quote Line

To add a quote line:

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

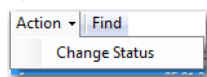
Editing a Quote

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.

Quote Lines Action Menu

Fig. 7.54
Quote Lines Action Menu

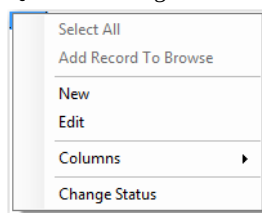


Change Status

Select this item to select the status for the quote line from a menu. Current option is X (Cancel).

Quote Lines Right-Click Menu

Fig. 7.55
Quote Lines Right-Click Menu



New

Use New to open the quote line detail to create a record.

Edit

Use Edit to open the quote line 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.

Quote Lines Detail Tab

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

Fig. 7.56
Quote Lines Detail Tab

Note If the quote is generated from a Requisition, the information on the quote lines pictured in the figure cannot be updated. However, you can view the Detail tab by double-clicking a quote line. The Bids Submenu can 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 field displays 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.

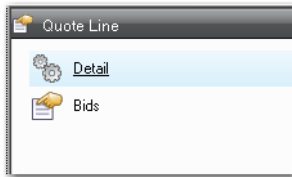
The buyer uses this scheduling information when negotiating with the vendors.

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 in Figure 7.57 is Detail for the highlighted quote record.

Fig. 7.57
Quote Line Submenu



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

Bid Entry Screen for RFQ Line

Fig. 7.58
Bid Entry Screen for RFQ Line

 A screenshot of a software window titled "Bid Entry Screen for RFQ Line". It features a table with the following columns: Vendor No, Vendor Part N, Vendor Name, Bid Qty, Bid UOM, Bid Price, Currency, Bid Price in Base Currenc, Bid Expiration Date, Awarded, Award Qty, Closed, and Reason Code. The first row of data shows Vendor No A2001, Vendor Name Carbon Frames Corp, Bid Qty 0.00, Bid UOM EA, Bid Price 0.00, Currency USD, and Bid Price in Base Currenc 0.00. The Awarded, Award Qty, and Closed columns contain checkboxes.

Vendor No	Vendor Part N	Vendor Name	Bid Qty	Bid UOM	Bid Price	Currency	Bid Price in Base Currenc	Bid Expiration Date	Awarded	Award Qty	Closed	Reason Code
A2001		Carbon Frames Corp	0.00	EA	0.00	USD	0.00		☐	0.00	☐	

Vendor Number. Enter the vendor number associated with the bid. Must be a valid vendor in the system.

Vendor Part Number. Defaults from RFQ line part if there is one defined for the part. Enter a new number when supplied by the vendor. This field can be left blank.

Vendor Name. This field displays the vendor name associated with the vendor number entered.

Bid Quantity. Enter the quantity of the part that the vendor has indicated it can supply.

Bid UOM. Enter the unit of measurement the vendor has indicated it can supply for the quantity of the requested part. For example, requested UOM each may equal Bid UOM dozen.

Bid Price (B). Displays bid price for the part converted to the site's base currency.

Currency. Enter the currency for the vendor's pricing for the quote.

Bid Price in Base Currency. Enter the vendor's price for the item

Bid Expiration Date. Enter The date the vendor states that the bid expires.

Awarded. Updated by the system when Award action is executed. The bid line cannot be modified once awarded.

Awarded Qty. Specify the amount awarded to the vendor to supply. The amount cannot exceed the bid quantity specified by the vendor.

Closed. Updated by the system when Award action is executed. All bid lines are updated whether an amount was awarded or not.

Reason Code. Select a user-defined reason from the lookup if no Awarded Qty is specified for the bid line. For more information, see “Quote Reason” on page 337.

Routing Substitutions

Use a Routing Substitution to replace a user for all requisition, purchase order, and project approvals for a specified time period.

If purchase authorization is required and an individual is away for a period of time, that person can substitute another user to authorize purchases until the person returns. The start date and end date is used by the system to automatically send approvals to the substitute person.

The Substitute person takes on the spending authority for the user that is away. When viewing a routing list of users, the substitute person is identified in the group as a substitute user.

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. 7.59
Purchase Requisition Authorization Process Map

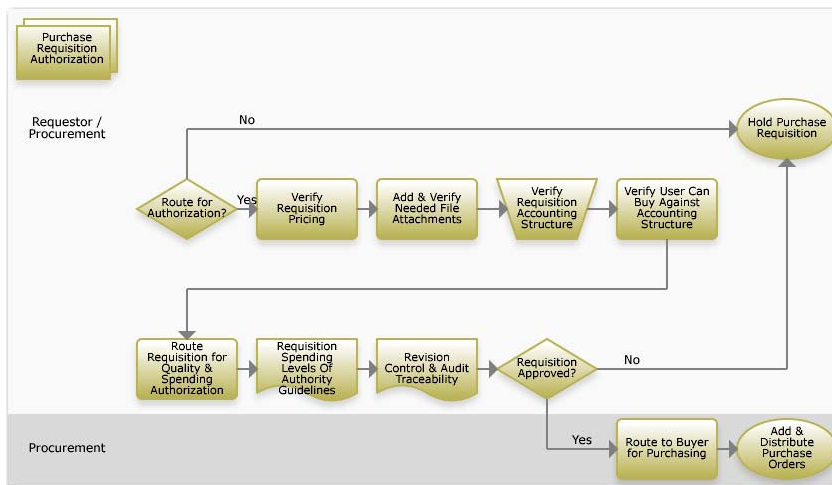
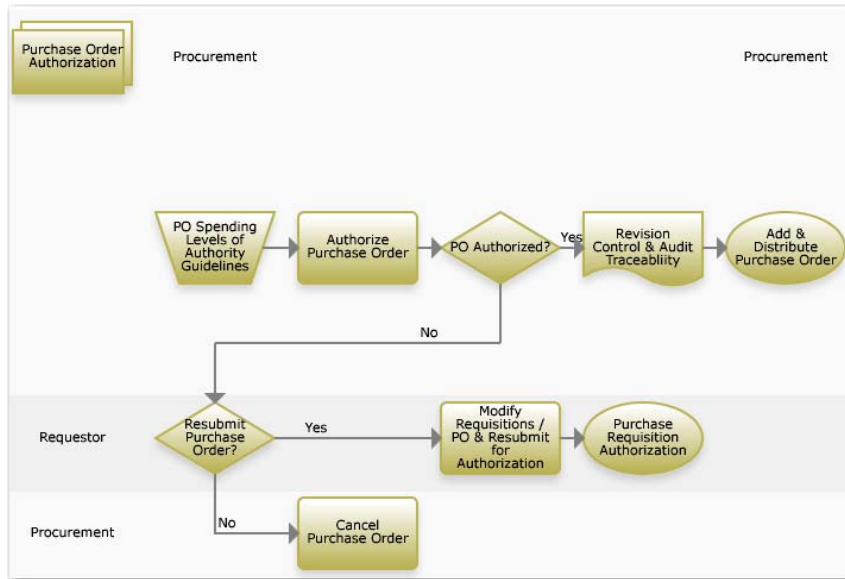


Fig. 7.60
Purchase Order Authorization Process Map



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. 7.61
Routing Substitutions Browse

The screenshot shows the 'Routing Substitutions Browse' window. On the left is a tree view of applications with 'Routing Substitutions' selected. The main window displays a table with columns: Start Date, End Date, User ID, and Substitute ID. The table is filtered by Site 'US-A-1' and Filter 'ALL'. The data is as follows:

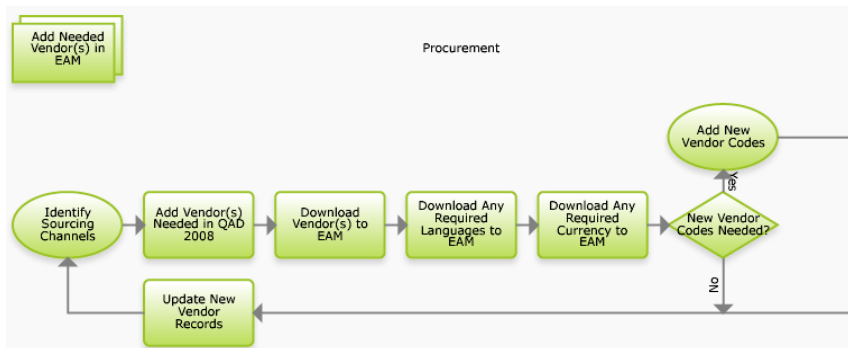
Start Date	End Date	User ID	Substitute ID
09/23/2009	10/30/2009	janie	janie2
09/01/2009	10/29/2009	abradu	jed
09/01/2009	10/31/2009	jed	janie2
01/09/2008	01/29/2008	janie	11
01/01/2008	01/31/2008	janie	sysadm
11/21/2003	01/24/2004	0	2
11/21/2003	08/31/2004	3000	SHQ
09/29/2003	09/29/2003	SH1000	sysadm
07/30/2003	07/31/2003	BWeiss	ARudezeal

Vendor

Use the vendor file to store supplier information, including address, contacts, tax information, shipping data and terms, and currencies. 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. 7.62
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 filter and display records, to access supporting functions, and to edit or create new records. Vendor records can also be downloaded from the ERP.

Note It is recommended that vendor records are downloaded from the ERP to maintain data integrity.

Fig. 7.63
Vendor Browse

Vendor No	Name	Site	Address 1	City	State	Country	Domain
A2001	Carben Frames	US-A-1	E Main Street 1508	Wellington	UT	US	USA
A2002	Tube City		Croghan Street 36	Fremont	OH	US	USA
A2003	100% 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	Carben Frames		E Main Street 1508	Wellington	UT	US	USA
B2002	Tube City		Croghan Street 36	Fremont	OH	US	USA
B2003	100% Pure		Hartford Avenue	Bellingham	MA	US	USA
B2005	Corazon		Calle Corazon	Tijuana		MX	USA
B2006	Shang's		Jewin Road 55	Shanghai	TN	CN	USA
B2900	SBU Supplier		150 Crouseway 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.

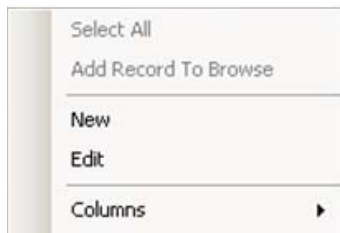
Editing a Vendor Record

- 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. 7.64
Vendor Right-Click Menu



New

Use New to open the vendor record detail to create a 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. 7.65
Vendor Record Detail

Vendor Tabs

The Vendor records screen 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. 7.66
Vendor: Address Tab

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. 7.67
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. If the total cost of the PO is not greater than or equal to the vendor's minimum order, EAM stops the order when you select the PO Order action.

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 you 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. (Currently not available.) Select this check box to automatically print expedite letters or POs for this vendor.

Auto Fax. (Currently not available.) Select this check box to automatically fax expedite letters or POs for this vendor.

Auto e-mail. (Currently not available.) 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. 7.68
Vendor: Codes Tab

The screenshot shows the 'Codes' tab of a vendor record. The interface includes several fields and checkboxes for vendor information. The 'Type' field is set to 'LOC' with a dropdown arrow, and the 'Status' field is set to 'E' with a dropdown arrow. The 'Approved?' checkbox is checked. The 'Language' field is set to 'us' with a dropdown arrow. The 'Currency' field is set to 'USD' with a dropdown arrow. The 'Taxable?' checkbox is checked. The 'Tax Code' field is set to 'EAM' with a dropdown arrow. The 'Tax Class' field is set to 'C' with a dropdown arrow. The 'Tax Usage' field is set to 'VATH' with a dropdown arrow. The 'Send Cons ERP?' checkbox is checked. The 'Receipt Credit' section includes fields for 'Dept', 'Acct No', 'Cost Center', and 'Sub Acct No', all with dropdown arrows. The 'Minority?' checkbox is unchecked. The 'Minority Code' field is empty with a dropdown arrow.

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. If you did not select the vendor check box and there is a contract requisition attached to the purchase order, you cannot authorize or order a PO.

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. 7.69

Vendor: Remit Tab

Remit To	
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 UNITED STATES
RMT Contact	Lilly 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. 7.70
Vendor: User-Defined Tab

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

- Char 1 Code:** 5-STAR (with a dropdown arrow) and Excellent (with a dropdown arrow).
- Char 2 Code:** INSTATE (with a dropdown arrow) and In State Vendor (with a dropdown arrow).
- Vendor Char 3-QA:** (empty text field)
- Vendor Char 4-QA:** (empty text field)
- Vendor Dec 1:** 0.0000 (with a dropdown arrow)
- Vendor Dec 2:** 0.0000 (with a dropdown arrow)
- Vendor Int 1:** 0 (with a dropdown arrow)
- Vendor Int 2:** 0 (with a dropdown arrow)
- Vendor Date:** (none) (with a dropdown arrow)
- Vendor Logical:** (empty text field)

Character 1/2. User-defined character fields, validated against tables that you add.

Character 3/4. Free-form user-defined character fields, not validated against tables.

Decimal 1/2. User-defined decimal fields for vendor.

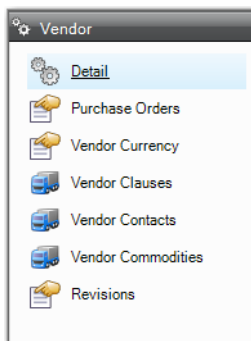
Integer 1/2. User-defined integer fields for vendor.

Enable/Disable Logic. A user-defined check box.

Vendor Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 7.71 is Detail for the highlighted vendor record.

Fig. 7.71
Vendor Submenu



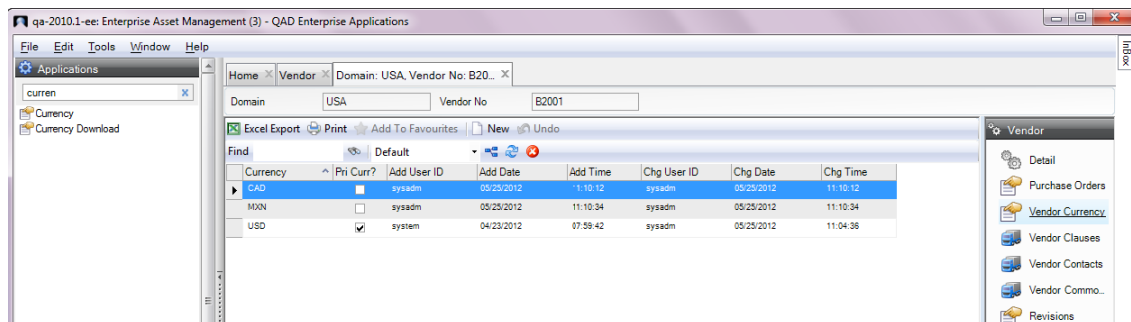
Vendor Submenu Option	Purpose
Detail	This option opens the tabbed view.
Purchase Orders	View all purchase orders associated with this vendor.
Vendor Currency	Update currencies vendor accepts for payment.
Vendor Clauses	View clauses associated with this vendor.

Vendor Contacts	View this vendor's contact names and information.
Vendor Commodities	View commodities associated with this vendor.
Revisions	View the revision history for this vendor record.

Vendor Currency Submenu

The Vendor Currency submenu allows the buyer to check the valid currencies that can be used to purchase against for a specific vendor. Select one currency as primary. For example, in Figure 7.72 USD is the primary currency and CAD and MXN are the alternate currencies.

Fig. 7.72
Vendor Currency Submenu



Multi-Currency Purchasing

Sometimes, vendors require purchase orders to be processed and paid in a currency other than their primary currency. This requirement sometimes occurs when the vendor sources an item from a third-party supplier who requires a different currency than the primary vendor.

The EAM Purchasing module restricts the available currencies used on a purchase order based on the vendor. It also tracks purchase history (last price paid) for a part using different currencies.

Customers using EE Financials can access multiple currencies per vendor through the Vendor Currency submenu. The primary currency is displayed on the vendor header. Customers using SE have a lookup directly on the header, and selection of any currency is available.

Modify Currency

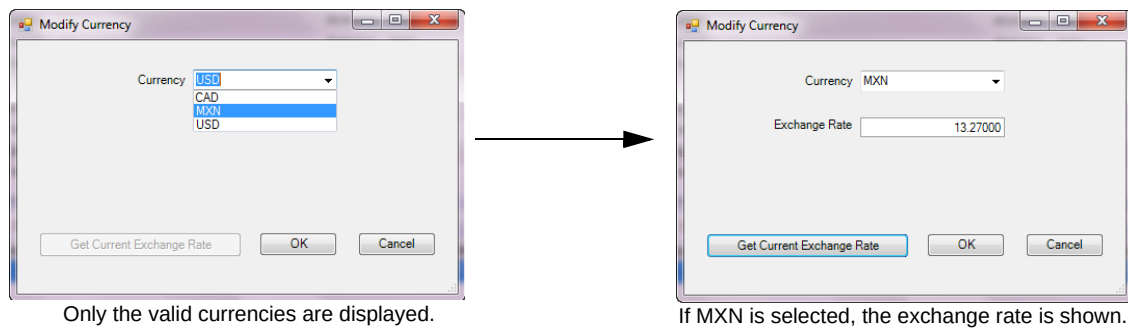
When you create a requisition, the default currency is displayed on the requisition header and in the requisition line. For example, in Figure 7.73 the initial price for line 1 is 100 USD.

Fig. 7.73
Default Currency in Requisition Header and Line

The screenshot displays the QAD Enterprise Applications interface for requisition management. The top window shows the 'Requisition Header' for Site US-A-1 and Requisition Number 5749. Key fields include 'Description' (Multi Currency purchase), 'Requestor' (AHOLT/Alice Holt), 'Date Required' (5/28/2012), 'Total Cost (B)' (100), and 'Total Cost In Vendor Currency' (100). The 'Currency' field is set to 'USD'. The bottom window shows the 'Requisition Line' for Line 1, with 'Part Information' including 'Source Site' (US-A-1), 'Description' (Currency part), 'Order Cost' (100.0000), and 'Total Cost' (100). The 'Currency' field is also set to 'USD'. A sidebar on the left lists various applications like 'Reasons', 'Rebuild Locati...', 'Receipts By V...', 'Receiver', 'Registry', 'Repairs', 'Report Designer', 'Report Xref', 'Req Char 1', 'Req Char 2', 'Req Reroute/...', 'Request For...', 'Requisition', 'Requisition Ap...', 'Requisitions', 'Retired by Sta...', 'Returns', and 'Revisions'.

To modify the currency, select **Modify Currency** from the **Action** menu in the requisition header. Only the valid list of currencies is displayed. If you select **MXN (Peso)**, the new currency and price are displayed on the purchase requisition. When the currency is selected, the user can use the currency exchange rate.

Fig. 7.74
Modify Currency



Home Requisitions Site: US-A-1, Req No: 5749

Site US-A-1 Req No 5749

Action

Detail Expense

General

Description Multi Currency purchase Date Required 5/28/2012

Requestor AHOLT Alice Holt

Total Cost (B) 7.54 Total Cost In Vendor Currency 100

Contractor? Auto Issue?

Stock Run No

Order

PO No 697 Status P

Vendor No B2001 Carbon Frames Corp

Vendor Pri Contact Lilly Allen

Consignment?

Exchange Rate 13.27

* Buyer ABRADY ANDREW BRADY

Date Due 5/25/2012

Vendor Phone No

Currency MXN

Exchange Rate 2 1

Notify

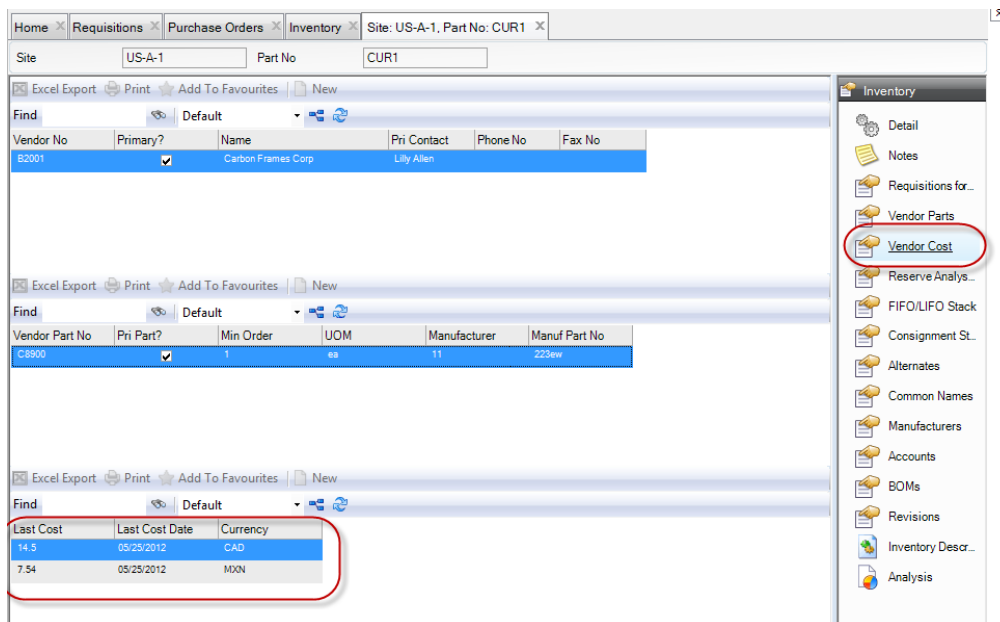
If you select MXN (Peso), the new currency and price are displayed on the purchase requisition.

Vendor Cost Submenu

The Purchasing module also tracks purchase history (last price paid) for a part using different currencies. On receipt, EAM creates a record of the last cost, last cost date, and currency.

For every currency used for this part and vendor, an entry is created so the next time a purchase requisition is created in any of the currencies listed, EAM uses the selected currency's last cost on the requisition header.

Fig. 7.75
Vendor Cost Submenu



Standard Clauses

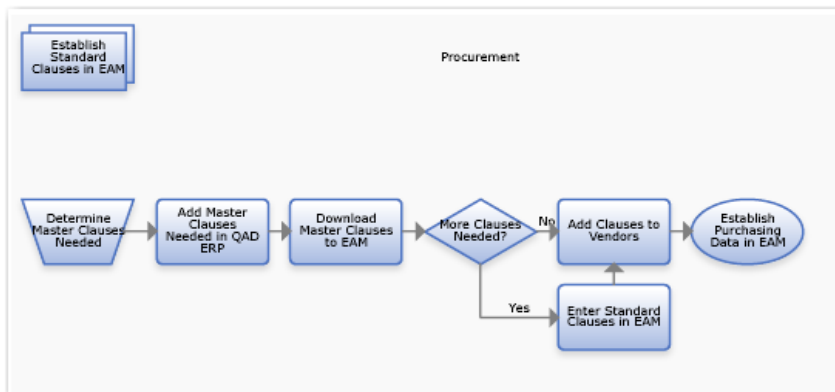
The QAD ERP application uses standard comments, similar to EAM's standard clauses. When a purchase order is copied to the QAD ERP application, EAM standard clauses are copied to the standard comments section.

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. 7.76

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

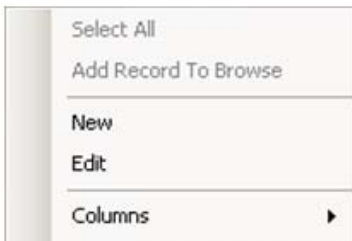
Access this browse from Purchasing|Standard Clauses. Use it to organize and display records, to access supporting functions, and to edit or create new records.

Fig. 7.77
Standard Clauses Browse

Standard Clauses Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 7.78
Standard Clauses Right-Click Menu



New

Use New to open the standard clause record detail to create a 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 automatically saves your changes.

Currency

Fig. 7.79
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	12/31/3999	0.146563
EUR	01/01/2007	12/31/3999	1.3
mxn	01/01/2007	01/31/2011	0.093488
MXN	02/01/2011	12/31/3999	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. 7.80
Currency Browse

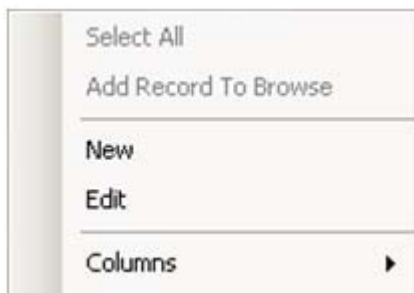
The screenshot shows the 'Currency' window in the software. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Open', 'Save', 'Print', 'Find', and 'Help'. The main area of the window displays a table of currencies. The table has five columns: 'Currency', 'Description', 'Pounding', 'East?', and 'Use East?'. The 'Currency' column is highlighted, and the 'Currency' row is selected. The 'Description' column shows various currency names like 'USD', 'GBP', 'EUR', etc. The 'Pounding' column shows values like '0.00', '0.01', etc. The 'East?' column shows checkboxes. The 'Use East?' column shows checkboxes. The 'Currency' row is highlighted in blue.

Currency	Description	Pounding	East?	Use East?
USD	US Dollar	0.00	☐	☒
GBP	British Pound	0.00	☐	☒
EUR	Euro	0.00	☐	☒
JPY	Japanese Yen	0.00	☐	☒
AUD	Australian Dollar	0.00	☐	☒
CHF	Swiss Franc	0.00	☐	☒
HKD	Hong Kong Dollar	0.00	☐	☒
CAD	Canadian Dollar	0.00	☐	☒
CNY	Chinese Yuan	0.00	☐	☒
INR	Indian Rupee	0.00	☐	☒
KRW	South Korean Won	0.00	☐	☒
SGD	Singapore Dollar	0.00	☐	☒
THB	Thai Baht	0.00	☐	☒
VND	Vietnamese Dong	0.00	☐	☒
PHP	Philippine Peso	0.00	☐	☒
MYR	Malaysian Ringgit	0.00	☐	☒
IDR	Indonesian Rupiah	0.00	☐	☒

Currency Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 7.81
Currency Right-Click Menu



New

Use **New** to open the currency record detail to create a record.

Edit

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

Columns

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

Approval Groups

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

- Requisition

- Blanket Order
- Purchase Order

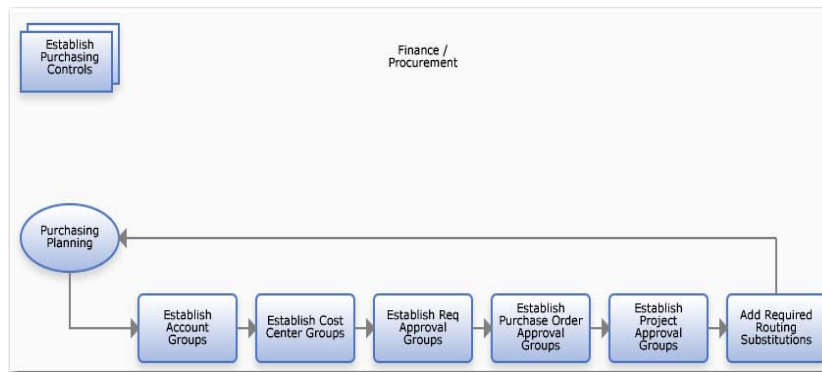
A requisition approval group can authorize an expenditure and control it down to the specific cost center and/or account number. Groups consist of users with specific spending authority and authorization to spend against cost center or account groups.

A blanket order approval group authorizes the expiration amount (total amount that can be spent) and discount on a blanket order.

A purchase order approval group is composed of buyers and buyer managers. 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. 7.82
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 the initiator's 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. Enter the Acct No or click the lookup to select one. The system automatically fills in the Acct No's description.

Editing an 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 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.

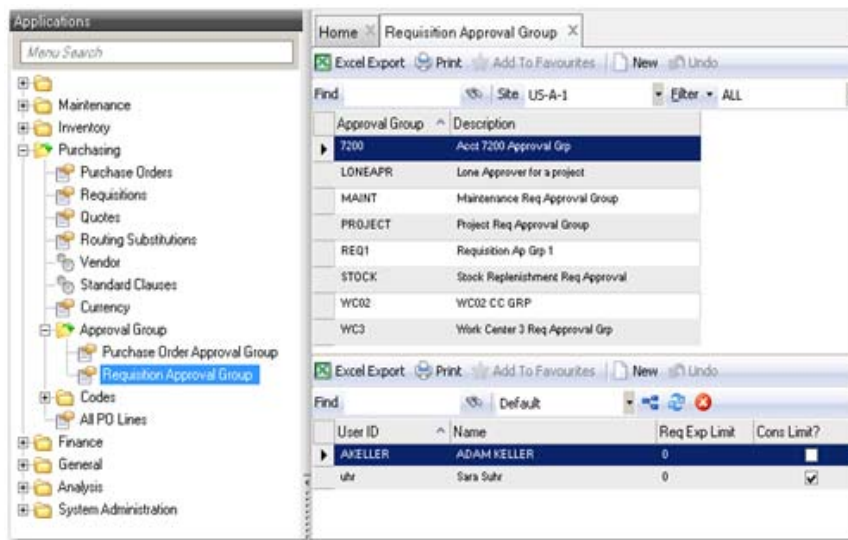
Requisition Approval Group

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. If the requisition is marked capital, EAM uses capital limit. 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. 7.83
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.

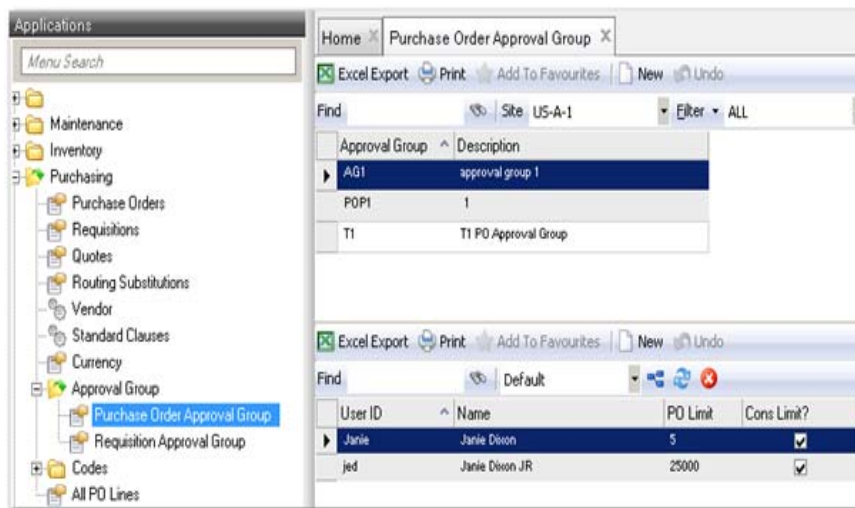
For example, the first method is cost center, the second is account, and the third is user. EAM uses the cost center approval group first. If no cost center is listed or no requisition approval group is linked to the cost center, it uses the account approval group. If no requisition approval group is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

A Purchase Order 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. 7.84
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.

If the individual who tries to authorize the blanket order has a sufficient BO spending limit, the BO is approved. If not, EAM verifies spending limits and creates a routing to the buyer's BO 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 BO spending limit.

Blanket Order Approval Group

A blanket order approval group authorizes total amounts for blanket orders against which recurring periodic releases are made. Access this code from Purchasing|Approval Groups|Blanket Order|Approval Groups.

Fig. 7.85
Blanket Order Approval Group Browse

Approval Group	Description

User ID	Name	BO Limit	Cons Limit?

Establish a Blanket Order 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. 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.

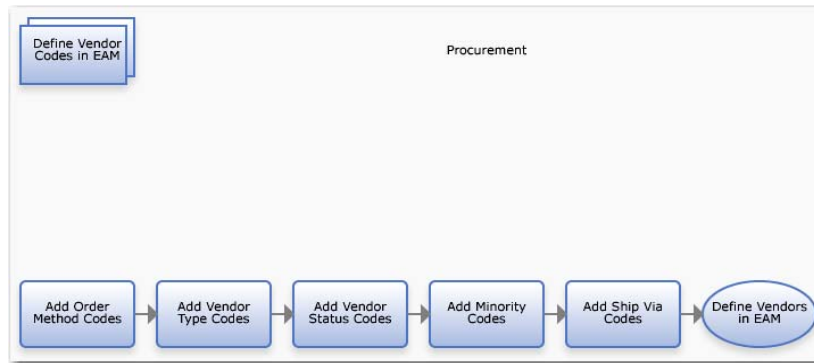
Codes

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. 7.86
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” on page 312.

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. 7.87
Codes: Address

Bill To No	Name	Address	Address	Address	City
0142	Kates download test	2296 Henderson Hill Road	Suite 202	change 2 only	Atlanta
100000	Quality Products Inc.	Manufacturing Division	One World Way	Consolidated Business Plaza	San Diego
1000000	Quality Products Inc.	Manufacturing Division	One World Way	Consolidated Business Plaza	San Diego
10000001	Quality Products Inc.	Div/Consolidated Corporation	Suite 1, Consolidated Bldg.	One Consolidated Plaza	San Diego
10000005	Quality Products Inc.	Div/Consolidated Corporation	88 CNA Boulevard	Building 2	Atlanta
10000010	Quality Distribution Corp.	Div/Quality Products Inc.	102902764 142nd Street	Colossal Business Park	Las Vegas
11000	Alberta Computer Services	80 InterAdm Highway			Tyson's Bluff
1234567890	FilterBills 1234567890 12345678	1234567890 1234567890 1234567890	1234567890 1234567890 1234567890	1234567890 1234567890 1234567890	1234567890 1234567890
2729	Maria's test	2729 Cranston Lane	Address #2		Monrovia
7777	Julia's test	22 Peachtree Rd	Suite 22		Atlanta

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 is 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.

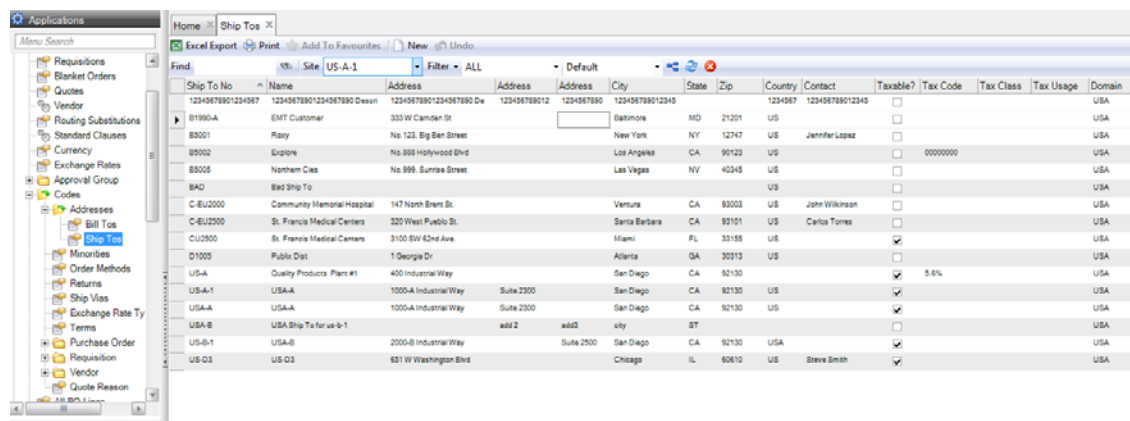
Ship Tos

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. 7.88
Codes: Ship Tos



Ship To No	Name	Address	City	State	Zip	Country	Contact	Taxable?	Tax Code	Tax Class	Tax Usage	Domain
12345678901234567	12345678901234567890 De	12345678901234567890 De	1234567890	123456789012345		1234567	123456789012345					USA
B1990-A	EMT Customer	333 W Camden St	Baltimore	MD	21201	US						USA
B3001	Rary	No 123, Big Ben Street	New York	NY	12747	US	Jennifer Lopez					USA
B5002	Explos	No 888 Hollywood Blvd	Los Angeles	CA	90123	US			00000000			USA
B5005	Northern Cies	No 999, Sunrise Street	Las Vegas	NV	4345	US						USA
BAD	Bad Ship To					US						USA
C-EU2000	Community Memorial Hospital	147 North Brem St.	Ventura	CA	93003	US	John Wilkinson					USA
C-EU2000	St. Francis Medical Centers	320 West Pueblo St.	Santa Barbara	CA	93101	US	Carlos Torres					USA
Cu2000	St. Francis Medical Centers	3100 SW 62nd Ave.	Miami	FL	33185	US						USA
D1005	Public Dist	1 Georgia Dr	Atlanta	GA	30313	US						USA
USA-A	Quality Products Plant #1	400 Industrial Way	San Diego	CA	92130	US			5.6%			USA
USA-A-1	USA-A	1000-A Industrial Way	Suite 2300	San Diego	CA	92130	US					USA
USA-A	USA-A	1000-A Industrial Way	Suite 2300	San Diego	CA	92130	US					USA
USA-B	USA Ship To for us-b-1	add 2	add3	city	ST							USA
USA-B-1	USA-B	2000-B Industrial Way	Suite 2500	San Diego	CA	92130	USA					USA
US-Q3	US-Q3	631 W Washington Blvd	Chicago	IL	60610	US	Steve Smith					USA

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

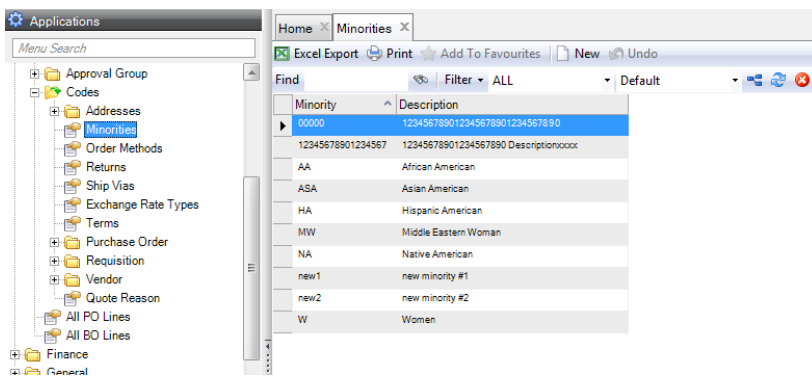
- 1 Double-click the code to edit.
- 2 Update the name, address, and contact information. The system automatically saves the updated data.

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. 7.89
Codes: Minorities



Adding a Minority Code

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

Editing a Minority Code

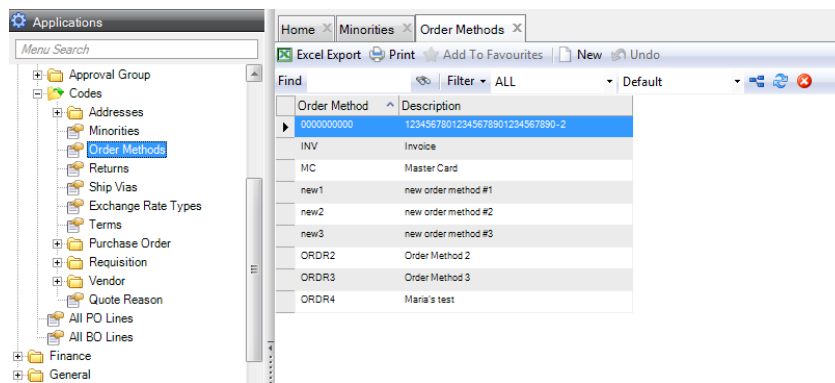
- 1 Double-click the code to edit.
- 2 Update the description. The system automatically saves the updated code.

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. 7.90
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

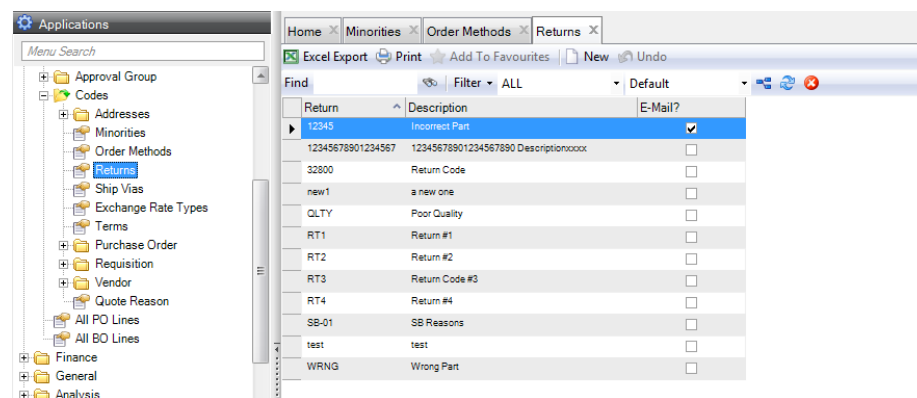
- 1 Double-click the code to edit.
- 2 Update the order method and description. The system automatically saves the updated code.

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 on. 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. 7.91
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

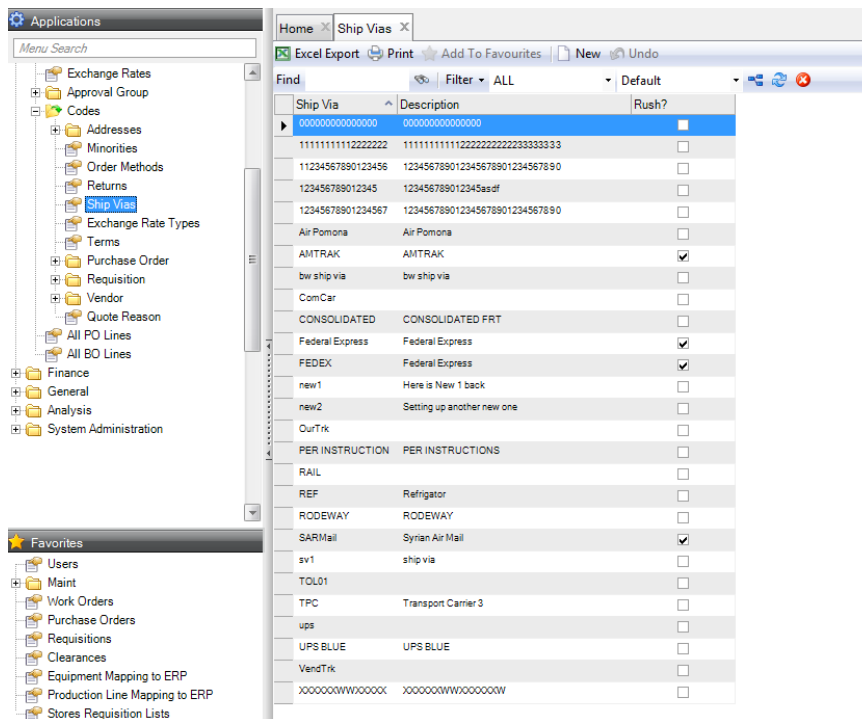
- 1 Double-click the code to edit.
- 2 Update the description or e-mail option. The system automatically saves the updated code.

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. 7.92
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.

Exchange Rate Types

Updated from Sys Adm|ERP Interface|Download|Currency Download|Rate Type. Rate Types are from ERP Exchange Rates that are downloaded to EAM. EAM uses the accounting rate types.

Fig. 7.93
Codes: Exchange Rate Types

Type	Description	Active?	Add User ID	Add Date	Add Time	Chg User ID	Chg Date	Chg Time
ACCOUNTING	Accounting Type	☒	janie	08/27/2012	08:42:46	janie	08/27/2012	08:42:46
INSTANT	INSTANT	☒	sysadm	08/30/2012	12:40:33	sysadm	08/30/2012	12:40:33
INTRASTAT	Intrastat Type	☒	janie	08/27/2012	09:43:02	janie	08/27/2012	09:43:02

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. 7.94
Codes: Terms

Terms	Description	Domain
12345678901234567	12345678901234567890 Descriptioncccc	USA
1M	1 MO after month end invoice date	USA
2-10/30	2% discount in 10days due 30days invoice	USA
2M	2 MO after month end of invoice date	USA
30-60	2 staged 40%-60%	USA
30-60-90	3 staged 40%-30%-30%	USA
30D	30 D/Y from invoice date	USA
45JLME	45 jours fin de mois	USA
60D	60days after invoice date	USA
90D	90days after invoice date	USA
CASH	Cash	USA
nogood	no good credit term	USA

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.

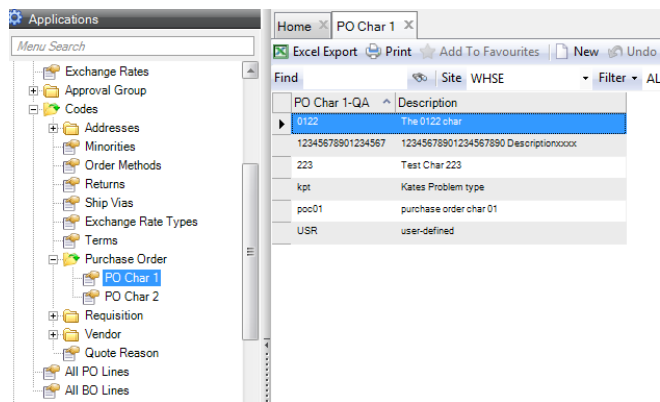
Purchase Order

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. 7.95
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.

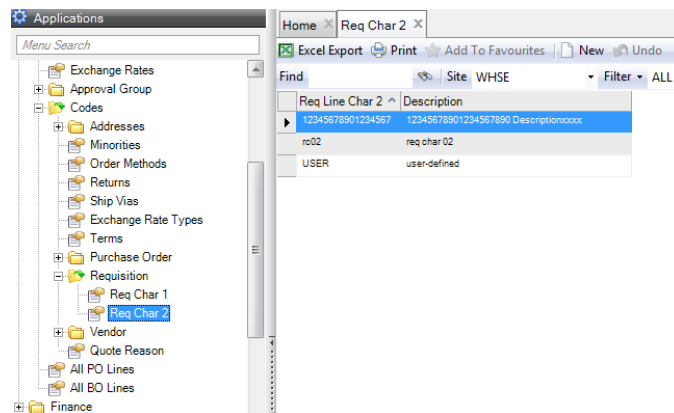
Editing a Character 1 Code

- 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. 7.96
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.

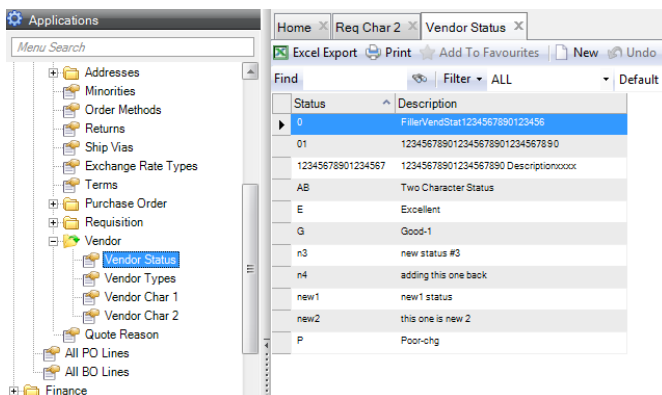
Vendor

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. 7.97
Codes: Vendor Statuses



Adding a Status Code

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

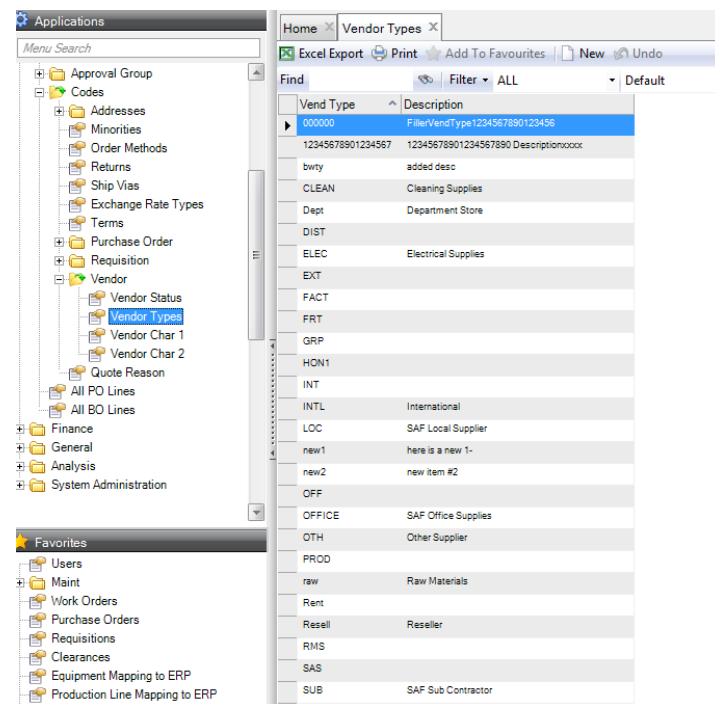
Editing a Status Code

- 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. 7.98
Codes: Vendor Types



Adding a Type Code

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

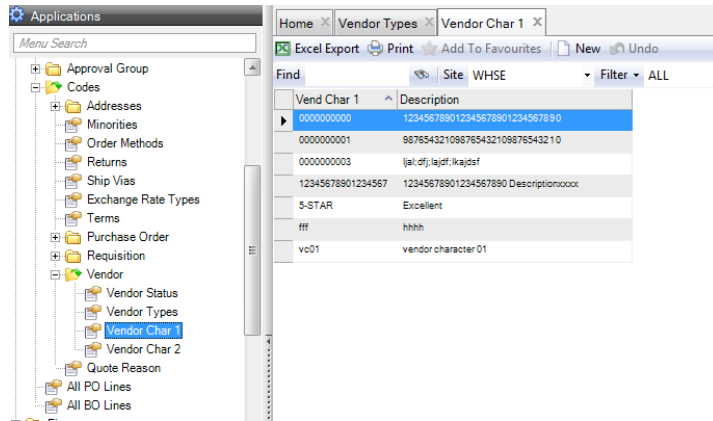
Editing a Type Code

- 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. 7.99
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.

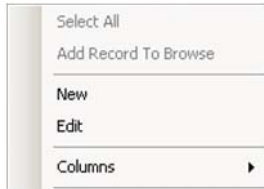
Editing a Character 2 Code

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

All PO Lines Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 7.102
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.

All BO Lines Browse

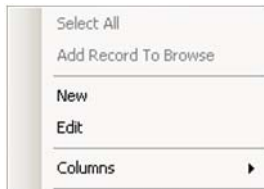
Access this browse from Purchasing|All BO Lines. Use it to filter and display records and to access supporting functions. Using the filter, selected POs or requisitions can be displayed, the browse printed or exported to Excel.

Fig. 7.103
All BO Lines Browse

All BO Lines Right-Click Menu

The right-click menu contains administrative functions and options.

Fig. 7.104
All BO 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.

Project Accounting

This section discusses the following Project Accounting module topics:

***Project Accounting Introduction* 342**

***Jobs* 371**

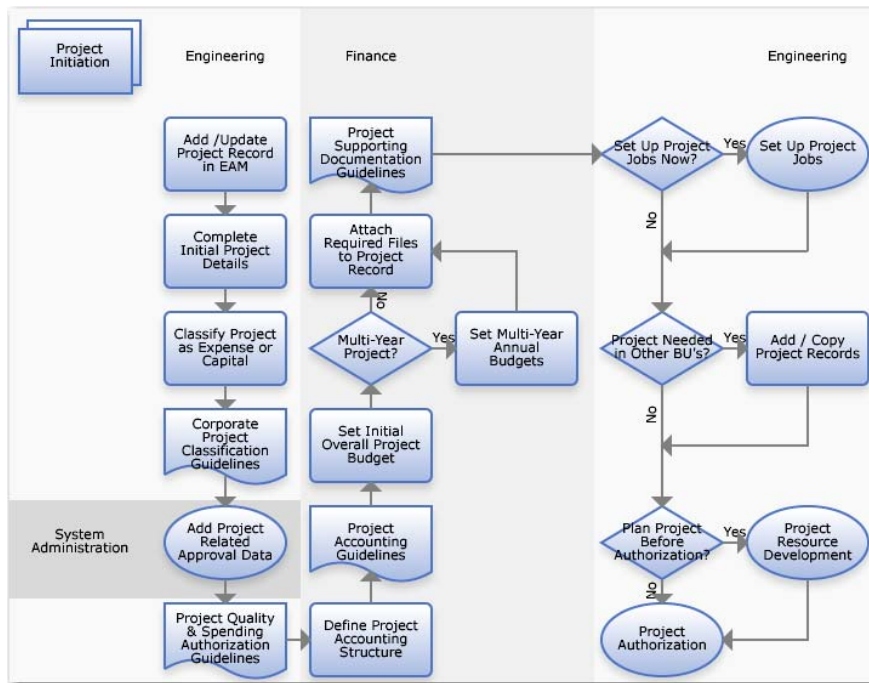
Project Accounting Introduction

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.

Using the Fixed Asset integration with Project Accounting, you can create an asset from a job (including entering a fixed asset ID, service dates, asset class, and location) and gain visibility into the capitalized and uncapitalized amounts associated with a project or job.

Setting Up a Project

Fig. 8.1
Set Up Project Process Map



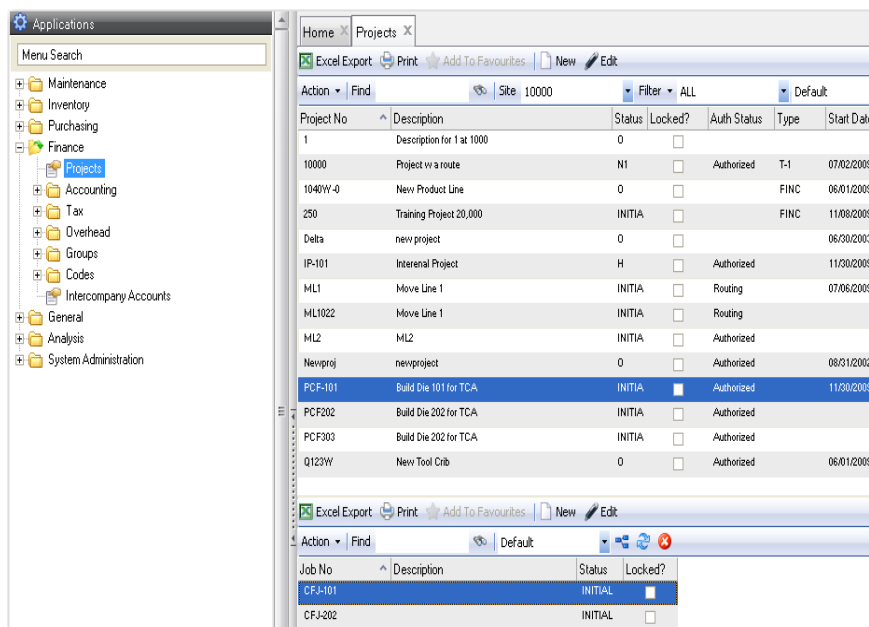
- 1 Add or update a project record in EAM.
- 2 Complete initial project details.
- 3 Classify the project expense type (expense or capital).
- 4 Verify compliance with corporate project guidelines.
- 5 Add project-related approval data.
- 6 Review and follow quality and spending authorization guidelines.
- 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 Review and follow supporting documentation guidelines for the project.
- 12 Set up project jobs.
- 13 Add or copy records if other business units need the project.
- 14 Develop project resources to plan the project before authorization.
- 15 Obtain authorization for the project.

Project Browse

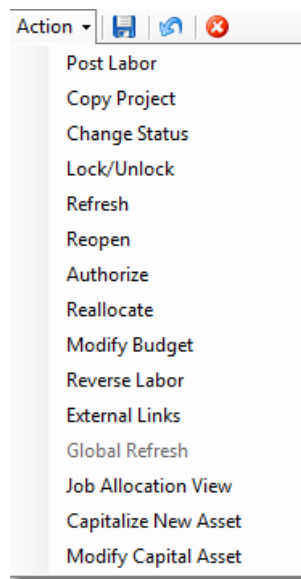
Access this browse from Finance|Projects. Use it to organize and display records, to access supporting functions, export to Excel, and to access existing or create new projects.

Fig. 8.2
Project Browse



Project Action Menu

Fig. 8.3
Project Action Menu



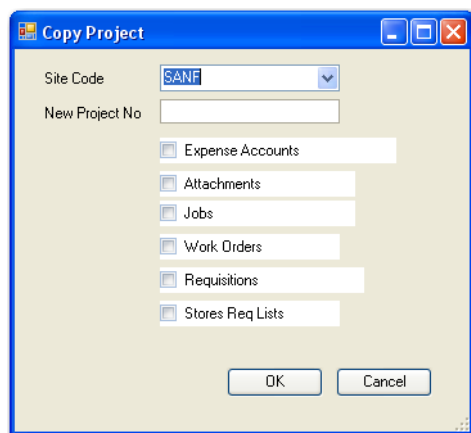
Post Labor

Use Post Labor to charge employees' time against the highlighted project and selected job.

Copy Project

Use Copy Project to copy Expense Data, Attachments, Jobs, Work Orders, Requisitions, and Stores Requisitions Lists from this project as a template for a new project.

Fig. 8.4
Copy Project



Change Status

Use Change Status to select one of the Project Status codes established for a project at Finance|Codes|Projects|Project Status.

Note You cannot cancel a project with posted expenses.

Lock/ Unlock

Use Lock to prevent any additional charges against the project and its jobs. 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 update all the changes made to the project and jobs.

Reopen

Use Reopen to change the status of a closed or canceled project to make additional changes or charges.

Authorize

Use this action to authorize this project. The authorize option only applies if Proj Auth? has been enabled on the Maintenance tab at General|Business Units|Business Segments|Sites. When enabled, all projects must be authorized before cost can be expensed against them.

If, as the initiator, you have a large enough project spending limit, and the approval group linked to the project has no quality user assigned, you can authorize the project without going through routing. Otherwise, the authorization request must go through the project approval group.

If the Project Authorized Spending requires an increase, a re-route for a new approval is required

Reallocate

Use Reallocate to reallocate funds to another project. EAM provides the Net Budget and the Total Spent for this 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.

External Links

Link an unlimited number of files or a URL to this project record.

Global Refresh

Use Global Refresh to update multiple projects selected in the current browse. A user can select multiple Project records in the browse by using the Ctrl or Shift key.

Job Allocation View

Displays a view of the jobs associated with this project and their funding.

Note This view is only available when the Use Allocations? check box on the Project Cost tab is selected.

Fig. 8.5
Job Allocation View

Job No	Description	Available From Parent	Allocated	Allocated To Children	Unallocated
JOB 101A	Equipment	110000	0	0	0

Capitalize New Asset

Create a fixed asset from a project. The cost captured in projects is used when capitalizing a new fixed asset from EAM to QAD's Fixed Assets module.

Fig. 8.6
Capitalize New Project Asset

Capitalize New Project Asset

Fixed Asset ID

Description

Class

Location

Service Date 4/16/2013

Total Spent 861.00

Capitalized Amt 0.00

Uncapitalized Amt 861.00

New Capitalized Amt 0.00

OK Cancel

Table 8.1

Item	Description
Fixed Asset ID	Enter the fixed asset identifier of this asset.
Description	Enter the text description of this asset.
Class	Enter or select the asset class of this asset.
Location	Enter or select the location of this asset.
Service Date	Enter or select the date this asset is placed into service.
Total Spent	Displays the total spent on this project.
Capitalized Amount	Displays the capitalized amount on this project.
Uncapitalized Amount	Displays the uncapitalized amount on this project.
New Capitalized Amount	Enter the capitalized amount of this asset. This cannot be greater than the uncapitalized amount of the project.

Modify Capital Asset

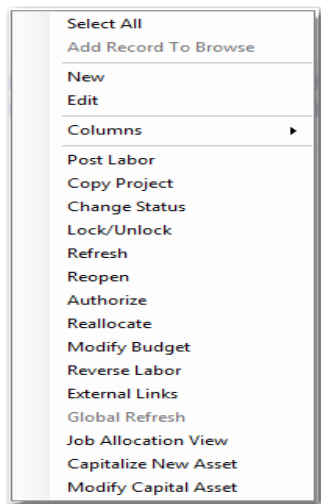
Once a fixed asset is created and new costs occur, a cost adjustment or trailing charge can be processed from EAM back to the asset in QAD's Fixed Assets module.

Item	Description
Fixed Asset ID	Displays the fixed asset identifier of this asset.
Description	Enter the text description of this asset.
Class	Enter or select the asset class of this asset.
Location	Enter or select the location of this asset.
Service Date	Enter or select the date this asset is placed into service.
Total Spent	Displays the total spent on this project.
Capitalized Amount	Displays the capitalized amount on this project.
Uncapitalized Amount	Displays the uncapitalized amount on this project.
New Capitalized Amount	Enter the capitalized amount of this asset. This cannot be greater than the uncapitalized amount of the project.

Project Right-Click Menu

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

Fig. 8.7
Project Right-Click Menu



New

Use New to open the project record detail to create a 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.

Options from the Action menu include Post Labor, Copy Project, Change Status, Lock/Unlock, Refresh, Reopen, Authorize, Reallocate, Modify Budget, Reverse Labor, External Links, Global Refresh, Job Allocation View, Capitalize New Asset, and Modify Capital Asset.

Project Record Detail

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

Fig. 8.8
Project Record Detail

The screenshot shows the 'Project Record Detail' form in the QAD ERP application. At the top, there are input fields for 'Site' (10000) and 'Project No' (1). Below these are icons for 'Action' (New, Edit, Delete) and a tabbed interface. The tabs are: General, Cost, Customer Funding, Program, Lifetime Budget, and User Def. The 'General' tab is selected, displaying various fields for project details. The 'Detail' section includes 'Description' (Description for 1 at 1000), 'Start Date' (none), 'Rev Comp Date' (none), 'Expense Type' (Expense), 'Funding Type' (Company Funded), 'Est Comp Date' (none), 'Act Comp Date', and 'Status' (O). The 'Codes' section includes 'Bus Segment', 'Nubly', 'Type', 'Assigned', and 'Owner'. The 'Tax' section includes 'Taxable?' (checked), 'Tax Class', 'Tax Code', and 'Tax Usage'. The 'Authorization' section includes 'Auth?' (unchecked), 'Auth By', 'Req Appr Grp', 'Auth Status', 'Proj Appr Grp', and 'Stores Appr Grp'. The 'Primary Expense' section includes 'Expense Site', 'Dept', 'Acct No', 'Cost Center', and 'Sub Acct No'.

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

The Projects screen contains six tabs: General, Cost, Customer Funding, Program, Lifetime Budget, and User Defined.

Project Tab: General

Use this tab to define, view, or change information about the project, including details, codes, tax, authorization, and primary expense accounting.

Fig. 8.9
Project: General Tab

The screenshot shows the 'Project: General Tab' form. At the top, there is an 'Action' dropdown and several icons. Below this is a tabbed interface with tabs for 'General', 'Cost', 'Customer Funding', 'Program', 'Lifetime Budget', and 'User Def'. The 'General' tab is active. The form is organized into several sections:

- Detail:** Contains fields for 'Description' (with a value 'Description for 1 at 1000'), 'Start Date' (dropdown with '(none)'), 'Est Comp Date' (dropdown with '(none)'), 'Rev Comp Date' (dropdown with '(none)'), 'Act Comp Date' (dropdown), 'Expense Type' (dropdown with 'Expense'), 'Funding Type' (dropdown with 'Company Funded'), and 'Status' (radio button).
- Codes:** Contains fields for 'Bus Segment', 'Assigned', 'Notify', 'Owner', and 'Type', each with a search icon.
- 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', and 'Proj Appr Grp' (with a search icon).
- Primary Expense:** Contains fields for 'Expense Site', 'Dept', 'Cost Center', 'Acct No', and 'Sub Acct No'.

Detail

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.

Codes

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, such as finance, project, or project type code.

Tax

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.

Authorization

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 receive 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.

Primary Expense

Expense Site. This field displays the site with the costing structure from the project expense accounts subdetail.

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 subdetail. 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 subdetail.

Sub Acct No. This field displays the primary expense sub-account from the project expense account subdetail.

Project Tab: Cost

Use this tab to request funding and view charged costs for a project.

Fig. 8.10
Project: Cost Tab

General Cost Customer Funding Program Lifetime Budget User Def	
Funding	
Orig Budget: 0.00	Net Budget: 0.00
Orig Estimate: 25,000.0000	Requested Funding: 25,000.0000
Warning Limit: 0.0000	Authorized Funding: 25,000.00
Use Allocations? ☐	Allocated to Jobs: 0.00
	Unallocated Balance: 0.00
	Total Spent: 12,800.00
Spend at this Level? ☐	
Total Spent At This Level: 0.00	
Funding Estimate	
Est Net Avail Funding: 12,200.00	
Cost Included in Est Net Avail Funding: Net Planned Intl Matl	
Spending Estimates	
Date/Time: 10/24/2012 15:03	
Spending Est: 0.00	Est to Complete: 0.00
% Spending Est: 0.00	Bal to Commit: 0.00
Over Spend Est: 0.00	% Utilized: 100.00
Material/Contract Cost	
Int Mtrl Cost: 0.00	Planned Internal: 0.00
Received: 12,800.00	Committed: 12,200.00
Ext Mtrl Cost: 12,800.00	Auth Purchases: 0.00
Cont Cost: 0.00	Unauth Purchases: 0.00
Manual Cost: 0.00	
Tax Cost: 0.00	
AP Invoices: 0.00	
AP Variance: 0.00	
Labor Cost	
Actual Cost: 0.00	Planned Cost: 0.00

Funding

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.

Requested Funding. This is where funding that is requested for a project is entered. Cost cannot be charged against a project until funding is requested and any approvals are made, if necessary.

If Project Authorization is disabled, the amount entered into the Requested Funding field automatically populates the Authorized Funding field.

If Project Authorization is required, the funding amount appears in the Authorized Funding once electronically approved through EAM.

Additional funding for a project can be requested by increasing the amount in the Requested Funding field to the new required funding level.

As with the initial funding, the new funding amount populates the Authorized Funding field based on the project authorization setting.

Authorized Funding. EAM only considers the amount in the Authorized Funding field when considering spending limits for a project.

Authorized Funding is automatically populated based on the Requested Funding amount, depending on the Project Authorization site setting.

If Project Authorization is disabled, the amount entered into the Requested Funding field automatically populates the Authorized Funding field.

If Project Authorization is required, this amount appears in the Authorized Funding once approved.

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.

Total Spent. This field displays the amount spent to date on the project. This amount includes parts issued, services, and labor transactions.

Note The amount in this field equals the sum of all costs for project and rolled-up costs from jobs associated with the project.

Use allocations?. Check this box to enable control of funding using allocation for projects and jobs.

Allocated to Jobs. Project funding amount allocated to jobs within the project.

Unallocated. Amount of project funding not yet allocated.

Spend at this Level?. Check this box to allow spending at the project level.

Total Spent at this Level. The amount spent to date at the project level. This amount is not included in rolled-up expenses from jobs.

Funding Estimate

Estimated Net Available Funding. The net amount of funding available for the project calculated by subtracting the costs indicated in the Costs Included in Estimated Net Available Funding field and Total Spent from the Auth Funding amount.

Costs Included in Estimated Net Available Funding. The cost categories used to calculate Estimated Net Available Funding. The cost categories are selected in General|Business|Units|Site|Maintenance tab for Est Net Avail Funding Options and can include Auth Purch, Unauth Purch, Committed, Planned Labor, and Planned Internal Material.

Spending Estimates

Date/Time. System updated on each Project Refresh action. Provides a visual reminder to keep this Cost page current with Refresh.

Spending Est. Enter the estimated amount to be spent on the project.

% Spending Est. This field displays, in terms of a percentage, how close expenditures are to the total estimated spending for the project. This value is calculated by dividing the Site's Calc % Spend Est options amounts by estimated spending. The options amounts are found on General|Business Units|Site|Maintenance tab and include Unauth Purch, Auth Purch, and Committed.

Note The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job

- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates revisions.

Over Spend Est. This field displays, in terms of a percentage, expenditures over the total estimated spending for the project.

Note The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job
- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates a revision. This figure notifies managers when the project expenditures exceed estimated spending.

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.

Note The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job
- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates revisions.

Balance to Commit. This field displays the total of uncommitted authorized funds. Calculated as Authorized Funding – (Auth Purch + Committed + Total Spent).

% Utilized. Calculated as (Auth Purch + Committed + Total Spent)/Authorized Funding.

Materials/Contract Costs

Int Mtrl Cost. This field displays the sum of all direct issues from inventory (not through a requisition) for the project.

Received. The system calculates the total sum of all received purchases associated with the project.

Ext Mtrl 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.

Manual Cost. This value is calculated as the sum of all manual GL transactions for the project.

Tax Cost. This field displays tax associated with any costs from external material and contractor services.

AP Invoices. Not currently active. Reserved for future implementation.

AP Variance. Not currently active. Reserved for future implementation.

Planned Internal. This field displays the total planned cost of material issues from inventory.

Committed. This field displays the total value of ordered purchase orders minus any receipts against the purchase order.

Auth Purchase. This field displays the total cost of all planned, authorized requisitions that reference the project.

Unauth Purchase. This field displays the total cost of all planned, unauthorized purchase requisitions for the project.

Labor Cost

Actual Cost. Displays the labor transactions total charged to the project.

Planned Cost. Display the planned labor for work orders for the project.

Project Tab: Customer Funding

Use the Project Customer Funding tab to track information against customer funded projects in EAM.

Fig. 8.11
Project: Customer Funding Tab

Detail	
Original Budget	0.00
Auth Spending	0.00
Invoice Amt	0.00
Write Off Amt	0.00
Net Cost To-Date	1.02
Margin	0.00
Spending Limit	0.00
Funded Amt	0.00
Reimbursed Amt	0.00
Unfunded Amt	0.00
Funded Status	U

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 Requested Funding 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 SO line amount totals from Scheduled Payments SOs on the submenu.

Invoice Amount. This field displays the amount invoiced to the customer from QAD ERP based on the invoice created from the scheduled SO payments. EAM calculates this amount by totaling all invoiced amounts from the Invoice 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 entered in the Write Off 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 Spent amount on the Cost 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 Requested Funding 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. 8.12
Project: Program Tab

Detail	
Program No	Rev Level
Reporting ID	Project Title
Program Type	Asset Life
Program Name	Model Year
Customer Ref No	End Item Part No
Description	Cust Business Grp
OEM	Bill To Customer
Program Manager	Account Manager
PG Controller	Program Buyer
Form Preparer	

Program No. Enter the project program number in this field.

Rev Level. Enter the revision level in this field.

Reporting ID. Use this ID to filter groups of projects.

Project Title. Enter the project title. For 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. If this is a customer-funded project, enter the Original Equipment Manufacturer's (OEM) End Item Part Number from the PO.

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. 8.13

Project: Lifetime Budget Tab

Tab	General	Cost	Customer Funding	Program	Lifetime Budget	User Def
Original	Orig Budget: 0					
Reallocations	+ 0 - 0					
Net	Net Budget: 0					

Orig Budget. This field displays the original budget estimate from the Cost tab or updated using the Modify Budget Action.

Reallocations. The plus (+) 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. The minus (-) 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. 8.14
Project: User-Defined Tab

Character 1/2. User-defined character fields, validated against tables that you add.

Character 3/4. Free-form user-defined character fields, not validated against tables.

Decimal 1/2. User-defined decimal fields for projects.

Date. A user-defined date field.

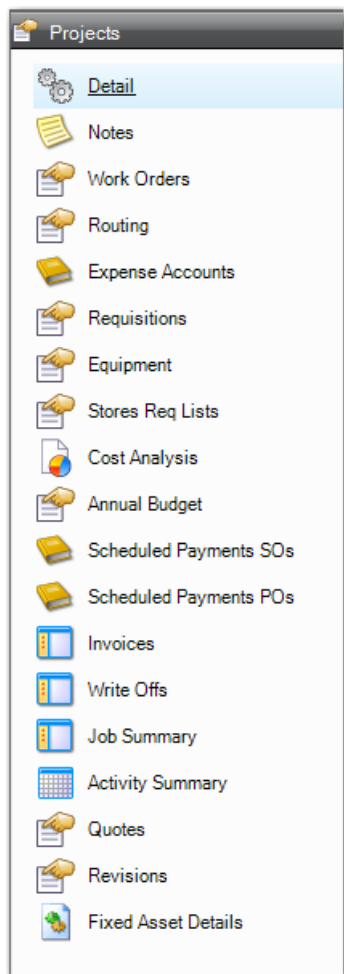
Integer 1/2. User-defined integer fields for projects.

Logical. A user-defined check box.

Projects Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 8.15 is Detail.

Fig. 8.15
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 create or display work orders associated with this project.
Routing	Use this option to display authorization routings associated with this project.
Expense Accounts	Use this option to define or display expense accounts that can be used with this project.
Requisitions	Use this option to create or display requisitions associated with this project.
Equipment	Use this option to create or display equipment associated with this project.
Stores Requisition Lists	Use this option to create or display a list of all stores requisition lists associated with this project.
Cost Analysis	Use this option to display summary and detailed labor, material, contractor, and manual journal entry costs associated with this project.

Projects Submenu	Purpose
Annual Budget	Use this option to display annual budget details for this project.
Scheduled Payments SOs	Use this option to create and manage scheduled payments for sales orders for a customer-funded project and initiating the invoicing process in the ERP.
Scheduled Payments POs	Use this option to create and manage scheduled payables to vendors for the project.
Invoices	Use this option to view invoices created for customer-funded reimbursement for this project. These invoices are created in the ERP from sales order information on SO Scheduled Payments.
Write Offs	Use this option to enter and view write-offs. A write-off is the amount of money that a company pays out that is not reimbursed by the customer for this project.
Job Summary	Use this option to display a report listing the jobs associated with this project.
Activity Summary	Use this option to display a report listing the activities associated with this project.
Quotes	Use this option to create and view a list of the Request for Quotes (RFQs) for purchasing requirements on this project.
Revisions	Use this option to display a revision history for this project.
Fixed Asset Details	Use this option to pre-enter fixed asset data to be capitalized or view current capitalized asset data and capitalization changes associated with this project. This option is only available for capital projects.

Expense Accounts

Use Expense Accounts on the Project submenu to define, edit, and view expense accounts associated with this project. Define at least one expense account for the project and a site in order to spend against the project. This defaults as the primary site and expense accounting. The primary expense accounting defaults into the General tab for the project.

Fig. 8.16

Project Submenu: Expense Accounts

Expense Site	Dept	Cost Center	Acct No	Sub Acct No	Primary?
US-A-1	20	BALL	1400	Mech	☒

Expense Site. Select the site associated with this expense by clicking the magnifying glass at the side of the field and selecting from the site list that displays. You can sort the Expense Accounts list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Department. Select the department associated with this expense by clicking the magnifying glass at the side of the field and selecting from the department list that displays. You can sort the Expense Accounts list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Cost Center. Select the cost center associated with this expense by clicking the magnifying glass at the side of the field and selecting from the cost center list that displays. You can sort the Expense Accounts list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Account Number. Select the account number associated with this expense by clicking the magnifying glass at the side of the field and selecting from the account list that displays. You can sort the Expense Accounts list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Sub-Account Number. Select the sub-account number associated with this expense by clicking the magnifying glass at the side of the field and selecting from the sub-account list that displays. You can sort the Expense Accounts list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Primary check box. Select the primary check box to designate this expense accounting as primary for the project.

Cost Analysis

The Project Cost Analysis submodule allows you to view detailed cost analysis for an individual project. At a glance, you can see the accumulated cost for the project and any type of planned cost. You can review cost summaries and totals and by using tabbed pages you can find the details of those costs, such as labor postings, part issues, outside contractor charges, expenses by job activities, and requisition lines.

Cost Analysis is updated when the Refresh action use for the project. Cost analysis amounts for both projects and jobs are updated to reflect current balances and amount details.

Fig. 8.17
Project Submenu: Cost Analysis

Totals						
	Labor	Labor Burden	Material	Contract	Manual	Total
Auth Funding						135,000.00
Planned Expense	0.00		291.80	0.00		291.80
Actual Expensed	1,856.50	0.00	0.00	0.00	0.00	1,856.50
Variance	N/A		-100%	N/A		536.22%
Est Net Avail Fund						0.00

Requisition Lines						
Emp No	Name	Date	Time	Total Cost	Labor Burden	
sjones	Bob Jones	11/19/2009	15.00	369.00	0.00	
FBANKS	FRANK BANKS	11/16/2009	50.00	1,487.50	0.00	

- **Auth Funding.** EAM only considers the amount in the Authorized Funding field when considering spending limits for a project.

Authorized Funding is automatically populated based on the Requested Funding amount, depending on the Project Authorization site setting.

If Project Authorization is disabled, the amount entered in the Requested Funding field automatically populates the Authorized Funding field.

If Project Authorization is required, this amount appears in the Authorized Funding once approved.

- **Planned Expense.** Calculated as follows:

Planned Expense = Labor Planned + Material Planned + Contract Planned

*Labor Planned = Open work orders and craft.req_rate * wo_instr.std_hrs * wo_instr.craft_nbr*

Material Planned = Open non-Contract Purchases + Open Stores Reqs (wo_parts.tot_cost)

Contract Planned = Open Contract Purchases

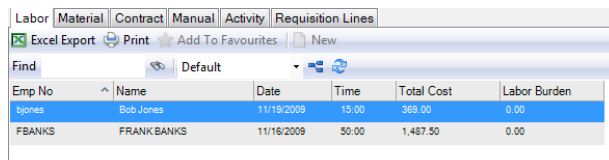
- **Actual Expensed.** Sum of cost from respective detail tabs on Cost Analysis.
- **Variance.** Calculated as follows:
Variance % = (Actual Expense/Planned Expense) – 1
- **Est Net Avail Fund.** The net amount of funding available for the project calculated by subtracting the costs indicated in the Costs Included in Estimated Net Available Funding field and Total Spent from the Auth Funding amount.

Labor

Select the Labor tab on the Cost Analysis view to display detailed labor cost records.

Fig. 8.18

Project Submenu: Cost Analysis Labor Tab



Emp No	Name	Date	Time	Total Cost	Labor Burden
ljones	Bob Jones	11/18/2009	15.00	359.00	0.00
FBANKS	FRANK BANKS	11/18/2009	50.00	1,487.50	0.00

Employee Number. The unique identity number of the employee for whom labor costs are logged.

Name. The name of the employee for whom labor costs are logged.

Date. The date these labor costs were incurred.

Time. The number of labor hours logged to this employee on the specified date.

Total Cost. The total labor cost (time multiplied by rate) logged to this employee on the specified date.

Labor Burden. The labor burden (overhead) costs associated with this labor.

Material

Select the Material tab on the Cost Analysis view to display detailed material cost records.

Fig. 8.19

Project Submenu: Cost Analysis Material Tab

Date	Part No	Description	UOM Cost	Qty	Total Cost	PO Variance	Actual Expense

Date. The date this material cost was incurred.

Part Number. The unique identifying part number of the material item.

Description. The description of the item.

UOM Cost. The cost per unit of measure (each, box, flat, and so on) of the item.

Quantity. The number of items acquired.

Total Cost. The total cost of the items (UOM Cost multiplied by Quantity).

PO Variance. This field is not in use.

Actual Expense. The expensed amount for this item.

Contract

Select the Contract tab on the Cost Analysis view to display detailed contract cost records.

Fig. 8.20

Project Submenu: Cost Analysis Contract Tab

Date	Part No	Description	UOM Cost	Qty	Total Cost	PO Variance	Actual Expense

Date. The date this material cost was incurred.

Part Number. The unique identifying part number of the contract item.

Description. The description of the item.

UOM Cost. The cost per unit of measure (each, box, flat, and so on) of the item.

Quantity. The number of items acquired.

Total Cost. The total cost of the items (UOM Cost multiplied by Quantity).

PO Variance. This field is not in use.

Actual Expense. The expensed amount for this item.

Activity

Select the Activity tab on the Cost Analysis view to display detailed activity cost records.

Fig. 8.21
Project Submenu: Cost Analysis Activity Tab

Labor Material Contract Manual Activity Requisition Lines								
Excel Export Print Add To Favourites New								
Find: Default								
Activity	Activity Desc	Acct No	Acct No Desc	Sub Acct No	Sub Acct No Desc	Cost Center	Cost Center Desc	Amount
01	Equipment	7400	Marketing Expense			5000	MANUFACTURING	389.00
01	Equipment	7400	Marketing Expense			5000	MANUFACTURING	1,487.50

Activity. The unique identifying code for this activity.

Activity Description. The description of this activity.

Account Number. The account number to which this activity was charged.

Account Number Description. The description of the account to which this activity was charged.

Sub-Account Number. The sub-account number to which this activity was charged.

Sub-Account Number Description. The description of the sub-account to which this activity was charged.

Cost Center. The cost center to which this activity was charged.

Amount. The amount charged to this activity.

Requisition Line

Select the Requisition Line tab on the Cost Analysis view to display detailed requisition line cost records.

Fig. 8.22
Project Submenu: Cost Analysis Requisition Line Tab

Labor Material Contract Manual Activity Requisition Lines												
Excel Export Print Add To Favourites New												
Find: Default												
Req No	Description	Item	PO No	Status	Part No	Vendor No	Vendor Name	Qty Ordered	UOM	Total Cost	Auth?	Auth Status
										Auth Cost		Auth By

Requisition Number. The requisition number associated with this requisition line item.

Description. The description of the requisition.

Item. The description of the requisition line item.

PO Number. The purchase order associated with this requisition line item.

Status. The status of this requisition line item (ordered, received, and so on).

Part Number. The unique identifying part time of this requisition line item.

Vendor Number. The number of the vendor who provided this requisition line item.

Vendor Name. The name of the vendor who provided this requisition line item.

Quantity Ordered. The number of units of this requisition line item ordered.

UOM. The unit of measurement (each, box, flat, and so on) associated with this requisition line item.

Total Cost. The total cost (quantity multiplied by unit price) of this requisition line item.

Auth? Indicates whether this requisition line item has been authorized.

Auth Status. Indicates the authorization status for this requisition line item.

Auth Cost. The authorized cost for this requisition line item.

Auth By. The person who authorized this requisition line item.

Scheduled Payments SOs

Use the Scheduled Payments Sales Orders option to create, manage, and view the scheduled payments on sales orders associated with this project. Invoices for the sales orders and invoice payments are generated in the ERP.

To initiate the sales order invoicing process in the ERP:

- 1 Highlight the SO No and SO Line No fields.
- 2 When a portion of the project work is complete, check the Complete? box on the corresponding SO Pay line and save.
- 3 Pull down the Action menu and select SO Ship.
A date/time dialog box displays.
- 4 Accept the default data and time or change it, then click OK.
A message box indicates that the update is complete.
- 5 Click OK to close the message box.

Fig. 8.23
Project Submenu: Scheduled Payments SOs

SO Pay No	SO No	SO Line No	Job No	SO Line Amount	Percent	Est PPAP Date	Act PPAP Date	Due Date	Est Inv Date	Complete?	Cust PO No	SO Line Unit Price	Amount	Locked	Shipped	Comment
1	010253	1	--	110.00	10					☐		11.00	0.00	☐	☐	
2	010253	1	--	110.00	10					☐		11.00	0.00	☐	☐	
3	010253	1	--	110.00	11					☐		11.00	0.00	☐	☐	
4	010253	1	--	110.00	10					☐		11.00	0.00	☐	☐	
5	010253	2	--	110.00	10					☐		11.00	0.00	☐	☐	

SO Pay Number. A system-generated identifier associated with this scheduled payment. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

SO Number. Select the sales order associated with this scheduled payment by clicking the magnifying glass at the side of the field and selecting from the list that displays. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Note Sales orders must be created in the QAD ERP Sale Orders module for use with EAM projects. When the sales order is created in the ERP, the EAM project number must be specified in the SO header and at least one of the sales order line accounts so that it can be imported and selected here in EAM.

SO Line Number. Select the sales order line number by clicking the magnifying glass at the side of the field and selecting from the sales order lines list that displays based on the sales order selected for the payment schedule line. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Job Number. Select the job number to associate with this scheduled payment by clicking the magnifying glass at the side of the field and selecting from the job list that displays for the project's jobs. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

SO Line Amount. Displays the amount associated from the selected sales order line.

Item. Displays the item associated from the selected sales order line.

Percent. Enter the percentage of the SO Line Amount to be paid. This amount is invoiced once the SO Ship action is selected. You can enter either percentages or amounts for the same SO line. You cannot enter an amount on an SO Pay line and a percentage for another SO Pay line for the same SO line. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Amount. Enter the amount of this payment into this field. This amount is invoiced once the SO Ship action is selected.

Estimated PPAP Date. Select the estimated PPAP date by selecting the cell and clicking the arrow to display a calendar or by entering the date in the field. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Actual PPAP Date. Select the actual PPAP date by selecting the cell and clicking the arrow to display a calendar or by entering the date in the field. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Due Date. Select the due date by selecting the cell and clicking the arrow to display a calendar or by entering the date in the field. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Estimated Invoice Date. Select the estimated invoice date by selecting the cell and clicking the arrow to display a calendar or by entering the date in the field. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Complete?. Select this check box to indicate that this payment has been made. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Customer PO Number. Enter the customer purchase order number into this field. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

SO Line Unit Price. Defaults from the sales order line into this field.

Locked. This check box is updated by the system once the SO Ship action is completed. If this check box is selected, the record cannot be modified. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Shipped. This check box is updated by the system once the SO Ship action is completed. You can sort the Scheduled Payments SO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Scheduled Payments PO

Use the Scheduled Payments Purchases Orders option on the Project submenu to create, edit, and view the scheduled payments on purchase orders associated with this project.

Fig. 8.24

Project Submenu: Scheduled Payments PO

Vendor Pay No	Req No	Item	PO No	Job No	Total Cost (B)	Percent	Complete?	Due Date	Est PPAP Date	Act PPAP Date
*										

Vendor Pay Number. A system-generated identifier associated with this payment. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Req Number. Select the requisition number associated with this payment by clicking the magnifying glass at the side of the field and selecting from the list that displays. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Item. Select the item associated with this payment by clicking the magnifying glass at the side of the field and selecting from the list that displays. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

PO Number. Displays the purchase order number associated with this payment. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Job Number. Displays the job number associated with this payment. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Total Cost (B). Displays the total cost in base currency of the item associated with this payment.

Percent. Enter the percentage of the Total Cost (B) to be paid in base currency. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Complete?. Select this check box to indicate that this payment has been made. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Due Date. Select the due date by selecting the cell and clicking the arrow to display a calendar or by entering the date in the field. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Estimated PPAP Date. Select the estimated PPAP date by selecting the cell and clicking the arrow to display a calendar or by entering the date in the field. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Actual PPAP Date. Select the actual PPAP date by selecting the cell and clicking the arrow to display a calendar or by entering the date into the field. You can sort the Scheduled Payments PO list by this column in ascending or descending order by clicking the up or down arrow on the column header.

Invoices

Use invoices on the Project submenu to enter and view invoices associated with the SO Scheduled Payments for this project. Invoice No., Invoice Date, and Invoice Amount are updated in the Invoice submenu once the invoice is post and printed in ERP. Click the refresh button to see the most recent updates.

You can sort the list of invoices by selecting the Invoice Date, Invoice Number, Paid Date, or Customer PO Number column header and clicking the up or down arrow to sort by that value in ascending or descending order.

Fig. 8.25
Project Submenu: Invoices

Invoice Date	Invoice No	Invoice Amount	Paid Amount	Paid Date	Cust PO No

Invoice Date. The date of the invoice.

Invoice Number. The number of the invoice.

Invoice Amount. The total amount of the invoice.

Paid Amount. The amount paid for the invoice. This is updated when a payment is allocated to the invoice in QAD Financials.

Paid Date. The date the payment was made.

Cust PO No. The customer purchase order number associated with this invoice.

Write-offs

Use the Write Offs submenu to create, edit, and view write-offs on jobs associated with this project.

Write-offs are the amount of money the company pays out on a project without reimbursement from the customer. The amounts are manual data entries. Each write-off can have an associated reason code and job number. The total of write-off amounts is updated on the Customer Funding Project tab, in the Write-off Amt field.

Fig. 8.26
Project Submenu: Write Offs

Reason	Reason Desc	Job No	Comment

Reason. Select a reason for the write-off by clicking the magnifying glass icon and selecting from the list that displays. Reason codes are set up in Finance|Codes|Write Off Reasons.

Job Number. Click the magnifying glass icon and select a job to charge the write-off to from the list that displays.

Amount. Enter the amount of the write-off.

Comment. Enter an optional comment.

Quotes

Use the Quotes option on the Project submenu to create, edit, and view Requests for Quotations (RFQs) for work on this project. When a new quote is created from the project, the project number defaults into the quote. For more information, see Chapter 7, “Quotes,” on page 295.

Fig. 8.27
Project Submenu: Quotes Browse

Q N	Description	Status	Requestor	Requestor Desc	Buyer	Buyer Desc	Tech Contact	Date Required	Response Due	Date Opened	Date Awarded	Originating Requisition	Dept	Commodity	Ship To No	Bill To No	Links
100000	Part 100000	EA	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000

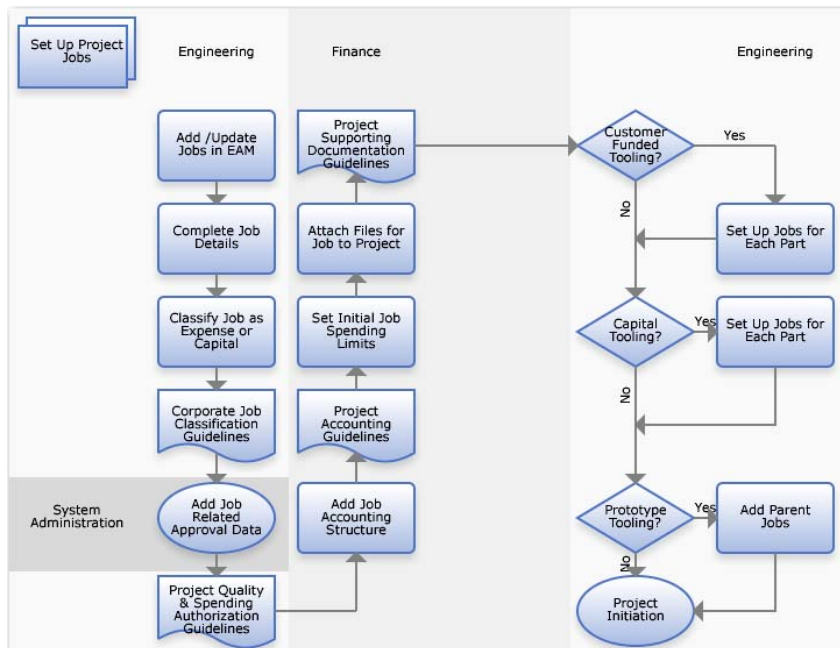
Q Line	Status	Part No	Description	Qty Requested	Order UOM	Date Required
100000	EA	100000	100000	100000	100000	100000

Jobs

Use jobs to break down projects into subcategories. 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. 8.28
Set Up Job Process Map



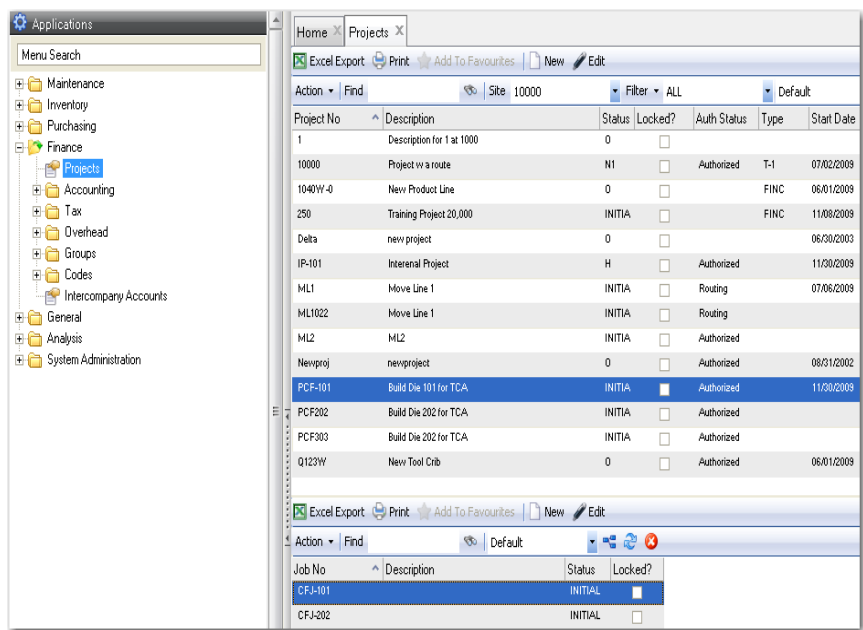
- 1 Add or edit a job record, if needed.
- 2 Complete job details.

- 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** Review and follow supporting documentation guidelines for projects and jobs.
- 11** Set up customer funded tooling jobs.
 - a** Set up jobs for each part.
- 12** Set up capital tooling jobs.
 - a** Set up jobs for each part.
- 13** Set up prototype tooling jobs.
 - a** Set up parent jobs.
- 14** Initiate the project and the jobs.

Job Browse

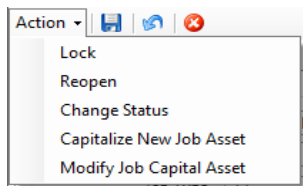
Access this browse from Finance|Projects. It is the bottom browse in a project display. Use it to organize and display records, to access supporting functions, export to Excel, and to access existing or create new records.

Fig. 8.29
Project Browse



Job Action Menu

Fig. 8.30
Job Action Menu



Lock

Use this option to prevent 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.

Capitalize New Job Asset

Create a fixed asset from a job. The total costs for the job are used when capitalizing a new fixed asset from EAM to QAD's Fixed Assets module. If you capitalize an asset from a job, then all

other capitalizations of assets can only be done at this same job level; you cannot capitalize assets for children of the job or at the project level.

Item	Description
Fixed Asset ID	Enter the fixed asset identifier of this asset.
Description	Enter the text description of this asset.
Class	Enter or select the asset class of this asset.
Location	Enter or select the location of this asset.
Service Date	Enter or select the date this asset is placed into service.
Total Spent	Displays the total spent on this job.
Capitalized Amount	Displays the capitalized amount on this job.
Uncapitalized Amount	Displays the uncapitalized amount on this job.
New Capitalized Amount	Enter the new capitalized amount of this asset. This cannot be greater than the uncapitalized amount of the project. This amount is the total amount to capitalize.

Modify Job Capital Asset

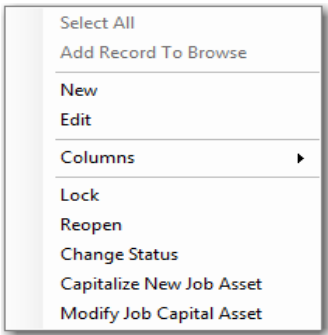
Once a fixed asset is created and new job costs occur, a cost adjustment or trailing charge can be processed from EAM back to the asset in QAD's Fixed Assets module.

Item	Description
Fixed Asset ID	Displays the fixed asset identifier of this asset.
Description	Enter the text description of this asset.
Class	Enter or select the asset class of this asset.
Location	Enter or select the location of this asset.
Service Date	Enter or select the date this asset is placed into service.
Total Spent	Displays the total spent on this job.
Capitalized Amount	Displays the capitalized amount on this job.
Uncapitalized Amount	Displays the uncapitalized amount on this project.
New Capitalized Amount	Enter the new total capitalized amount of this asset. This cannot be greater than the uncapitalized amount of the project. This amount is the total of capitalized amount plus or minus the adjustment amount.

Job Right-Click Menu

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

Fig. 8.31
Job Right-Click Menu



New

Use New to create a job.

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.

Change Status, Lock/Unlock, Reopen, Capitalize New Job Asset, and Modify Job Capital Asset 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. 8.32
Job Record Detail

A screenshot of the 'Job Record Detail' form. The form has tabs for 'Details', 'Cost', and 'User Def'. The 'Details' tab is active. It contains several input fields: 'Description' (123 for 01P23), 'Activity' (04), 'Job Type' (j2), 'Exp Type' (Expense), 'Component Part', 'Status' (INITIAL), 'Cost Category' (dropdown), 'Completed?' (checkbox), 'Req Appr Grp', 'Expense Site' (US-A-1), 'Dept', 'Acct No' (7000), 'Cost Center' (wc01), and 'Sub Acct No'. There are also buttons for 'Set Test Instruments' and 'job type 2'.

Creating a Job

- 1 Click New to create a job.
- 2 Assign the job number.

Note EAM provides up to eight levels of job number formatting so that you cannot only create jobs for projects, but also create subjobs for jobs and enable the cost roll-up of jobs and subjobs.

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. 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 roll-up of jobs in reporting. EAM provides the ability to add up to eight levels of formatting to the Job No. Job number segment format is defined in the system Registry. See Chapter 10, "Set Up Registry Data," on page 456.

- 3 Enter information in relevant fields on the tabs.
- 4 Click Save.

Editing a Job

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

Job Tabs

The Jobs screen contains three tabs: Details, Costs, and User-Defined Fields.

Job Tab: Details

Use this tab to enter details and apply expense accounting for the job.

Fig. 8.33
Job: Details Tab

Details	
Description	123 for 01P23
Activity	04
Job Type	j12
Exp Type	Expense
Component Part	
Status	INITIAL
Cost Category	
Completed?	☐
Req Appr Grp	

Primary Expense	
Expense Site	US-A-1
Dept	
Acct No	7000
Cost Center	wc01
Sub Acct No	

Details

Description. Enter a description of the job, to clarify project phases.

Status. This field displays the current user-defined project status of the job. If the job status is closed or canceled, you cannot expense anything against the job.

Activity. Select the activity code for this job. Activity codes are set up to make it easier for the creator of jobs. Since an expense accounting structure can be linked to a pre-established Activity code, the user need not be familiar with accounting information. The user simply selects the activity and the system pulls in the appropriate expense accounting structure. See Finance|Codes|Activities for Setup definition.

Cost Category. Select the cost category from the drop-down: All, Material, Labor, or Contract.

Job Type. Select the user-defined job type code from the lookup. Set up these codes in Finance|Codes|Job|Job type.

Completed? Select this check box when the project is complete.

Exp Type. Select this check box to indicate that this is an expense or capital job.

Component Part. Enter the component part, which is the part number being built by the tool. It is a manually entered field.

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.

Primary Expense

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 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 use 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.

Job Tab: Cost

Use this tab to input estimates and funding, and to display costs incurred for the job.

Fig. 8.34
Job: Cost Tab

Funding	
Orig Estimate	3,000.0000
Avail From Parent	3,370.00
Allocated	0.00
Allocated to Children	0.00
Unallocated Balance	0.00
Total Spent	0.00
Warning Limit	0.00
Spend at this Level? ☒	
Total Spent at This Level	0.00

Fund Estimate	
Est Net Avail Funding	0.00
Cost Included in Est Net Avail Funding: Unauth Purch, Auth Purchases, Net Planned Int'l Mat'l, Committed, Net Planned Labor	

Spending Estimates	
Spending Est	0.00
Est to Complete	0.00

Material/Contract Cost	
Int Mtrl Cost	0.00
Received	0.00
Ext Mtrl Cost	0.00
Cont Cost	0.00
Manual Cost	0.00
Tax Cost	0.00
AP Invoices	0.00
AP Variance	0.00
Planned Internal	0.00
Committed	0.00
Auth Purchases	0.00
Unauth Purchases	0.00

Labor Cost	
Actual Cost	0.00
Planned Cost	0

Funding

Orig Estimate. Enter an original estimate of the total job cost.

Available from Parent. Amount available to this job from a parent job.

Allocated. Enter amount allocated to this job. Allocated amount cannot exceed the Available from Parent Amount.

Allocated to Children. The system calculates the amount allocated to child jobs of this job. This amount is not more than this job's Allocated amount.

Total Spent. Total spent to date on this job including rolled up costs from children.

Unallocated Balance. Amount available to the job that is not yet allocated. This amount is equal to Allocated – Allocated to Children and Total spent at this Level.

Spend at this Level?. Check to allow spending at this job level when Use Allocations is set to Yes for the Project.

Total Spent at this Level. The total for parts issued, services, and labor transactions associated with this job. This amount does not include rolled-up costs from children.

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.

Funding Estimate

Estimated Net Available Funding. The net amount of funding available for the Job calculated by subtracting the costs indicated in the Costs Included in Estimated Net Available Funding field and Total Spent from the Auth Funding amount.

Costs Included in Estimated Net Available Funding. The cost categories used to calculate Estimated Net Available Funding. The cost categories are selected in General|Business|Units|Site|Maintenance tab for Est Net Avail Funding Options and can include Auth Purch, Unauth Purch, Committed, Planned Labor and/or Planned Internal Material.

Spending Estimates

Spend Est. Enter the estimated amount to be spent on the job.

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.

Note The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job
- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates revisions.

Materials/Contract Costs

Planned Purchase. This field displays the total cost of all planned, unauthorized purchase requisitions for the job.

Authorized Purchase. This field displays the total cost of all planned, authorized requisitions that reference the job.

Committed. This field displays the total value of ordered purchase orders minus any receipts against the purchase order for the job.

Received. The system calculates the total sum of all received purchases associated with the job.

Internal Material Cost. This field displays the sum of all direct issues from inventory (not through a requisition) for the job.

External Material Cost. This field displays the job parts total, minus tax, for auto-issue receipt transactions only.

Contractor Cost. This field displays the job'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 job.

Planned Internal. This field displays the total planned cost of material issues from inventory.

AP Invoices. Not currently active. Reserved for future implementation.

AP Variance. Not currently active. Reserved for future implementation.

Labor Cost

Actual Cost. Displays the labor transactions total charged to the job.

Planned Cost. Displays the planned labor for work orders for the job.

Job Tab: User-Defined Fields

Use this tab to display and enter data into user-defined fields.

Fig. 8.35

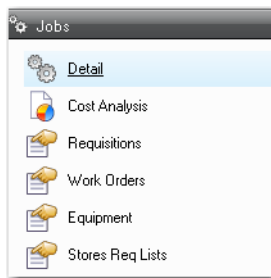
Job: User-Defined Fields Tab

Jobs Submenu

The currently active menu option displays an underlined text label. For example, the active option in Figure 8.36 is Detail.

Fig. 8.36

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, activity, requisition lines, and manual journal entry costs associated with this job.
Requisitions	Use this option to create or display a list of all requisitions associated with this job.

Jobs Submenu Option	Purpose
Work Orders	Use this option to create or display a list of all work orders associated with this job.
Equipment	Use this option to create or 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.
Job Fixed Assets Details	Use this option to pre-enter fixed asset data to be capitalized or view current capitalized asset data and capitalization changes associated with this project. This option is only available for capital projects.
Revisions	Use this to display a list of the revisions made to this job.

Cost Analysis

Selecting Cost Analysis from the Jobs submenu displays cumulative and detailed labor, material, contractor, and manual journal entry costs associated with this job.

Fig. 8.37
Jobs Submenu: Cost Analysis

Totals	Labor	Labor Burden	Material	Contract	Manual	Total
Forecast	0.00		0.00	0.00		0.00
Allocated						0.00
Unallocated						0.00
Planned Expense	0.00		0.00	0.00		0.00
Actual Expense	0.00		0.00	0.00	0.00	0.00
Variance	N/A		N/A	N/A		N/A
Est Net Avail Fund						0.00

Costs included in Est Net Avail Funding: Unauth Purch, Author Purch, Committed, Net Planned Labor, CoNet Planned Int Mtrl

Excel Export Print Add To Favorites New

Find: Default

Emp No Name Date Time Total Cost Labor Burden

Costs for labor, labor burden, manual, contract, and expense categories, plus a total of all these categories, is shown for each of the following items on the Cost Analysis summary screen:

- **Forecast.** The forecast costs for this job.
- **Allocated.** The total funding allocated to this job.
- **Unallocated.** The total not yet allocated for this job.
- **Planned Expense.** The planned expenses for this job.
- **Actual Expense.** The actual expense for this job.
- **Variance.** The difference between Planned Expense and Actual Expense.
- **Est Net Avail Fund.** The remaining funding available for this job as calculated by the cost categories shown in the Costs Included in Estimated Net Available Funding field.
- **Costs included in Est Net Avail Fund.** Shows the categories selected in Site|Maintenance that are used to calculate the Estimated Net Available Funding.

Below the Cost Analysis summary screen is a set of tabs with detailed information for labor, material, contract, activity, and requisition line costs for this job.

Labor

Select the Labor tab on the Cost Analysis view to display detailed labor cost records.

Fig. 8.38

Jobs Submenu: Cost Analysis Labor Tab

Emp No	Name	Date	Time	Total Cost	Labor Burden

Employee Number. The unique identity number of the employee for whom labor costs are logged.

Name. The name of the employee for whom labor costs are logged.

Date. The date these labor costs were incurred.

Time. The number of labor hours logged to this employee on the specified date.

Total Cost. The total labor cost (time multiplied by rate) logged to this employee on the specified date.

Labor Burden. The labor burden (overhead) costs associated with this labor.

Material

Select the Material tab on the Cost Analysis view to display detailed material cost records.

Fig. 8.39

Jobs Submenu: Cost Analysis Material Tab

Date	Part No	Description	UOM Cost	Qty	Total Cost	PO Variance	Actual Expense

Date. The date this material cost was incurred.

Part Number. The unique identifying part number of the material item.

Description. The description of the item.

UOM Cost. The cost per unit of measure (each, box, flat, and so on) of the item.

Quantity. The number of items acquired.

Total Cost. The total cost of the items (UOM Cost multiplied by Quantity).

PO Variance. This field is not in use.

Actual Expense. The expensed amount for this item.

Contract

Select the Contract tab on the Cost Analysis view to display detailed contract cost records.

Fig. 8.40

Jobs Submenu: Cost Analysis Contract Tab

Date	Part No	Description	UOM Cost	Qty	Total Cost	PO Variance	Actual Expense

Date. The date this material cost was incurred.

Part Number. The unique identifying part number of the contract item.

Description. The description of the item.

UOM Cost. The cost per unit of measure (each, box, flat, and so on) of the item.

Quantity. The number of items acquired.

Total Cost. The total cost of the items (UOM Cost multiplied by Quantity)

PO Variance. This field is not in use.

Actual Expense. The expensed amount for this item.

Activity

Select the Activity tab on the Cost Analysis view to display detailed activity cost records.

Fig. 8.41

Jobs Submenu: Cost Analysis Activity Tab

Activity	Activity Desc	Acct No	Acct No Desc	Sub Acct No	Sub Acct No Desc	Cost Center	Cost Center Desc	Amount

Activity. The unique identifying code for this activity.

Activity Description. The description of this activity.

Account Number. The account number to which this activity was charged.

Account Number Description. The description of the account to which this activity was charged.

Sub-Account Number. The sub-account number to which this activity was charged.

Sub-Account Number Description. The description of the sub-account to which this activity was charged.

Cost Center. The cost center to which this activity was charged.

Amount. The amount charged to this activity.

Requisition Line

Select the Requisition Line tab on the Cost Analysis view to display detailed requisition line cost records.

Fig. 8.42

Jobs Submenu: Cost Analysis Requisition Line Tab

Req No	Description	Item	PO No	Status	Part No	Vendor No	Vendor Name	Qty Ordered	UOM	Total Cost	Auth?	Auth Status	Auth Cost	Auth By

Requisition Number. The requisition number associated with this requisition line item.

Description. The description of the requisition.

Item. The description of the requisition line item.

PO Number. The purchase order associated with this requisition line item.

Status. The status of this requisition line item (ordered, received, and so on).

Part Number. The unique identifying part time of this requisition line item.

Vendor Number. The number of the vendor who provided this requisition line item.

Vendor Name. The name of the vendor who provided this requisition line item.

Quantity Ordered. The number of units of this requisition line item ordered.

UOM. The unit of measurement (each, box, flat, and so on) associated with this requisition line item.

Total Cost. The total cost (quantity multiplied by unit price) of this requisition line item.

Auth?. Indicates whether this requisition line item has been authorized.

Auth Status. Indicates the authorization status for this requisition line item.

Auth Cost. The authorized cost for this requisition line item.

Auth By. The person who authorized this requisition line item.

Job Fixed Assets Details

Use the Fixed Asset Details option on the Job submenu to create, edit, and view a fixed asset's capitalization history associated with this job.

Fig. 8.43
Job Submenu: Fixed Asset Details

The following information displays on the Fixed Assets Detail screen. When creating or editing a fixed asset, you enter or edit this information on the Fixed Asset Capitalization screen.

Description. Enter a description of the fixed asset.

Job Number. Select a job from this project with which to associate this fixed asset by clicking the magnifying glass and selecting from the list that displays.

Service Date. Enter the date this fixed asset was put into service. Defaults to the current date, which can be edited by clicking the arrow and selecting a date from the calendar that displays or by entering a new date.

Location. Select the asset class by clicking the magnifying glass and selecting from the list that displays.

Class. Select the location of the asset by clicking the magnifying glass and selecting from the list that displays.

Current Capitalized Amount. Displays the amount currently capitalized for the asset.

Posted to ERP?. This check box is selected if this asset has been posted in the ERP.

Job Expensed Amount. Displays the amount expensed to the job for this asset. This is the total spent.

Job Expense at Level. The amount expensed at this level for the job. This is the total spent at this level.

Uncapitalized Amount. Displays the job expense associated with this asset that is not yet capitalized.

Original Capitalization Date. Displays the original date this asset was capitalized, if any.

Original Capitalization Amount. Displays the original amount at which this asset was capitalized, if any.

Analysis

This section discusses the following Analysis module topics:

Analysis **388**

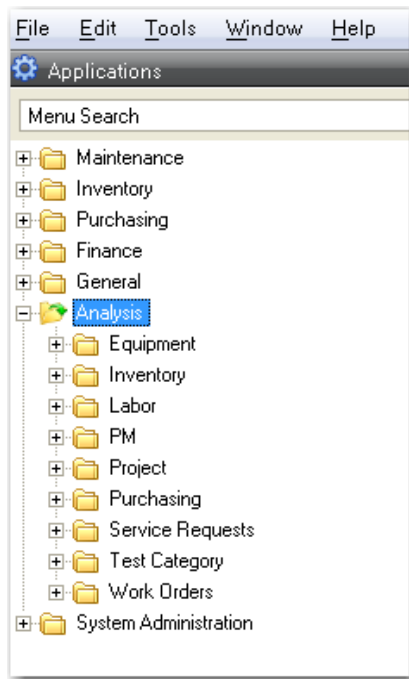
Default Reports **392**

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

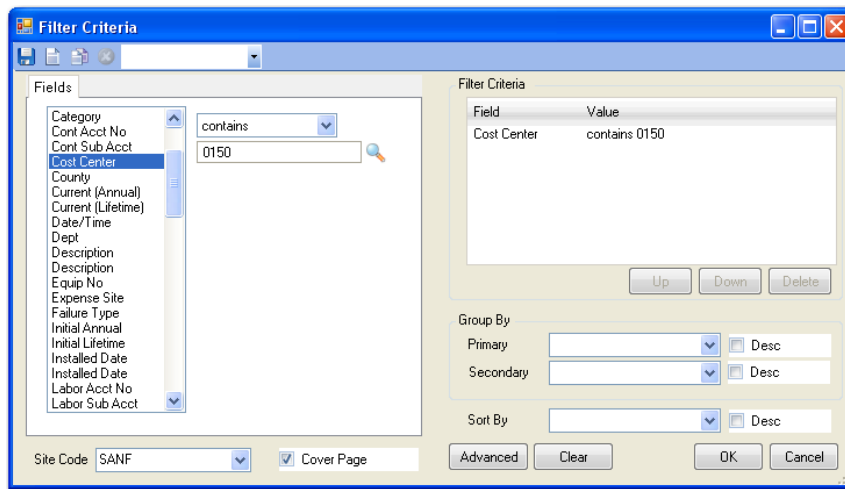
Open the Analysis folder. Navigate to the module folder, then to the appropriate report folder. Double-click the report link to open the filter criteria window. Report links have a curved gray arrow icon.

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

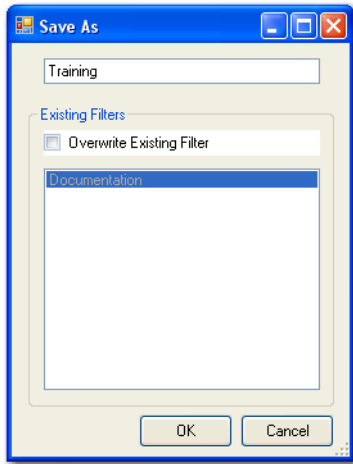
- 1 Verify the site in the drop-down on the bottom left.
- 2 If the filter requires a date range, enter it manually or use the calendar buttons.
- 3 Select a field.
- 4 Indicate the search logic. Indicators can include:

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.

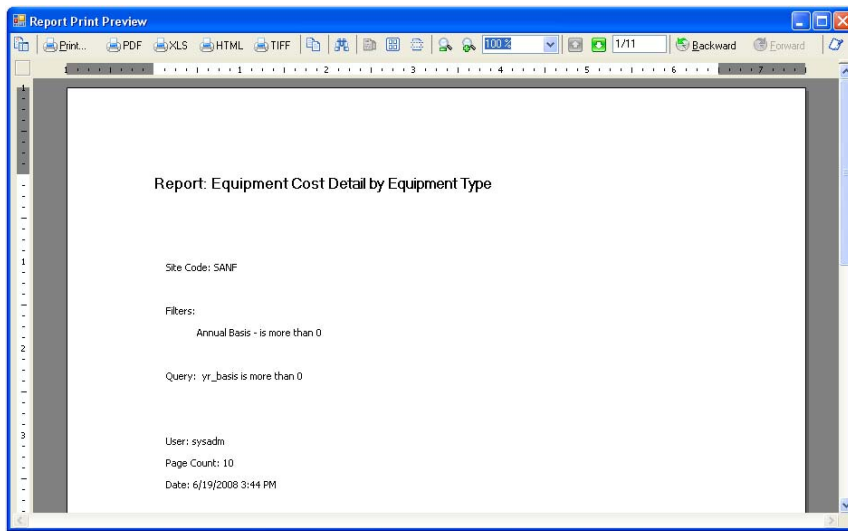
Overwriting an Existing Filter

- 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 Train		B5MT			0		0	
555B	Power Train		B5MT			0		0	
555C	Power Train		B5MT			0		0	

Retired by Status

The report lists all equipment that has been removed from service in the selected site and filter. Retired equipment has a retired date in Equipment Data Entry.

Fig. 9.20
Retired by Status Report

Retired by Status

Site

SANF

San Francisco

Status

blank

Equip No	Description	Installed Date	Retired Date	Acquisition Cost	Lifetime Cost	Life Expt
potable peer	works	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	
SANF-3008	Testing Performance	11/15/1997	20,000.00	0.00	0.00	0.00	0	0.00	
SANF-2882	Testing Performance	11/15/1997	20,000.00	0.00	0.00	0.00	0	0.00	
SANF-1456	Testing Performance	11/15/1997	20,000.00	0.00	0.00	0.00	0	0.00	
SSSA	Power Tilt		0.00	0.00	1,488.00	0.00	0	0.00	
SANF-3009	Testing Performance	11/15/1997	20,000.00	0.00	0.00	0.00	0	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-D-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		CMPTTR		BSMT	
ZZ01_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
ZZ02_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
ZZ03_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		USMT	
ZZ04_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
ZZ09_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		USMT	
ZZ10_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
ZZ07_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
ZZ08_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
ZZ05_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		USMT	
ZZ06_0-0-with-prod	Maria s Rotable Test Equipment		CMPTTR		BSMT	
0 Rotable Apple1	Maria s Rotable new test		CMPTTR		BSMT	
0-0-0-Copy	Maria s Rotable Test Equipment		CMPTTR		QA	
0-0-0	Maria s Rotable Test Equip 1		CMPTTR		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	BOX	50.00	00/23/2000	
001	TestEquip012345678001234567800	138.00	BOX	2,305.06	10/06/2002	
0012 test	Equipment 0012 test-b	1,045.00	BOX	1,743.69	03/27/2002	
0012 test1		10.00	BOX	100.00	07/00/1999	
0012 test2	testing	6.00	BOX	11.62	06/12/2000	
0012 test3	testing	10.00	BOX	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 402

Set Up Roles, Employees, and User Data 403

Roles 404

Users 416

User/Roles 424

User Defined Fields 443

Set Up Sequence Data 452

Report Setup 461

Mandatory Fields 462

Req Reroute/Notify Fields 464

Screen Editor 465

Form Designer 467

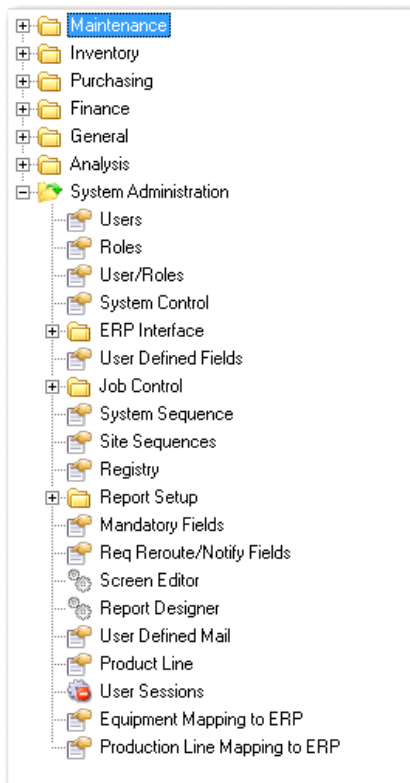
Report Designer 468

User-Defined Mail 473

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.

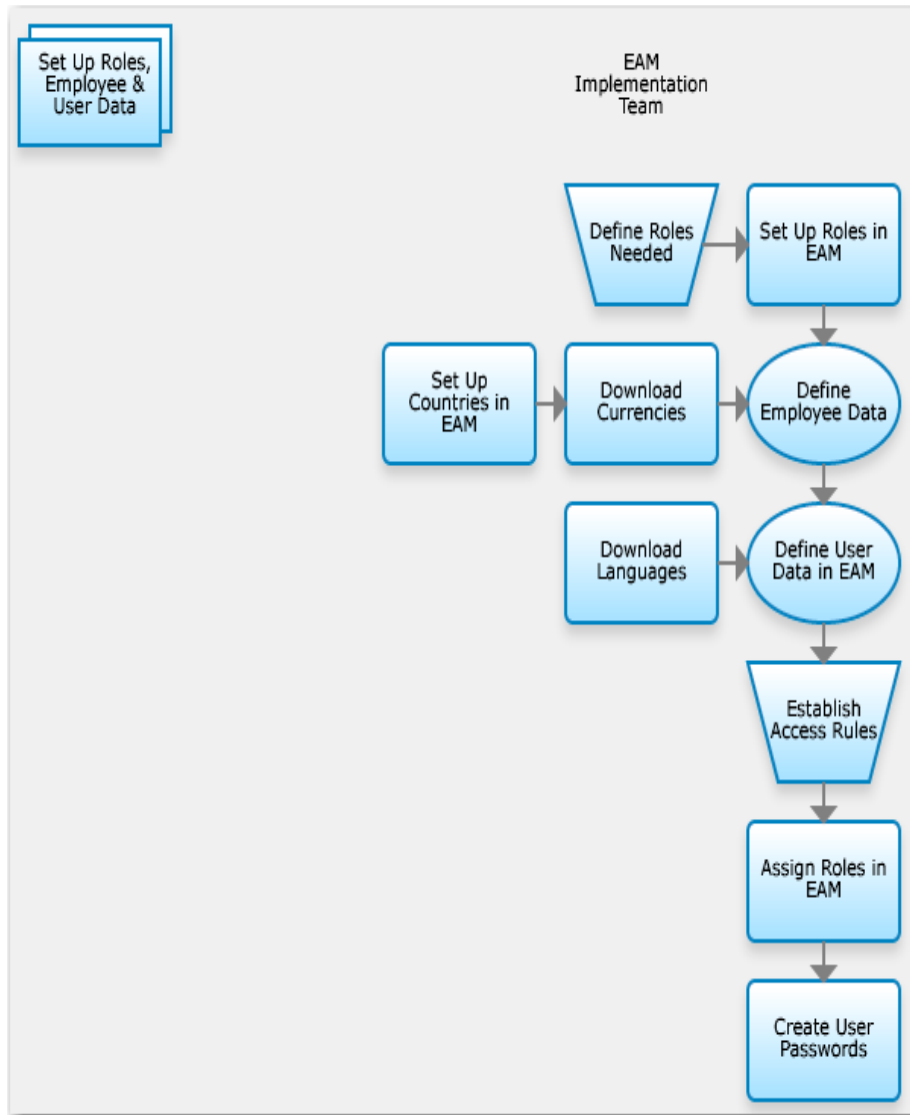
Fig. 10.1
System Administration Menu



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 subfolders. Assign users 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, copy them to a new site, or add new roles. Use roles to grant access to the 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.

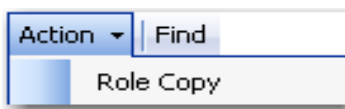
Fig. 10.3
System Administration Roles Browse

Name	Description
ACCOUNTING	Accounting Security Group
ALLYES	All Menus & Objects to Yes
APADMIN	Local Application Admin
Buyer	Buyer
FULL ACCESS	Full Access All Folders and Options
Inventory Clerk	Inventory Clerk
LOCALSYSAD	Local Application Admin
MTCESUPER	Maintenance Supervisor
PLANNER	Maintenance Supervisor
PURCHASING	Purchasing Department
REQUESTOR	Purchase Requestor
STORES	Stores Room Security Group
STORESMGR	Store Room Manager
Superuser	Super User Role
TECHNICIAN	Maintenance Technician

Roles Action Menu

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

Fig. 10.4
Roles Action Menu

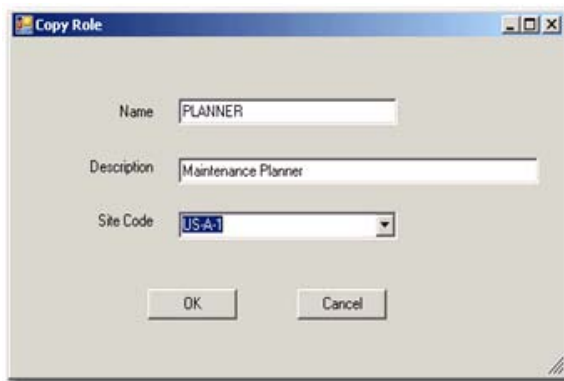


Role Copy

You can copy a role and give it a new name after you establish its attributes. You can alter the attributes of the new role. You can also copy a role to another site, retain the original attributes and name, or change them.

To copy a role, highlight the Role to copy in the source site and select Role Copy from the Action menu. Enter the name and description of the role, and select a site from the Site Code drop down. Click OK.

Fig. 10.5
System Administration Roles Copy

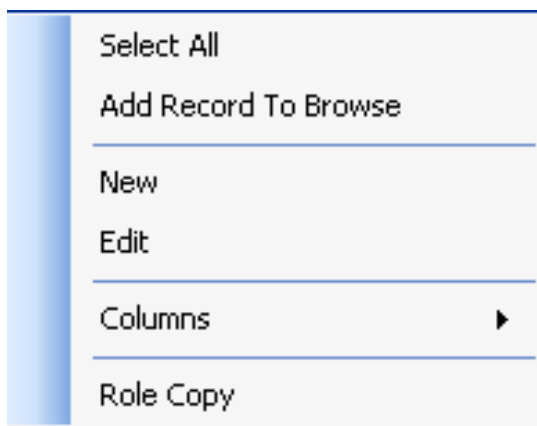


A screenshot of a 'Copy Role' dialog box. It has a title bar with a small icon and window controls. The dialog contains three input fields: 'Name' with the text 'PLANNER', 'Description' with the text 'Maintenance Planner', and 'Site Code' with a dropdown menu showing 'US-A-1'. At the bottom are 'OK' and 'Cancel' buttons.

Roles Right-Click Menu

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

Fig. 10.6
User Right-Click Menu



New

Use New to open the roles record detail to create a 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.

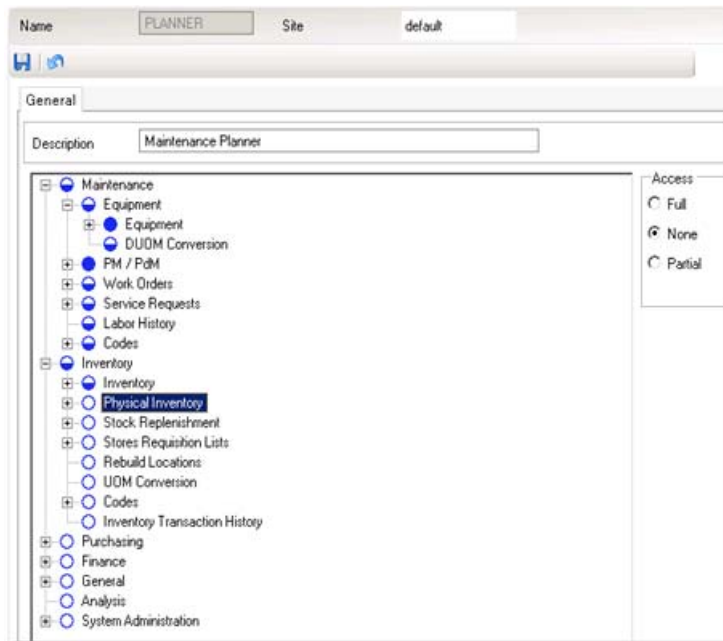
Note If you are adding a role with access to almost everything, first provide full access. Then, change access to Partial or None for individual functions.

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 Maintenance|PM/PdM, but no access to Inventory|Rebuild Locations. The circle beside PM/PdM is solid blue. The circle beside Rebuild Locations is outlined blue. The circle beside Work Orders is half-blue because subordinate submodules include multiple access levels.

Fig. 10.7
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

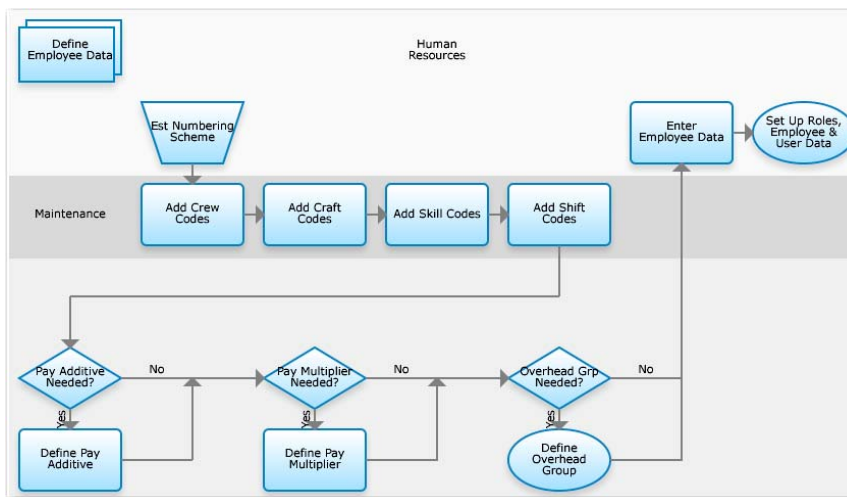
Select the partial option in the access box to grant a user type limited access to features in a module or submodule. Select partial to grant print/export, edit, add, delete, and—if appropriate—copy privileges. If you indicate no access to some features and full access to others, then the higher-level 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. 10.8
Set Up Employee Data Process Map



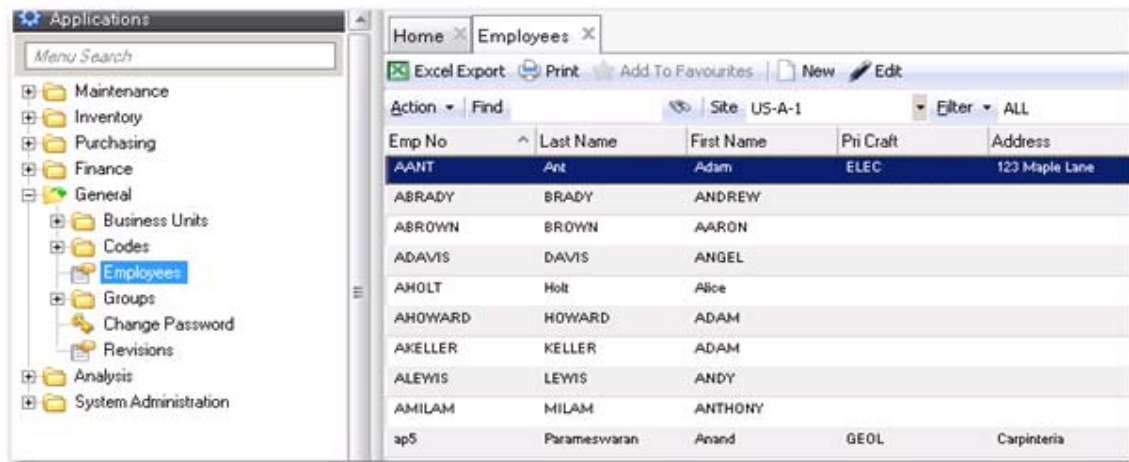
To set up employee data:

- 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.

Employees 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 site-specific Employee file in EAM is where you set up records on individuals. Each employee is given a unique employee number to identify them. These employee records can be used to distribute labor, for reference information, and to designate employees who can be assigned to work orders. In addition, employees can be designated as buyers for one or more sites and linked to a PO Approval Group and/or a Blanket Order Approval Group for that site.

Fig. 10.9
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 record.

Edit

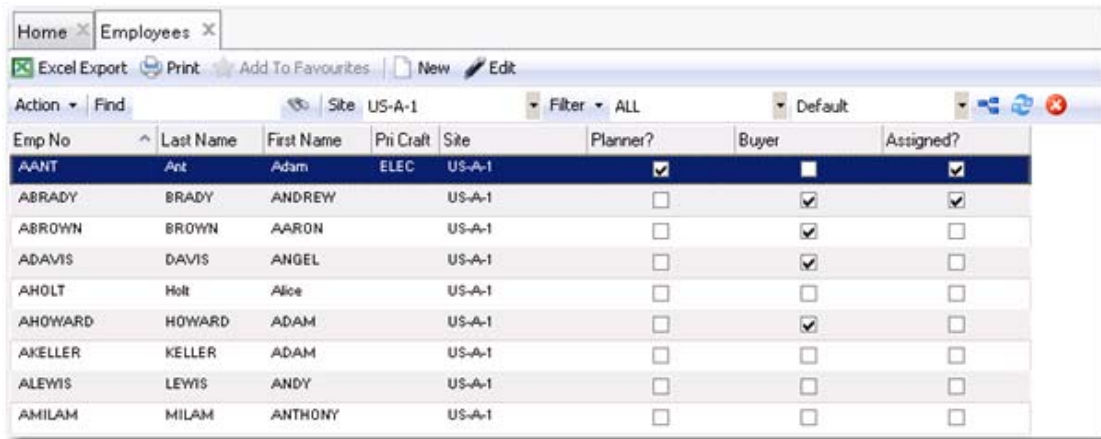
Use Edit to open the Employee record detail to edit the selected record.

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. 10.10
Employee Record Detail



Emp No	Last Name	First Name	Pri Craft	Site	Planner?	Buyer	Assigned?
AANT	Ant	Adam	ELEC	US-A-1	☒	☐	☒
ABRADY	BRADY	ANDREW		US-A-1	☐	☒	☒
ABROWN	BROWN	AARON		US-A-1	☐	☒	☐
ADAVIS	DAVIS	ANGEL		US-A-1	☐	☒	☐
AHOLT	Holt	Alice		US-A-1	☐	☐	☐
AHOWARD	HOWARD	ADAM		US-A-1	☐	☒	☐
AKELLER	KELLER	ADAM		US-A-1	☐	☐	☐
ALEWIS	LEWIS	ANDY		US-A-1	☐	☐	☐
AMILAM	MILAM	ANTHONY		US-A-1	☐	☐	☐

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. 10.11
Employee: Personal Tab

The screenshot shows a web-based form for an employee's personal information. At the top, there are dropdowns for 'Site' (US-A-1) and 'Emp No' (AANT). Below these are three tabs: 'Personal', 'Codes', and 'User Defined'. The 'Personal' tab is selected. The form is divided into two main sections. The top section contains fields for 'Last Name' (Aant), 'First Name' (Adam), 'Address' (123 Maple Lane), 'Address 2', 'City' (Mapleton), 'St' (GA), 'Zip' (30126), 'Second Phone', 'Phone' (4046976596), 'Fax No', and 'Country'. The bottom section contains fields for 'Labor Credit', 'Dept', 'Cost Center', 'Acct No', and 'Sub Acct No'. On the right side of the form, there is a sidebar titled 'Employees' with three links: 'Detail', 'Buyer Sites', and 'Labor History'.

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. 10.12
Employee Tab: Codes

The screenshot shows a software window titled 'Employee Tab: Codes'. At the top, there are input fields for 'Site' (US-A-1) and 'Emp No' (AANT). Below these are two tabs: 'Personal' and 'Codes'. The 'Codes' tab is selected, and within it, the 'User Defined' sub-tab is active. The main area contains various fields for employee coding: 'Pri Craft' is set to 'ELEC' with a description 'Electrician'; 'Skill' is set to 'EXP' with a description 'Expert'; 'Crew' is a lookup field; 'Shift' is a lookup field; 'Shift Start' is set to '(none)'; 'Date Hired' is set to '8/1/2001'; 'Date Terminated' is set to '(none)'; 'Planner?' and 'Assigned?' are checked checkboxes; 'Resp?' is also checked; 'Reg Pay Rate' is set to '20.0000'; 'Pay Add Code' is a lookup field; and 'OH Group' is set to 'LBF1' with a description 'Labor Burden Fixed #1'.

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. If there are no codes in the employee record, these accounting codes are used.

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, the employee 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. 10.13
Employee Tab: User Defined

The screenshot shows a software interface for the 'Employee Tab: User Defined' form. At the top, there are input fields for 'Site' (containing 'US-A-I') and 'Emp No' (containing 'AANT'). Below these are icons for a folder and a magnifying glass. The main section has tabs for 'Personal', 'Codes', and 'User Defined', with 'User Defined' being the active tab. Under the 'Detail' heading, there are two columns of fields. The left column contains: 'Emp Char 1' (with a magnifying glass icon), 'Emp Char 3', 'Emp Dec 1' (with a value of '0.0000'), 'Emp Int 1' (with a value of '0'), and 'Emp Case' (a dropdown menu showing 'Injured'). The right column contains: 'Emp Char 2' (with a magnifying glass icon), 'Emp Char 4', 'Emp Dec 2' (with a value of '0.0000'), 'Emp Int 2' (with a value of '0'), and 'Emp Logical' (a checkbox that is unchecked).

Character 1/2. User-defined character fields. They are validated against tables that you add.

Character 3/4. Free-form user-defined character fields, not validated against tables.

Decimal 1/2. User-defined decimal fields for Employee.

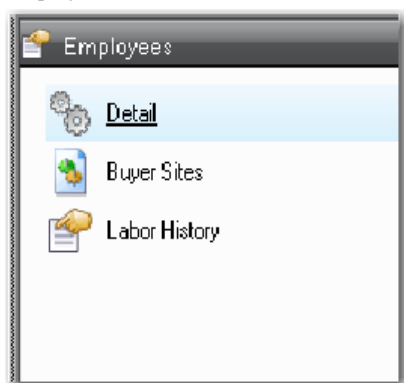
Integer 1/2. User-defined integer fields for Employee.

Enable/Disable Logic. 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: 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. 10.14
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 required for organizations that do not use PO authorization.

You can also select the appropriate Blanket Order Approval Group with which the buyer is associated to specify electronic routing and approval of blanket orders. This step is required for organizations that use blanket orders.

Fig. 10.15
Employee Buyer Sites Subdetail

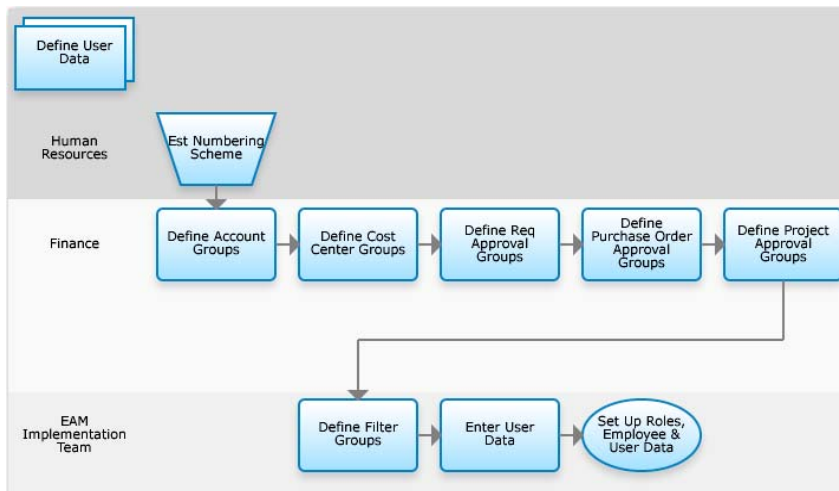
	Emp No	Site	PO Approval Grp	BO Approval Grp
	AANT	US-A-1	AG1	MTCE
▶	AANT	US-B-1		

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. 10.16
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. To log in to EAM, the user must have a user ID and password. 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. 10.17
Users Browse

User ID	Name	Emp No	Language	Email
ZAkbar	ZAkbar	ZAkbar		
L4000	xxxxx Lmathis4	L4	1033	
L3000	xxxxx Lmathis3	L3	1033	
woodstock	Woodstock the bird	Woodstock	1033	
WLUNA	WINSTON LUNA	WLUNA	1033	
B1	W Quality Buyer45	B1-Q	1033	
B1Q	W Quality Buyer45	B1-Q	1033	
TYwashburn	TYwashburn	TYwashburn		
TYwh	TYwh	TYwh		
TTOWE	TONI TOWE	TTOWE	1033	
TJOHNSON	TOM JOHNSON	TJOHNSON	1033	
TKochen	TKochen	TKochen		
TJeter	TJeter	TJeter		
Tburton	Teri Burton	7145	1033	
techpager	Tech1 Pager	Techpager1	1033	4045565551@memu.att.net
TBar	TBar	TBar		
SYSTEM	System Administrator	sysadm	1033	
SPlsos	Steve Plsos	SPlsos	1033	zsp@qad.com
zsp	Steve Plsos	zsp	1033	zsp@qad.com
SHBuyerQ	Stephanie's Quality Buyer	SHBuyerQ	1033	
SHBuyer	Stephanie's Buyer	SHBuyer	1033	

User Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.18
User Right-Click Menu

User ID	Name	Emp No	Language
ZAkbar	ZAkbar	ZAkbar	
L4000	xxxxx Lmathis4	L4	1033
L3000	xxxxx Lmathis3		1033
woodstock	Woodstock the bird		1033
WLUNA	WINSTON LUNA		1033
B1	W Quality Buyer45		1033
B1Q	W Quality Buyer45		1033
TYwashburn	TYwashburn		

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 record.

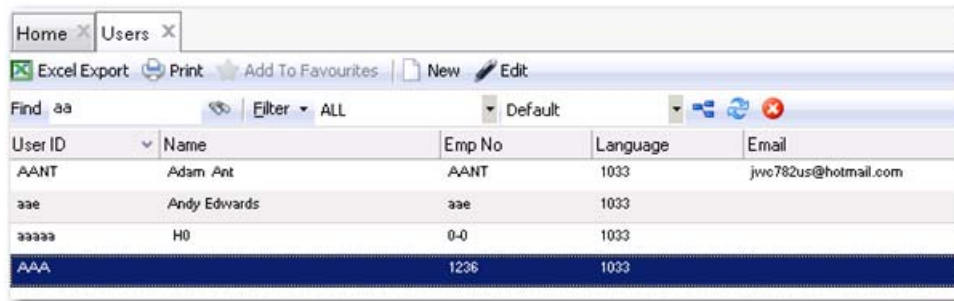
Edit

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. 10.19
User Record Detail



The screenshot shows a web application interface for user management. At the top, there are tabs for 'Home' and 'Users'. Below the tabs is a toolbar with buttons for 'Excel Export', 'Print', 'Add To Favourites', 'New', and 'Edit'. A search bar contains the text 'Find aa'. Below the search bar is a table with the following columns: 'User ID', 'Name', 'Emp No', 'Language', and 'Email'. The table contains four rows of data. The first row is highlighted in blue.

User ID	Name	Emp No	Language	Email
AANT	Adam Ant	AANT	1033	jwc782us@hotmail.com
aae	Andy Edwards	aae	1033	
aaaaa	H0	0-0	1033	
AAA		1236	1033	

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. 10.20
Users Detail Tab

The screenshot displays the 'User Detail' tab for a user with ID 'AANT'. The interface is organized into several sections:

- Preferences:** Includes fields for 'Emp No' (AANT), 'Language' (1033), 'Orig Notify' (AHDWARD), 'Del Msg?' (checked), 'Override Delete?' (checked), and 'Other Labor?' (checked).
- Spending Limits:** A table of limits with checkboxes and numerical values:

Field	Value
PO Limit?	0.0000
BO Limit?	0
Req Exp Limit?	99.0000
Req Cap Limit?	99.0000
Req Proj Limit?	900.0000
Proj Limit?	999.0000
- Horizontal Approver:** A field for 'Horizontal Approver?'.
- Internet Mail:** Includes 'Receive Email?' (checked) and an email address 'jwc782us@hotmail.com'.
- Printing:** Includes 'Print Title Page?' (unchecked).

A sidebar on the right shows a tree view with 'User' selected, containing sub-items: 'Detail', 'User Site', 'Account Group', 'Cost Center Group', and 'Approval Group'.

User ID. The system administrator assigns the user number in the User module. The user ID is an alphanumeric code.

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.

Emp No. The system administrator links a previously established employee number in this user's record. The Emp No is an alphanumeric code. The employee number entered is validated against the Employee table. The lookup button can be used to select an existing employee number.

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 indicating that 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. Regardless of this setting, the system has built-in parameters that prohibit the deletion of some records.

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

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

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

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.

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

Note When the user approves a blanket order, the user's BO spending limit is checked. If the user's BO spending limit is equal to or greater than the BO's expiration amount, the blanket order is authorized. If the BO's expiration amount is greater than the user's BO spending limits, then a routing for authorization is started. The user's action is shown as Approve in the BO's Routing lower screen. However, the blanket order is not authorized until a user with a higher spending limit and any quantity person approve it.

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.

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 persons 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. 10.21
Users Mail Opts Tab

The screenshot shows the 'Users Mail Opts Tab' for user 'BDRAKE'. The interface includes a 'Detail' tab and a 'Mail Opts' sub-tab. The 'Mail Opts' sub-tab is active, displaying a list of events categorized into Maintenance, Inventory, and Purchasing. Each event has a checkbox to select or deselect email notifications.

Category	Event	Selected
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.

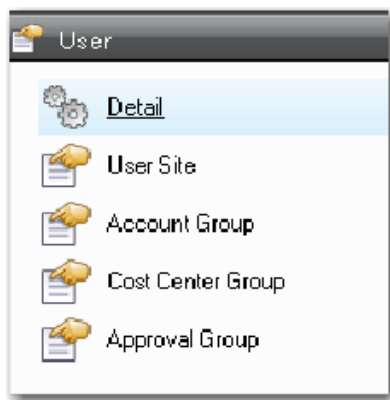
Blanket PO expires. When selected, the user receives e-mail when blanket purchase orders on which he/she is the Notify expire.

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. 10.22
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. Designate one of the sites as Primary, which is the site the user is logged in to 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

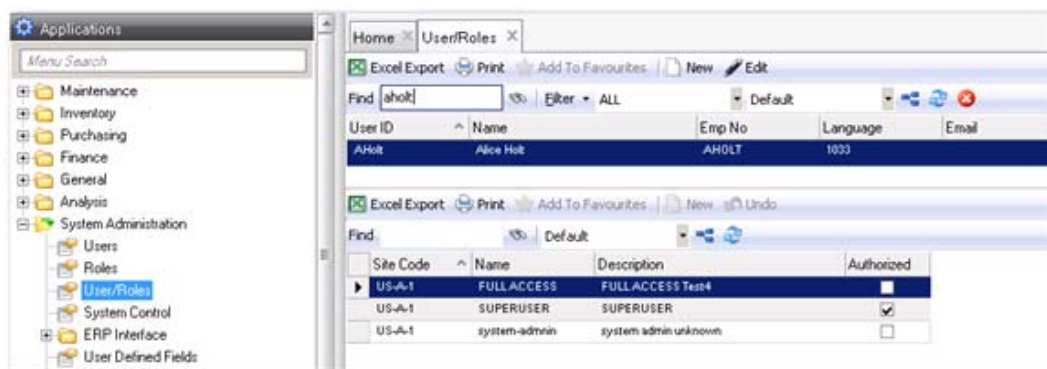
Use this module to link users to roles in their required sites.

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.

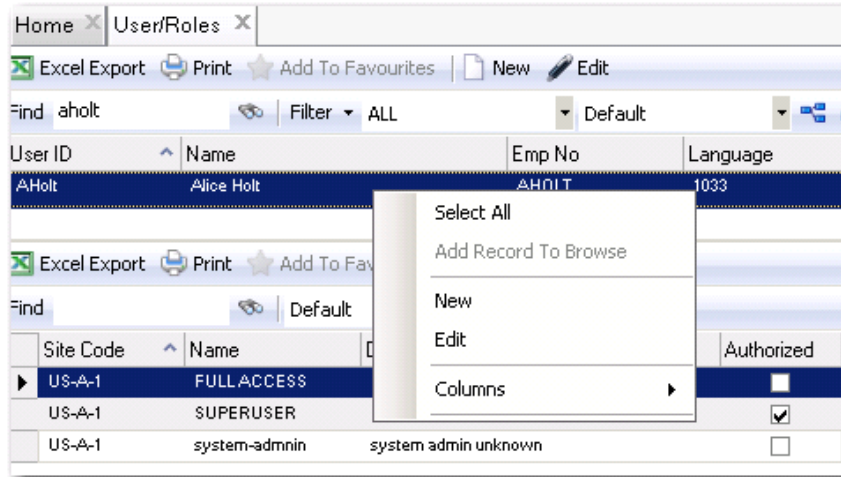
Fig. 10.23
User/Roles Browse



User/Roles Right-Click Menu

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

Fig. 10.24
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 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 to any site in EAM. Go to System Administration|Users|User Site submenu to designate sites for this user.

Editing a User/Role

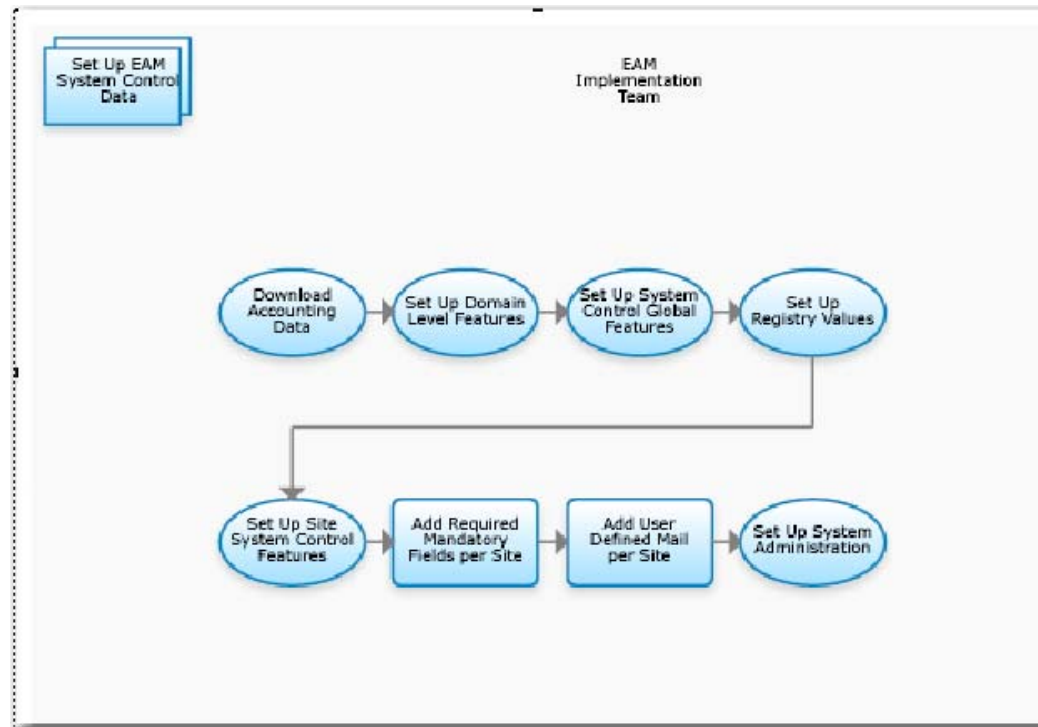
- 1 Highlight the user in the upper browse. EAM displays available roles and sites for that user.
- 2 Select the check box to add a role. Clear the check box to remove a role. Authorized roles display predefined user permissions.

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. 10.25
System Control Process Map

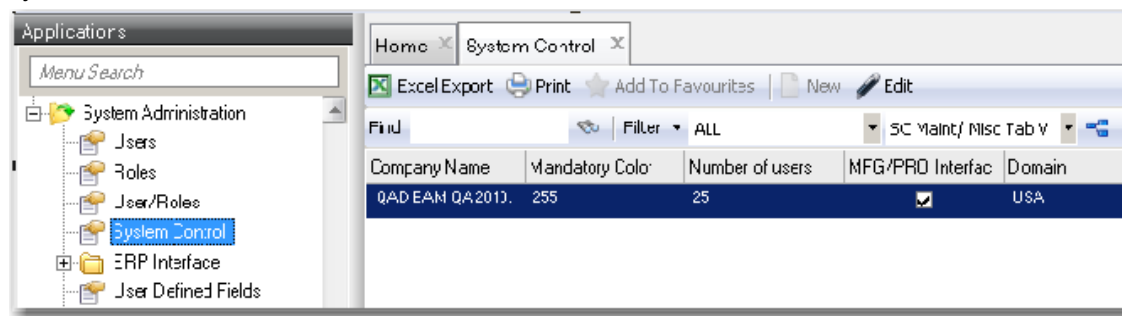


- 1 Download Accounting Data.
- 2 Set Up Domain Level Features.
- 3 Set Up System Control Global Features.
- 4 Set Up Registry Values.
- 5 Set Up Site System Control Features.
- 6 Add Required Mandatory Fields per Site.
- 7 Add User Defined Mail per Site.

System Control Browse

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

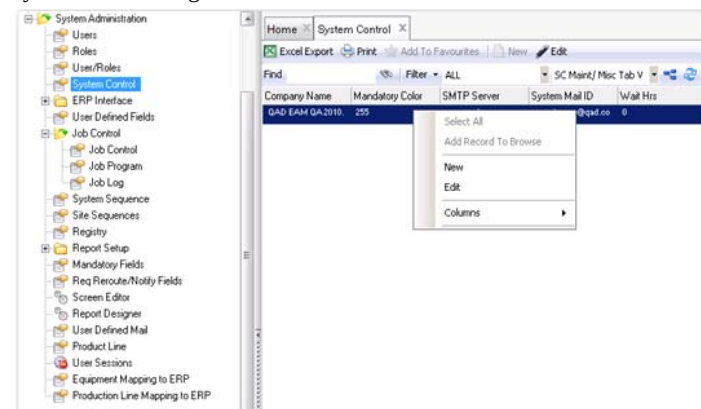
Fig. 10.26
System Control Browse



System Control Right-Click Menu

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

Fig. 10.27
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 assigned 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. 10.28
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. 10.29
System Control Tab: Detail

Company Name. The name appearing on the bottom of the EAM main menu panel helps users differentiate between live and test databases.

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. To send Internet mail, EAM routes e-mail to the entered server or address. For an individual user to send Internet e-mail from EAM, set up a MAPI client on the client PC. For example, Microsoft Outlook includes a MAPI client.

System Mail ID. Enter the ID to appear in the From box on EAM system-generated e-mail sent through the Internet.

Wait Hrs. The number of hours a request for approval of a requisition, purchase order, blanket order, or project waits in an individual's mailbox.

Wait Minutes. The number of minutes a request for the approval of a requisition, purchase order, blanket order, or project 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. 10.30
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?" with a checked checkbox, a "Domain" text field containing "QA", a "Database Name" text field containing "QAD.rth", "Display Error?" with a checked checkbox, and "Validate When Posting?" with a checked checkbox.
- Purchasing:** Contains "Use EIR?" with a checked checkbox.
- Tax:** Contains "Use GTM?" with a checked checkbox and "Tax History?" with an unchecked checkbox.
- Ledger:** Contains a "Budget Code" text field containing "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. Fill out this field to interface properly.

Validate When Posting? When a general ledger is created in QAD ERP, validate when posting causes 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.

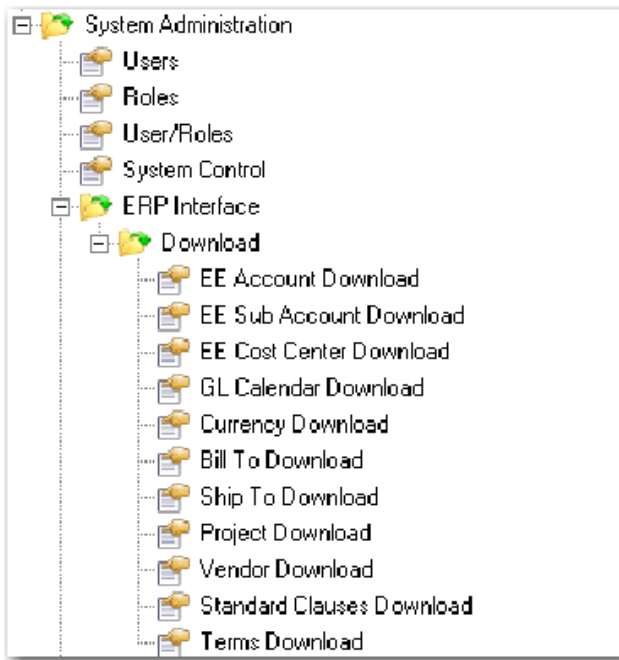
ERP Interface

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 12 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 of these shared tables.

Fig. 10.31
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 used in EAM. Downloading account numbers from QAD ERP also downloads 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 a 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 a 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.

The sub-account download option allows users to download either all or select sub-account numbers to be used in EAM. The downloading of sub-account numbers from QAD ERP also downloads corresponding account and cost center relationships, which are then found at Finance|Accounting|Sub Accounts.

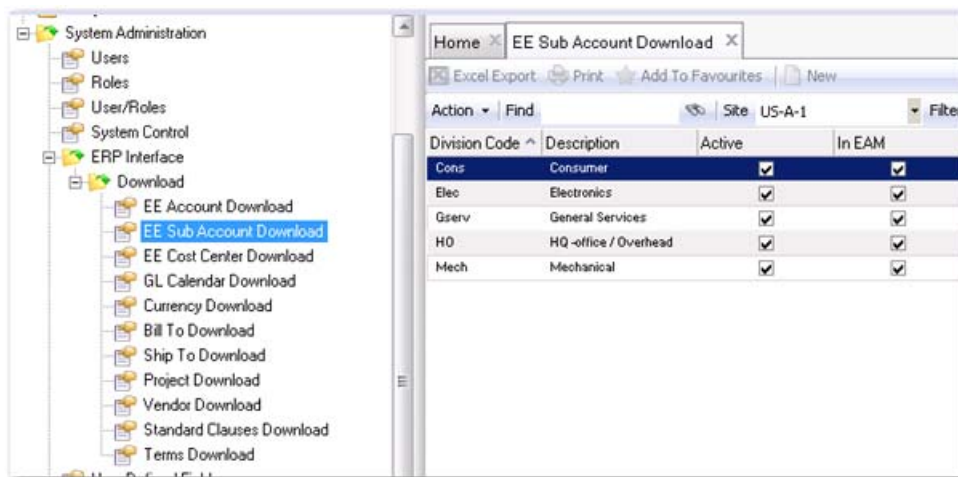
Downloading a Single Sub-account Code

- 1 Enter a complete or a portion of a sub-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 Sub Account.
- 3 EAM presents the Select Site screen. Choose the sites to update with the downloaded data.

Downloading Multiple Sub-account Codes

- 1 Enter a portion of a sub-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 Sub Account.
- 3 EAM offers the Select Site screen. Choose the sites to update with the downloaded data.

Fig. 10.34
Sub Account Download Browse



Cost Center Download Browse

Access this browse from System Administration|ERP Interface|Download|Cost Center Download. Use it to organize and display records, access supporting functions, and download new records.

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.

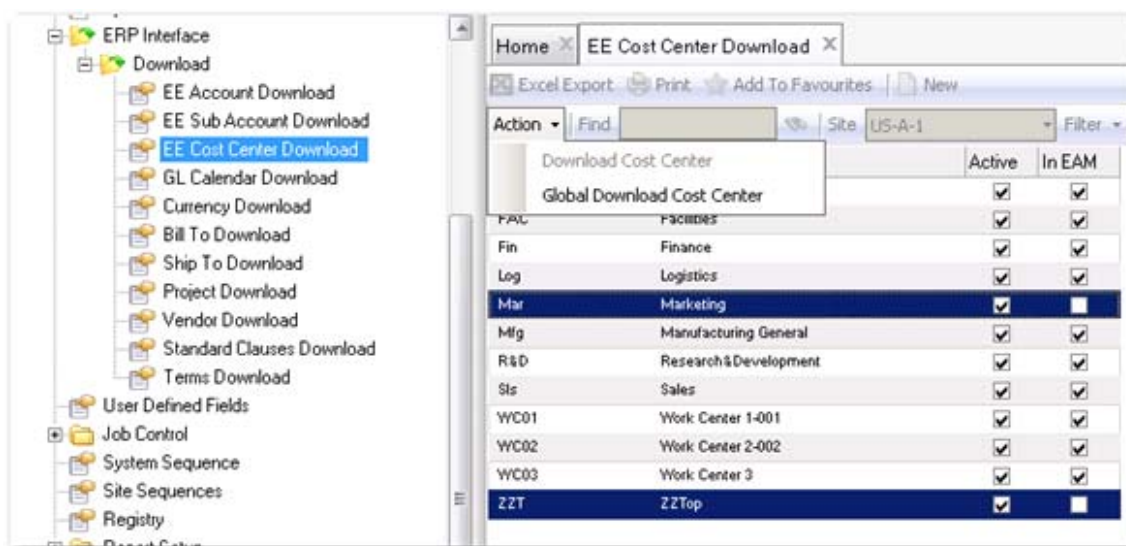
Downloading a Single Cost Center

- 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 sites to update with the downloaded data.

Fig. 10.35
Cost Center Download Browse



Note On the Account, Sub Account, or Cost Center Download screen when the In EAM option is enabled, it means that 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.

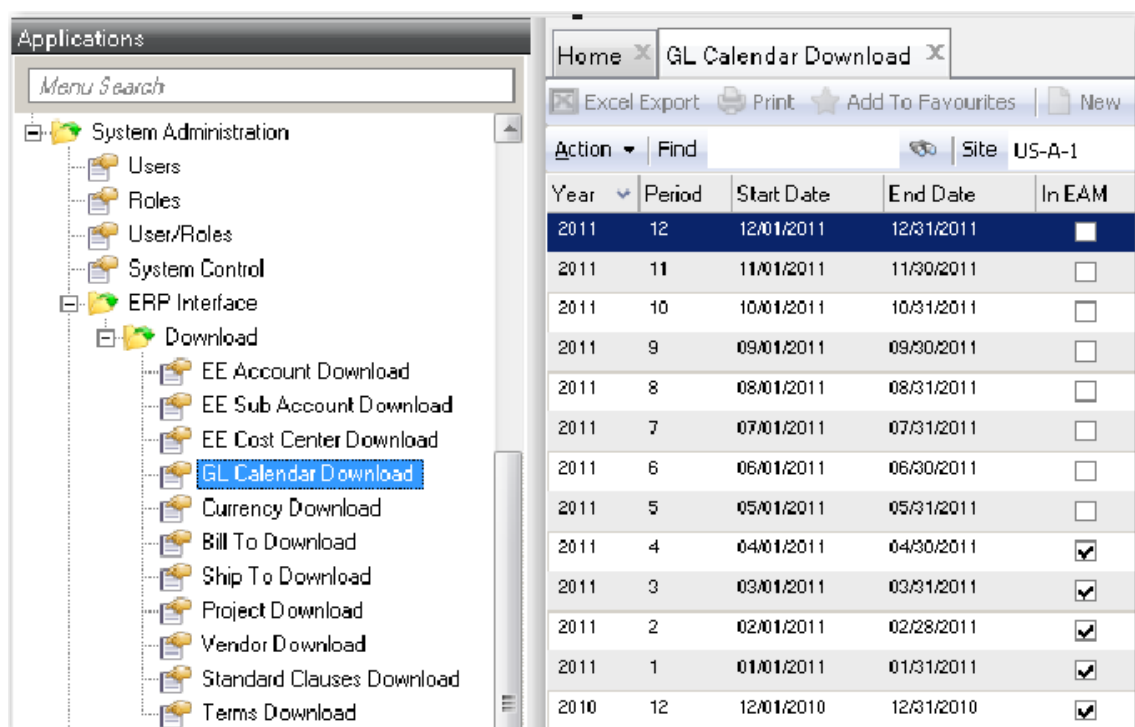
Downloading a Single GL Calendar Period

- 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. 10.36
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. 10.37
Currency Download Browse

Cur 1	Cur 1 Desc	Cur 2	Cur 2 Desc	Start	End
USD	US Dollar	CNY	Yuan Renminbi	01/01/2007	12/31/2008
USD	US Dollar	CNY	Yuan Renminbi	01/01/2009	12/31/2009
USD	US Dollar	EUR	Euro	01/01/2007	12/31/2009
USD	US Dollar	MXN	Mexican Peso	01/01/2007	12/31/2010
USD	US Dollar	MXN	Mexican Peso	01/01/2011	08/12/2011
USD	US Dollar	MXN	Mexican Peso	08/13/2011	08/13/2011
USD	US Dollar	MXN	Mexican Peso	08/14/2011	12/31/2009

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. 10.38
Bill To Download Browse

Bill To No	Name	In EAM	Address 1	City	State	Zip	Country Code
CUZ500	St. Francis Medical Centers	☐	3100 SW 2nd Ave.	Miami	FL	33155	US
US-A-1	USA-A	☒	1000-A Industrial Way	San Diego	CA	92130	US
US-A-2	USA-A	☒	1000-A Industrial Way	San Diego	CA	92130	US
USA-A	USA-A	☒	1000-A Industrial Way	San Diego	CA	92130	US
USA-B	USA-B	☒	2000-B Industrial Way	San Diego	CA	92130	USA
US-B-1	USA-B	☒	2000-B Industrial Way	San Diego	CA	92130	USA
US-B-2	USA-B	☒	2000-B Industrial Way	San Diego	CA	92130	USA
US-C	USA-C	☐	3000 Industrial Way	San Diego	CA	92130	US
US-C1	US-C1	☐	333 South Figueroa St.	Los Angeles	CA	90071	US
US-D	USA-D	☐	4000 Industrial Way	San Diego	CA	92130	US
US-D1	US-D1	☒	4209 Drake Mabry Hwy S	Tampa	FL	33611	US
US-D3	US-D3	☐	651 W Washington Blvd	Chicago	IL	60610	US
US-D99	US-D99	☐	1250 1st Ave S	Seattle	WA	98134	US

Ship To Download Browse

Access this browse from System Administration|ERP Interface|Download|Ship To Download. Use it to organize and display records, access supporting functions, and download new records.

The Ship To download option allows users to download either all or select Ship To address and contact data to be used in EAM (Purchasing|Codes|Addresses|Ship To).

Downloading a Single Ship To Record

- 1 Enter a complete or a portion of a Ship To code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Ship To.

Downloading Multiple Ship To Records

- 1 Enter a portion of a Ship 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 Ship To.

Fig. 10.39
Ship To Download Browse

Ship To No	Name	In EAM	Address 1	City	State	Zip	Country Code
B1999-A	EMT Customer	☒	320 W Camden St	Baltimore	MD	21201	US
B5001	Roxy	☒	No. 123, Big Ben Street	New York	NY	12347	US
B5002	Explore	☒	No. 888 Hollywood Blvd	Los Angeles	CA	90123	US
B5005	Northern Dies	☒	No. 999, Sunrise Street	Las Vegas	NV	40045	US
C-EU2000	Community Memorial Hospi	☒	147 North Brand St.	Venura	CA	93003	US
C-EU2500	St. Francis Medical Centers	☒	320 West Pueblo St.	Santa Barbara	CA	93101	US
D1005	Public Dist	☒	1 Georgia Dr	Atlanta	GA	30313	US

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.

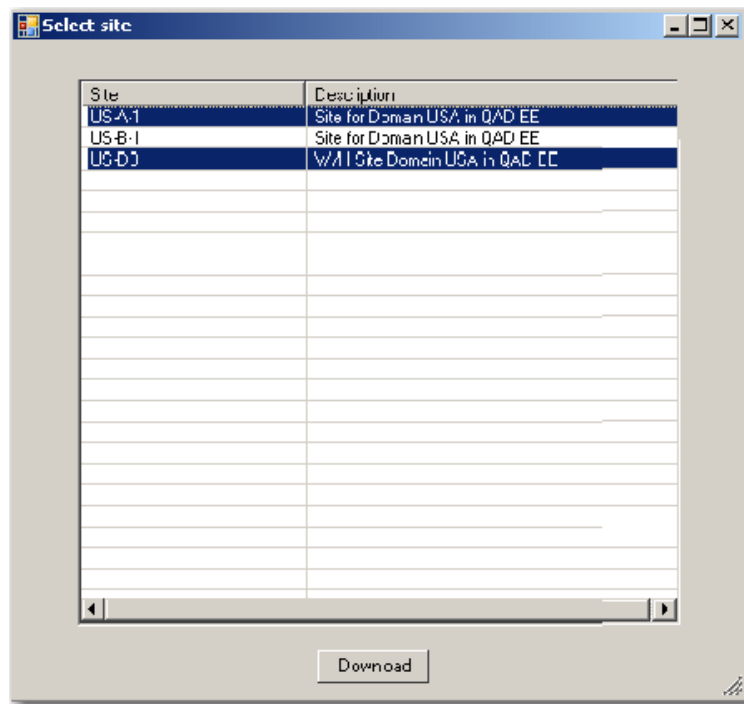
Downloading Multiple Projects

- 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. 10.40
Project Download Browse

Project	Description	Begin Date	Completion Date	Active	In EAM
01P01	first for 01	09/01/2011		☒	☒
01P23	01 for 23rd	01/23/2012		☒	☒
02P23	02 on 23rd	01/23/2012		☒	☒
03P23	03 for 23rd	01/23/2012		☒	☒
06P01	01 Project for 06	04/06/2011		☒	☒
07P01	for partial	02/07/2011		☒	☐
07P02	for return	02/07/2011		☒	☐
07P03	return test for 03	02/07/2011		☒	☐
07P04	04 for 07 april	04/07/2011		☒	☐
07p05	05 for 07	04/07/2011		☒	☐
07p06	06 for 07	04/07/2011		☒	☐
07P07	07 for 07	04/07/2011		☒	☐
10P02	02 for 10	08/10/2011		☒	☐
11P01	Exp EAM	03/15/2011		☐	☐

Fig. 10.41
Project Download Select Site



Vendor Download Browse

Access this browse from [System Administration](#)[ERP Interface](#)[Download](#)[Vendor Download](#). Use it to organize and display records, access supporting functions, and download new records.

The Vendor download option allows users to download either all or select Vendor data to be utilized in EAM (Purchasing Vendor).

Downloading a Single Vendor Record

- 1 Enter a complete or a portion of a Vendor code in Find. Use Find to search for specific records.
- 2 Highlight the required record in the browse, click Action, and select Download Vendor.

Downloading Multiple Vendor Records

- 1 Enter a portion of a Vendor 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 Vendor.

Fig. 10.42
Vendor Download Browse

Vendor No	Name	In EAM	Address 1	City	State	Country	Domain
A2001	Carbon Freres Corp	☒	8 Main Street 1508	Wellington	UT	US	USA
A2002	Tube City LLD	☒	Croghan Street 36	Fremont	OH	US	USA
A2003	100% Pure	☒	Hartford Avenue	Bellingham	MA	US	USA
A2004	Subcontractors Inc.	☒	Design Street 759	Foley	AL	US	USA
A2005	Corason	☒	Calle Corason	Tijuana	MX	US	USA
A20059	USAA	☒	1000-A Industrial Way	San Diego	CA	US	USA
AFFEUR001	EUR001	☐	2 rue du commerce	RAUMES	FR	USA	
AFFER001	FER001	☐	Giro de Sabat	TARASCON	FR	USA	
AFFE001	FEU001	☐	Boulevard de la boissonnette	FEURS	FR	USA	
AFFOS002	FO002	☐	Avenue de Marianne	FOS SUR MER	FR	USA	
AFFW001	PW001	☐	Avenue de Paris	ARRAS	FR	USA	
AFFGE001	GO001	☐	Avenue de Montoire	Roquemaucourt	FR	USA	
AFSIF001	SIF001	☐	12 rue d'Beauvais	Compiègne	FR	USA	
AFFSMC001	SMC001	☐	2 rue du Doubs	COLOMBIER FO	FR	USA	
B2001	Carbon Freres Corp	☒	8 Main Street 1508	Wellington	UT	US	USA
B2002	Tube City LLD	☒	Croghan Street 36	Fremont	OH	US	USA

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).

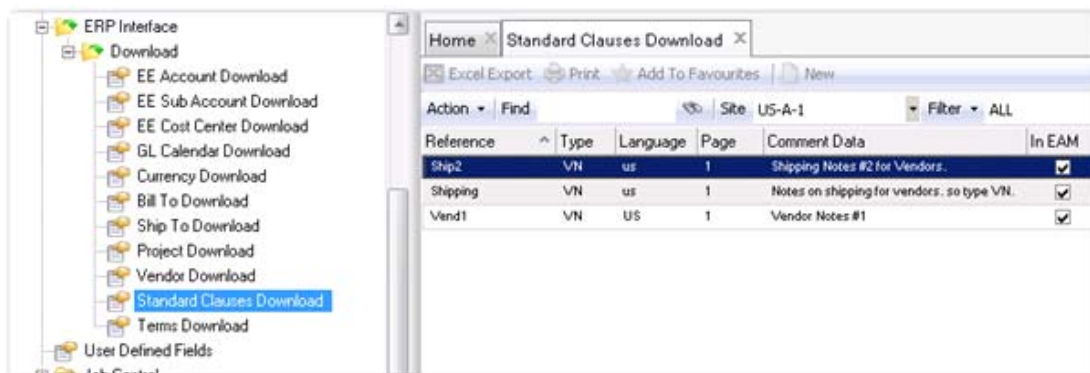
Downloading a Single Standard Clause Record

- 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. 10.43
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).

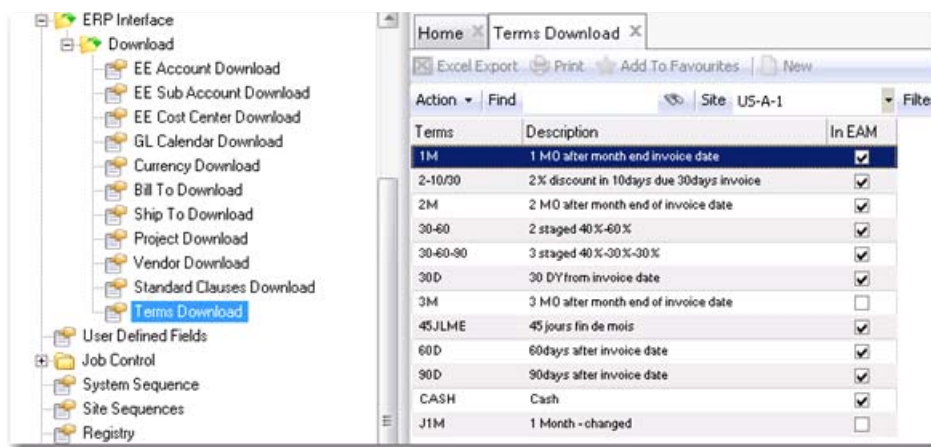
Downloading a Single Terms Record

- 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. 10.44
Terms Download Browse

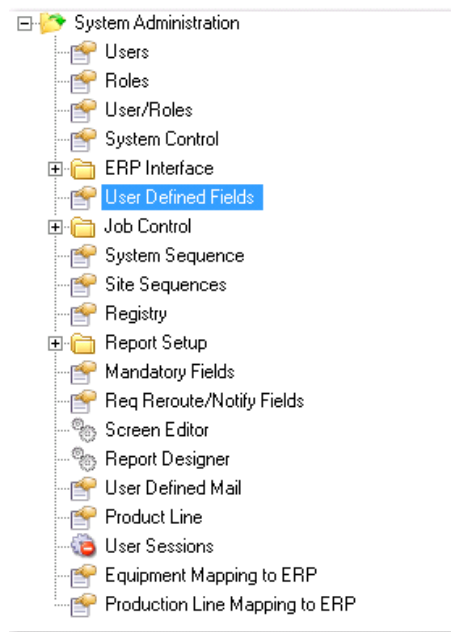


User Defined Fields

Use this module to add specialized fields. There are 80 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 Option



User Defined Fields Browse

Access this browse from System Administration|User Defined Fields. Use it to organize and display records, access supporting functions, and edit or create new records.

Fig. 10.46
User Defined Fields Browse

Module	Character 1	Character 1 Description	Character 2	Character 3	Date	Integer 1
Blanket Order	Type Of BO	Product Type	Department	BO User Type	Date Audited	Max Amt
Blanket Order Lin	BO Line 1	BO Line 2				
Employee	Emp Char 1	Emp char Desc-1	Emp Char 2	Emp Char 3	Emp Date	Emp Int 1
Equipment	Eqp Char 1	Eqp Desc-1	Eqp Char 2	Eqp Char 3	Eqp Date	Eqp Int 1
Inventory	Inv Char 1	Inv Desc-1	Inv Char2	Inv Char3	Inv Date	Inv Int 1
Job	Job Char 1	Job Char 1 Desc	Job Char 2	Job Char 3	Job Date	Job Int 1
Project	Proj Char 1	Proj Desc-1	Proj Char 2	Proj Char 3	Proj Date	Proj Int 1
Purchase Order	PO Char 1-QA	PO Desc-1	PO Char 2-QA	PO Char 3	PO Date	PO Int 1
Requisition Line	Quote Number	Req Desc-1	File Location	Req Char 3	Req Date	Req Int 1
Vendor	Vend Char 1-QA	Vendor Desc-1-QA	Vend Char 2-QA	Vendor Char 3-QA	Vendor Date	Vendor Int 1
Work Order	WO Char 1 for QA	WO Desc-1	WO Char 2	WO Char 3	WO Date	WO Int 1

User-Defined Fields Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.47
User-Defined Fields Right-Click Menu

Module	Character 1	Character 1 Description	Character 2	Character 3
Blanket Order	Type Of BO	Product Type	Department	BO User Type
Blanket Order Lin	BO Line 1	BO Line 2		
Employee	Emp Char 1	Emp char Desc-1	Emp Char 2	Emp Char 3
Equipment			Eqp Char 2	Eqp Char 3
Inventory			Inv Char2	Inv Char3
Job			Job Char 2	Job Char 3
Project			Proj Char 2	Proj Char 3
Purchase Order			PO Char 2-QA	PO Char 3
Requisition Line			File Location	Req Char 3
Vendor	Vend Char 1-QA	Vendor Desc-1-QA	Vend Char 2-QA	Vendor Char 3-QA
Work Order	WO Char 1 for QA	WO Desc-1	WO Char 2	WO Char 3

New

Use New to open the user-defined record detail to create a 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

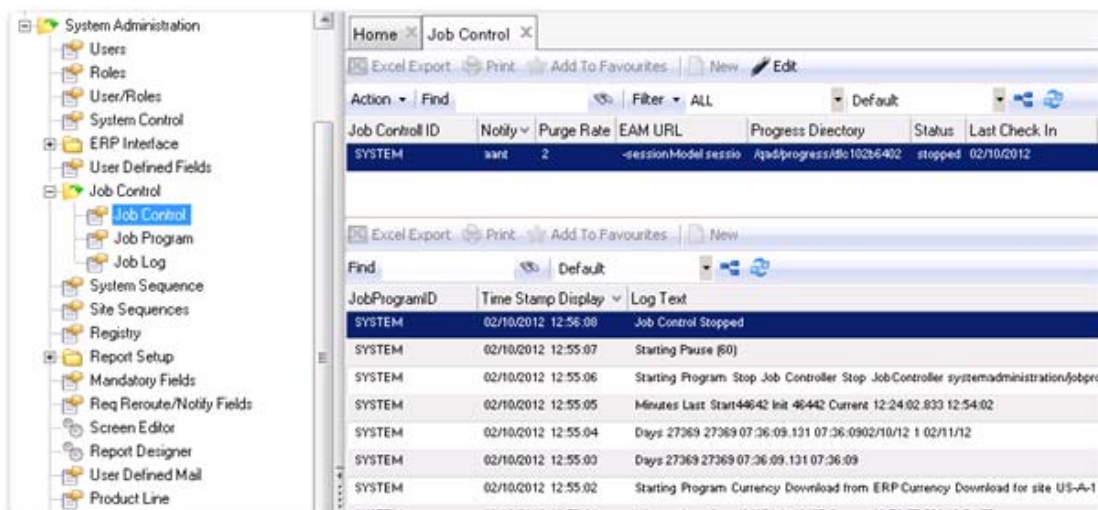
- 1 Double-click the User Defined Fields option to display the User Defined Fields browse. This lists the modules that allow you to add a user-defined field, along with the labels.
- 2 Edit a field label. Close the user-defined fields browse by clicking the X on the top of the browse.

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. 10.48
Job Control Application

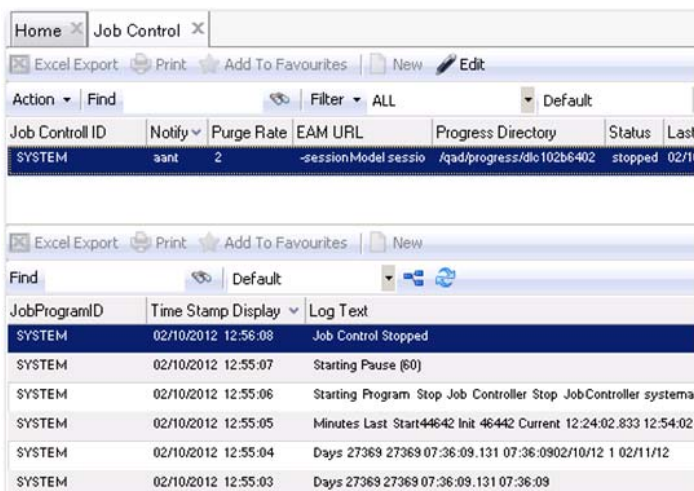


Job Control. Job Control programs are written to perform specific routine EAM procedures. The Job Control Programs are defined in the Job Program upper browse. The lower browse displays the Job Control Log.

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.

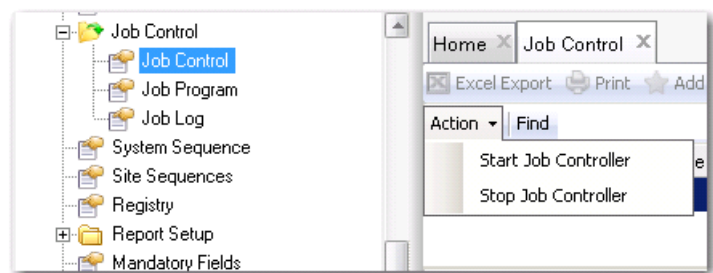
Fig. 10.49
Job Control Browse



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. 10.50
Job Control Action Menu



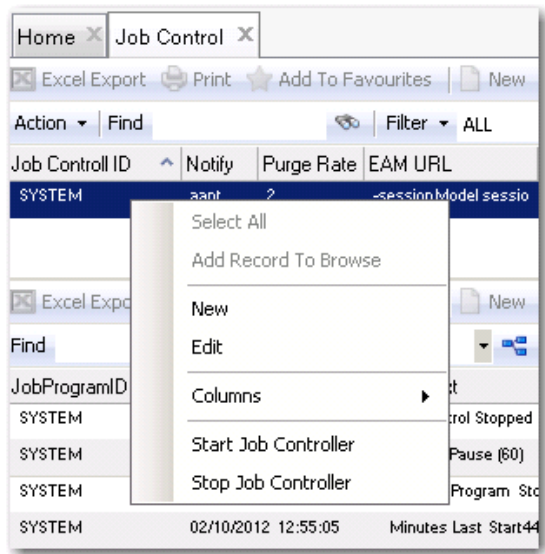
Start Job Controller. Use Start Job Controller to begin the Progress process that reads the list of jobs to run, and spawns them as stand-alone Progress sessions.

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. 10.51
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.

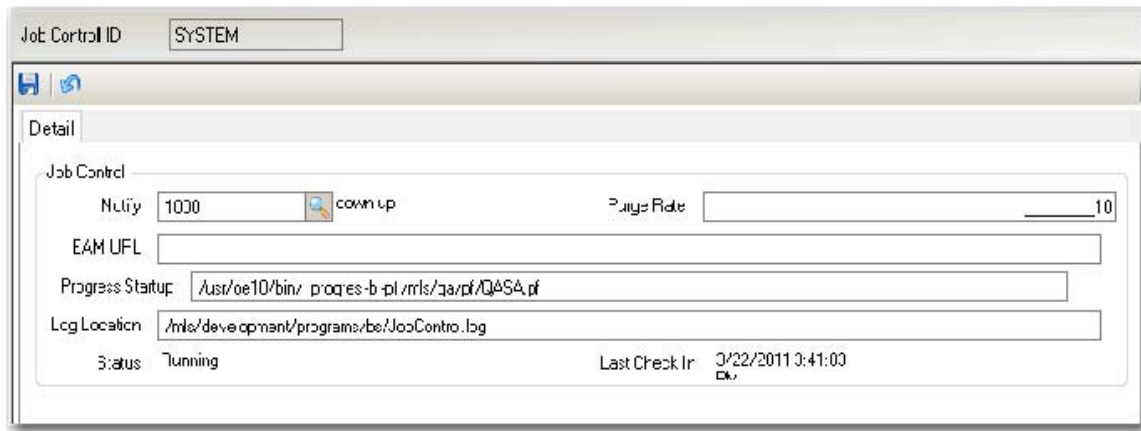
Start Job Controller and Stop Job Controller are options from the Job Control Action menu.

Job Control Record Detail. The record detail contains information about the Job Control Record. The Job Control Record name or Job Control ID 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. 10.52
Job Control Record Detail



The screenshot shows a web-based form titled "Job Control ID" with a dropdown menu set to "SYSTEM". Below this is a "Detail" tab. The form contains several input fields and labels:

- Job Control**: A section header for the form.
- Notify**: A text input field containing "1000" and a small icon.
- down up**: A text input field containing "down up".
- Purge Rate**: A text input field containing "10".
- EAM URL**: A text input field.
- Progress Startup**: A text input field containing "/usr/oe10/bin/progress-b-pl/rls/ga/pf/QASApf".
- Log Location**: A text input field containing "/rls/development/programs/be/JobControl.log".
- Status**: A text input field containing "Running".
- Last Check In**: A text input field containing "3/22/2011 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 Checked In. EAM displays the last date and time the Job Controller checked in.

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. 10.53
Job Control Lower Browse

JobProgram	Auto Run	Description	Name
20	☒	Stock Replenishment for site US-A-1	Stock Replenishment

JobProgramID	Time Stamp Display	Log Text
20	02/10/2012 09:57:53	Job Stock Replenishment Ended
20	02/10/2012 09:57:51	Creating Requests for Stock Run 4558
20	02/10/2012 09:57:50	Creating Stock No 4558
20	02/10/2012 09:57:49	Running for site code us-a-1

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.

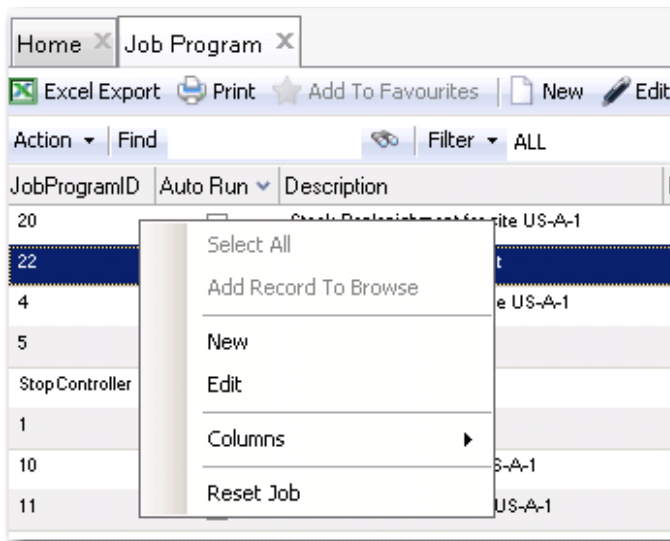
Fig. 10.54
Job Program Browse

JobProgramID	Auto Run	Description	Name	Interval Amount
20	☒	Stock Replenishment for site US-A-1	Stock Replenishment	1
22	☒	Forward BO routing to next	Forward Blanket Order Routing	10
4	☒	Currency Download for site US-A-1	Currency Download from ERP	1
5	☒	Purge Log File	Purge Logs	1
StopController	☒	Stop Job Controller	Stop Job Controller	30
1	☐	Testing Program	TestProg	1
10	☐	Project Refresh for Site US-A-1	Project Refresh from ERP	5
11	☐	Standard Refresh for Site US-A-1	Standard Clause Refresh from ER	5
12	☐	Terms refresh for Site US-A-1	Terms Refresh from ERP	5
13	☐	Bill To refresh for Site US-A-1	Bill To Refresh from ERP	5

Job Program Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.55
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. 10.56
Job Program Record Detail

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. A user ID and password are required for any job that uses an EAM API (application programming interface). Many of the EAM jobs use APIs (in other words, they call programs both internal and external to EAM). To ensure access to the EAM AppServer, specify an EAM user ID and password. You can enter "site=*" where the asterisk (*) represents all sites, or specify one site. The job must have a parameter with a site specified.

Note Since many organizations require an EAM user to establish a password, it is recommended that a virtual user is set up. A virtual user is one who neither represents nor is linked to an employee but is one set up to serve a specific purpose.

Fig. 10.57
Job Program Record Detail - Status Section

Status	
Last Start	6/28/2011 3:30:22 D.L.J.
Last End	6/28/2011 3:30:30 D.L.J.
Last Run Status	Completed
Last Check In	2/10/2012 3:54:57 D.L.J.
Is System	☒

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. 10.58
Job Program Lower Browse

Home x Job Program x

Excel Export Print Add To Favourites New Edit

Action Find 20 Filter ALL Default

JobProgram	Auto Run	Description	Name
20	☒	Stock Replenishment for site US-A-1	Stock Replenishment

Excel Export Print Add To Favourites New

Find Default

JobProgramID	Time Stamp Display	Log Text
20	02/10/2012 09:57:53	Job Stock Replenishment Ended
20	02/10/2012 09:57:51	Creating Requests for Stock Run 4558
20	02/10/2012 09:57:50	Creating Stock No 4558
20	02/10/2012 09:57:49	Running for site code us-a-1

Fig. 10.59
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 11:28:42	Job TestProg Ending	
1	04/08/2011 11:28:42	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)	

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.

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

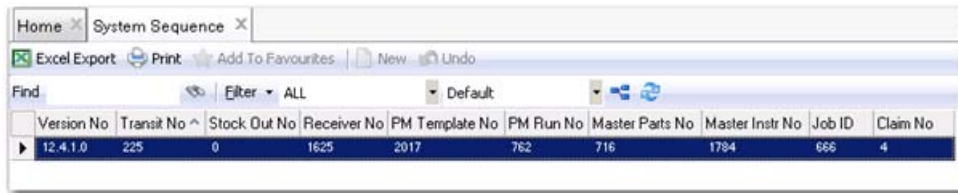
Ten fields listed in the System Administration|System Sequence screen are shared by all sites: Transit No, Stock Out No, Receiver No, PM Template No, PM Run No, Master Tool No, Master Parts List No, Master Instruction List No, Job No, and Claim No.

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. 10.60
System Sequence Browse



Version No	Transit No	Stock Out No	Receiver No	PM Template No	PM Run No	Master Parts No	Master Instr No	Job ID	Claim No
12.4.1.0	225	0	1625	2017	762	716	1794	666	4

System Sequence Record Detail

The System Sequence record detail contains the current record number for these nine fields.

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.

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.

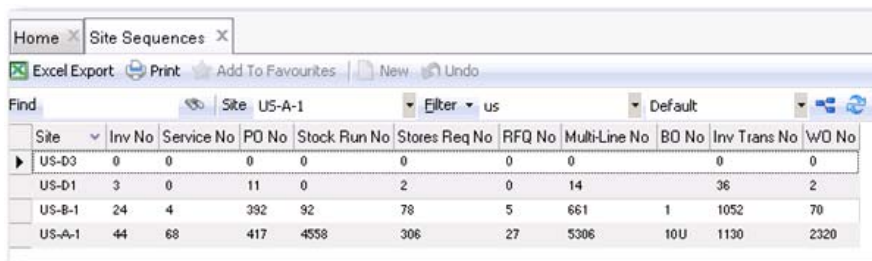
Set Up Site Sequences Data

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, Multi-Line (Req) No, RFQ No, Service No, Stock Run No, Stores Req No, WO No, and BO 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. 10.61
Site Sequences Browse



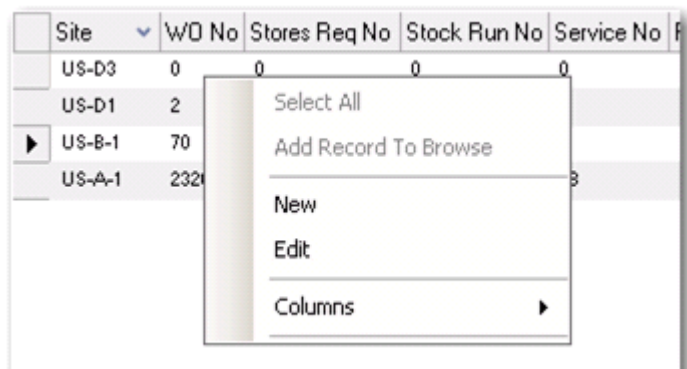
The screenshot shows a software window titled 'Site Sequences' with a menu bar (Home, Site Sequences) and a toolbar (Excel Export, Print, Add To Favourites, New, Undo). Below the toolbar is a search area with 'Find', 'Site' (set to 'US-A-1'), 'Filter' (set to 'us'), and 'Default'. The main area contains a table with the following data:

Site	Inv No	Service No	PO No	Stock Run No	Stores Req No	RFQ No	Multi-Line No	BO No	Inv Trans No	WO No
US-D3	0	0	0	0	0	0	0	0	0	0
US-D1	3	0	11	0	2	0	14	36	2	
US-B-1	24	4	392	92	78	5	661	1	1052	70
US-A-1	44	68	417	4558	306	27	5306	10U	1130	2320

Site Sequences Right-Click Menu

The right-click menu contains administrative functions.

Fig. 10.62
Site Sequences Right-Click Menu



Edit

Use Edit to open and edit the System Sequence record detail.

Site Sequences Record Detail

The Site Sequences records contains the current record number for these ten tables and documents.

Editing the Site Sequences Record

- 1 Put the cursor in the module and site with the sequence number you want to set, then enter the next number for this record.
- 2 Verify the field name whose number you want to change.
- 3 Enter or update information in the relevant fields.

Fig. 10.63
Site Sequences Browse



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 is. 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 is. 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 is. 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 is. The system refers to the number here and increments by one when a new stock run is created.

Multi-Line No (Req Header No). This number represents the last used requisition header 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 is. 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 is. 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 is. The system refers to the number here and increments by one when a new quote is created.

BO No. This number represents the last used blanket order number for the specific site. The system administrator can change this number to alter what the next blanket order number is. The system refers to the number here and increments by one when a new blanket order is created.

Inv Transit No. This number represents the last used inventory transit number for the specific site. It is defined by EAM for each unique inventory relocation from one site to another that is designed to go through transit.

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. 10.64
Registry Browse - View 1

Data Name	Description	Data Value
AM/PM Clock	AM/PM Clock for Downtime? (not true means 24H clock)	true
App Server	Application Server installed at this site	no
CIM Module		
CIM Module/Equipment Readings/DataFileWithPath		Whades\EV\WCimDataFile.bit
Commodities		
Commodities/Format/Length 1		3
Commodities/Format/Length 2		3
Commodities/Format/Length 3		3
Commodities/Format/Length 4		3
Commodities/Format/Length 5		3
Commodities/Format/Length 6		0
Commodities/Format/Length 7		0
Commodities/Format/Length 8		0
Company Name	This is the company name	Acme Products, Inc.
Current Mode	Remote or Normal	
Custom/		
Custom/UnauthPOUponAnyChange	Unauthorize PO Upon Any Change	no
ERP/		
ERP/API Login	ID used when EAM connects to ERP's API	demo
ERP/API Password	Password used when EAM connects to ERP's API	qad
ERP/Enforce Purchasing Field Sizes	ERP/Enforce Purchasing Field Sizes	yes
ERP/GL Validation via FIN API	Perform GL Validation via Fin API?	NO
ExpirationDate	Date which software license expires.	123106
Inventory		
Inventory/EOQ/Holding Cost (%)		20
Inventory/EOQ/Reorder Cost		100
Key Code	Product key code.	57LZ114787@IBC1CVDCB
MenuDisplayLevel	Level of menu item visibility.	2

AM/PM Clock. Select whether to use a 12-hour or 24-hour clock to post downtime. To use a 12-hour clock, set the Data Value to true.

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. Deposit the file containing the DUOM readings in a recognized location. EAM checks the location entered here.

EAM shows 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 DUOM readings for the CIM module to read.

Commodities Section. 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.
- If any later lengths are not zero, length 5 cannot be 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.

Custom/UnauthPOUponAnyChange. Unauthorize PO Upon Any Change. Any change made to an authorized PO or its requisition and line items causes the PO to become Unauthorized. To use this option set the Data Value to Yes.

ERP (Integration) Section. 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.

Fig. 10.65
Registry Browse - View 2

Data Name	Description	Data Value
MFGAPIEnabled	MFGAPI Enabled?	true
MFGAPI/MFGAPI Host Name	MFGAPI Host Name	167.3.29.127
MFGAPI/MFGAPI Name Server Port	MFGAPI Name Server Port	5162
MFGAPI/MFGAPI S1 AppService	MFGAPI S1 AppService	qadu_ASgmsuni
ModeList	Search order for modes	NormalInit
Platform	Platform for which MLS is licensed.	
Project/		
Project/Business Segments/		
Project/Business Segments/Format/Length 1		3
Project/Business Segments/Format/Length 2		3
Project/Business Segments/Format/Length 3		3
Project/Business Segments/Format/Length 4		0
Project/Business Segments/Format/Length 5		0
Project/Business Segments/Format/Length 6		0
Project/Business Segments/Format/Length 7		0
Project/Business Segments/Format/Length 8		0
Project/Cash Flow/		
Project/Cash Flow/Payment Terms/No of Days		
Project/Job/		
Project/Job/Format/Length 1		3
Project/Job/Format/Length 2		3
Project/Job/Format/Length 3		3
Project/Job/Format/Length 4		
Project/Job/Format/Length 5		
Project/Job/Format/Length 6		
Project/Job/Format/Length 7		
Project/Job/Format/Length 8		
Project/Refresh Spending/	Project Refresh Spending	
Project/Refresh Spending/PO Order	Project Refresh Spending/PO Order	yes

MFGAPIEnabled. To use an API for integration with the QAD ERP, set the Data Value to true. If enabled, enter the Host Name, Server Port, and Service (name).

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. With EAM, you can 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 formatting the Business Segment, the length of the Business Segment can be selected for a total of up to 15 characters among the eight levels of formatting.

Note 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. With EAM, you can 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 formatting the Job No, the length of the Job No can be selected for a total of up to 15 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.
- If any later lengths are not zero, length 5 cannot be 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.

Fig. 10.66
Registry Browse - View 3

QXtend/		
QXtend/Enabled	QXtend Enabled?	true
QXtend/QXO Host Name	QXO Host Name	167.3.29.127
QXtend/QXO Name Server Port	QXO Name Server Port	5162
QXtend/QXO SI App Service	QXO SI App Service	qcosi_ASqmsuni
QXtend/Source Application	Source Application	QADEAM
SAF/		
SAF/Omit Unsupported SAF Concepts	No, false or 0 will include unsupported SAF code entries.	no
SAF/Use SAF	yes /no	no
SCP/		
SCP/Bid File Archive	Bid File Archive	/mis/qa/programs/scpfiles/Archive
SCP/Bid File Directory	Bid File Directory	/mis/qa/programs/scpfiles/fromscop
SCP/Bid File Naming	Bid File Naming	rfq_bidding
SerialNumber	Serial number for product.	123456789
Unix Mail Command	sendmail -t -fname >> mail.err	sendmail -t -fname >> mail.err
UserCount	Number of users product is licensed for.	002
VerifyCurrencyExchExists	Verify if Currency has Exchange Rate?	yes

QXtend. Enter True or False in QXtend Enabled? to indicate whether EAM should use QXtend. 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 sub-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 the cursor in the field and entering the needed information.

Serial Number. Enter the serial number for the EAM product.

Unix Mail Command. Enter the proper data for sending EAM mail to a UNIX-based corporate mail server.

User Count. Enter the number of users the EAM product is licensed for.

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, enter it, or or access the Site Lookup to find it.
- 4 Move to the Custom Report Template ID and click 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 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. 10.67
Report Xref Upper/Lower Browse

The screenshot displays the 'Report Xref' window with two main sections. The top section is a table listing report templates, and the bottom section is a form for selecting a template and site.

Report Template ID	Name	Substitutable
6942a28b-9ece-41fa-b8a3-ec09daf3e5e6	Count Sheet	☒
b684a8e5-2odd-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, or 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. 10.68
Mandatory Fields Option

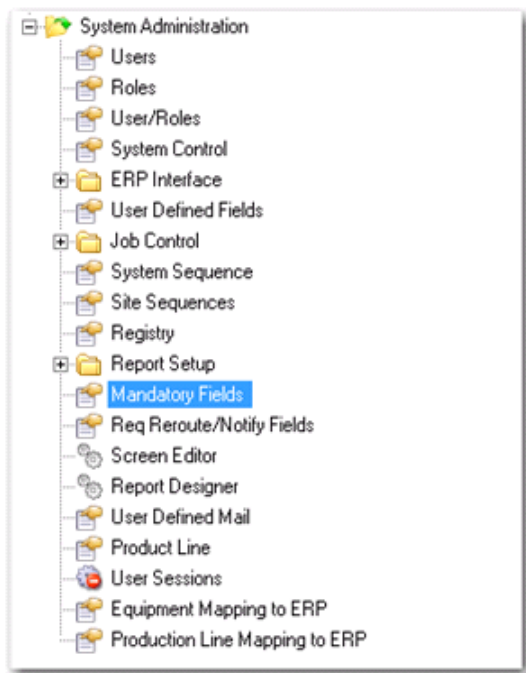


Fig. 10.69
Mandatory Field Browse

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	Save
Purchase Order	Order
Purchase Order	Authorize
Receipts	Receive
Requisition Line	Save
Service Request	Save
Work Order	Save
Work Order	Close

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.

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 Mandatory Fields tab at 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.

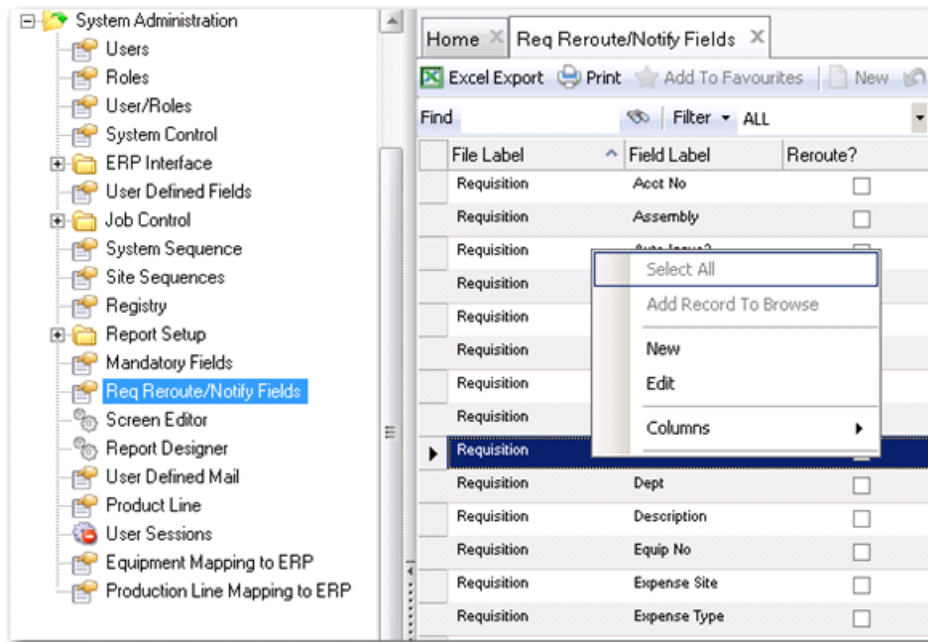
Req Reroute/Notify Fields

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. 10.70
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.

ReqReroute/Notify Fields 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

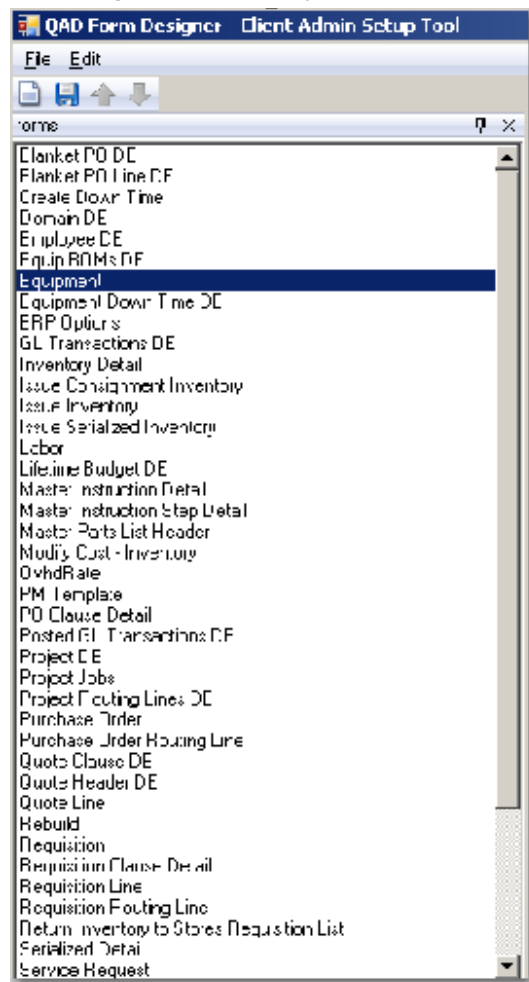
- 1 Highlight a record from the browse.
- 2 Select the check box for a field under Reroute? to cause an authorized requisition to reroute even if the cost has not changed.
- 3 Select or clear the check box under Email Requestor? to give you the option to send an e-mail to the originator on a requisition 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. 10.71
Form Designer: Business Entity Browser



The left browse provides a list of Business Entities. Double-click the Equipment BE.

Form Designer

Fig. 10.72
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 right panel, 'Form Browser', shows a tree view of the 'Equipment' entity with a list of fields and their selection status (checked/unchecked):

- General
 - Description (checked)
 - Category (checked)
 - Type (checked)
 - Parent? (checked)
 - Parent No (checked)
 - Lpd Children? (checked)
 - Status (checked)
 - Location (checked)
 - BCM Type (checked)
 - Failure Type (checked)
 - Notify (checked)
 - Planner (checked)
 - Responsible (checked)
 - Owner (checked)
 - WO Owner (checked)
 - Priority (checked)
 - Catalog (checked)
 - Manual (checked)

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 in Figure 10.73 reflects the changes made on the Form Browse.

Fig. 10.73
Form Designer: Tabs in the Equipment BE

The screenshot shows the 'Form Designer: Tabs in the Equipment BE' 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 right panel, 'Form Browser', shows a tree view of the 'Equipment' entity with a list of fields and their selection status (checked/unchecked):

- General
 - Description (checked)
 - Category (checked)
 - Type (checked)
 - Parent? (checked)
 - Parent No (checked)
 - Lpd Children? (checked)
 - Status (checked)
 - Location (checked)
 - BCM Type (checked)
 - Failure Type (checked)
 - Notify (checked)
 - Planner (checked)
 - Responsible (checked)
 - Owner (checked)
 - WO Owner (checked)
 - Priority (checked)
 - Catalog (checked)
 - Manual (checked)

Fig. 10.74
Redesigned 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

Parent? ☐

Upd Children? ☐

Location PRESSROOM PRESSROOM

Notify MFGM Manufacturing Maint

Owner MFGM MANUFACTURING

Priority

Type

Parent No

Status A Active Equipment

Failure Type

Planner DSCARBROUGH DWIGHT SCARBR

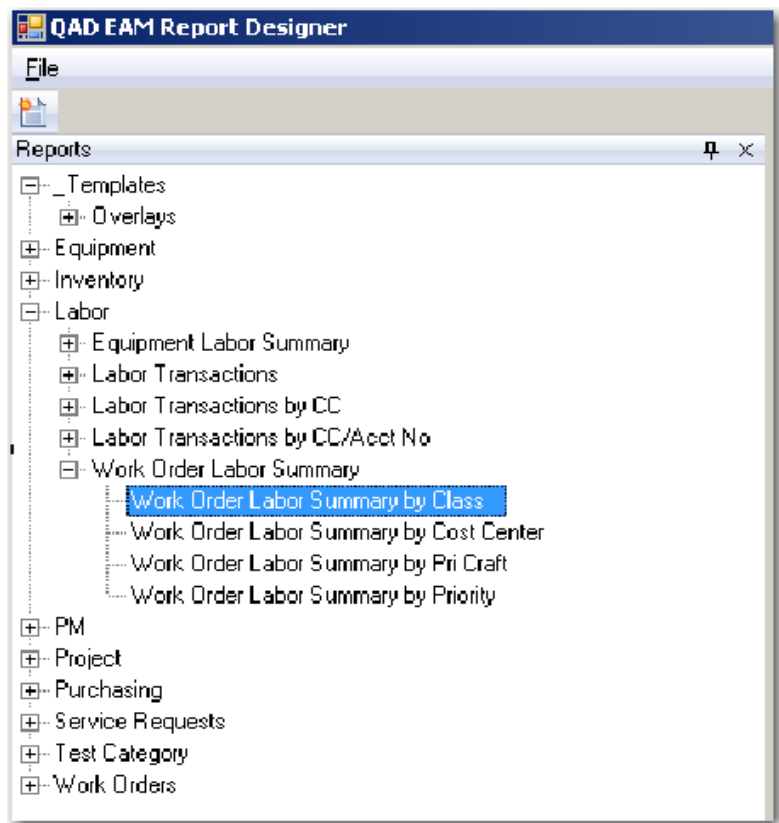
WO Owner

Catalog

Report Designer

Navigate to System Admin| Report Designer to use the Report Designer to copy an existing report to create a report.

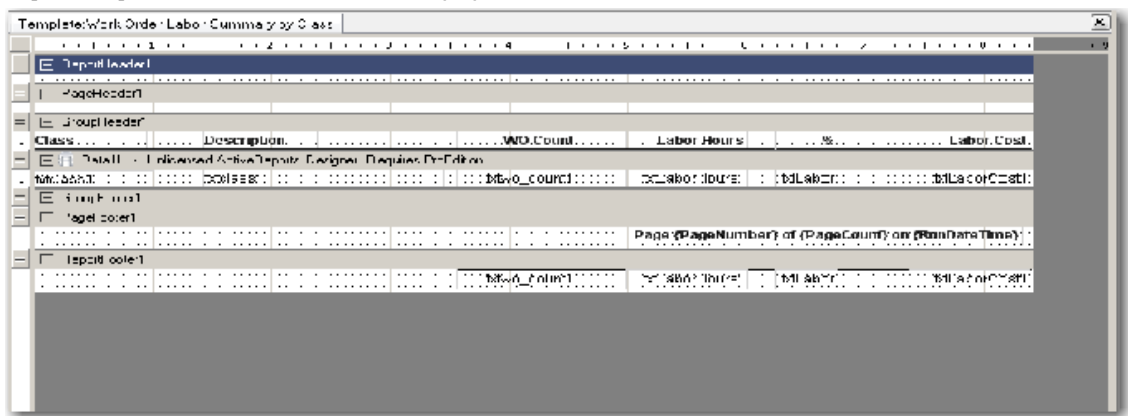
Fig. 10.75
Report Designer: Reports Browser



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 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. 10.76
Report Template: Work Order Labor Summary by Class



The center panel displays all the details of the report header.

Fig. 10.77
Report Detail: Work Order Labor Summary by Class

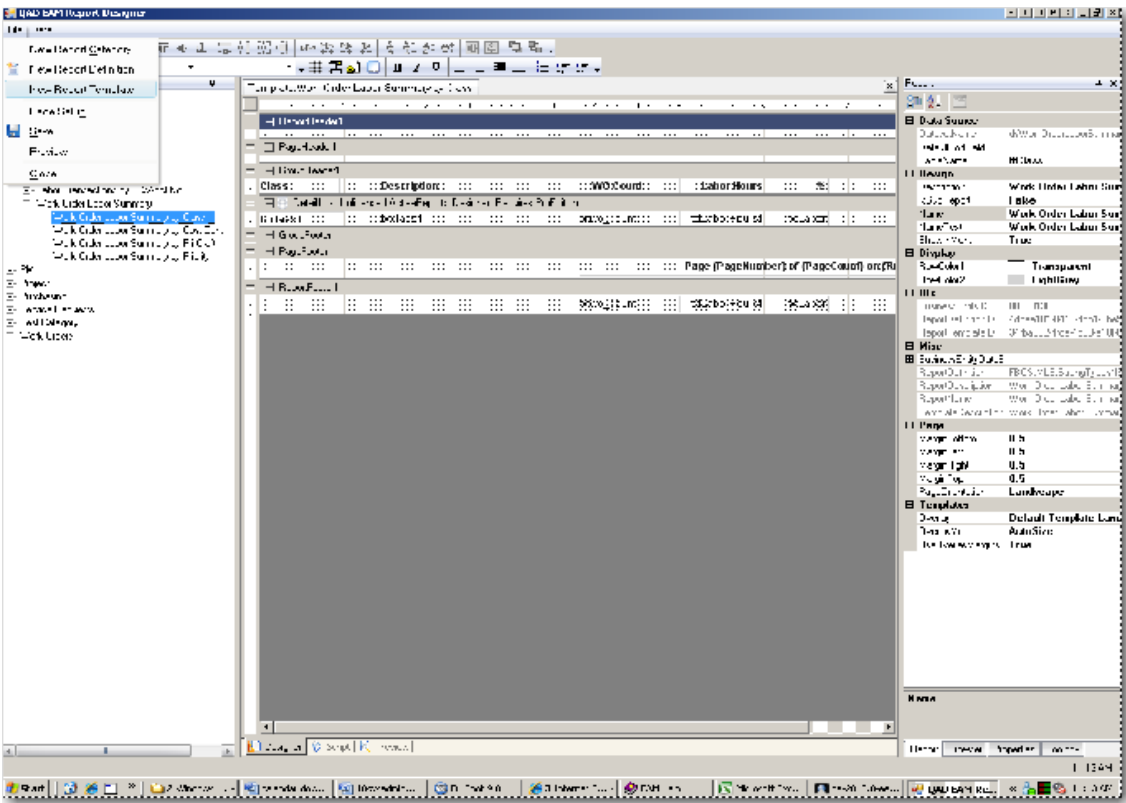
The screenshot shows a 'Report' configuration window with a tree view on the left and a details pane on the right. The tree view has the following structure:

- 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: 4dcea101-0410-4b51-9be5-57411c717b07
 - ReportTemplateID: 34fba692-4fde-4580-a10f-6004d7be3e37
- Misc**
 - BusinessEntityDataSet:
 - ReportDefinition: FBOS.MLS.StrongTypesNS.dsReportDefDataSet+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.

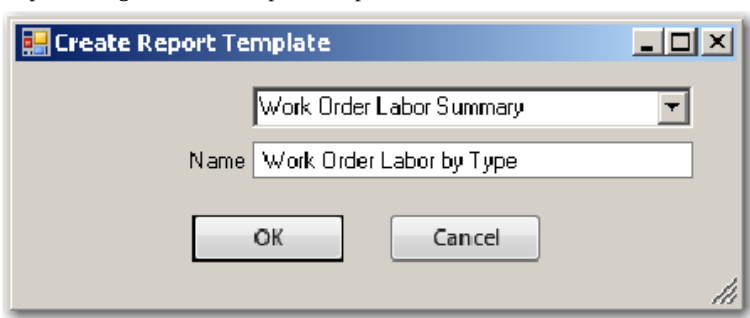
- 3 Add a report by copying an existing one. With the target report highlighted, click the File option on the menu bar. Select New Report Template.

Fig. 10.78
Report Designer: Add New Report Template



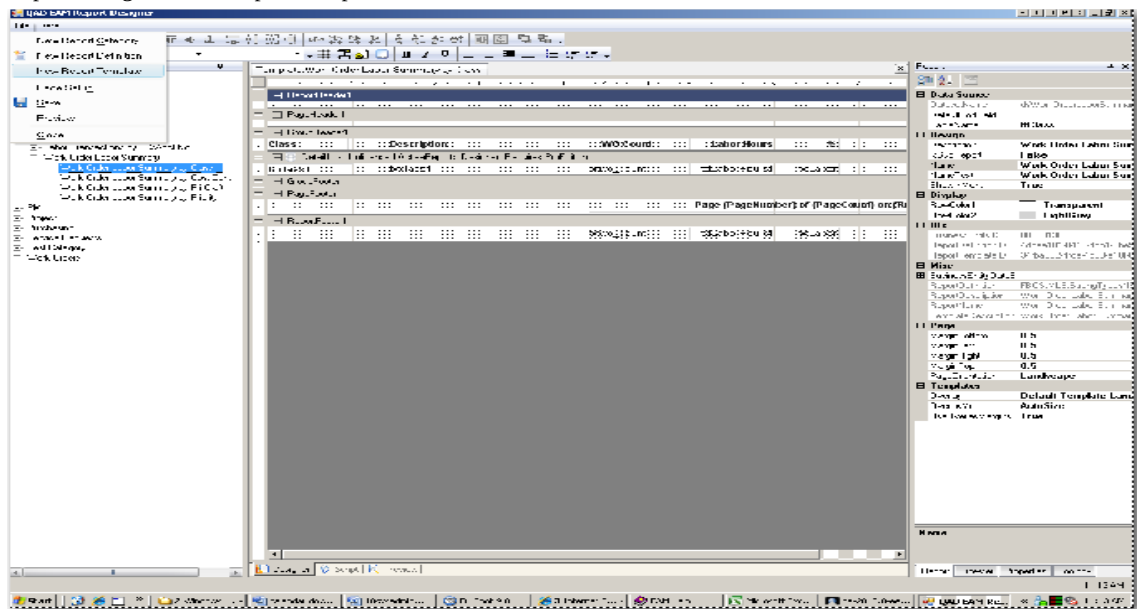
4 Give the new report template a name.

Fig. 10.79
Report Designer: Create Report Template



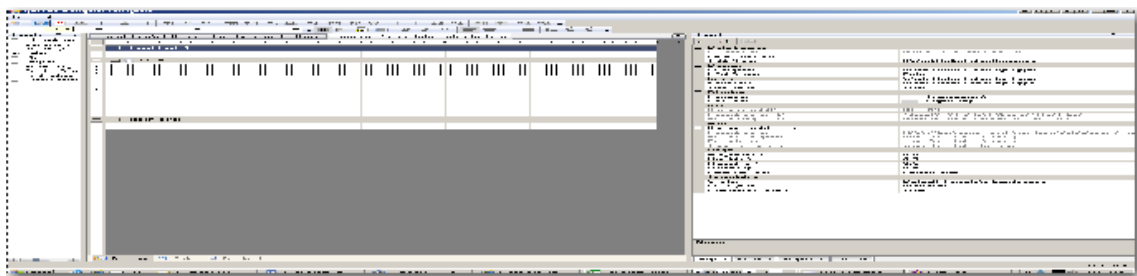
EAM presents the new report template header and details.

Fig. 10.80
Report Designer: New Report Template



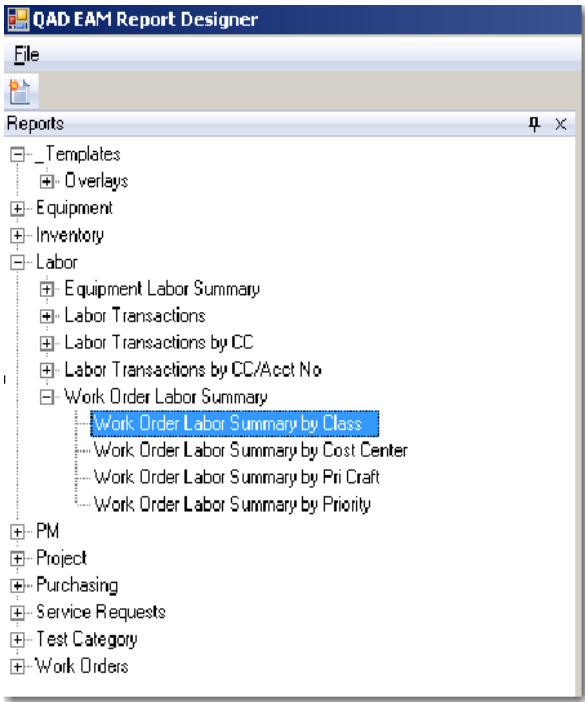
5 Save the new report template.

Fig. 10.81
Report Designer: Save New Report Template



EAM presents the new report template in the Report Designer: Reports Browse.

Fig. 10.82
Report Designer: Reports Browse

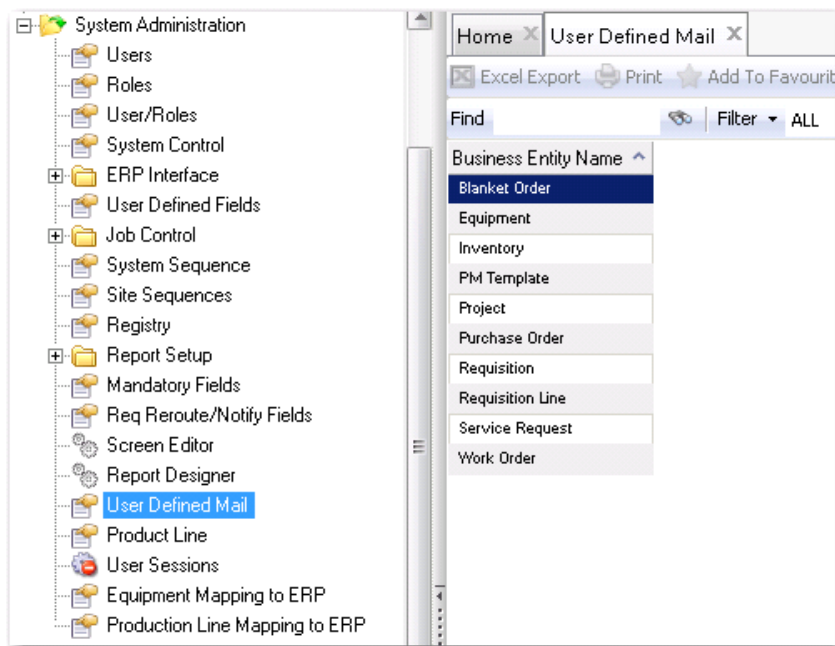


User-Defined Mail

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 useful since details that are preferred by individual organizations using EAM can vary.

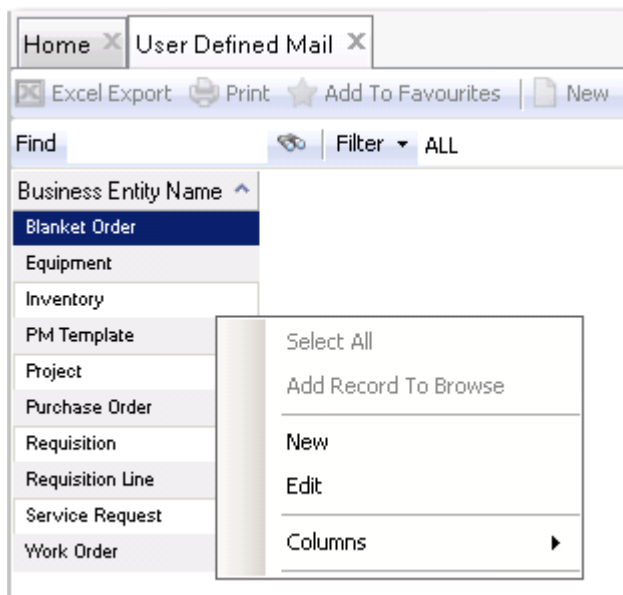
Fig. 10.83
User Defined Mail Option



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. 10.84
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. 10.85
User Defined Mail Lower Browse for Blanket Order

Mail Be Field Name	Include In Mail
Approval Group	☒
Auth By	☒
Auth By Name	☒
Auth Cost	☒
Auth Cost (B)	☐
Auth Cost (B) Currency	☐
Auth Cost Currency	☐
Auth Status	☒
Auth?	☒
Balance (B)	☒
Bill To	☐
Bill To Desc	☐
BO No	☒
Buyer	☒
Buyer Name	☐
City	☐
Contact	☐
Country	☐
Country of Dest/Dist	☐
Country of Dest/Dist De	☐
Currency	☐
Currency Desc	☐
Discount %	☒
Effective Date	☒

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.

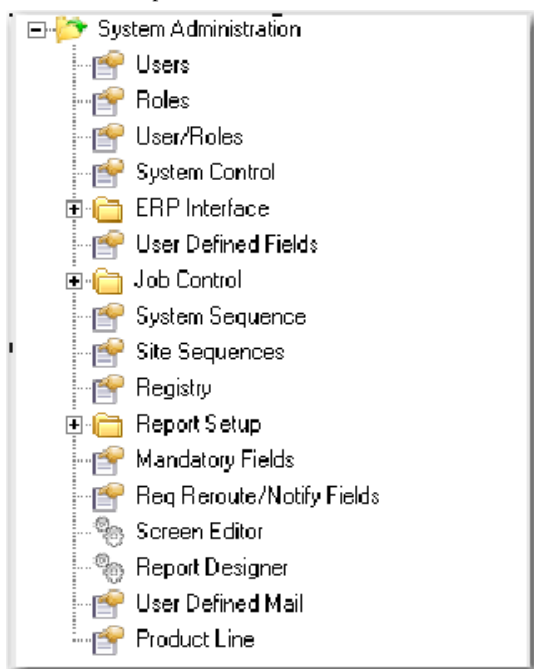
- 1 Select the site from the upper browse.
- 2 The lower browse lists available fields and whether they are included in the EAM e-mail message for the selected module and action.
- 3 Select the check box to add or clear the check box remove a field.
- 4 Close the User Defined Mail browse by clicking 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 in Product Line Maintenance in the QAD ERP.

Fig. 10.86
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. 10.87
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.

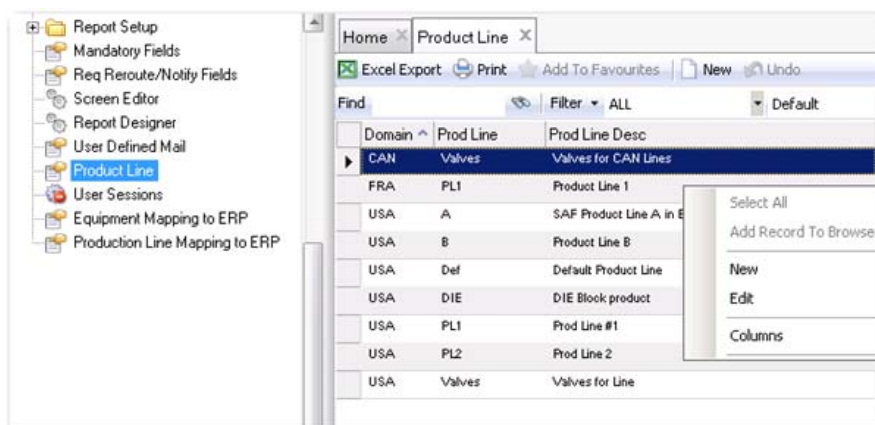
Editing a Product Line Record

- 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. 10.88
Product Line Right-click Menu



New

Use New to open the product line browse to create a 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.

User Sessions Browse

Access this browse from System Administration|User Sessions. Use it to organize and display records. The browse displays the log information about the users and the time and date of the requests each user made to all programs and modules.

Fig. 10.89
User Sessions Browse

User ID	Session ID	Login Date/Time	Last Server Connection	Last Request	Last Connect Date/Time
sysadm	cbeced62-318d-4a9d-e011-eef320e9b1b	10/11/2011			
sysadm	cbeced62-318d-4a9d-e011-eef320e9b1b	10/11/2011			
sysadm	808923e4-8a29-d8d4-e011-ecf36a71b1b	10/11/2011			
sysadm	808923e4-8a29-d8d4-e011-ecf36a9c5a72	10/11/2011			
sysadm	cbeced62-318d-4a9d-e011-eef320e9b1b	10/11/2011			
sysadm	808923e4-8a29-d8d4-e011-eef36a9c5a72	10/11/2011			
sysadm	cbeced62-318d-4a9d-e011-eef320e9b1b	10/11/2011			
sysadm	ee97b15-2dc2-4c9a-e011-d6f39e8b5ad	10/11/2011			
sysadm	808923e4-8a29-d8d4-e011-d6f39e8b5ad	10/11/2011			
sysadm	e15511d5-4077-42a9-e011-2bf3224884f	10/10/2011	167.3.8.146::DEV-C5-201	framework/mail/si/GetMessages.p	10/10/2011
sysadm	d317eac0-0f61-45b6-e011-4ff3d6371fd3	10/10/2011			

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.