REVISIONS

This document is based on AiM 6.0. Subsequent releases have prompted the following revisions to this baseline:

- **Unit Cost Estimator Screen** – O&M 6.1.1 Users can now edit the start and end effective dates of the unit cost rate applied to the phase (the phase start and end dates still default but are now editable).

- **Failure Code added to Phase Screen** – O&M 6.2.1 A Failure Code field has been added to the Phase Screen. Failure codes are filtered by the asset group.

- **Services added to Service Contract Change Order Screen** – O&M 6.2.2 In addition to modifying the contract cost for service contracts, users are now able to submit changes to existing services associated to the service contract. An expiration date is provided to remove services no longer required.

- **Service Contract Invoice Screen Enhancement** – O&M 6.2.3 A number of fields have been added to the Service Contract Invoice Screen. The fields added are Entry Date and Entry Clerk, Invoice Receive Date, Reference Number, and Summary Amount fields on the invoice header. The Summary Amount field enables users to add an invoice total and will display an error if the invoice detail total does not match the Summary Amount field on the header.

- **External Charges Screen adds terms and taxes** – O&M 6.3.1 The External Charges Screen now supports terms and taxes.

- **Preventive Maintenance (PM) Template Screen Enhancement** – O&M 7.0.1 An explicit parent child relationship to allow for nesting/superseding of ‘fixed’ type PMs by adding a field to the PM Template Screen header that does a zoom/validate on active PM templates. The system flag 167 "USE PARENT TEMPLATE FOR NESTING" controls this functionality.

- **PM Template Phase Screen Enhancement** – O&M 7.0.2 The PM Template Phase Screen now allows contractor and address code entries without a service contract (e.g., contract not established at the time of PM generation).

- **Related Documents Mass File Upload/Bulk File Download** – O&M 7.0.3 The Add Related Document wizard now allows selection of multiple files to upload. In addition, AiM 7.0 now has the ability to download simultaneously, multiple documents from the document repository as a single zip file from either the Related Documents View or the Viewfinder.

- **Account Extensions** – O&M 7.1.1 An Account Extension View is now available from the Account Management Screen. This view enables users to associate predefined account extension values to the account in order to default this set of values to the Work Order/Phase Screens when using the custom funding method. It is possible to edit the values once they default into the Account Setup View. The work order billing function then captures this information and places them into the
appropriate AiM tables. In addition, the number of Account Extension fields is increased from 12 to 16 fields.

Enhanced Fixed PM Projection Date Calculation – O&M 7.1.2 The projected dates on the PM Template screen in AiM 7.1 now take into account the actual number of days in a given month (versus using a default value of 30 days for each month, as in prior versions). This alleviates the problem with PM date “slippage” that occurred in prior AiM versions; now a monthly PM that is scheduled on the 1\textsuperscript{st} of January will come due on the 1\textsuperscript{st} of every month, regardless of number of days in that month, for example. Common PM intervals (monthly, quarterly, semi-annual, annual, and bi-annual) have been enhanced with this new logic for PM date projection when using ‘fixed’ PM templates.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISIONS</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>12</td>
</tr>
<tr>
<td>O&amp;M LICENSE SCREENS</td>
<td>12</td>
</tr>
<tr>
<td>STANDARD VIEWS</td>
<td>15</td>
</tr>
<tr>
<td>WORK MANAGEMENT</td>
<td>17</td>
</tr>
<tr>
<td>CHAPTER 1: WORK ORDER</td>
<td>17</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>17</td>
</tr>
<tr>
<td>WORK ORDER VIEWS</td>
<td>24</td>
</tr>
<tr>
<td>PHASE SCREEN</td>
<td>26</td>
</tr>
<tr>
<td>PHASE VIEWS</td>
<td>30</td>
</tr>
<tr>
<td>CHAPTER 2: DAILY ASSIGNMENTS</td>
<td>35</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>35</td>
</tr>
<tr>
<td>DAILY ASSIGNMENTS DETAIL</td>
<td>36</td>
</tr>
<tr>
<td>CHAPTER 3: MATERIAL REQUEST</td>
<td>37</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>37</td>
</tr>
<tr>
<td>MATERIAL REQUEST VIEWS</td>
<td>38</td>
</tr>
<tr>
<td>MATERIAL REQUEST LINE ITEM SCREEN</td>
<td>38</td>
</tr>
<tr>
<td>MATERIAL REQUEST LINE ITEM VIEWS</td>
<td>41</td>
</tr>
<tr>
<td>CHAPTER 4: SHOP STOCK APPROVAL</td>
<td>42</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>42</td>
</tr>
<tr>
<td>FINANCIAL TRANSACTIONS</td>
<td>42</td>
</tr>
<tr>
<td>CHAPTER 5: SHOP STOCK ADJUSTMENT</td>
<td>43</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>43</td>
</tr>
<tr>
<td>FINANCIAL TRANSACTIONS</td>
<td>44</td>
</tr>
<tr>
<td>CHAPTER 6: RAPID STATUS UPDATE FOR WORK ORDER</td>
<td>45</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>45</td>
</tr>
<tr>
<td>CHAPTER 7: RAPID STATUS UPDATE FOR PHASE</td>
<td>46</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>46</td>
</tr>
<tr>
<td>CHAPTER 8: LIMITED WORK ORDER</td>
<td>47</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>47</td>
</tr>
<tr>
<td>CHAPTER 9: QUICK WORK ORDER</td>
<td>48</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>48</td>
</tr>
<tr>
<td>QUICK WORK ORDER VIEWS</td>
<td>51</td>
</tr>
<tr>
<td>CHAPTER 10: UNIT COST ESTIMATOR</td>
<td>52</td>
</tr>
<tr>
<td>KEY CONCEPTS</td>
<td>52</td>
</tr>
<tr>
<td>Chapter</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>WORK CODE</td>
</tr>
<tr>
<td>12</td>
<td>SHOP PHASE MANAGER</td>
</tr>
<tr>
<td>13</td>
<td>WORK PLANNER</td>
</tr>
<tr>
<td>14</td>
<td>WORK SCHEDULER</td>
</tr>
<tr>
<td>15</td>
<td>SHOP AVAILABILITY</td>
</tr>
<tr>
<td>16</td>
<td>TRADE AVAILABILITY</td>
</tr>
<tr>
<td>17</td>
<td>SHOP</td>
</tr>
<tr>
<td>18</td>
<td>ACCOUNT MANAGEMENT</td>
</tr>
<tr>
<td>19</td>
<td>EXTERNAL CHARGES</td>
</tr>
<tr>
<td>20</td>
<td>EXTERNAL CHARGE APPROVAL</td>
</tr>
<tr>
<td>21</td>
<td>ACCOUNT JOURNAL ENTRY</td>
</tr>
<tr>
<td>22</td>
<td>WORK ORDER JOURNAL ENTRY</td>
</tr>
</tbody>
</table>
CHAPTER 53: INVENTOR

CHAPTER 52: WAREHOUSE

CHAPTER 51: EXTERNAL

CHAPTER 50: EXTERNAL

CHAPTER 49: INVENTOR

CHAPTER 46: COUNTER RETURN

CHAPTER 45: COUNTER

CHAPTER 44: PICK TICKET

CHAPTER 43: WAREHOUSE TRANSFER

CHAPTER 42: INVENTORY ADJUSTMENT

CHAPTER 41: EXTERNAL INVENTORY ADJUSTMENT

CHAPTER 40: EXTERNAL INVENTORY ADJUSTMENT APPROVAL

CHAPTER 39: WAREHOUSE BIN DEFINITION

CHAPTER 38: INVENTORY REORDER GENERATOR

CHAPTER 37: PHYSICAL COUNT GENERATOR
# Physical Set Views

- **Key Concepts**
- **Physical Count Worksheet Views**

**CHAPTER 55: PHYSICAL COUNT WORKSHEET**

- **Key Concepts**
- **Physical Count Worksheet Views**

**CHAPTER 56: INVENTORY KIT**

- **Key Concepts**
- **Inventory Kit Views**

**CONTRACT ADMINISTRATION MODULE**

**CHAPTER 57: CONTRACTOR**

- **Key Concepts**
- **Contractor Views**
- **Address Code Screen**
- **Address Code Views**

**CHAPTER 58: SERVICE CONTRACT**

- **Key Concepts**
- **Financial Transactions**
- **Service Contract Views**

**CHAPTER 59: SERVICE CONTRACT CHANGE ORDER**

- **Key Concepts**
- **Services Screen**
- **Financial Transactions**
- **Service Contract Change Order Views**

**PROJECT MANAGEMENT MODULE**

**CHAPTER 60: PROJECT**

- **Key Concepts**
- **Project Views**

**CHAPTER 61: PROJECT GROUP**

- **Key Concepts**
- **Project Group Views**

**CHAPTER 62: PLANNED WORK ORDER**

- **Key Concepts**
- **Planned Work Order Views**

**PURCHASING MODULE**

**CHAPTER 63: PURCHASE ORDER**

- **Key Concepts**
- **Financial Transactions**
- **Purchase Order Views**
- **Purchase Order Line Item Screen**
- **Purchase Order Line Item Views**
Operations and Maintenance

CHAPTER 64: PURCHASE RECEIVE ................................................................. 191
  Key Concepts .................................................................................. 191
  Purchase Receive Views ................................................................. 192
  Purchase Receive Line Item Screen ............................................... 193
  Purchase Receive Line Item View .................................................... 193
  Rejection Screen .......................................................................... 194

CHAPTER 65: PURCHASE CARD ................................................................. 195
  Key Concepts .................................................................................. 195
  Purchase Card Views .................................................................... 196
  Purchase Card Line Item Screen ..................................................... 196
  Purchase Card Line Item Views ...................................................... 197
  Purchase Card Line Item Disbursement Defaults Screen................. 197

CHAPTER 66: SPOT PURCHASE ................................................................. 199
  Key Concepts .................................................................................. 199
  Spot Purchase Views ..................................................................... 200
  Spot Purchase Line Item Screen ..................................................... 200
  Spot Purchase Line Item Views ...................................................... 201

CHAPTER 67: PURCHASE DISBURSEMENT .............................................. 202
  Key Concepts .................................................................................. 202
  Financial Transactions .................................................................. 203
  Purchase Disbursement Views ....................................................... 203
  Purchase Disbursement Line Item Screen ...................................... 204
  Purchase Disbursement Line Item View ......................................... 205

CHAPTER 68: BLANKET PURCHASE ORDER ............................................. 206
  Key Concepts .................................................................................. 206
  Blanket Purchase Order Views ....................................................... 207

CHAPTER 69: VENDOR CATALOG ............................................................. 208
  Key Concepts .................................................................................. 208
  Vendor Catalog Line Item Screen .................................................. 208

CHAPTER 70: VENDOR CATALOG PART ................................................... 210
  Key Concepts .................................................................................. 210

CHAPTER 71: REVERSE DISBURSEMENT .............................................. 211
  Key Concepts .................................................................................. 211
  Financial Transactions .................................................................. 211
  Reverse Disbursement Views ......................................................... 212
  Reverse Disbursement Line Item Screen ........................................ 212
  Reverse Disbursement Line Item View .......................................... 213

ACCOUNTS PAYABLE MODULE .......................................................... 214

CHAPTER 72: PURCHASE ORDER INVOICE .......................................... 214
KEY CONCEPTS .................................................................................................................. 214
FINANCIAL TRANSACTIONS ........................................................................................... 216
PURCHASE ORDER INVOICE VIEWS ............................................................................. 216
PURCHASE ORDER INVOICE LINE ITEM SCREEN ...................................................... 217
PURCHASE ORDER INVOICE LINE ITEM VIEWS ......................................................... 218

CHAPTER 73: PURCHASE ORDER INVOICE APPROVAL .................................................. 219
KEY CONCEPTS .................................................................................................................. 219

CHAPTER 74: PURCHASE ORDER INVOICE ADJUSTMENT ........................................... 220
KEY CONCEPTS .................................................................................................................. 220
FINANCIAL TRANSACTIONS ........................................................................................... 221
PURCHASE ORDER INVOICE ADJUSTMENT VIEWS ................................................... 222
PURCHASE ORDER INVOICE ADJUSTMENT LINE ITEM SCREEN ............................... 222
DISBURSEMENT SCREEN ................................................................................................. 223

CHAPTER 75: SERVICE CONTRACT INVOICE ................................................................. 225
KEY CONCEPTS .................................................................................................................. 225
FINANCIAL TRANSACTIONS ........................................................................................... 226
SERVICE CONTRACT INVOICE VIEWS .......................................................................... 227
SERVICE CONTRACT INVOICE LINE ITEM SCREEN .................................................... 227
SERVICE CONTRACT INVOICE LINE ITEM VIEWS ......................................................... 228

CHAPTER 76: SERVICE CONTRACT INVOICE APPROVAL ........................................... 229
KEY CONCEPTS .................................................................................................................. 229

CHAPTER 77: SERVICE CONTRACT INVOICE ADJUSTMENT ......................................... 230
KEY CONCEPTS .................................................................................................................. 230
FINANCIAL TRANSACTIONS ........................................................................................... 231
SERVICE CONTRACT INVOICE ADJUSTMENT VIEWS .................................................. 231
SERVICE CONTRACT INVOICE ADJUSTMENT LINE ITEM SCREEN ........................... 232
SERVICE CONTRACT INVOICE ADJUSTMENT LINE ITEM VIEWS ............................... 233

APPENDIX ......................................................................................................................... 234

LIST OF TABLES .................................................................................................................. 234
INTRODUCTION

The AiM Operations and Maintenance (O&M) License focuses on tracking work and the associated detailed financial accounting. This information is vital for creating comprehensive, itemized reports providing business decision support to foster improved resource allocation. The O&M license also provides automated tracking and scheduling along with a history of maintenance, planned preventive maintenance, and usage that can help analyze trends and allow organizations to provide quality service to customers, maintain their infrastructure, extend the useful life of assets, minimize equipment downtime, manage contractual obligations, and prevent unexpected work stoppages.

O&M LICENSE SCREENS

Below is a table listing the screens inclusive in this reference guide:

<table>
<thead>
<tr>
<th>Module</th>
<th>Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Management</td>
<td>Work Order</td>
</tr>
<tr>
<td></td>
<td>Phase</td>
</tr>
<tr>
<td></td>
<td>Daily Assignments</td>
</tr>
<tr>
<td></td>
<td>Material Request</td>
</tr>
<tr>
<td></td>
<td>Shop Stock Approval</td>
</tr>
<tr>
<td></td>
<td>Shop Stock Adjustment</td>
</tr>
<tr>
<td></td>
<td>Rapid Status Update for Work Order</td>
</tr>
<tr>
<td></td>
<td>Rapid Status Update for Phase</td>
</tr>
<tr>
<td></td>
<td>Limited Work Order</td>
</tr>
<tr>
<td></td>
<td>Quick Work Order</td>
</tr>
<tr>
<td></td>
<td>Unit Cost Estimator</td>
</tr>
<tr>
<td></td>
<td>Work Code</td>
</tr>
<tr>
<td></td>
<td>Shop Phase Manager</td>
</tr>
<tr>
<td></td>
<td>Work Planner</td>
</tr>
<tr>
<td></td>
<td>Work Scheduler</td>
</tr>
<tr>
<td></td>
<td>Shop Availability</td>
</tr>
<tr>
<td></td>
<td>Trade Availability</td>
</tr>
<tr>
<td>Modules</td>
<td>Screens</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Finance</td>
<td>Account Management</td>
</tr>
<tr>
<td></td>
<td>External Charges</td>
</tr>
<tr>
<td></td>
<td>External Charge Approval</td>
</tr>
<tr>
<td></td>
<td>Account Journal Entry</td>
</tr>
<tr>
<td></td>
<td>Work Order Journal Entry</td>
</tr>
<tr>
<td></td>
<td>Billed Transactions</td>
</tr>
<tr>
<td></td>
<td>Work Order Bill Generator</td>
</tr>
<tr>
<td></td>
<td>Work Order Billing Transaction Review</td>
</tr>
<tr>
<td></td>
<td>Bank Card</td>
</tr>
<tr>
<td></td>
<td>Bank Card Receipt</td>
</tr>
<tr>
<td></td>
<td>Bank Card Reconciliation</td>
</tr>
<tr>
<td></td>
<td>Work Order Invoice</td>
</tr>
<tr>
<td></td>
<td>Work Order Invoice Generator</td>
</tr>
<tr>
<td>Time and Attendance</td>
<td>Timecard</td>
</tr>
<tr>
<td></td>
<td>Rapid Timecard Entry</td>
</tr>
<tr>
<td></td>
<td>Timecard Approval</td>
</tr>
<tr>
<td></td>
<td>Timecard Adjustment</td>
</tr>
<tr>
<td></td>
<td>Timecard Generator</td>
</tr>
<tr>
<td></td>
<td>Leave Manager</td>
</tr>
<tr>
<td></td>
<td>Employee Attendance</td>
</tr>
<tr>
<td>Preventive Maintenance (PM)</td>
<td>PM Template</td>
</tr>
<tr>
<td></td>
<td>PM Generator</td>
</tr>
<tr>
<td></td>
<td>PM Meter Reading</td>
</tr>
<tr>
<td></td>
<td>Rapid Meter Reading</td>
</tr>
<tr>
<td>Modules</td>
<td>Screens</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Inventory**           | Warehouse Definition  
                        Inventory Part Profile  
                        Counter Release  
                        Counter Return  
                        Pick Ticket  
                        Warehouse Transfer  
                        Inventory Adjustment  
                        External Inventory Adjustment  
                        External Inventory Adjustment Approval  
                        Warehouse Bin Definition  
                        Inventory Reorder Generator  
                        Physical Count Generator  
                        Physical Count Worksheet  
                        Inventory Kit                                                                         |
| **Contract Administration** | Contractor  
                        Service Contract  
                        Service Contract Change Order                                                                 |
| **Project Management**  | Project  
                        Project Group  
                        Planned Work Order                                                                 |
| **Purchasing**          | Purchase Order  
                        Purchase Receive  
                        Purchase Card  
                        Spot Purchase  
                        Purchase Disbursement  
                        Blanket Purchase Order  
                        Vendor Catalog  
                        Vendor Catalog Part  
                        Reverse Disbursement                                                                 |
| **Accounts Payable**    | Purchase Order Invoice  
                        Purchase Order Invoice Approval  
                        Purchase Order Invoice Adjustment  
                        Service Contract Invoice  
                        Service Contract Invoice Approval  
                        Service Contract Invoice Adjustment                                                                 |
### STANDARD VIEWS

The following table lists the standard view screens found throughout AiM that provide the same functionality wherever they occur:

**TABLE 2: STANDARD AIM VIEWS**

<table>
<thead>
<tr>
<th>Standard View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Description</td>
<td>The Extra Description View provides an additional 4000 characters to describe the parent record. This information is included in the parent record's search screen and is ideal when the basic 255-character description is insufficient.</td>
</tr>
<tr>
<td>Received Email</td>
<td>This view displays all the received emails relating to the work order. In order to receive and list emails in this view, an email address must be set up in the Email Address View of this screen. A corresponding email address/alias must be set up on an email server and associated with AiM via the Email Configuration Setup Screen in the System Administration Module.</td>
</tr>
<tr>
<td>Sent Email</td>
<td>A list of sent emails is displayed on this view. This will display all emails created by using the email button in the toolbar.</td>
</tr>
<tr>
<td>Notes Log</td>
<td>The Notes Log View enables the user to add notes specific to the parent record. The Notes Log View is classified by a note type code and accommodates 2000 characters. Saved notes cannot be edited. The notes log can display notes on the WorkDesk and optionally display a filtered list of notes by type.</td>
</tr>
<tr>
<td>User Defined Fields</td>
<td>User defined fields (UDFs) provide the ability to create fields for data entry not provided in the baseline product. UDFs must be built in the AiM System Administration Module for the module screen where the UDF will be employed. The UDF can be linked to a validation table enabling the user to select values from a pre-defined list. The UDF may even be marked as required to complete a record. User defined fields create additional customized reporting and management capabilities.</td>
</tr>
<tr>
<td>Status History</td>
<td>The Status History View provides a view-only record of statuses over time. Status history is automatically updated as statuses change. The status editor and date are included as a part of this history. The status history provides an excellent metric for turnaround time on work.</td>
</tr>
<tr>
<td>Standard View</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Related Documents | The Related Documents View enables users to attach electronic records, such as documents, spreadsheets, or images from the document repository to the record on which the user is working. When doing so the user is first presented with a search screen to retrieve the desired document.  

The user can also attach new documents via the document wizard. The following steps are provided: attaching the document, adding metadata, adding attributes, and managing permissions.  

Related documents can also be a URL (web) shortcut.  

In addition, the Related Documents View now sorts documents by date, listing the most recent at the top of the list.  

**O&M 7.0.3**  

The Add Related Document wizard now allows selection of multiple files to upload. In addition, AiM 7.0 also has the ability to download simultaneously, multiple documents from the document repository as a single zip file from either the Related Documents View or the Viewfinder. |
WORK MANAGEMENT

CHAPTER 1: WORK ORDER

The Work Order Screen is the primary screen for tracking work in AiM. It defines how work is classified, who requested the work, where the work is to be performed, by whom, the amount of time to accomplish the job, and the amount of money the job required.

**Key Concepts**

- Every work order must have at least one phase in order to save the record.
- The work classification hierarchy setup determines what kind of work is to be completed. This classification is based on an organization’s business processes. Types of work (e.g., maintenance, construction, administrative, etc.) are first defined and then categories are associated to those types (e.g., within the maintenance type, categories could include preventive, deferred, service/demand, grounds, contract work, etc.). The work is defined further by associating work order statuses, phase statuses, and work codes to the categories. This classification enables the flexibility to map to any business process.
- The organizational hierarchy setup determines who is requesting the work and is based on the organizational structure of the client. The institution code is first set up and then has departments associated to it. Organizations are then associated to departments and finally requestors are associated to organizations.
- The property hierarchy setup determines where the work is being done. The region code is first set up and then facilities are associated to regions. Properties are then associated to facilities and finally locations are associated to properties.
- **System flag 104: Work Order – Prompt to close the work order when all phases are closed.** This system flag is set up in the System Administration Module, System Setup Screen. When this flag is set to yes, a prompt to close the work order will appear when all the associated phases are closed.
- **System flag 137: Work Order – Enable duplicate work order/phase message.** This system flag is set up in the System Administration Module, System Setup Screen. When this flag is set to yes, a user will receive a possible duplicate work order message when the work type, category, work code, region, facility, property and location (if location is populated) already exist on any currently active (not closed) work order.
- Certified workers can be defined and associated to work order/phases. Certified workers are defined by adding the training course to the shop person’s employee profile and work codes, asset groups, and equipment groups to the Training Course Setup Screen. The enforcement of certified-only workers on a job can result in either a soft error (notice that non-certified worker is
assigned) or a hard error (cannot save the record until a certified worker is assigned or the work code is changed).

The Viewfinder Icon displays a series of hyperlinks to all transactions associated to the work order/phase. The viewfinder has two tabs, one for documents, and one for associated transactions. The documents tab enables tag searches and lists any screens with related documents associated to the main record.

Charges associated to the work order/phase are categorized as estimated, actual, invoiced, and billed. These charges are described in the table below:

<table>
<thead>
<tr>
<th>TABLE 3: WORK ORDER/PHASE TRANSACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Estimated</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Actual Charges</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Invoiced Charges</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Billed Charges</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Note: All transactions are updated with the addition of the bill date, billed amount, and billing sequence number. These additions prevent transactions from being billed twice.
TITLED BLOCK

The work order number uniquely identifies a work order record. The work order number is editable upon creation of the work order if system flag 116 is set to yes (found in the System Administration Module, System Setup Screen, flag 116 – Work Order – Edit Work Order Numbers). Regardless of whether or not the work order number is editable, a unique work order number will be inserted when creating a work order. In addition to a unique control number, the work order number can include a number of predefined variables as shown in the table below:

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number</td>
<td>This is a system-generated control number that ensures each work order number is unique to the database. The format is defined in terms of number of characters and is associated to a sequence number to determine the order of display.</td>
</tr>
<tr>
<td>Region</td>
<td>The region is associated to the user and is set up in the System Administration Module, User Security Screen. This defaults the region into both the region field on the work order, and inserted as part of the work order number for that user. The format is defined in terms of number of characters and is associated to a sequence number to determine the order of display.</td>
</tr>
<tr>
<td>Facility</td>
<td>The facility is associated to the user and is set up in the System Administration Module, User Security Screen. This defaults the facility into both the facility field on the work order, and inserted as part of the work order number for that user. The format is defined in terms of number of characters and is associated to a sequence number to determine the order of display.</td>
</tr>
<tr>
<td>Request Type</td>
<td>The work type is associated to the user and is set up in the System Administration Module, User Security Screen. This defaults the work type into both the work type field on the work order, and inserted as part of the work order number for that user. The format is defined in terms of number of characters and is associated to a sequence number to determine the order of display.</td>
</tr>
</tbody>
</table>
Attributes | Setup
--- | ---
Entry Date | The entry date is taken from the work order creation date and added to the work order number. The format is defined as YY/MM/DD when expressed as six characters (four characters would be YY/MM and two characters would be YY). This is associated to a sequence number to determine the order of display.
Program FY | The program fiscal year is set up in the System Administration Module, System Setup Screen, and can be added to the work order number. The format is defined in terms of number of characters and is associated to a sequence number to determine the order of display.

The description in the Title Block represents a short overall explanation of the work order. The details of the job are described further in the phase description field. In addition to these description fields, the following views provide space for additional information: extra description, notes log, and related documents for both the work order and the phase.

**STATUS BLOCK**

Work order statuses represent the status of the entire work order. Work order statuses are unique to categories of work and thus the work order supports only one type, one category, and one set of work order statuses.

There are two status flags (i.e., complete and not complete) for the work order but organizations may set up multiple statuses to mirror their business processes. Work order statuses have a series of other setup options affecting the work order (see Tables 6: Work Type Flag and 7: Work Category Flags).

This block also enables the user to associate the work orders to the Project Screen, located in the Project Management Module, to provide a roll up for costs by subledger from multiple work orders to a single project.

The budget field behavior is based on the budget editable setting on the Work Order Status Setup Screen. There are two options, yes, and no. If the budget editable setting is set to yes, then the budget field on the Work Order Status Block is always editable. If the budget editable setting is set to no, then the budget field on the Work Order Status Block is only editable upon creation of the work order. After the initial save, the budget field is no longer editable and subsequent budget changes to the work order are made via the Budget Change Order View.

An optional desired date of completion field is available for tracking completion dates and for reporting purposes.
TABLE 5: WORK ORDER STATUS SETUP

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Complete</td>
<td>This status flag signifies the work order is active.</td>
</tr>
<tr>
<td>Complete</td>
<td>This status flag signifies the work order is inactive.</td>
</tr>
<tr>
<td>Cancel</td>
<td>This status flag signifies the work order is inactive and canceled.</td>
</tr>
</tbody>
</table>

ORGANIZATION BLOCK

This block defines the responsible organization for the work order. It may also be used to determine who will be billed for the work performed. The requestor is the organization's representative and is part of the organizational hierarchy. The contact is typically the person who best understands the nature of the work requested.

The information contained in the Organization Block can be defaulted based on set up from the User Security Screen in the System Administration Module, and from the Customer Request Screen in the Customer Service Module. Contact information can also be defaulted based on the setup of the Requestor Screen in the Human Resource Module.

The property hierarchy can be defaulted into the Property Block based on values entered in this block. If a property hierarchy has been set up in the Requestor Screen in the Human Resources Module, it will default those values into the Property Block (it will overwrite the property hierarchy defaulted from the User Security Screen in the System Administration Module).

PROPERTY BLOCK

This block identifies the property hierarchy where the work is to take place. The property hierarchy can be defaulted into the Property Block based on values entered in the Organization Block. If a property hierarchy is set up in the Requestor Screen in the Human Resources Module, it will default those values into the Property Block (it will overwrite another set of property values that can be defaulted from the User Security Screen in the System Administration Module). The property hierarchy can also be defaulted from an accepted customer request found in the Customer Service Module.

CLASSIFICATION BLOCK

The work type and category are entered in this block. They must be entered prior to selecting a work order status because the status is filtered by category. This information can be defaulted from the User Security Screen, System Administration Module, and the Customer Service Screen, Customer Service Module. The work type and category can also be defaulted based on a predefined problem code.

The optional job priority field provides the mechanism to filter phases based on the overall job priority while on the Shop Phase Manager Screen during planning and scheduling.
The work type and category setup determines how these codes can affect the work order. Below are tables listing these options:

### TABLE 6: WORK TYPE FLAG

<table>
<thead>
<tr>
<th>Work Type Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Phase Numbers</td>
</tr>
<tr>
<td>When this flag is set to yes for phases with this work type, the user can redefine the phase number prior to the first save of the work order record after the phase is created. When the flag is set to no, the phase numbers will not be editable.</td>
</tr>
</tbody>
</table>

### TABLE 7: WORK CATEGORY FLAGS

<table>
<thead>
<tr>
<th>Work Category Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Method</td>
</tr>
<tr>
<td>Capital Project – Requires the Capital Planning and Project Management System</td>
</tr>
<tr>
<td>Custom - not defaulted, defined by the user on the fly for each phase</td>
</tr>
<tr>
<td>Organization - Organization Screen, Human Resources Module</td>
</tr>
<tr>
<td>Shop - Shop Screen, Human Resources Module</td>
</tr>
<tr>
<td>Property - Property Profile Screen, Property Module</td>
</tr>
<tr>
<td>Asset - Master Asset Profile Screen, Asset Management Module</td>
</tr>
<tr>
<td>Equipment - Equipment Profile Screen, Asset Management Module</td>
</tr>
<tr>
<td>Project - Project Screen, Project Management Module</td>
</tr>
<tr>
<td>Project Group - Project Group Screen, Project Management Module</td>
</tr>
<tr>
<td>Work Order - Work Order, Work Management Module (the accounting information set up on the Work Order, Account Setup View will be defaulted to any and all phases for that work order)</td>
</tr>
</tbody>
</table>
## Work Category Flags

| Enforce Budget | The enforce budget field enforces budgetary controls on work orders. The enforce budget field works in conjunction with the budget editable field on the Work Order Status Setup Screen, and the budget editable field on the Phase Status Setup Screen. To have the system enforce complete budgetary controls, then all three of these fields must be set up per the following rules:

Note: for limited budgetary control either at the work order level or the phase level, perform either step b or step c below; but not both.)

a. Set the enforce budget field in the Settings Block of the Work Classification Screen to yes.

b. Set the budget editable field on the Work Order Status Setup Screen to no. This step should be repeated for all work order statuses with the same work type and category combination.

c. Set the budget editable field on the Phase Status Setup Screen to no. This step should be repeated for all phase statuses with the same work type and category combination. Once this three-step setup is performed, the following budgetary controls will be enforced:

1. The total sum of the values in the budget field of all phases cannot exceed the value of the budget field of the work order.

2. The total sum of all actual cost transactions for each specific phase (on the Phase Cost Analysis View), cannot exceed the phase budget amount for that specific phase.

3. The total sum of all actual cost transactions for the work order cannot exceed the work order budget amount. |

| Condition Assessment | The condition assessment field defines the type/category combinations that are associated with the Facility Condition Assessment Module. Type/category combinations that have their condition assessment flag set to yes, are included in the calculations for condition index. Type/category combinations that have their condition assessment flag set to no are not included in the calculations for condition index. |
### Work Category Flags

<table>
<thead>
<tr>
<th>Requestor Required</th>
<th>Selecting yes in this field will make the requestor field a required field to save the work order. Selecting no makes the requestor field an optional entry field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
<td>Surveys are a method of quality control available in AiM. Surveys can automatically generate as part of the work order process. The survey field associates the survey to the work classification type and category combination.</td>
</tr>
<tr>
<td>Frequency</td>
<td>This is the polling frequency for the survey, which requires a number to determine when the survey is sent (e.g., entering five means a survey is sent out every five work orders for this type and category combination).</td>
</tr>
<tr>
<td>Count</td>
<td>The system automatically keeps a running total of all the surveys sent to work orders.</td>
</tr>
</tbody>
</table>

The problem code field is also in the Classification Block and is designed to speed entry for repetitive tasks. This is accomplished by setting up a group of fields to default into the work order. One or more of the following fields can be set up to default into the work order based on the problem code: work type, work category, work code, shop, primary shop person, priority, estimated labor hours, and estimated cost for the labor, materials, equipment, and contract subledgers.

### WORK ORDER VIEWS

Views with data have bolded type for the view name.

### REFERENCE DATA

The Reference Data View captures information from approved customer requests and enters this information in this view. Specifically, the reference data, the shop specified on the customer request, and the customer request type carry over to this view. Optional geographic coordinate fields are also provided. The shop field is first populated based on the user security shop field for the user entering the work order. Shops specified on the customer request overwrite this field but not the phase shops. This information can be used to help manage the work order process, or for management reporting and analysis.
ACCOUNT SETUP

Account setup defines specific accounts and the distribution of charges to accounts at the work order level. This distribution is applied to all phases through the enforce distribution selection. The default offset is the shop account.

In addition to defining the account/subcode and offset account/offset subcode, the subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to the remaining accounts.

BUDGET CHANGE ORDER

This screen is editable when the budget editable flag on the Work Order Status Setup Screen is set to no. The budget field on the Work Order Screen displays the original budget value entered in this field when the work order is first created. Any changes will be entered using the Budget Change Order View. The user will enter a positive dollar amount to increase the current budget, or a negative dollar amount to decrease the current budget.

COST ANALYSIS

The Cost Analysis View is a summary of estimated, actual, encumbered, and billed costs provided for financial evaluation at the work order level. Costs are categorized by labor hours and the four subledger types (i.e., labor, material, equipment, and contract).

STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS
**Phase Screen**

The phase tracks the task(s) that comprise the work order. The work order must support at least one phase, but more than one is a common practice. The user defines the specific task details including the work required, the location of the work, who will perform the work, which asset or equipment is worked on, and when to perform the work.

The Phase Screen displays as a detail listing to the Work Order Screen and exists as a standalone screen found in the Work Management Module menu. This standalone screen is provided to allow for searching and building queries specifically at the phase level.

**Title Block**

The initial value for this field is 001. Each additional phase is assigned the next sequential number. The phase description reflects the specific task while the work order description describes the overall job.

The Work Classification Screen has an edit phase number flag which, when set to yes, allows the user to redefine the phase number prior to the first save of the work order record after the phase is created. When the flag is set to no, the phase numbers will not be editable.

**Status Block**

The phase status indicates the current condition of the phase. Phase statuses are filtered by the type and category of work. The work order field represents the parent work order for the selected phase. The budget field behavior is based on the budget editable setting on the Phase Status Setup Screen. The location field will reflect the location/space/room (if applicable) associated with the property assigned to the work order.

<table>
<thead>
<tr>
<th>TABLE 8: Phase Status Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status Flags</strong></td>
</tr>
<tr>
<td>Not Complete</td>
</tr>
<tr>
<td>Pending Approval</td>
</tr>
<tr>
<td>PM Complete</td>
</tr>
</tbody>
</table>
### Status Flags

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Complete</td>
<td>Work Complete indicates that in progress transactions can be completed (e.g., approval of entered timecards); but no new transactions can be entered against the phase.</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete indicates that the phase is complete (closed) and no further edits or financial transactions are allowed.</td>
</tr>
</tbody>
</table>

### TABLE 9: PHASE STATUS SETTINGS

<table>
<thead>
<tr>
<th>Phase Status Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Budget</td>
</tr>
<tr>
<td>Selecting yes in this field enables editing of the budget field on the phase for the selected phase status. Selecting no does not allow additional entries into this field and changes to the phase budget require use of the Budget Change Order View.</td>
</tr>
<tr>
<td>Lock Estimate</td>
</tr>
<tr>
<td>Selecting yes in this field locks the phase estimate and does not allow changes for the selected phase status. Selecting no in this field allows the user to enter changes to the phase estimate.</td>
</tr>
<tr>
<td>Work Queue</td>
</tr>
<tr>
<td>Selecting yes in this field adds the phase to the Daily Assignments and Shop Phase Manager Screens for the selected phase status. Selecting no prevents the phase from appearing on those screens.</td>
</tr>
<tr>
<td>Funding Method Editable</td>
</tr>
<tr>
<td>Selecting yes in this field allows the user to make changes to the account information on the Account Setup View for the selected phase status. Selecting no prevents the user from making changes to the Account Setup View.</td>
</tr>
<tr>
<td>Allow Invoices</td>
</tr>
<tr>
<td>Selecting yes in this field enables invoices to be processed for phases in this status. Selecting no prevents invoices from being processed.</td>
</tr>
</tbody>
</table>

### SHOP BLOCK

The Shop Block identifies the crew/group/discipline assigned to perform the work, the primary person assigned to perform the work, and the priority assigned to the work. The shop, primary person, & priority can be automatically populated on the phase if a predefined problem code is selected. This data can also be defaulted by property using the shop assignment defaults feature. Only one shop person may be the...
primary person assigned to the phase. Additional shop personnel are added using the Load Shop Person hyperlink.

**ESTIMATED DATES BLOCK**

The Estimated Dates Block contains the estimated date when the work will begin and the estimated date of work completion. The estimated start and end dates can be calculated to populate these fields based on the number of due hours defined on the Priority Code Setup Screen (Of Note: 24 due hours = 1 calendar day). The start date will always default to the current date and the estimated end date will reflect start date plus the due hours. Although the estimated start date may be changed, the estimated end date will always reflect the estimated start date plus the due hours. If the due hours field is left blank on the Priority Code Setup Screen, both the estimated start date and the estimated end date fields may be manually entered/updated. The priority may be automatically populated on the phase based on the priority associated with the problem code assigned to the customer request and/or work order. Additionally, these dates can be updated automatically if the phase dependencies feature is deployed. This means the sequential phases will have logic applied to each start and end date (the start date is equal to the end date from the prior sequenced phase and the end date based on priority due days).

**CLASSIFICATION BLOCK**

The Classification Block identifies the funding source for the phase. Select from the eleven account funding sources as described in the table above (TABLE 7: WORK CATEGORY FLAGS). The account funding source can optionally be defaulted from the work type, category and work code associated with the work order (work code is one of the funding sources above).

The Classification Block identifies and controls work codes associated with the work order type and category. Work codes are often used to validate and default important information on the phase, such as contractors to be used or certifications required for the work. Contract information can be defaulted onto the phase based on predefined services found in the Service Contract Screen, Contract Administration Module.

Work codes also play an important role when using AiM Mobile Options as well. Work codes can have action codes (time points not database sql statements) associated to them providing user-definable time points to support mobile timecard reporting.

The Training Course Setup Screen in the Human Resources Module contains a Work Code Block that associates the training course with work code(s). The user can also associate asset groups and equipment groups to the Training Course Setup Screen. This association, coupled with a similar association of the worker to the training course (Training View, Employee Profile Screen, Human Resources Module), and certifications are created and validated against in AiM. When the associated work code is selected on a work order/phase, and a shop person is assigned, the system will validate that the shop person has attended the training class(s) associated with the work code. On the Training Course Setup Screen, there is a yes/no drop-down box to indicate whether the error message produces a hard error. A hard error prevents the phase from being completed or saved until a certified shop person is
selected or the work code is changed. A soft error notifies the user that the worker is not certified but allows the user to save the record.

The work code group can be used to limit the number of the work codes displayed in the zoom list. The request method field was originally provided to record information on how the phase originated, but this field if often relabeled for other uses.

**O&M 6.2.1**

**EQUIPMENT/ASSET BLOCK**

The Equipment/Asset Block identifies the specific asset to be worked on. Additionally, the asset type and group information are displayed. The training course mentioned in the Classification Block above provides the same association to asset groups and equipment groups as it does to the work code (all three are detail portions of the Training Course Setup Screen). The failure code provides a convenient method of getting statistics about asset failures or breakdowns. Asset failure codes are setup on a bulk entry screen in the Setup Menu of the Asset Management Module, and subsequently associated to asset groups (also in Asset Management) and filtered by the asset group on the Phase Screen. The asset failure code is a reporting element only.

**CONTRACTOR BLOCK**

The Contractor Block identifies the outside firm and the specific contract used to perform the work on the phase. The contractor type code limits the number of contractors displayed in the zoom list. Optionally, the Contractor Block information can be automatically defaulted based on the following configuration setup:

- Set up work order type, category, and work code.
- (optional) Set up problem code and associate with the work code defined above.
- Create contractor.
- Create service contract for the contractor defined above.

The user can add one or more properties to the service contract and associate them to the work code. When a customer request is created for the property, all Contractor Block information is automatically defaulted. If the problem code is not used, the work code alone can drive the defaulting from the customer request approval or Phase Screens (if service contracts are set up). The contractor types are system defined and limited to service and job order contracting (JOC) contractors.

**SHOP PERSON BLOCK**

The Shop Block identifies the crew/group/discipline assigned to perform the work at the phase level. Additional shop people are added to the phase by selecting the Load Shop Person hyperlink.

The Training Course Setup Screen in the Human Resources Module contains a Work Code Block that associates the training course with work code(s). This association, coupled with a similar association of
worker to training course (Training View, Employee Profile Screen, Human Resources Module), and certifications are created and validated against in AiM. When the associated work code is selected on a work order/phase, and a shop person is assigned, the system will validate that the shop person has attended the training class(s) associated with the work code. On the Training Course Setup Screen, there is a yes/no drop-down box to indicate whether the error message produces a hard error. A hard error prevents the phase from being completed or saved until a certified shop person is selected or the work code is changed. A soft error notifies the user that the worker is not certified but allows the user to save the record.

SHOP PERSON BLOCK/icons

These icons appear on the bar of the Shop Person Block after the initial save of the work order.

- Shop Daily Assignment – Clicking this icon retrieves the Shop Daily Assignment Screen. This screen displays the shop assignments for a given time period and enables managers to make shop person assignments based on current obligations.
- Work Planner – Clicking this icon retrieves the Work Planner Screen. This screen plans jobs using trades, inventory kits, and asset packages.
- Work Scheduler – Clicking this icon retrieves the Work Scheduler Screen. This screen fulfills the requirements established by the planner (e.g., assigning a person to fulfill the trade requirement).
- Daily Assignment Browse – Clicking this icon retrieves the list of shop personnel assigned to the phase. When the list is retrieved, clicking on the work date hyperlink brings up the Daily Assignments Screen to review the shop person’s assignments for a given day.

PHASE VIEWS

ACCOUNT SETUP

Account setup defines specific accounts and the distribution of charges to accounts at the phase level. The distribution is applied to phases through the enforce distribution selection. The default offset is the shop account.

In addition to defining the account/subcode and offset account/offset subcode, the subledger defines the charge categories applicable to the account. The available subledger types (i.e., all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to remaining accounts.
The funding method determines how this information is associated to the phase. Below is a table that describes the account sources and which funding method retrieves the desired account information.

**Note:** Each charge account listed is dependent on the phase funding method to determine the source of the account. The standard offset account is the shop offset account. However, the following screens have optional offset account fields that, when populated, will replace the shop offset account: Work Order, Custom, Asset, Work Code, Project, and Project Group. The financial transaction tables in this guide assume these optional offset accounts are not set up in their respective tables rather than repeating each option every time. For this reason, the charge accounts will be listed as Phase Charge Account (to be funding method independent) and the offset account will be listed as Shop Offset Account (minus optional setup).

**TABLE 10: FUNDING METHOD ACCOUNT SOURCES**

<table>
<thead>
<tr>
<th>Funding Method</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Optional Offset Account (if populated)</th>
<th>Account Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Project</td>
<td>This requires the Capital Planning and Project Management License.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom</td>
<td>Phase Defined Charge Account</td>
<td></td>
<td>Phase Defined Charge Account</td>
<td>Phase Screen, Account Setup View</td>
</tr>
<tr>
<td>Organization</td>
<td>Organization Charge Account</td>
<td></td>
<td></td>
<td>Organization Screen, Account Setup and Subcode Setup Views</td>
</tr>
<tr>
<td>Shop</td>
<td>Shop Charge Account</td>
<td>Shop Offset</td>
<td></td>
<td>Shop Screen, Account Setup View</td>
</tr>
<tr>
<td>Property</td>
<td>Property Charge Account</td>
<td></td>
<td></td>
<td>Property Profile Screen, Account Setup View</td>
</tr>
<tr>
<td>Asset</td>
<td>Asset Charge Account</td>
<td></td>
<td>Asset Offset Account</td>
<td>Master Asset Profile Screen, Account Setup View</td>
</tr>
<tr>
<td>Equipment</td>
<td>Equipment Charge Account</td>
<td></td>
<td></td>
<td>Equipment Profile Screen, Account Setup View</td>
</tr>
<tr>
<td>Funding Method</td>
<td>Charge Account</td>
<td>Offset Account</td>
<td>Optional Offset Account (if populated)</td>
<td>Account Locations</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------</td>
<td>----------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Project</td>
<td>Project Charge Account</td>
<td></td>
<td>Project Offset Account</td>
<td>Project Screen, Account Setup View</td>
</tr>
<tr>
<td>Project Group</td>
<td>Project Group Charge Account</td>
<td></td>
<td>Project Group Offset Account</td>
<td>Project Group Screen, Account Setup View</td>
</tr>
<tr>
<td>Work Order</td>
<td>Work Order Charge Account</td>
<td></td>
<td>Work Order Offset Account</td>
<td>Work Order Account Setup View</td>
</tr>
</tbody>
</table>

**SHOP STOCK**

This view enables the user to add materials from the available shop stock (i.e., shop stock is not controlled; controlled materials are retrieved via the Inventory Module). Shop stock requests are submitted via this view and become actual material transactions when the shop stock request is approved using the Shop Stock Approval Screen. This view also serves as a historical reference for shop stock materials requested for this phase.

**BUDGET CHANGE ORDER**

This view is editable when the budget editable flag on the Phase Status Setup Screen is set to no. The budget field on the Work Order Screen displays the original budget value entered in this field when the work order is first created. Any changes will be entered using the Budget Change Order View. The user will enter a positive dollar amount to increase the current budget, or a negative dollar amount to decrease the current budget.

**CHECKPOINT MEASUREMENTS**

Some preventive maintenance checkpoints require a recorded measurement as a condition of completing the PM standard. Examples of this measurement are temperature, differential air pressure, volts, amps, gallons, or other types of measurable readings.

**COST ANALYSIS**

The Cost Analysis View is a summary of estimated, actual, encumbered, and billed costs provided for financial evaluation at the phase level. Costs are categorized into the four subledger types: labor, material, equipment, and contract.
Bill method determines the combination of actual charges and estimates to be used for generating customer billing. The options are bill all actual charges (the default setting), bill actual charges up to the estimate, bill remainder of unbilled estimate, and bill unit cost.

For bill actual charges up to the estimate, all actual charges will be billed. These charges are displayed with hyperlinks to the transactions in the phase Cost Analysis View. This is the most common practice. Bill remainder of unbilled estimate, typically this method follows the bill actual charges up to the estimate method when used in a more sophisticated invoicing business process. When all actual charges are billed up to the amount of a provided estimate, this method bills for the remaining amount when the estimate exceeds actual billed cost. This method will bill up to the estimate of a subledger type only when an actual cost is also present. For instance, if both labor and materials were estimated, but only labor had an actual cost, and then only the labor estimate would be retrieved for billing. The material estimate, which does not have an associated actual charge, will not be billed. This method also suggests the use of a unique phase status such as billing complete, final bill, or bill update.

DEPENDENCIES

The Dependencies View specifies the predecessors and successor relationships of this phase to other phases for project management purposes. Predecessors and successors are listed as separate detail blocks. Predecessors are editable on the phase itself, the successors are automatically determined by the system based on other predecessor relationships.

The Project Block identifies the phase’s parent work order and, if applicable, the parent work order project. Also displayed are the estimated start and end date from the main phase record. The dependencies feature can only be utilized if a project is associated with the work order.

MATERIAL REQUESTS

Material request information, associated with this phase is displayed on this screen only after a material request is finalized.

ESTIMATES

The Estimates View displays phase estimates only when an estimate is created via the Estimating Module. The unique estimate records associated to the phase will be displayed whether they have been approved or not.

UNIT COSTS

The Unit Cost View displays unit cost estimates that have been added to the phase from the Unit Cost Estimator Screen (a new record is created on this screen when a phase is created). When the phase has, a status associated to the status flag not complete (the phase status flag pending approval enables display only records), the Unit Cost Estimator Screen is editable, and rates with quantities are associated to the record. After rates are added to the Unit Cost Estimator Screen, they will be displayed in the Unit Cost View.
SURVEY HISTORY

The Survey History Screen lists the surveys sent to and received from the customer, specific to a work order phase. Surveys are created via the Survey Definition Screen in the System Administration Module and are associated to a status for distribution.

STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS
CHAPTER 2: DAILY ASSIGNMENTS

The Daily Assignments Screen prioritizes and quickly assigns work to a shop person. Daily assignments can be printed out, downloaded to a mobile unit, or published on a workdesk channel. Timecards for assigned work can also be quickly entered using the Load Timecard Icon.

**Key Concepts**

- Daily assignments can be edited from the phase by selecting the Daily Assignments Icon located on the Shop Person Block of the phase.
- The daily assignments can be copied using the copy icon. This enables the user to copy quickly an existing list of assignments and then simply modify the person and/or work date for a new set of assignments.
- Establishing work priorities are managed by sequencing the work order/phases an employee is selected for assignment.
- Closed work order/phases are automatically excluded from display on this screen. Other statuses are managed via the Work Queue system flag on the Phase Status Setup Screen. Available phases for assignment are determined by the phase status system flag work queue when it is set to yes for that status.
- Timecard entries can be created by simply clicking the Load Timecards Icon, which creates a Rapid Timecard Entry Screen with the preloaded timecard entries.

**Work Date Block**

This block houses the work date and employee fields to specify when and for whom to create the daily assignments. The daily assignment record can be created for a date in the future, facilitating pre-assignment of scheduled work. After populating the work date and employee, click on the Load Work Orders button, located on the right side, center of the screen.

**Scheduled Hours Block**

The Scheduled Hours Block displays the shop person’s capacity, the number of hours scheduled for this day and a computed difference between the two. The capacity field in this block refers to a shop person’s trade capacity (hours per day available to perform specific skills, or trades) and is set up on the Employee Profile Screen, Trade Capacity View.

**Actual Hours Block**

The Actual Hours Block displays the total scheduled hours for that shop person on that work day and compares them to the actual hours for that person/day. This block also displays the difference between the two figures.
**DAILY ASSIGNMENTS DETAIL**

The Load Work Orders hyperlink activates a search criteria screen where filtering criteria can be entered to ensure only work orders appropriate for the selected employee will be selected as candidates. These criteria could be, for example, only work in a specific property, or series of properties. When the search has been executed, via the Execute Search Icon, all work orders assigned to the shop for the selected employee that match the search criteria will be displayed. If no search criteria were entered, all work orders for the employee's shop would be displayed.

When setting up the phase statuses there is a yes/no selection for Work Queue. If the Work Queue is set to yes, the associated status becomes a candidate for the daily assignments selection. For example, most customers would not want to see closed phases for assigning. Therefore, when the closed status is created, the Work Queue yes/no selection would be no. Any phase at a status of closed would not be displayed as a candidate for assignment. Determining which phase statuses are selected for yes or no is determined during the implementation process.

A user also has the opportunity to create queries from this search screen to facilitate applying specific search criteria by employee. Rather than filling in the specific search criteria for an employee every time a Daily Assignments Screen is created, a supervisor can load the employee and work date, and following the Load Work Orders action, can select a stored query to complete the search criteria. From the daily assignment candidate list, specific work order/phase assignments can be made by checking the box on the left side of the screen. All work orders/phases can be selected by checking the box at the top of the screen. The work order/phase selection for assignment to a shop person's daily assignment record does not remove it from the candidate list or prevent other shop people from being assigned on their daily assignment sheet. After the appropriate selections are made, selecting the Done Icon will display the list of assigned work for the employee and date.

The Load Previous Assignments hyperlink will retrieve previous assignments for the specified employee enabling modifications to prior assignments.
CHAPTER 3: MATERIAL REQUEST

The Material Request Screen requests materials for a specific work order/phase. These materials can be any combination of warehouse inventory stock, vendor catalog items, non-stock purchased materials, or equipment rental items.

**Key Concepts**

- The Material Request Screen provides the flexibility to satisfy requests from a number of different avenues (i.e., browse vendor catalogs, add stock parts, add catalog parts, add non-stock parts, add inventory kits, and submit equipment rental requests).
- Material requests initiate the process but do not create financial transactions.
- Even though a work order/phase is listed as the job, requiring the requested materials, ultimately, where the materials are disbursed is handled on the Release/Disbursement Screens.

**Title Block**

The Title Block displays the unique material request transaction number and an optional description of the overall request itself. The description field can accommodate up to 255 characters and the Material Request Screen has extra description, notes log, and related documents views to capture additional information.

**Status Block**

The Status Block contains the material request status and the overall cost total for the material request. The status field defaults the status to open when first created. The status flag descriptions are in the following table:

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>This is the initial material request status and allows for subsequent edits. No financial transactions have taken place.</td>
</tr>
<tr>
<td>Finalized</td>
<td>This status flag means the material request is ready for retrieval by warehouse personnel. No financial transactions have taken place.</td>
</tr>
<tr>
<td>Closed</td>
<td>The materials have been disbursed to the job (work order/phase).</td>
</tr>
<tr>
<td>Canceled</td>
<td>The material request is canceled without the disbursement of materials to a job.</td>
</tr>
</tbody>
</table>
WORK ORDER BLOCK

This block associates the material request to the work order/phase that incurs the financial obligations of the material request. While this is the intended work order/phase for disbursement, it is possible to change the work order/phase during the disbursement phase of the request. The shop from the phase listed on the material request displays once the work order/phase has been input.

REQUESTOR BLOCK

The Requestor Block determines the shop person requesting the materials, when the request was made and most importantly, when the materials are needed. The date needed field is a required field to save a material request and is vital in helping approvers with planning the fulfillment of the request.

LOCATION BLOCK

The Location Block houses the intended location of the requested materials. This information is displayed from the associated work order. This information may be edited to reflect the delivery of material request items to a different receiving location than the work order location.

MATERIAL REQUEST VIEWS

STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS

MATERIAL REQUEST LINE ITEM SCREEN

The Material Request Line Item Screen specifies the details for each item on a material request. Line items can be inventory stock, vendor catalog items, inventory kits, non-stock purchased materials, or equipment rental items. When creating a material request line item, the user clicks on the plus sign on the green button and must choose one of six options: Browse Catalog, Add Stock Part by Warehouse, Add Catalog Part by Vendor, Add Non Stock Part, Add Equipment Rental, and Add Inventory Kit. The variations to the Material Request Line Item Screen are described in the table below:
<table>
<thead>
<tr>
<th>Options</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse Catalog</td>
<td>Selecting this radio button retrieves the Part Selection Screen. This screen has a Filter Block for search criteria based on class, commodity, inventory part, and items classified as green. Once the criteria are entered and the search is started, vendor catalog records populate the detail portion of the screen and the user selects a vendor part to proceed. The Material Request Line Item Screen then displays the Title, Status, Contractor, Part, and Totals Blocks. The line item type is catalog. If the vendor part is associated to an inventory part, and the inventory part is selected for the material request, the Material Request Line Item Screen then displays the Title, Status, Part, and Totals Blocks. In this case, the line item type will change to stock since the inventory will be used to supply stock on hand rather than purchasing through the vendor.</td>
</tr>
<tr>
<td>Add Stock Part by Warehouse</td>
<td>Selecting this radio button retrieves the Material Request Line Item Screen, which displays the Title, Status, Part, and Totals Blocks. The line item type is stock.</td>
</tr>
<tr>
<td>Add Catalog Part by Vendor</td>
<td>Selecting this radio button retrieves the Material Request Line Item Screen, which displays the Title, Status, Contractor, Part, and Totals Blocks. The line item type is catalog.</td>
</tr>
<tr>
<td>Add Non Stock Part</td>
<td>Selecting this radio button retrieves the Material Request Line Item Screen, which displays the Title, Status, Contractor, Part, and Totals Blocks. The line item type is non-stock.</td>
</tr>
<tr>
<td>Add Equipment Rental</td>
<td>Selecting this radio button retrieves the Material Request Line Item Screen, which displays the Title, Status, Rental Details, and Totals Blocks. The Rental Details Block fields are equipment group, pick up date, pick up time, return date, and return time. The Totals Block has the following additional fields: rate type and rate. The line item type is rental.</td>
</tr>
<tr>
<td>Add Inventory Kit</td>
<td>Selecting this radio button retrieves the Material Request Line Item Screen, which displays the Title, Status, and Totals Blocks. The Totals Block has the following additional fields: warehouse, kit, quantity, and unit cost. The line item type is kit.</td>
</tr>
</tbody>
</table>
TITLE BLOCK

The Title Block inserts a sequenced material request line item number. There can be any number of line items associated to a material request. The Title Block accommodates up to 255 characters and the Material Request Line Item Screen has extra description and notes log views to capture additional information.

STATUS BLOCK

The Status Block identifies whether or not this specific line item is still requested or has been fulfilled. The selected line type is also displayed (stock, kit, catalog, non-stock, or rental).

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>This status flag signifies the line item is still active.</td>
</tr>
<tr>
<td>Complete</td>
<td>This status flag signifies the line item has been fulfilled.</td>
</tr>
</tbody>
</table>

PART BLOCK

The Part Block identifies the specific part identification code for the requested line item and provides inventory characteristics of the part (class and commodity). The Part Block is not visible for equipment rental line items.

TOTALS BLOCK

The Totals Block displays the requested quantity of the line item; the line item unit cost, and the total cost. When a line type of rental is selected, the Totals Block also displays rental rate and unit cost information.

CONTRACTOR BLOCK

The Contractor Block identifies the supplier/vendor selected to supply the line item part. This block displays when the line item type is catalog or non-stock; the block is not visible when the item type is stock, kit, or rental.

RENTAL DETAILS BLOCK

The Rental Details Block identifies the equipment group, when the equipment rental is needed, and when it is supposed to be returned.
Material Request Line Item Views

Standard Views

Extra Description

Notes Log
CHAPTER 4: SHOP STOCK APPROVAL

Shop stock (sometimes called bench stock) is a type of inventory with limited materials management functionality (cost to the job only). There is no inventory control. The Shop Stock Approval Screen approves shop stock transactions submitted from the Shop Stock View found on the Phase Screen.

**Key Concepts**

🔍 The shop stock record under review identifies the details of the shop stock items used in the completion of the work order/phase. The shop stock displays the work order/phase, total cost, and the total count. The following additional information is available by selecting the more detail hyperlink: transaction date, stock location, stock number, quantity, unit cost, total cost, and the entry clerk.

🔍 The total amount is not charged until the shop stock record is approved. This provides additional information to assist in making approval decisions.

🔍 The three icons in the upper right of the screen enable the user to approve or reject line items, and view an error log should a transaction fail.

🔍 Upon approval, the shop stock transaction created by the approved shop stock record posts the actual material cost to the work order/phase.

🔍 The authority to approve shop stock charges for a shop is assigned at the Shop Setup Screen in the Human Resources Module. Therefore, an individual will only see shop stock transactions awaiting approval for those shop charges, assigned to a shop for which they have shop stock approval rights. These rights are allocated in the form of a security role.

**Financial Transactions**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS</td>
<td>Shop Stock Approval</td>
<td>Actual</td>
<td>Phase Charge Account (based on funding method)</td>
<td>Shop Offset (unless optional offset accounts apply)</td>
<td>Material</td>
</tr>
</tbody>
</table>
CHAPTER 5: SHOP STOCK ADJUSTMENT

Shop stock (sometimes called bench stock) is a type of inventory with limited materials management functionality (cost to the job only). There is no inventory control. The Shop Stock Adjustment Screen adjusts the quantities of previous shop stock transactions.

**Key Concepts**

- The shop stock record under review identifies the details of the shop stock items used in the completion of the work order/phase.
- The total amount is not adjusted until the shop stock adjustment is saved.
- The shop stock adjustment process involves entering negative numbers to subtract shop stock items from the original request. The resultant financial transaction consists of negative amounts to adjust the shop stock request.

**Title Block**

The Title Block contains the transaction identification code of the previously approved shop stock record. This block does not provide space for additional information, contrary to most other Title Blocks in AiM.

**Work Order Block**

The Work Order Block displays the work order, phase, and shop involved with the previously approved shop stock transaction.

**Shop Stock Block**

The Shop Stock Block displays details of the previously approved shop stock transaction. Details such as the stock location and number, as well as cost and quantity of the original shop stock transaction.

**Adjustment Block**

The Adjustment Block is the only editable field on the screen. This is the block where the actual quantity is adjusted. Only negative amounts are permitted. These negative amounts subtract from the approved shop stock quantity. When the record is saved, the adjusted quantity is displayed.
### Financial Transactions

#### Table 15: Shop Stock Adjustment Financial Transactions

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS</td>
<td>Shop Stock Approval</td>
<td>Actual</td>
<td>Phase Charge Account (based on funding method)</td>
<td>Shop Offset (unless optional offset accounts apply)</td>
<td>Material</td>
</tr>
</tbody>
</table>
CHAPTER 6: RAPID STATUS UPDATE FOR WORK ORDER

The Rapid Status Update For Work Order Screen allows for the mass update of existing work orders to a new work order status.

**Key Concepts**

- The new Status Block defines the future status of the work order after the rapid status update is executed. All selected work orders with matching type and category as indicated in the new status field will be updated to this new status.

- The category listing section displays all work orders eligible for a status change. The work order records display the work type and category. Selecting the more detail hyperlink displays the work order, description, and status of the work order.

- Select work orders to update by clicking the select all checkbox for all records, by type/category combination, or by individual work orders. Use the Refresh Icon to reset the returned search results.

- The Options Block contains a feature that enables the user to close phases. If the work order status action would normally prompt for the closing of subordinate phases, the rapid status will automatically close those applicable phases.
CHAPTER 7: RAPID STATUS UPDATE FOR PHASE

The Rapid Status Update For Phase Screen allows for the mass update of existing phases to a new phase status.

**Key Concepts**

- The new Status Block defines the future status of the phase after the rapid status update is executed. All selected phases with matching type and category as indicated in the new status field will be updated to this new status.

- The category listing section displays all phases eligible for a status change. The phase records display the work type and category. Selecting the more detail hyperlink displays the work order, phase, description, and status of the phase.

- Select phases to update by clicking the select all checkbox for all records, by type/category combination, or by individual phases. Use the Refresh Icon to reset the returned search results.

- The Options Block contains a feature that enables the user to close phases. If the phase status action would normally prompt for the closing of subordinate phases, the rapid status will automatically close those applicable phases.
CHAPTER 8: LIMITED WORK ORDER

The Limited Work Order Screen is a view of an existing work order that provides limited edit ability. The Limited Work Order Screen is for users such as shop supervisors, maintenance technicians, etc. It enables them to make changes related to tracking the phase work without editing access to the work order header.

**Key Concepts**

- The Limited Work Order Screen finds existing work orders to perform limited changes to the phase as work progresses.
- None of the work order information, such as organization, property, work type/category, is editable.
- The phase allows edits to phase description, estimated start and end dates, work code group, work code, priority, assets/equipment, PM basic and request method.
- None of the standard work order views are available.
- The following phase views are available for editing: Shop Person, Notes Log, and Extra Description Views.
CHAPTER 9: QUICK WORK ORDER

The Quick Work Order Screen performs much of the same functionality as the Work Order and Phase Screens but with both on the same screen. There are significantly fewer views available on this screen than are found on the standard work order or phase.

KEY CONCEPTS

- The Quick Work Order Screen is designed to reduce the amount of time required to create work orders and phases by placing both on the same screen.
- Reduced time to create quick work orders also means reduced views available on the Quick Work Order Screen.
- Once saved, the quick work order is retrieved from the Work Order Screen where it has all the available functionality of a standard work order.

TITLE BLOCK

The work order number uniquely identifies a work order record. The work order number is editable upon creation of the work order if system flag 116 is set to yes (found in the System Administration Module, System Setup, flag 116 – Work Order – Edit Work Order Numbers). It is important to remember the database will not save a record unless the work order number is unique to the database.

STATUS BLOCK

Work order statuses determine the status of the entire work order. Work order statuses are unique to categories of work and thus the work order supports only one type, one category, and one set of work order statuses.

This block enables the user to associate the work orders to the Project Screen, located in the Project Management Module, to provide a roll up for labor, materials, equipment, and contract costs from multiple work orders to a single project.

There are two status flags for the work order but organizations often set up multiple statuses here as they map them to their business processes (see TABLE 5: WORK ORDER STATUS SETUP). The work order status has one system flag, edit budget, and is described below:

The budget field behavior is based on the budget editable setting on the Work Order Status Setup Screen. There are two options (yes/no). If the budget editable setting is set to yes, then the budget field on the Work Order Status Block is always editable. If the budget editable setting is set to no, then the budget field on the Work Order Status Block is only editable upon creation of the work order. After the initial save, the budget field is no longer editable and changes to the work order budget, with the latter budget option, can only be made by using the Budget Change Order View.
An optional desired date of completion field is available for tracking completion dates and for reporting purposes.

**ORGANIZATION BLOCK**

This block defines the responsible organization for the work order. It may also be used to determine who will be billed for the work performed. The requestor is the organization’s representative. The contact is the person who best understands the nature of the work to be performed.

The information contained in the Organization Block can be defaulted based on setup from the User Security Screen in the System Administration Module, and from the Customer Request Screen in the Customer Service Module. Contact information can also be defaulted based on the setup of the Requestor Screen in the Human Resources Module.

**PROPERTY BLOCK**

This block identifies the property hierarchy where the work is to take place. The property hierarchy can be defaulted into the Property Block based on values entered in the Organization Block. If a property hierarchy has been set up in the Requestor Screen in the Human Resources Module, it will default those values into the Property Block (it will overwrite another set of property values that can be defaulted from the User Security Screen in the System Administration Module). The property hierarchy can also be defaulted from an accepted customer request found in the Customer Service Module.

**WORK ORDER CLASSIFICATION BLOCK**

The work type and category are entered in this block. They must be entered prior to selecting a work order status because the status is filtered by category. This information can be defaulted from the User Security Screen, System Administration Module, and the Customer Request Screen, Customer Service Module. The work type and category can also be defaulted based on a predefined problem code. The work type and category setup determine how these codes can affect the work order (see TABLE 6: WORK TYPE FLAG and TABLE 7: WORK CATEGORY FLAGS).

**PHASE DETAILS BLOCK**

The Phase Details Block indicates the current condition of the phase. Phase statuses available for selection are filtered by the type and category of work (see TABLE 8: PHASE STATUS SETUP and TABLE 9: PHASE STATUS SETTINGS). The work order field represents the parent work order for the selected phase. The budget field behavior is based on the budget editable setting on the Phase Status Setup Screen. The location field will reflect the location/space/room (if applicable) associated with the property assigned to the work order.

**PHASE CLASSIFICATION BLOCK**

The Classification Block identifies the funding source for the phase. Select from the 11 account funding sources as described in the table above (see TABLE 10: FUNDING METHOD ACCOUNT SOURCES).
The account funding source can optionally be defaulted from the work type, category, and work code associated with the work order.

The Classification Block identifies and controls work codes associated with the work order type and category. Work codes are often used to validate and default important information on the phase, such as contractors to be used or certifications required for the work. Contract information can be defaulted onto the phase based on predefined services found in the Service Contract Screen, Contract Administration Module.

The Training Course Setup Screen in the Human Resources Module contains a Work Code Block that associates the training course with work code(s) by type and category. When the associated work code is selected on a work order/phase and a shop person is assigned, the system will validate that the shop person has attended the training class(s) associated with the work code. There is a yes/no drop-down box to indicate whether the error message produces a hard error. A hard error prevents the phase from being saved until a certified shop person is selected or the work code is changed.

The work code group can be used to limit the number of the work codes displayed in the zoom list. The request method field is provided to record information on how the phase originated, but this field is often relabeled for other uses.

**SHOP BLOCK**

The Shop Block identifies the crew/group/discipline assigned to perform the work, the primary person assigned to perform the work, and the priority assigned to the work. The priority can be optional depending on whether system flag 117 – Work Order, priority is required on Work Order Phase, is set to yes (required) or no (optional).

The shop, primary person, & priority can be automatically populated on the phase if a problem code is selected that has been configured with the appropriate shop, primary person, and priority. This data can also be defaulted by property using the shop assignment defaults feature.

**EQUIPMENT/ASSET BLOCK**

The Asset Block identifies the specific asset to be worked on. Additionally, the asset type and group information are displayed. The training course mentioned in the Classification Block above provides the same association to asset groups and equipment groups as it does to the work code (all three are detail portions of the Training Course Setup Screen).

**CONTRACTOR BLOCK**

The Contractor Block identifies the outside firm used to perform the work on the phase. Optionally, the Contractor Block information can be automatically defaulted based on the following configuration setup:

1. Set up work order type, category, and work code.
2. *(optional)* Set up problem code and associate with the work code defined above.
3. Create contractor.
4. Create service contract for the contractor defined above.

The user can add one or more properties to the service contract and associate them to the work code. When a customer request is created for the property, all Contractor Block information is automatically defaulted. If the problem code is not used, the work code alone can drive the defaulting from the customer request approval or phase entry screens (if service contracts are set up). The contractor types are system defined and limited to service contractors only.

**COST ESTIMATE BLOCK**

This block enables the user to enter estimates for hours, and estimated costs by subledger. A total estimate is calculated based on these values.

**Quick Work Order Views**

**ACCOUNT SETUP**

Account setup defines specific accounts and the distribution of charges to accounts at the work order level. The distribution is applied to phases through the enforce distribution selection. The default offset is the shop account (in most cases, see TABLE 10: FUNDING METHOD ACCOUNT SOURCES).

In addition to defining the account/subcode and offset account/offset subcode, the subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to remaining accounts.

**STANDARD VIEW**

**RELATED DOCUMENTS**
The Unit Cost Estimator enables users to add more detailed estimates than are provided on the work order/phase but less detailed than the Estimating Module or price books. Once defined, this information is used to create invoices that are subsequently available for processing (e.g., one customer sends the invoice to an iPad for approval and the acceptance of an electronic signature).

**Key Concepts**

- A new billing method was added to support this screen titled Bill Unit Costs. This method was added to the other billing methods (i.e., Bill all actual charges, Bill actual charges up to the estimate, and Bill remainder of unbilled estimate) on the Work Order Billing Setup Screen (Finance Module, Setup Menu). In order to create work order invoices, the work order billing must first be defined using the method of Bill Unit Costs. Once this setup is completed, invoices can be generated via the Work Order Invoice Generation Screen or entered directly onto the Work Order Invoice Screen (both found in the Finance Module).

- A new unit cost estimator record is created every time a new phase is created.

- The Work Planner Screen Icon is available to enable the user to retrieve that screen.

- Closed phases do not allow editing the Unit Cost Estimator Screen.

**Phase Block**

Phases are retrieved based on the phase to be estimated. This block displays the retrieved phase information and is not editable (including the phase status).

**Location Block**

This block displays the location hierarchy from the retrieved work order/phase. This information is display only.

**Organization Block**

This block displays the requesting organization and contact information from the retrieved work order/phase. This information is display only.

**Shop Block**

This block displays the shop, primary shop person, and priority for the retrieved work order/phase. This information is display only.
DATES BLOCK

This block displays the estimated and actual dates from the retrieved work order/phase. Note that a percent complete field has been added to the phase and is displayed here. This field does not have logic beyond the user entering a percentage. However, this information is very useful for reporting the status of work as it is being completed, especially in the Capital Planning and Project Management System.

CLASSIFICATION BLOCK

This block displays the work classification codes from the retrieved work order/phase.

Unit Cost Estimator Detail Section

O&M 6.1.1

This section displays predefined rates applied to this detail section of the Unit Cost Estimator Screen. Rates are added to this section in two ways: first, defaulted based on the work code on the phase, or secondly, by adding predefined rates on the fly by clicking the Load Rates hyperlink.

Unit cost rates are set up on the Unit Cost Screen. These unit cost rates can then be associated to work codes via the Work Code Screen, Unit Cost Estimator Defaults View. Both of these setup screens are in the Work Management Module.

The rates in this section are divided into 3 groups: duration, fixed, or percent. The duration rates have start and end dates that default based on the start and end dates of the phase. These dates are editable to reflect the exact time of rental and not just the phase start and end dates. The subledger is editable enabling the user to select from the labor, material, contract, or equipment options. The quantity field is also editable and enables the user to multiply the unit cost rate as appropriate (e.g., a single line for two or more assets with the same rate and duration).

The fixed rate only enables the user to change the subledger and/or the quantity of the rate(s). The percent rate is a percent times the total cost of all the combined duration and fixed rates and adding that figure to the overall cost estimate to determine a grand total (e.g., adding sales tax or an excise road tax to the total of all duration and fixed rates).

Once retrieved, the rates have sequence numbers to create an order of display for invoice purposes.
CHAPTER 11: WORK CODE

The Work Code Setup Screen is found in the Work Management Module, Setup Menu. The work categorization hierarchy is comprised of the work type code, category code, and work code. Work codes often provide defaulting capabilities on the work order/phase as well as assist with the management and reporting of work. In the case of planning and scheduling, the Work Code Setup Screen associates trade assignment(s), inventory kit(s), and asset package(s) to the work code in order to default those values once the work code is selected on the phase.

**KEY CONCEPTS**

- The work code can be set up to default action codes (i.e., time points for easy mobile timecard entry).
- The work code can also be set up to default trade assignments, inventory kits, and asset packages to facilitate the planning and scheduling of phases employing this work code.
- The Work Code Account Setup View is another option for defaulting accounting information to the work order/phase.

**TITLE BLOCK**

The Title Block details the work code identification and a description of that specific work code. The description field can accommodate up to 255 characters.

**ACTIVE BLOCK**

The Active Block identifies whether or not the work code is active and available for use with the system. Only active codes are displayed on the zoom select window. Work codes can also be associated with work code groups to filter their entry on the Phase Screen.

**WORK CLASSIFICATION BLOCK**

This block establishes the work classification hierarchy by associating the work code to the work type and work category.

**ACTION TAKEN BLOCK**

Work codes play an important role when using AiM Mobile Options. The Action Codes Block on the Work Code Setup Screen defines standard time points and associates them to work codes to support mobile timecard reporting. These time points are easily selectable from the mobile devices and provide a standardized time tracking system for reporting and management purposes.
**WORK CODE VIEWS**

**UNIT COST ESTIMATOR DEFAULT**

This view associates unit cost rates to the work code. This determines the available unit cost rates available for estimating purposes for a given phase. Estimates that are more detailed are possible and available for billing purposes but less complex than using the Estimating Module or price books.

**WORK PLANNER DEFAULT**

The Work Planner Default View associates trade assignments, inventory kits, and asset packages to the work code. This association facilitates planning and scheduling phases by employing the work code to default the trade, inventory, and asset items.

Trades are defined on the Trade Definition Screen, which is found in the Human Resources Module, Setup Menu. This uses a bulk entry screen to define trades. The trades can be associated to labor class codes on the Trade Definition Screen in order to default the labor class onto timecard entry screens.

Trades have three active codes: Active, Not Active, and Suspend. The description of each is found in the table below:

<table>
<thead>
<tr>
<th>Active State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Trade is available for selection within AiM.</td>
</tr>
<tr>
<td>Not Active</td>
<td>Trade is not available for selection within AiM.</td>
</tr>
<tr>
<td>Suspend</td>
<td>Allows current trades as they progress but this trade cannot be added to new phases.</td>
</tr>
</tbody>
</table>

Once defined, these trades are associated to shop personnel via the Trade Capacity View found on the Employee Profile Screen in the Human Resources Module. This capacity is a key element in scheduling to ensure workers are not over or underutilized.

**ACCOUNT SETUP**

The Account Setup View defines specific accounts and the distribution of charges to accounts at the phase level. The distribution is applied to phases through the enforce distribution selection. The default offset is the shop account.

In addition to defining the account/subcode and offset account/offset subcode, the subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material,
equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to remaining accounts.

This view also has two views: Account Extension and Account History. The Account Extension View enables the user to provide for the additional definition of an account code beyond the account field itself and subcode. Typical use of the account extension is to define specific codes when integrating to an enterprise financial system. The Account History View displays previous account setups used for the specific record when the expiration date has been reached for them.
CHAPTER 12: SHOP PHASE MANAGER

The purpose of the screen is to manage easily the planning, scheduling, and assignment of work for a given shop without having to click through many screens. This screen also helps control backlog and phases that are stalled.

**Key Concepts**

- This screen returns phases with a status set to work queue equal to yes for the specified shop when the screen is retrieved.
- The lines to display option determine how many records are populated in each column before paginating.
- Phases are displayed in columnar fashion based on a series of factors to present the phases as either backlogged, still in the planning stage, still in the scheduling stage, started, and stalled (see TABLE 17: SHOP PHASE MANAGER SCREEN COLUMNS for details).
- The Work Scheduler Icon is present at the top of the screen to facilitate rapid retrieval of this screen.
- The phase status can be changed from this screen.

**SHOP BLOCK**

This is the first step in retrieving the Work Phase Manager Screen. The user must first select a shop and then the number of lines to display. This retrieves all the phases associated to the selected shop with a status associated to work queue equal to yes.

**WORK CLASSIFICATION BLOCK**

This block defines search criteria for retrieving phases by specifying the work type, work classification, and work code. The Shop Phase Manager Screen retrieves phases as soon as the shop is defined. Once additional information is entered, click the Refresh Icon to update the search results.

**PROPERTY BLOCK**

This block defines search criteria for retrieving phases by specifying the region/facility/property information. The Shop Phase Manager Screen retrieves phases as soon as the shop is defined. Once additional information is entered, click the Refresh Icon to update the search results.
### SHOP PHASE MANAGER COLUMN LOGIC

**TABLE 17: SHOP PHASE MANAGER SCREEN COLUMNS**

<table>
<thead>
<tr>
<th>Column</th>
<th>Conditions</th>
</tr>
</thead>
</table>
| Backlog   | Phase Shop = Shop on Shop Phase Manager Screen header  
Phase Status = Phase status flag is associated to Work Queue = Yes  
Actual Phase Costs = 0  
Planning Records = None  
Scheduling Records = None  
Entered Timecards = None  
Entered Phase Start/Stop = None  
Entered Pick Tickets = None  
Entered Asset Rentals = None  
Entered Daily Assignment Records = None  
---------------------------------------------------------------------------------------------------------------------------------------------  
Available icons: Work Planner Screen, Work Scheduler Screen, Shop Daily Assignment Screen |
| Planning  | Phase Shop = Shop on Shop Phase Manager Screen header  
Phase Status = Phase status flag is associated to Work Queue = Yes  
Actual Phase Costs = 0  
Planning Records = Yes (Existing Trades/Inventory Kits/Asset Packages set to “P,” minus material requests)  
Scheduling Records = None  
Entered Timecards= None  
Entered Phase Start/Stop = None  
Entered Pick Ticket = None  
Entered Asset Rentals = None  
Entered Daily Assignment Records = None  
---------------------------------------------------------------------------------------------------------------------------------------------  
Available icons: Work Planner Screen, Work Scheduler Screen |
<table>
<thead>
<tr>
<th>Column</th>
<th>Conditions</th>
</tr>
</thead>
</table>
| Scheduling  | Phase Shop = Shop on Shop Phase Manager Screen header  
Phase Status = Phase status flag is associated to Work Queue = Yes  
Actual Phase Costs = 0  
Planning Records = Not considered  
Scheduling Records = Yes (existing trades/inventory kits/asset packages = Set to “S”)  
There must not be **stalled** Pick Ticket, Asset Release nor Daily Assignment records.  
Entered Timecards = None  
Entered Phase Start/Stop = None  
Available icons: Work Scheduler, Daily Assignment Screen Browse function  
(*) **Stalled** – any unfinished work (Pick Ticket, Asset Rental, Daily Assignment), for which there is nothing scheduled for today or the days ahead. |
| Started     | Phase Shop = Shop on Shop Phase Manager Screen header  
Phase Status = Phase status flag is associated to Work Queue = Yes  
Actual Phase Costs > 0  
(or)  
Entered Timecards  
(or)  
Entered Phase Start/Stop  
Either entered Pick Ticket or Daily Assignment or Asset Rental greater than or equal today  
Planning Records = Not considered  
Scheduling Records = Not considered  
Available icons: Work Scheduler, Daily Assignment Screen Browse |
<table>
<thead>
<tr>
<th>Column</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phase Shop = Shop on Shop Phase Manager Screen header</td>
</tr>
<tr>
<td></td>
<td>Phase Status = Phase status flag is associated to Work Queue = Yes</td>
</tr>
<tr>
<td>Stalled</td>
<td>No records for Daily Assignment, Pick Ticket or Asset Rental greater than or equal to today</td>
</tr>
<tr>
<td></td>
<td>Actual Phase Cost &gt; 0 or has entered Time Card, Phase Start/Stop, Pick Ticket less than today, Asset Rental less than today or Daily Assignment less than today.</td>
</tr>
<tr>
<td></td>
<td>Planning Records = Not considered</td>
</tr>
<tr>
<td></td>
<td>Scheduling Records = Not considered</td>
</tr>
<tr>
<td></td>
<td>Available icons: Work Scheduler, Daily Assignment Screen Browse</td>
</tr>
</tbody>
</table>

**BACKLOG COLUMN**

This column displays phase information for backlogged phases. This information is display only with the exception of the phase status, which can be changed from this screen. Phases can be sorted in this column by work order ascending, work order descending, estimated start date (old to new), estimated start date (new to old), priority, phase status (sequence ascending), and phase status (sequence descending). This column also has three icons to access additional screens (Work Planner Screen, Work Scheduler Screen, and Shop Daily Assignment Screen).

**PLANNING COLUMN**

This column displays phase information for planning phases. This information is display only with the exception of the phase status, which can be changed from this screen. Phases can be sorted in this column by work order ascending, work order descending, estimated start date (old to new), estimated start date (new to old), priority, phase status (sequence ascending), and phase status (sequence descending). This column also has two icons to access additional screens (Work Planner Screen, and Work Scheduler Screen).

**SCHEDULING COLUMN**

This column displays phase information for scheduling phases. This information is display only with the exception of the phase status, which can be changed from this screen. Phases can be sorted in this column by work order ascending, work order descending, estimated start date (old to new), estimated start date (new to old), priority, phase status (sequence ascending), and phase status (sequence descending).
descending). This column also has two icons to access additional screens (Work Scheduler Screen and the Daily Assignment Browse Screen).

**STARTED COLUMN**

This column displays phase information for started phases. This information is display only with the exception of the phase status, which can be changed from this screen. Phases can be sorted in this column by work order ascending, work order descending, estimated start date (old to new), estimated start date (new to old), priority, phase status (sequence ascending), and phase status (sequence descending). This column also has two icons to access additional screens (Work Scheduler Screen and the Daily Assignment Browse Screen).

**STALLED COLUMN**

This column displays phase information for stalled phases. This information is display only with the exception of the phase status, which can be changed from this screen. Phases can be sorted in this column by work order ascending, work order descending, estimated start date (old to new), estimated start date (new to old), priority, phase status (sequence ascending), and phase status (sequence descending). This column also has two icons to access additional screens (Work Scheduler Screen and the Daily Assignment Browse Screen).
CHAPTER 13: WORK PLANNER

This screen enables entry and edit of planned resources associated to the phase. The data defines and estimates the resources required for work completion. The data defaulted/entered on this screen will be used in the succeeding Work Scheduler Screen to make actual shop person assignments and to generate pick tickets, asset reservations and purchase orders relative to the trade estimates, inventory kits, asset packages, and material requests.

**Key Concepts**

- The work planner retrieves records based on searches against the work order/phase not in a status associated to the status flags canceled and closed.

- The material request section is view only and displays existing material requests associated to the retrieved phase. In addition, a Launch Material Request Icon is present at the top of the Work Planner Screen to facilitate rapid material request creation.

- Once saved, each detail portion of the work planner is identified with a “P,” which signifies the source document is the Work Planner Screen for planned trades, inventory kits, and asset packages. This code is saved at the database level and is not displayed on the Work Planner Screen.

- Estimated hours default from predefined trades and are user editable.

- The Work Planner Screen also has a Work Scheduler Icon at the top of the screen for rapid launching of the screen.

- Estimates created by the Work Planner Screen will overwrite manual estimates or estimates defaulted from problem codes (problem codes originate from Customer Request Screen and/or Phase Screen). Work planner estimates do not overwrite estimates created in the Estimating Module.

**Phase Block**

Work planner records are retrieved based on the phase to be planned. This block displays the retrieved phase information and is not editable (including the phase status).

**Location Block**

This block displays the location hierarchy from the retrieved work order/phase. This information is display only.
ORGANIZATION BLOCK

This block displays the requesting organization and contact information from the retrieved work order/phase. This information is display only.

SHOP BLOCK

This block displays the shop, primary shop person, and priority for the retrieved work order/phase. This information is display only.

DATES BLOCK

This block displays the estimated and actual dates from the retrieved work order/phase. Note that a percent complete field has been added to the phase and is displayed here. This field does not have logic beyond the user entering a percentage. However, this information is very useful for reporting the status of work as it is being completed, especially in the Capital Planning and Project Management System.

CLASSIFICATION BLOCK

This block displays the work classification codes from the retrieved work order/phase. Note that the Work Code Setup Screen has a Work Planner Default View that enables the user to associate default trades, inventory kits, and asset packages to the work code. These values default to the phase when the work code is associated to the phase. These values will appear as line items on the Work Planner Screen.

Work Planner Detail Sections

TRADE ASSIGNMENT LINE ITEMS

Planned trades are associated to the work order/phase in this section. When trades are associated to the work order/phase in this section they also populate the estimated labor hours for that trade, which can be edited. Quantities refer to the number of people required for the work code for a specific trade line item. Note that the trade section may already have values populated based on the defaults from work code on the phase. Once saved, this portion of the work planner is identified with a "P," which signifies the source document is the Work Planner Screen for planned trades. This “P” is saved at the database level and is not visible on the Work Planner Screen.

INVENTORY KIT LINE ITEMS

Planned inventory kits are associated to the work order/phase in this section. Kits are filtered by warehouse. The quantity indicated during the load function will generate rows in the table equal to the quantity for that kit. Once saved, this portion of the work planner is identified with a “P,” which signifies the source document is the Work Planner Screen for planned inventory kits. This “P” is saved at the database level and is not visible on the Work Planner Screen.
ASSET PACKAGE LINE ITEMS

Planned asset packages are associated to the work order/phase in this section. The quantity indicated during the load function will generate rows in the table equal to the quantity for that package. Once saved, this portion of the work planner is identified with a “P,” which signifies the source document is the Work Planner Screen for planned asset packages. This “P” is saved at the database level and is not visible on the Work Planner Screen.

MATERIAL REQUEST LINE ITEMS

This block displays the material requests associated to the retrieved work order/phase. This section is view only; however, material requests can be added via the Add Material Request Icon. These line items are accessible via the hyperlink.
CHAPTER 14: WORK SCHEDULER

The Work Scheduler Screen is primarily used to assign resources, create pick tickets, create asset reservations, or easily navigate to material requests. The transactions generated, or assignments made, are visible as a hyperlink by line item on the Work Scheduler Screen once saved.

**Key Concepts**

- The work scheduler retrieves records based on searches against the work order/phase not in a status associated to the status flags canceled and closed.
- The material request section is view only and displays existing material requests associated to the retrieved phase.
- Once saved, each detail portion of the work scheduler is identified with an “S,” which signifies the source document is the Work Scheduler Screen. This column is not displayed on the Work Scheduler Screen.
- The Work Scheduler Screen enables the user to create trade assignments from planned trades.
- The Work Scheduler Screen enables the user to create pick tickets from planned inventory kits.
- The Work Scheduler Screen enables the user to create asset reservations from planned asset packages.
- The Work Scheduler Screen enables the user to add material requests (via the Add Material Requests Icon).
- Estimated hours default from predefined trades and are user editable.
- It is possible to enter the planning data directly into the Work Scheduler Screen by bypassing the entry of data into the Work Planner Screen.

**Phase Block**

Work scheduler records are retrieved based on the phase to be planned. This block displays the retrieved phase information and is not editable (including the phase status).

**Location Block**

This block displays the location hierarchy from the retrieved work order/phase. This information is display only.
ORGANIZATION BLOCK

This block displays the requesting organization and contact information from the retrieved work order/phase. This information is display only.

SHOP BLOCK

This block displays the shop, primary shop person, and priority for the retrieved work order/phase. This information is display only.

DATES BLOCK

This block displays the estimated and actual dates from the retrieved work order/phase. Note that a percent complete field has been added to the phase and is displayed here. This field does not have logic beyond the user entering a percentage. However, this information is very useful for reporting the status of work as it is being completed, especially in the Capital Planning and Project Management System.

CLASSIFICATION BLOCK

This block displays the work classification codes from the retrieved work order/phase. Note that the Work Code Setup Screen has a Work Planner Default View that enables the user to associate default trades, inventory kits, and asset packages to the work code. These values default to the phase when the work code is associated to the phase. These values will appear as line items on the Work Scheduler Screen.

**WORK SCHEDULER DETAIL SECTIONS**

TRADE ASSIGNMENT LINE ITEMS

Trades can be loaded via hyperlink on this block. This load feature will allow for entry of quantity and estimate hours by trade in a wizard-like interface. The quantity indicated during the load function will generate rows in the table equal to the quantity for that trade. The estimated hours will be defaulted by each trade and are user editable. Rows can be deleted. Once saved, this section of the work scheduler is identified with an “S,” which signifies the source document is the Work Scheduler Screen for planned trades.

By clicking the assign hyperlink (which is only available in view mode), the user will be directed navigated to the Shop Daily Assignment Screen with the data from the line defaulted at the top of the screen.

By clicking the view hyperlink (which is only available in View mode) in the Daily Assignment column will user will be directed to the correct daily assignment record. If there is more than one daily assignment detail line item, the system will show a browse listing of daily assignments for selection.
INVENTORY KIT LINE ITEMS

Clicking the create hyperlink (which is only available in view mode) will navigate the user to the Pick Ticket Screen, default values from the work order/phase and explode the kit line items. The pick ticket can then be completed and saved by the user. Once saved, clicking done on the saved pick ticket will return the user to the Work Scheduler Screen with the transaction number of the pick ticket populated for that kit line item.

ASSET PACKAGE LINE ITEMS

Clicking the create hyperlink (which is only available in view mode) will navigate the user to the Asset Release/Return Screen, default values from the work order/phase and explode the asset package line items. The Asset Release reservation can then be completed and saved by the user. Once saved, clicking done on the saved asset release will return the user to the Work Scheduler Screen with the transaction number of the asset release populated for that asset package line item.

MATERIAL REQUEST LINE ITEMS

Material requests can be added from this screen in view only mode via the icon in the toolbar. This icon will work identically to the Add Material Request Icon from the phase. Once the material request is successfully added and saved, the done button will return the user to this screen in view mode with the associated material request.
CHAPTER 15: SHOP AVAILABILITY

The Shop Availability Screen provides a calendar view of available trades, shops, and shop personnel and a graph displaying the current capacity and assignment against the trade.

Key Concepts

- The Shop Availability Screen displays trades and their capacity/used hours for a given timeframe. Clicking on the trade hyperlink displays all of the shops and associated capacity/used hours. Clicking on the shop hyperlink displays the shop personnel in that trade/shop combination.

- Hyperlinks are available to view past/future weeks.
CHAPTER 16: TRADE AVAILABILITY

The Trade Availability Screen provides a calendar view of available trades and a graph displaying the current capacity and assignment against the trade.

**Key Concepts**

- The Trade Availability Screen displays trades and their capacity/used hours for a given timeframe. Clicking on the trade hyperlink displays all of the shops and associated capacity/used hours. Clicking on the shop hyperlink displays the shop personnel in that trade/shop combination.

- Clicking on the shop hyperlink not only displays shop personnel, it changes the name of the screen to Shop Availability Screen.

- Hyperlinks are available to view past/future weeks.
HUMAN RESOURCES MODULE

CHAPTER 17: SHOP

Users define shops as well as details related to the shop such as labor rates, account structure, and approval rights for time, shop stock, etc. A shop is a grouping of people that accomplish work and track the work in AiM.

**KEY CONCEPTS**

- **System flag 111 – Timecard – Validate that shop person’s shop is assigned to phase.** If flag 111 is set to yes, AiM will validate every timecard entry to ensure the shop person is assigned to the shop identified on the work order/phase. The shop person does not have to be assigned to the phase as a shop person, but must be assigned to the shop.

  If flag 111 is set to no, AiM will allow any shop person to post time to any work order/phase. Labor rates selection for these timecards first look at the labor rates defined on the Employee Profile Screen first, and then shop labor rates for the shop where the employee is assigned. **Note: If the employee is active in multiple shops with the same labor rate in both shops, an error message will be displayed that multiple shop rates exist.**

- **System flag 129 – Timecard – Validate that shop person is assigned to work order phase.** If flag 129 is set to yes, the shop person entering time entered must be assigned as a shop person to the work order/phase for which time is being entered. If the shop person is not assigned to the work order/phase, the timecard will be disallowed. If flag 129 is set to no, the shop person does not need to be assigned to the work order/phase as a shop person in order to record time against the work order/phase. System flag 129 is directly related to system flag 111. If system flag 129 is set to yes, system flag 111 must also be set to yes.

**TITLE BLOCK**

The Shop Title Block identifies the unique shop identification code consisting of 25 alphanumeric characters and an optional shop description.

**ACTIVE BLOCK**

The Active Block defines whether the shop is active and available for use in AiM. There are three status codes: active, inactive, and suspended. There is also a field to associate the shop to the optional Motor Pool Module. The inactive and suspended statuses prevent the shop from being selected in AiM. Inactive statuses are no longer in use whereas the suspended status prevents the shop from being selected but enables existing transactions involving the shop to proceed to closure.
CONTACT BLOCK

The Contact Block specifies the validated shop supervisor and free form contact person and phone number fields for the shop.

DAYS OF OPERATION BLOCK

This block defines the days of operation during the week for a shop. This information is used by the Preventive Maintenance (PM) Module to determine PM work order generation. This information is also used by the phase dependency feature to determine the valid dates that a phase is pushed.

The Days and Hours of Operation Block is also used to identify which days the motor pool shop operates as well as its hours of operation. These hours of operation are used in the validation process for rental requests and releases so that rentals and releases occur at a date and time during which the Motor Pool Shop is in operation. Note: The Motor Pool Module also uses the Holiday Setup Screen (found in the Time and Attendance Module) to identify additional days the motor pool shop is not in operation.

The days and hours of operation defined on this screen transfer to the planning and scheduling process. Days when the shop is not in operation gray out columns on the Shop Availability Screen. In addition, the hours of operation establish the capacity for each person per day. This figure is overwritten when trade capacity is associated to a shop person on the Employee Profile, Trade Capacity View. The trade capacity hours are also displayed in all seven days regardless of shop’s days of operation. This logic is also found on the Shop Daily Assignment Screen except that the columns are not grayed out since assignment can be for any day.

SHOP PERSON BLOCK

The Shop Person Block assigns employees to a shop. At least one employee needs to be assigned to a shop in order to save the shop record. An employee must be a shop person and be assigned to a shop in order to record time against a work order/phase. An employee can be assigned to a shop for a specific date range using the date range fields. When the date range is exceeded, the employee is no longer active in the shop.

SHOP VIEWS

ACCOUNT SETUP

The Account Setup View defines specific accounts and the distribution of charges to accounts at the work order level. The distribution is applied to phases through the enforce distribution selection. The default offset is the shop account.

In addition to defining the account/subcode and offset account/offset subcode, and the markup account/subcode, the subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount).
Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of which amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to remaining accounts.

LABOR RATES

The Labor Rates View defines which time type/labor class and charge rate combinations will be available for the employee to use with time entry. There are start and end dates available with each combination which can be used to activate or de-activate different combinations. Each line also has a locked column which when set to yes indicates there are timecards entered, and awaiting approval, which have used the time type/labor class and charge rate. Those with a yes will not allow an end date entry to take effect until the pending timecards have been approved. If the locked column has a no, there are no entered timecards for this time type/labor class line item.

The expired labor rates history is maintained in the Expired Rates View, which is found on the Labor Rates View.

TIME CARD APPROVERS

Time card approvers are those managers and supervisors who may approve a shop employee's timecard. This is a required step to post time and subsequent labor cost to a work order/phase.

EXTERNAL CHARGE APPROVERS

External charge approvers are those managers and supervisors who may approve an external charge for a work order/phase. This is a required step to post charges to the work order/phase.

EQUIPMENT RENTAL APPROVERS

Equipment rental approvers are those managers and supervisors who may approve the rental of equipment for a work order/phase. This is a required step to post equipment rental charges to a work order phase.

SHOP STOCK APPROVERS

Shop stock approvers are those managers and supervisors who may approve the use of shop stock for a work order/phase. This is a required step to post shop stock charges to a work order/phase.

INACTIVE SHOP PEOPLE

Inactive shop people are defined by shop person where date range is exceeded and therefore are no longer active in the shop.
STANDARD VIEW

USER DEFINED FIELDS
FINANCE MODULE

CHAPTER 18: ACCOUNT MANAGEMENT

The Account Management Screen establishes accounts, the foundation of all financial reporting in AiM. Accounts capture the costs for managing and reporting enterprise activities.

**Key Concepts**

- Subcodes are associated to accounts when transactions using the account/subcode combination are processed.

**Title Block**

The Title Block defines a unique user-specified account number and an optional description of that account. The description field can accommodate up to 255 characters and the Account Management Screen has notes log and user defined field views to capture additional information.

**Active Block**

The Active Block controls the account access by establishing if it is active (available for use in AiM) or not active (account is only retrievable on the Account Management Screen). Additionally, an optional invoice group may be specified to aggregate transactions for external invoicing after work order billing routines have been completed. An optional account administrator may be specified to associate a person or group with the account. This administrator is useful during the billing process to review transactions; it is also helpful for management and reporting purposes.

**Dates Block**

The Dates Block identifies the start and expiration dates associated with an account. When expired, the account will not be available for selection on any system screen.

**Budget Totals Block**

The Budget Totals Block is a reporting tool for reviewing current, beginning, and prior year budget amounts. The budget totals are calculated from the four subledgers (i.e., labor, material, equipment, and contract) and are totaled in the totals column.

**Subcode Block**

The Subcode Block identifies the subcodes, or account suffixes, associated with an account. Subcodes support the management and reporting of financial transactions against a subcode/account combination. All financial transactions throughout the system use the subcode/account combination. Selecting a
subcode from the Subcode Block opens the Transaction History Screen, which provides hyperlinks to individual transactions. Subcodes may not be manually added here, rather, they get associated with the account automatically once transactions have been generated.

ACCOUNT MANAGEMENT VIEWS

O&M 7.1.1

ACCOUNT EXTENSION

An Account Extension View enables users to associate predefined account extension values to the account in order to default this set of values to the Work Order/Phase Screens when using the custom funding method. It is possible to edit the values once they default into the Account Setup View. The work order billing function then captures this information and places them into the appropriate AiM tables. In addition, the number of Account Extension fields is increased from 12 to 16 fields.

TRANSACTION HISTORY

The Transaction History View displays every financial transaction against the unique account selected. The transaction history displays detailed information about each transaction and provides hyperlinks to each source transaction.

STANDARD VIEWS

SENT EMAIL

NOTES LOG

USER DEFINED FIELDS
CHAPTER 19: EXTERNAL CHARGES

The External Charges Screen provides an expedient method of entering charges to post directly against the work order.

Key Concepts

- External charges can be input manually or via import using flat files.
- The default subledger is material but this can be changed to labor, equipment or contract as well.
- An additional approval step is required via the External Charge Approval Screen due to the nature of posting costs of uncontrolled items directly against a work order.

Title Block

The transaction number is autopopulated. The format of this number is set up in the Transaction Control Number Screen, System Administration Module. This number is not editable. The description represents a brief description of the external charge and is optional.

Posted Block

The Posted Block shows the current condition of the external charge. The posted field indicates the status of the external charge. Not posted indicates the external charge has not posted to the financial ledger. In this status, edits may be made to the external charges. Posted denotes the external charge has posted to the financial ledgers. The record is not editable at this status. The system will generate the post date once the external charge is approved. This denotes the date the external charge posted.

The subledger field indicates the type of financial transaction. The choices are material, labor, equipment, and contract. The total cost field indicates the total expenditure amount to be posted to the financial ledger.

Work Order Block

The Work Order Block indicates which work order, phase and work code in the system are to be charged for the expenditure and are required fields. The phase field autopopulates the phase number, unless it is a multi-phase work order, which then prompts the user to select the correct phase. Once the phase has been selected, the work code will default to the work code associated to the selected work order and phase.

Item Block

The Item Block facilitates the tracking of additional information about the external charge. All fields in the Item Block are optional. Note that these fields are not validated. The part field allows the tracking of a part number associated to the purchase. Typical units of measure (UOM) for an item may be each, box, gallon,
etc. The invoice and date fields are used to track a corresponding vendor invoice associated to the purchase.

**PAYMENT BLOCK**

The Payment Block enables the tracking of the purchase payment method. All fields in the Payment Block are optional. Note that these fields are not validated. The requisition field can be used to indicate an external purchasing system's requisition number. The cash transaction field can be used to denote an external petty cash system number. The PO code field allows the tracking of an external PO system number. The payment date field captures the actual payment date.

**SHOP BLOCK**

The Shop Block displays the shop associated to the selected work order and phase from the Work Order Block. The shop will automatically populate when a work order and phase are selected on the Work Order Block. The shop person field indicates the primary shop person for the work order and phase. The shop person field will automatically populate if a primary shop person is associated to the selected work order and phase. If no primary person is populated, the user can choose one from the shop person list by selecting the zoom icon.

O&M 6.3.1

**CONTRACTOR BLOCK**

The Contractor Block indicates the vendor from which the external charge item was purchased. All fields in the Contractor Block are optional. The specific contractor and address codes are used to indicate which vendor address was used. Users can also add terms to external charge transactions. The terms adjust the appropriate entries in the Invoice Data Block and the Payment Block (if a mark-up is defined for the term), based on prior terms setup.

**External Charges Views**

**STANDARD VIEWS**

**SENT EMAIL**

**NOTES LOG**

**USER DEFINED FIELDS**

**RELATED DOCUMENTS**
CHAPTER 20: EXTERNAL CHARGE APPROVAL

The External Charge Approval Screen is required to make an external charge an actual charge against the specified work order. The separation of external charges from external charge approvals facilitates checks and balances within account management.

**Key Concepts**

- The three icons in the upper right of the screen enable the user to approve or reject line items, and to view an error log should a transaction fail.
- The work order/phase, description, and total cost are displayed but more information is available by selecting the more detailed hyperlink. This provides additional information to assist in making approval decisions.
- Upon approval, an actual cost occurs against the work order/phase.
- Hyperlinks enable the approver to review data down to the transaction level prior to approving the external charge.
- The authority to approve external charges for a shop is assigned at the Shop Setup Screen in the Human Resources Module. Therefore, an approver will only see external charges awaiting approval specific to a shop for which he/she has external charges approval rights. These rights are allocated in the form of a security role.

**Financial Transactions**

Financial transactions are generated after external charges are approved via the External Charge Approval Screen. Transactions are retrieved and are then approved on this screen using the Approved Icon.

**Table 18: External Charge Approval Financial Transactions**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>WX</td>
<td>External Charge Approval</td>
<td>Actual</td>
<td>Phase Charge Account (based on funding method)</td>
<td>Shop Offset (unless optional offset accounts apply)</td>
<td>All</td>
</tr>
</tbody>
</table>
CHAPTER 21: ACCOUNT JOURNAL ENTRY

The Account Journal Entry Screen creates financial transactions that adjust account balances. The balances that may be adjusted include actual charges, encumbrances, and prior/current year budgets.

**Key Concepts**

- Both positive and negative journal entry adjustments are allowed.
- The journal entry and adjustment processes do not alter any posted transactions, preserving them for reporting over time, and to satisfy generally accepted accounting principles.

**Title Block**

The Title Block indicates the system-generated account journal transaction record identification code and an optional description of the transaction. The description field can accommodate up to 255 characters.

**Posted Block**

The Posted Block contains settings for the accounting characteristics of the transaction. The type indicates the kind of journal entry (actual, encumbrance, beginning budget, current budget, or prior year budget). Subledger may be specified indicating the category of the journal entry (i.e., labor, material, equipment, or contract). The adjustment amount is the dollar quantity of the journal entry and can be either positive or negative.

**Account Block**

The Account Block specifies the account receiving the adjusting journal entry. Both the account and subcode are retrieved from validated lists. The account is required and the subcode is optional.

**Financial Transactions**

Financial transactions are generated when the Account Journal entry is completed, the posted flag is set to yes, and the record is saved.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>Actual Charge Adjustment</td>
<td>Actual</td>
<td>User Selected</td>
<td>N/A</td>
<td>All</td>
</tr>
</tbody>
</table>

TABLE 19: ACCOUNT JOURNAL FINANCIAL TRANSACTIONS
<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>Encumbrance Adjustment</td>
<td>Encumbrance</td>
<td>User Selected</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>AJ</td>
<td>Beginning Budget</td>
<td>G</td>
<td>User Selected</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>AJ</td>
<td>Current Budget</td>
<td>B</td>
<td>User Selected</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>AJ</td>
<td>Prior Year Budget</td>
<td>Y</td>
<td>User Selected</td>
<td>N/A</td>
<td>All</td>
</tr>
</tbody>
</table>
CHAPTER 22: WORK ORDER JOURNAL ENTRY

The Work Order Journal Entry Screen adjusts work order account balances. Entries can be made to actual amounts but not encumbrances. If the work order budgets are set to be enforced, they will affect any remaining balances available. Entries cannot be made that will exceed a work order budget, if enforced.

**Key Concepts**

- Positive or negative transactions will default to a work order’s account distribution.
- No encumbrances may be processed using the Work Order Journal Entry Screen.

**Title Block**

The Title Block displays a system-generated transaction identification code and contains an optional transaction description. The description field can accommodate up to 255 characters and the Work Order Journal Entry Screen Management Screen has an extra description and related documents views to capture additional information.

**Posted Block**

The posted yes/no box indicates the status of the work order journal entry. The posted box defaults to no, which denotes no financial transaction has posted. The yes option posts the work order journal entry to the financial ledger. Note: there is no approval process for a work order journal entry. The posted box must be manually set to yes to post the financial transaction. The total cost field denotes the total amount to be adjusted for the specified account. This can be a positive or negative correction (+/-). For a negative (deduction) correction, simply use the minus sign in front of the amount.

**Work Order Block**

The work order and associated phase fields represent the jobs to be adjusted. The funding method is automatically populated from the work order and phase.

**Offset Block**

The Offset Block denotes what offset account (recovery) account is to be credited. The account field indicates the account to be adjusted. The account is selected from a validated list of accounts created on the Account Management Screen. The subcode field indicates the associated account’s subcode to be adjusted. The subcode is selected from a validated list of subcodes.
**CHARGE BLOCK**

The Charge Block identifies the charge accounts and subcodes of the journal entry transaction. Upon adding a charge account, the screen prompts for a percentage or a fixed amount. Percentage is the percentage split used to define the split distribution of more than one account. Percentages employed must equal 100 percent. Fixed amount includes the amount and the precedence of the account(s) to determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage splits are possible where the precedence determines account and amount. After those thresholds are exceeded, a split distribution is applied to remaining accounts according to the percent.

**FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>WO_JRNL</td>
<td>Work Order Journal</td>
<td>Actual</td>
<td>User Selected Charge Account</td>
<td>User Selected Charge Account</td>
<td>All</td>
</tr>
</tbody>
</table>

**WORK ORDER JOURNAL ENTRY VIEWS**

STANDARD VIEWS

EXTRA DESCRIPTION

RELATED DOCUMENTS
CHAPTER 23: BILLED TRANSACTIONS

The Billed Transactions Screen provides an historical view of all billed transactions after the Work Order Billing Generator Screen has been run.

KEY CONCEPTS

These transactions are interface eligible entries in the billing API table.

TITLE BLOCK

The Title Block identifies the system-generated billed transaction record identification code and a description of the transaction. The description field can accommodate up to 255 characters to capture additional information.

AMOUNT BLOCK

The Amount Block includes the most significant details customers would expect to see on the invoice. These details include the bill amount, the transaction date of the bill, transaction type, and the subledger (i.e., labor, material, equipment, or contract).

WORK ORDER BLOCK

The Work Order Block identifies the source work order for which the billing transaction was created and billed. Details include other references to the work order and/or customer service request, which are helpful to communicate to those being billed.

PHASE BLOCK

The Phase Block identifies the source work order phase for which the billing transaction was created and billed. Details include other references to the work order phase and/or customer service request, which are helpful to communicate to those being billed.

BILLING DETAIL BLOCK

The Billing Detail Block identifies the work order billing criteria selected for generating the billed transaction. The key elements present are billing date and bill method (i.e., bill all actual charges, bill actual charges up to estimate, bill remainder of unbilled estimate, or bill unit cost). A hyperlink is also available to review the source transactions.

WORK CLASSIFICATION BLOCK

The Work Classification Block specifies the type, category and work code for the transaction being billed.
ORGANIZATION BLOCK

The Organization Block identifies the entities of the organization hierarchy (institution, department, organization, and requestor) associated with the billed work order. Additional information includes significant details the billed customers would expect to see on the invoice.

LOCATION BLOCK

The Location Block identifies the places within the property hierarchy (i.e., region, facility, property, and location) associated with the billed work order.

ACCOUNTS BLOCK

The Accounts Block identifies the account and subcode that were billed. Bill type identifies the credit/debit nature of the transaction and any applicable account extensions.

TRANSACTION TYPE DEPENDENT BLOCK

The blocks displayed in this area of the screen are dependent upon the type of transaction being billed. Below is a table describing the different blocks by transaction type:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Screen Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timecard Approval</td>
<td>Timecard Block</td>
</tr>
<tr>
<td>Service Contract Invoice</td>
<td></td>
</tr>
<tr>
<td>Service Contract Invoice Adjustment</td>
<td></td>
</tr>
<tr>
<td>Project Contract Invoice</td>
<td>Contractor Block</td>
</tr>
<tr>
<td>Project Contract Invoice Adjustment</td>
<td></td>
</tr>
<tr>
<td>Project Contract Invoice Void</td>
<td></td>
</tr>
<tr>
<td>Shop Stock Approval</td>
<td></td>
</tr>
<tr>
<td>Shop Stock Adjustment</td>
<td></td>
</tr>
<tr>
<td>Bill Estimate</td>
<td></td>
</tr>
<tr>
<td>Work Order Journal</td>
<td></td>
</tr>
<tr>
<td>JOC Contract Invoice</td>
<td></td>
</tr>
<tr>
<td>JOC Contract Invoice Adjustment</td>
<td></td>
</tr>
<tr>
<td>JOC Contract Invoice Void</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Invoice Void</td>
<td></td>
</tr>
<tr>
<td>Service Contract Invoice Void</td>
<td></td>
</tr>
<tr>
<td>Key Release</td>
<td></td>
</tr>
<tr>
<td>Vehicle Lease Invoice</td>
<td></td>
</tr>
<tr>
<td>Bank Card Charge</td>
<td>Block not displayed</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Screen Modification</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>External Charge Approval</td>
<td>External Charge Block</td>
</tr>
<tr>
<td>Counter Release</td>
<td>Inventory Release</td>
</tr>
<tr>
<td>Counter Return</td>
<td></td>
</tr>
<tr>
<td>Equipment Release</td>
<td></td>
</tr>
<tr>
<td>Equipment Return</td>
<td></td>
</tr>
<tr>
<td>Inventory Release</td>
<td></td>
</tr>
<tr>
<td>Charge Distribution</td>
<td>Purchase Disbursement</td>
</tr>
<tr>
<td>Reverse Distribution</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Invoice</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Invoice Charge</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Invoice Credit</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Invoice Miscellaneous Charge</td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>Equipment Rental Block</td>
</tr>
<tr>
<td>Equipment Rental Correction</td>
<td></td>
</tr>
<tr>
<td>Vehicle Rental Return</td>
<td>Vehicle Rental Return</td>
</tr>
</tbody>
</table>

**Billed Transactions View**

**REFERENCE DATA**

The Reference Data View includes the export date of billed transactions to an external financial information system.
CHAPTER 24: WORK ORDER BILL GENERATOR

The Work Order Bill Generator Screen retrieves transactions based on the work order billing setup to identify and create billed transactions. This process does not create additional transactions but rather modifies existing transactions by adding the billing date, billing sequence number, and billed amount. The Work Order Bill Generator Screen does not retrieve transactions with this billing information to preclude double billing.

**Key Concepts**

- The generator functions by entering a date and selecting the Save Icon.
- Sequence is the unique billing run identification code.

**Title Block**

The Title Block identifies the system-generated billed transaction record identification code and a description of the transaction. The description field can accommodate up to 255 characters.

**Bill To Date Block**

The Bill To Date Block houses the bill to date field, which determines which work order/phases are selected based on the date. The user has the option to close billed work orders when the close work orders field is set to yes. After saving the record, hyperlinks for the eligible work orders and remaining transactions are available for further review down to the transaction level.
CHAPTER 25: WORK ORDER BILLING TRANSACTION REVIEW

The Work Order Billing Transaction Review Screen displays the listing of transactions pending review and awaiting processing into actual posted billing transactions.

KEY CONCEPTS

- The three icons in the upper right of the screen enable the user to approve or reject line items, and to view an error log should a transaction fail.
- This screen can be accessed from the Work Order Bill Generator Screen, Review Transactions Remaining Field.
- Hyperlinks are available to review each billing transaction prior to approval.
- The search screen can be used to filter the results and approve the list in batches. Security filters are also helpful to limit what each reviewer is able to see.
CHAPTER 26: BANK CARD

Bank cards are credit cards used to purchase goods and services for an enterprise. The Bank card is used when line item detail is not necessary for financial management.

**Key Concepts**

This screen provides the ability to make purchases using a credit card and then identifying the offset account to complete the duel entry for financial tracking.

**Title Block**

The bank card title includes the user-specified bank card number and a description of the bank card. The entire card number does not need to be displayed in the bank card record identification code. A suggested best practice is to identify only a portion of the card number (e.g., "xxxx-xxxx-xxxx-1234," "xxxx-1234," etc.).

**Active Block**

The Active Block determines if the bank card is active for subsequent bank card transactions.

**Bank Block**

The Bank Block identifies the financial authority that has issued the bankcard. The bank may be a recognized financial institution, or it may be the enterprise financial authority over the facilities group. The bank record and charge accounts associated with the bank are set up in the Purchasing Module.

**Account Block**

The Accounts Block identifies the offset charge account (and subcode) to complete the dual entry accounting transactions. The bank record and charge accounts associated with the bank are set up in the Purchasing module.

**Employees Block**

This block determines which employees have access to this bank card for bank card transactions.

**Bank Card Views**

**Employee History**

The bank card employee history is a historical record of which employees had access to the card for a specified period.
STANDARD VIEW

EXTRA DESCRIPTION
CHAPTER 27: BANK CARD RECEIPT

The Bank Card Receipt Screen supports the creation of an individual vendor provided bank card receipts to build a transaction log for future bank card reconciliations.

**Key Concepts**

This screen provides the ability to make purchases using a credit card and then identifying the offset account to complete the dual entry for financial tracking.

**Title Block**

The Title Block contains the system-generated record id and an optional description of the receipt.

**Sequence Block**

The Sequence Block provides the system-generated number of receipts when bank card receipts are uploaded as an electronic file provided by the bank. Additionally, the transaction date and bank card complete the information needed to understand the sequential list of receipts.

**Contractor Block**

The Contractor Block identifies the contractor from whom goods or services were purchased using a bank card thus creating a bank card receipt. The contractor is identified for reference and management of receipts.

**Work Order Block**

The Work Order Block identifies the work order for which a purchase was made and determines why the purchase was made and how the purchase will be funded.

**Totals Block**

The Totals Block identifies the summarized quantity of dollars indicated on the bank card receipt.
CHAPTER 28: BANK CARD RECONCILIATION

The bank card reconciliation feature allows for a view to both user entered bank receipts and bank provided electronic file in order to reconcile a bank card statement.

**Key Concepts**

- Inserting new records opens the document manager, which provides the load block to select the path of the file to be loaded or the url for a web page. A browse button is available to help locate documents for uploading to the document repository. Once the document is loaded, it is available for viewing by clicking the filename hyperlink.

- The document flag identifies a logical group of documents as either a birt report, cad drawing, email template, general, image, script, or url link. Although any type of document may be loaded in the document repository, it must be categorized into one of these flag groups. The document flag drives the behavior of how a document is handled in the system.

- Roles restrict document access to only the users assigned to the specified roles. This is a security feature to prevent all users from accessing and printing sensitive information.

- The document administrator identifies the document identification number and a description of the document. Three-digit document identification codes are system defined standard reports. Four-digit documents and higher are user created documents.

**ACCOUNT BLOCK**

The Account Block identifies the bank card being reconciled.

**TOTALS BLOCK**

The Totals Block identifies the reconciled, non-reconciled, and total amounts to assist in conducting the reconciliation. Upon loading transactions, the non-reconciled and total values are calculated. As the reconciliation process progresses - the reconciled amount increases while the non-reconciled amount decreases - both summarized as the total.

**VIEW TRANSACTIONS BLOCK**

The View Transactions Block details the itemized lines on the bank card statement, whether the statement originated from user-specified bank receipts or is an uploaded data file provided by the bank. The bank card transactions included in this functionality are equipment, labor, and contract for work order/phase transactions only. Material transactions are not currently supported at this time.

This feature does not require the entry of unit cost and quantity or a separate disbursement process required for the existing purchase card in the purchasing module. There is no receipt or disbursement process associated with these bank card transactions.
If the transaction source is an uploaded electronic file, the reconciliation actions will sort the data (both receipt and bank transactions) on the bank card account, the transaction date, the transaction amount and will automatically match eligible (non-reconciled) records. The Bank Card Reconciliation Screen will "auto-match" bank transaction records where the bank card account, the transaction date and the bank transaction amount are equal to the corresponding receipt bank card account, receipt date and receipt amount. Records will only be auto-matched if there is a single record in each data set (transactions and receipts) that match.

When the screen is saved, financial transactions will be generated for each auto-matched transaction. Reconciled receipts will generate financial transactions, which may be processed by the work order billing process and passed to the general ledger as work order costs.

Where there is no matching receipt for the bank transaction, the screen will allow the selection of non-reconciled receipts that the user may select via a check box. This supports a receipt where multiple purchases have been made and rolled up to a total.

Upon saving the screen, the reconciliation will first validate that the selected receipt(s) total to the amount of the bank transaction. If the receipts do not total, the record will be bypassed and not updated as reconciled. When the screen is saved, any non-reconciled transactions will be left un-edited. Non-reconciled transactions will be returned to the Bank Card Reconciliation Screen each time the screen is opened.
CHAPTER 29: WORK ORDER INVOICE

The Work Order Invoice will allow the user to view the details of a generated invoice.

KEY CONCEPTS

- If the status is set to 'Void' then all the phase unit cost lines that are referencing this invoice will have the transaction field cleared out so that phase can be invoiced again. The invoice maintains a copy of the unit cost lines so the screen can display what the invoice looked like prior to voiding.

TRANSACTION BLOCK

The Transaction Block displays the unique transaction identification code.

STATUS BLOCK

The Status Block enables the user to manage work order invoice statuses. The status of the invoice is editable as long as the invoice status is in the Open Status. The other status options are Void or Processed (processed locks down the record).

WORK ORDER INVOICE VIEWS

COST ANALYSIS

The Cost Analysis View is a summary of estimated, actual, encumbered, and billed costs provided for financial evaluation at the phase level. Costs are categorized into the four subledger types: labor, material, equipment, and contract.

The bill method determines the combination of actual charges and estimates to be used for generating customer billing. The options are bill all actual charges (the default setting), bill actual charges up to the estimate, bill remainder of unbilled estimate, and bill unit cost.

For bill actual charges up to the estimate, all actual charges will be billed. These charges are displayed with hyperlinks to the transactions in the phase Cost Analysis View. This is the most common practice. Bill remainder of unbilled estimate, typically this method follows the bill actual charges up to the estimate method when used in a more sophisticated invoicing business process. When all actual charges are billed up to the amount of a provided estimate, this method bills for the remaining amount when the estimate exceeds actual billed cost. This method will bill up to the estimate of a subledger type only when an actual cost is also present. For instance, if both labor and materials were estimated, but only labor had an actual cost, only the labor estimate would be retrieved for billing. The material estimate, which does not have an associated actual charge, will not be billed. This method also suggests the use of a unique phase status such as billing complete, final bill, or bill update.
The Bill Unit Cost method supports the Work Order Invoice Generator Screen in that it generates only those invoices defined on the Work Order Billing Screen (Finance Module) in conjunction with the Unit Cost Estimator Screen

STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

RELATED DOCUMENTS
CHAPTER 30: WORK ORDER INVOICE GENERATOR

The Work Order Invoice Generator Screen allows the user to create a generation template by customer, property, or work order that can be generated multiple times.

**Key Concepts**

- This screen has a search and browse capability to find existing generation templates. The generation date is searchable but not the sequence.
- If the link invoice flag is set to yes, the generation process will create the invoice record and then find the report for the invoice, create it, store it in the document repository, and link it to the work order.
- The generation process works with the Work Order Billing Setup Screen to determine which statuses are used to filter which phases are ready to invoice. The billing setup records that are used are the ones flagged as ‘Bill Unit Cost’ in the billing type. The generation criteria and the un-invoiced unit estimates are used to create the list of work orders and phases that need to be invoiced.
- Only one Work Order Invoice header record is created for each work order regardless of how many phases have unit costs.
- The phase unit cost table is updated with the work order invoice transaction numbers so they are not picked up by the invoice generator again.
- The phase status is updated if specified in the Work Order Billing Setup Screen.

**Title Block**

The Title Block identifies the system-generated invoice identification code and a description of the transaction. The description field can accommodate up to 255 characters to capture additional information.

**Sequence Block**

This block shows the latest iteration of the invoice generation template and date. It also contains the Report Identification Code field to define the report for the invoice.

**Organization Block**

The Organization Block provides the organization hierarchy fields to filter work orders for invoicing.

**Property Block**

The Property Block provides the location hierarchy fields to filter work orders for invoicing.
WORK ORDER BLOCK

The Work Order Block provides a means to specify a work order to invoice irrespective of the other filter fields.

INVOICE BLOCK

The Invoice Block displays the invoice generated after the filter criteria are entered and saved. This link opens the Work Order Invoice Screen.

WORK ORDER INVOICE GENERATOR VIEW

GENERATION HISTORY

The Generation History view displays the set of generated invoices.
TIME AND ATTENDANCE MODULE

CHAPTER 31: TIMECARD

The Timecard Screen enables entry of employee work hours and/or non-work leave hours for a shop person on a given work date. One or multiple line items (work and/or leave hours) can be entered in the detail section of the screen.

Key Concepts

- There may only be one timecard record per employee per day.
- Posted timecards cannot be edited.
- **System flag 108 – Timecard – Validate total time and hours and start/stop times against employee id schedule/hours.** If flag 108 is set to yes, the hours and start/stop times entered on a timecard will validate against the regular schedule setup under the view/select drop down on the Employee Profile Screen, Human Resources Module. If the number of hours or start/stop is outside the schedule/hours defined, the time entry will not be allowed. If Flag 108 is set to No, any number of hours can be entered without validation.
- **System flag 109 – Timecard – Limit timecards to 24 hours.** If flag 109 is set to yes, any timecard with a total number of hours greater than 24 will not be allowed. If flag 109 is set to no, time entries greater than 24 hours will be allowed up to 99 hours per timecard line item.
- **System flag 111 – Timecard – Validate that shop person’s shop is assigned to phase.** If flag 111 is set to yes, the system will validate every timecard entry to ensure the shop person is assigned to the shop identified on the work order/phase. The shop person does not have to be assigned to the phase as a shop person, but must be assigned to the shop.

If flag 111 is set to no, the system will allow any shop person to post time to any work order/phase. Labor rates selection for these timecards are employee profile labor rates first then shop labor rates for the shop to which the employee is assigned. Note: If the employee is active in multiple shops with the same labor rate in both shops, an error message will be displayed that multiple shop rates exist.

- **System flag 112 – Timecard – Validate that employee has payroll status = active.** If flag 112 is set to yes, all shop people who enter time must have the payroll status field (found in the Human Resources Module, Employee Profile Screen, and Payroll Data View) set to active. If not, time entry will not be allowed. If flag 112 is set to no, any shop person can enter time regardless of payroll status.
- **System flag 129 – Timecard – Validate that shop person is assigned to work order phase.** If flag 129 is set to yes, the shop person entering time must be assigned as a shop person to the work order/phase for which time is being entered. If the shop person is not assigned to the work
order/phase (found in the Work Management Module, – View / Select: Shop Persons Screen), the timecard will be disallowed. If flag 129 is set to no, the shop person does not need to be assigned to the work order/phase as a shop person in order to record time against the work order/phase. System flag 129 is directly related to system flag 111. If system flag 129 is set to yes, system flag 111 must also be set to yes.

The authority to approve timecards for a shop is assigned at the Shop Setup Screen in the Human Resources Module. Therefore, an approver will only see timecards awaiting approval for those timecard entries assigned to a shop for which the approver has timecard approval rights. These rights are allocated in the form of a security role.

**TITLE BLOCK**

The Title Block identifies the unique timecard transaction record identification code. An optional description field of the record is also provided. The description field can accommodate up to 255 characters and the Timecard Screen has notes log and related documents views to capture additional information.

**STATUS BLOCK**

This block indicates the status of the parent timecard. Below is a listing of the timecard status flags and their resultant actions:

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Posted</td>
<td>The parent timecard is still being processed and has not yet been approved. No labor charges have been placed against a phase.</td>
</tr>
<tr>
<td>Posted</td>
<td>The timecard transaction has been approved and posted. Labor charges are placed against a phase.</td>
</tr>
<tr>
<td>Rejected</td>
<td>This status indicates that the parent timecard was not allowed (approved) by the timecard approver as a valid timecard transaction. Rejected timecards do not create financial transactions. Rejected timecards can be corrected and then approved.</td>
</tr>
</tbody>
</table>

**SHOP PERSON BLOCK**

The Shop Person Block identifies the employee identification code and name for which the timecard is being entered on a specific work date. There may only be one timecard record per employee per day.
TOTAL HOURS BLOCK
This block represents a roll up of labor hours from the timecard line items associated to the timecard parent record.

TOTAL COST BLOCK
This block represents a roll up of the total costs from the timecard line items associated to the timecard parent record.

TIMECARD VIEWS

LEAVE BALANCES
The Leave Balances View validates sufficient leave balance is available for an employee when entering leave timecards.

STANDARD VIEWS

NOTES LOG

RELATED DOCUMENTS

TIMECARD LINE ITEM SCREEN
The Timecard Line Item Screen enters new timecards, or to edit existing timecards that have not yet been approved. Detailed timecard fields are provided for data entry including the shop person, work order, phase, time type and labor hours.

TITLE BLOCK
The Title Block identifies the sequence number of the specific timecard line item, and provides an optional description field for the record. The description field can accommodate up to 255 characters and the Timecard Line Item Screen has an extra description view to capture additional information.
STATUS BLOCK

This block indicates the status of the timecard line item. Below is a listing of the timecard status flags and their resultant actions:

TABLE 23: TIMECARD LINE ITEM STATUS FLAGS

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Posted</td>
<td>The timecard line item is still being processed and has not yet been approved. No labor charges have been placed against a phase.</td>
</tr>
<tr>
<td>Posted</td>
<td>The timecard transaction has been approved and posted. Labor charges are placed against a phase.</td>
</tr>
<tr>
<td>Rejected</td>
<td>This status indicates that the timecard line item was not allowed (approved) by the timecard approver as a valid timecard transaction. Rejected timecards do not create financial transactions. Rejected timecards can be corrected and approved.</td>
</tr>
</tbody>
</table>

SHOP PERSON BLOCK

The Shop Person Block redisplay the employee identification code and employee name from the header of the parent Timecard Screen. The timecard work date is also redisplayed.

LABOR RATE BLOCK

The Labor Rate Block identifies the combination of time type and labor class, which determines the billing rate for this particular timecard line item. The line item requires either labor rate information or a leave code to specify leave (but not both; only one can be entered). The time type and labor class can default from the employee profile header if populated.
### TABLE 24: TIME TYPE VALIDATION SETTINGS

<table>
<thead>
<tr>
<th>Validation Settings</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start/Stop</strong></td>
<td>If the start/stop field is set to yes, an actual start and stop time field is enabled and must be filled in. An example of this usage would be for labor study calculations and management metrics. If set to no, time will be entered in an hours field on the Timecard Screen.</td>
</tr>
<tr>
<td><strong>Post Hours</strong></td>
<td>If the post hours option is set to yes, hours on the timecard appear in the labor hours column on the Cost Analysis View for the work order and phase referenced on the timecard. If set to No, the hours will not be shown on the Cost Analysis View.</td>
</tr>
<tr>
<td><strong>Post Cost</strong></td>
<td>If the post cost option is set to yes, the cost for time entered using this time type will be posted to the labor subledger and can be viewed in the Cost Analysis View on the work order and phase referenced on the timecard. If set to no, no cost will post and no cost will be displayed on the Cost Analysis View in the labor cost column, (this suggests a zero-dollar labor rate). This function is often used in concert with the post hours box to facilitate tracking hours used on a job without posting a cost that might be billed.</td>
</tr>
<tr>
<td><strong>Pay Type</strong></td>
<td>There are three pay types available for selection, regular, overtime, and differential. Regular is associated with time types reflecting normal, day-to-day activities. Overtime is associated with time types reflecting any overtime activities. Differential is associated with time types reflecting pay differential such as shift differential or call back work. Pay type is classified as regular, overtime, or differential for reporting and classification purposes. The differential flag indicates that the time (hours) applied on a time card with a differential pay type are not to be included in any calculation of hours worked on the entered work order/phase. Differential can be explained as a shift premium paid when certain conditions exist (out of shift, on-call, confined space, hazardous condition, etc.). Timecards with a differential time type do not include the differential hours, but do include the differential cost. An example time card may have the following line items: line one has 8 hours at regular time with a rate of $30 for a total of $240. Line two has 2 hours of overtime with a rate of $45 for a total of $90. Line three has 2 hours at differential time with a rate of $1 per hour for a total of $ 2.00 and a grand total of $332. The hours however, would only add up to 10 in order to account for the differential bonus without adding hours to the timecard.</td>
</tr>
</tbody>
</table>
LINE TOTALS BLOCK

The Line Totals Block identifies total hours of work (or leave) for the line item. If the time either type or leave code specify start/stop time validation, then a start time and a stop time appear and are required. The calculated difference between the start time and stop time populate the required hours field.

WORK ORDER BLOCK

The Work Order Block identifies the work order and phase for which the timecard line item is being entered. This phase will be charged the labor cost of the line item. The work order and phase are required when a labor rate is specified and when a labor rate is specified, a work order phase must exist. If a leave code is populated to indicate the line item is for leave taken, then neither work order nor labor rate are required. The optional action taken may be entered to communicate what steps were taken while working on the job.

LEAVE BLOCK

The Leave Block identifies the leave code when the line item represents leave taken. The line item requires either a leave code to specify leave or labor rate information to specify work (but not both; only one can be entered). When work is specified, the Work Order Block is also required.

TIMECARD TOTALS BLOCK

The Timecard Totals Block identifies the sum of non-leave (work) hours and leave hours for all line items on the timecard. This is useful to identify quickly whether or not the timecard line item details total a full and complete workday. The totals are calculated when the record is saved.

Timecard Line Item Views

LEAVE BALANCES

The Leave Balances View checks that sufficient leave balance is available for an employee when entering leave timecards. The leave class, description, and calculated leave balance hours are displayed for each leave class type.

TIMECARD ADJUSTMENT HISTORY

The Timecard Adjustment History View is a display-only view of all timecard adjustments associated to the specific timecard line item (if they exist).

STANDARD VIEW

EXTRA DESCRIPTION
CHAPTER 32: RAPID TIMECARD ENTRY

The Rapid Timecard Entry Screen enters multiple timecard records quickly in a single entry screen. A simple template loader is provided to enter additional timecards based on a combination of work date, shop person, and work order/phase number.

**Key Concepts**

- The rapid timecard entry feature enters multiple timecards quickly from a template based on a combination of work date, shop person, time type, leave code, and work order/phase. Action taken and hours fields are also included on each template line.

- Whenever the Add Timecard Icon (the green plus + button) is clicked, the template combination is replicated as detail records below the gray template portion of the screen.

- A popular template combination is to enter a single work date and a single shop person and then add lines to the timecard to complete the 8-hours (or a full workday) for that day, for that worker. The work order/phase numbers (or leave code) on each line, are then quickly modified (or entered using the zoom feature) as necessary.

- Another template combination is to enter a single work order/phase number and then add a line for each person who performed labor on that work order/phase.

- The Rapid Timecard Entry Screen can also be utilized via the daily assignments feature by clicking on the Timecard Icon at the top of the screen for a given work date/shop person combination. The work orders identified on that daily assignment are then populated into the Rapid Timecard Entry Screen using the time type/labor class defaults identified on that shop person’s employee profile header record. The user merely has to enter the hours worked for each job. If no hours are entered (because a job was not worked on that day), the line is automatically removed upon save. The completed and saved rapid timecard entry will generate individual timecard transaction identifications codes grouped by shop person and work date.
CHAPTER 33: TIMECARD APPROVAL

The Timecard Approval Screen approves or rejects individual timecard records. An approved timecard record creates a financial transaction, applying a labor charge to the work order phase.

**Key Concepts**

- At the top of the timecard approval record are several options, which apply to the entire list of timecards for approval.
- **Select All** – The select all function allows the approver to select all records on the screen to be approved or rejected with one click. Next to each shop person detail line is another check box, which can be used to pick selectively all timecards for a specific shop person for approval or rejection.
- **More Detail** - When the view is the More Detail view (as shown above), the approver has the option to select individual timecards at the shop person level for approval. The More Detail view shows timecard transaction numbers (by work date) which can be viewed via hyperlink. On each line is displayed a basic summary of each timecard including the total non-leave hours, total Leave hours, and overall total hours.
- **Less Detail** - The Less Detail view shows shop person, total number of days for which time has been entered, and total hours marked. The Timecard Approval Screen approves timecards, which have been entered, are valid, and have not yet been approved (posted). The authority to approve time is by shop, and this is assigned at the Shop Setup Screen in the Human Resources Module. An approver will only see timecards awaiting approval for those shop people assigned to that specific shop.
- Timecards can be approved by select all for all timecards, all timecards per shop person, or individual timecards per shop person.
- Timecard details are available through the timecard transaction identification code hyperlink.
- Use the Refresh Icon to reset the returned search results after eligible timecards are approved.
- The three icons in the upper right of the screen enable the user to approve or reject line items, and view an error log should a transaction fail.
- The eligible timecard entries for approval can be selected individually, by shop person, or by select all. Records can be approved by placing a check in the appropriate check box then clicking the Approve Icon. In addition, records can be rejected by placing a check in the appropriate check box then clicking the Reject Icon. At each approval / rejection action a screen will show how many records were approved or rejected and how many failed due to errors. When all the records are approved or rejected, a blank Timecard Approval Screen will appear with a message indicating there are no timecards for approval.
The number of records that display after retrieving the timecard entries to approve is set up in the System Setup Screen, System Administration Module (default is 250).

**FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW</td>
<td>Timecard Approval</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>Labor</td>
</tr>
</tbody>
</table>
CHAPTER 34: TIMECARD ADJUSTMENT

The Timecard Adjustment Screen corrects, updates, or otherwise modifies the line item details of an approved timecard.

**Key Concepts**

- Timecards, once approved, cannot be edited. The only option to correct posted quantities with an adjustment on the line item is to decrease the number of hours, which can be adjusted to zero. To add hours to a timecard, create a new timecard line item entry.

- Timecard adjustments only modify posted (approved) records.

- Each line item is autopopulated directly from the original timecard. The only field that is available for update on the existing transaction is the Adjust Hours field. The only option available in the Adjust Hours field is to decrease hours from the existing number. The format of the adjustment includes a minus sign, i.e. -3. A line item will automatically be created showing the hours modified. If a user wants to add hours or subtract more hours, the Add Line Item Icon must be clicked. This will create a new line item record where the work order / phase is required and added or subtracted transactions are allowed.

- The totals of all line item adjustments roll up to the timecard adjustment header record in the Adjusted Cost and Total Hours fields.

**Title Block**

The Title Block identifies the transaction identification code from the original timecard record and provides an optional description of the timecard transaction. The description field can accommodate up to 255 characters and the Timecard Adjustment Screen has notes log and related documents views to capture additional information.

**Status Block**

The Status Block indicates that timecard adjustments can only be done on posted (approved) records.

**Shop Person Block**

The Shop Person Block identifies the employee identification code, name, and work date of the timecard being adjusted.

**Total Hours Block**

The Total Hours Block identifies a summary of non-leave (work) hours and leave hours on the timecard. This is useful to identify quickly whether or not the adjusted timecard total is a full and complete workday. The totals are calculated when the adjustment record is saved.
TOTAL COST BLOCK

The Total Cost Block identifies the original, adjusted, and new total labor costs represented on the timecard. The original cost field is a summary of all timecard line item totals before adjustment. After the timecard is adjusted and saved, the adjusted cost field will display a value. The total cost field is the new sum of these two values, and reflects the resulting impact of the adjustment.

FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW</td>
<td>Timecard Adjustment</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>Labor</td>
</tr>
</tbody>
</table>

TIMECARD ADJUSTMENT VIEWS

STANDARD VIEWS

SENT EMAIL

NOTES LOG

RELATED DOCUMENTS

TIMECARD ADJUSTMENT LINE ITEM SCREEN

TITLE BLOCK

The Title Block identifies the line item number and provides an optional description of the line item. The description field can accommodate up to 255 characters and the Timecard Adjustment Line Item Screen has an extra description view to capture additional information.

STATUS BLOCK

The Status Block indicates that timecard adjustments can only be done on posted (approved) records. The parent timecard adjustment transaction number is also displayed. If the line item being viewed is a negative adjustment record to an original line item from the timecard then the original line number is also displayed (in the adjusted line field).
SHOP PERSON BLOCK
The Shop Person Block identifies the employee identification code, name, and work date of the timecard line item being adjusted.

LABOR RATE BLOCK
The Labor Rate Block redispalyrs the combination of time type and labor class from the original timecard record. The labor rate associated to that specific time type/labor class combination is also displayed and then used to calculate the labor charges for this adjustment line item record. Note: when creating a new timecard adjustment line item record, the adjustment line item requires that either the Labor Rate Block or the Leave Code Block be filled out.

LINE TOTALS BLOCK
The Line Totals Block displays the total hours and total cost of each adjustment line item. For a positive adjustment, a new line item is manually created and only positive numbers can be entered in the hours field. The calculated line total cost field is also a positive value. If the time type specifies start/stop times, then the start time and stop time fields are required. For a negative adjustment, the original line item must first be edited and only negative numbers can be entered in the hours field. The calculated line total cost field is also a negative value. The system will then create a second (negative) line item. Note: the line total cost is calculated when the line item is completed (done flag or new detail).

WORK ORDER BLOCK
The Work Order Block identifies the work order and phase for which the timecard is being adjusted. When creating a new timecard adjustment line item (positive value), the work order and phase are required to be entered. When editing an existing timecard adjustment line item (negative value), the work order, and phase will default from the existing line item. The optional action taken may be entered to communicate what steps were taken while working on the job.

LEAVE BLOCK
The Leave Block identifies the leave code if the line item represents leave taken. Note: when creating a new timecard adjustment line item record, the adjustment line item requires that either the Labor Rate Block or the Leave Code Block be filled out.

TIMECARD TOTALS BLOCK
The Timecard Totals Block is a total of non-leave (work) hours and leave hours for all adjustment line items on that specific timecard adjustment record. This is useful to identify quickly whether or not the timecard adjustment line item details contribute to a full and complete workday. The timecard totals are calculated when the record is completed.
TIMECARD ADJUSTMENT LINE ITEM VIEWS

TIMECARD ADJUSTMENT HISTORY

The Timecard Adjustment History View is a display-only reference of changes made to a timecard line item.

STANDARD VIEW

EXTRA DESCRIPTION
CHAPTER 35: TIMECARD GENERATOR

The Timecard Generator Screen makes it possible to support the fast creation of timecards for employees who perform the same job week after week. For instance, a custodian may clean the same building or a grounds keeper would mow the lawns weekly, etc. A standing work order for this work over a period is typically the vehicle for collecting time.

**Key Concepts**

- In the Human Resources Module, Employee Profile Screen, timecard defaults must be set up for an employee. The setup includes the time type, labor class, work order, phase, and work code. There is also a schedule setup where the individual’s regular daily schedule must be defined using a shift type (work or lunch) and shift code with start and stop time.

- The generator can use the Organization Block criteria, the shop or shop person criteria, both, or neither to generate for all eligible employees.

- The Timecard Generator, when run, will look for the setup values in the Human Resources Module for an employee and if all the conditions are met, will automatically generate a daily timecard for that employee. However, the system does not know if the employee’s daily routine may have changed, so there should be a review process prior to the approval process.

- This screen has a Generator and Error Log Icon for processing and reviewing generated timecards.

**Organization Block**

The Organization Block defines the shop person's organization for which timecards will be generated. Together with the Date Block and the Shop Block, the Organization Block is a filter to limit the result set of the timecard generator process to shop persons in the specified organization.

**Shop Block**

The Shop Block defines the shop for which timecards will be generated. Additionally, a shop person field value may also be entered such that timecards will be generated for that one shop person only. Together with the Organization Block and the Date Block, the Shop Block is a filter, to limit the result set of the timecard generator process. To generate timecards for all employees in a shop, specify only the shop. To generate timecards for only one employee in a shop, specify the shop and the applicable shop person.

**Dates Block**

The Date Block defines the date range period for which timecards will be generated. Together with the Organization Block and the Shop Block, the Date Block is a filter to limit the result set of the timecard generator process to the specific date range period, from the start date to the end date. The timecard generator setup is based on the shop person's regular schedule, exception schedule, position control.
number information, and timecard defaults information as entered in the Employee Profile Screen. Timecards cannot be generated for employees / shop persons if a timecard already exists for that person on that date.

**WORK ORDERS BLOCK**

The Work Orders Block is the set of returned results created by the timecard generator. This result set is based on the organization, shop, and date criteria above. The work orders are those associated with the employees regular and exception schedule. The work orders display for confirmation and then become actual timecards when the timecard generator record is saved. Once saved, the Work Order Block is cleared of returned work orders results.
CHAPTER 36: LEAVE MANAGER

The Leave Manager Screen manages leave balance adjustments and displays a historical listing of leave usage. This screen facilitates the calculation and reporting of employee leave hours.

**Key Concepts**

- The Leave Balance Adjustment Screen adjusts leave balances by leave class. Adjustments can either be added manually in the Leave Manager Screen or be processed against a specific transaction from the Timecard Screen.

- Leave Balances are maintained by leave class. However, on timecards, leave is entered by leave code. This is to account for setups with more than one leave code may use the same balance of leave hours.

- The Leave Balance Adjustment Screen adjusts leave balances for an employee by leave class. A timecard is not required to enter a leave transaction using this screen.

**Title Block**

The Title Block identifies the employee identification code for the specific leave manager record. An employee name is also provided as a lookup field from the employee profile record.

**Leave Manager Views**

**Leave Balances View**

The Leave Balances View on the Leave Manager Screen displays current balance values. The leave class, description, and calculated leave balance hours are displayed for each leave class type.

**Leave Balance Adjustment Screen**

The Leave Balance Adjustment Screen is a historical listing of earned leave adjustments, leave reported on timecards, and leave balances. This screen is provided to help facilitate the management & reporting of an employee's leave.

**Title Block**

The Title Block identifies the leave balance adjustment record identification code, the date when the adjustment record was entered (created) or last edited, and a description of the adjustment.
ADJUSTMENT DATE BLOCK

The Adjustment Date Block specifies details of a leave transaction record. The adjustment date field is the effective date of the leave adjustment entry or the date when leave was taken. The leave class field identifies the specific type of leave. The hours field specifies the adjustment hours of the leave transaction record. Hours may be entered either as positive or negative values.

TIMECARD BLOCK

The Timecard Block is available only when leave is taken and reported via a timecard transaction. The Timecard Block identifies the original timecard transaction identification code and the timecard line item number. The leave code from the original timecard is also identified.

Leave Balance Adjustment Views

STANDARD VIEWS

NOTES LOG

RELATED DOCUMENTS
CHAPTER 37: EMPLOYEE ATTENDANCE

The Employee Attendance Screen clocks employees in and out in rapid fashion by simply retrieving the employee record and selecting the appropriate icon to record to the date time stamp.

**Key Concepts**

- This screen is an alternate view of the Employee Profile Screen. It has its own privilege and has extra buttons for clock in and clock out. Once an employee record is retrieved the clerk can clock them in by clicking on the Employee Attendance Icon at the top of the screen.

- In addition to a Clock in/out Icon for tracking attendance, also an Adjustment Icon takes the user to the Employee Attendance Adjustment Screen. Adjustments to dates, times, and reasons for the adjustment are included on this screen.

**Employee ID Block**

The Employee Identification Block displays the employee identification code associated to the retrieved employee record. There is no optional description field as is found in most AiM Title Blocks.

**Name Block**

The Name Block displays the first, last, and middle initial of the name of the employee. There is also an optional field to capture an additional user identification code.

**Attendance Block**

The Attendance Block displays whether the employee is clocked in or clocked out. The status field displays one of the two possible states, clock in, or clock out. If the employee is currently clocked in, the status will say clock In, if the employee is clocked out the status will say clock out.

**Active Block**

The Active Block displays whether the employee is active in AiM and whether the employee is classified as a shop person or an employee.

**Employee Attendance Views**

**Adjustment History**

The Adjustment History View displays an historical look at the employee’s clock in and clock out transactions.
CONTACT INFORMATION

The Contact Information View identifies the various contacts associated to the employee. Names, addresses, and phone numbers are provided for rapid communication as needed.

EMERGENCY CONTACT INFORMATION

The Emergency Contact Information View defines who should be contacted in the event of an emergency, their relationship to the employee and a phone number.

STANDARD VIEWS

NOTES LOG

USER DEFINED FIELDS

RELATED DOCUMENTS

**Employee Attendance Adjustment Screen**

This screen is retrieved by selecting the Adjustment Icon in the upper right hand corner of the screen. This enables the user to adjust existing employee attendance records. Available employee attendance records are first searched and then selected to open this screen.

SHOP PERSON BLOCK

The Shop Person Block displays the employee identification code for the employee attendance adjustment. There is no optional description field available.

SEQUENCE BLOCK

The Sequence Block displays the sequence of employee attendance clock in/out transactions. Each adjustment will display a sequential number of each adjustment.

ATTENDANCE BLOCK

The Attendance Block enters the actual adjustments to the employee attendance record. The elapsed time is calculated by adjusting the date time stamp in the clock in/out fields.

ADJUSTMENT BLOCK

The Adjustment Block adds a reason for the adjustment and any relevant comments. This block is enabled when the Adjustment Icon at the top of the Employee Attendance Screen is clicked in order to insert a reason for the adjustment to the record.
PREVENTIVE MAINTENANCE MODULE

CHAPTER 38: PM TEMPLATE

The Preventive Maintenance (PM) Template Screen sets up the details and schedules for PM work orders generated by AiM. PM templates are referenced by the PM generator to create automatically PM work orders.

Key Concepts

- PM work orders can be set up to group all equipment/assets from the same property onto one work order.
- PM work orders can be set up to create a single work order for one equipment/asset but potentially with multiple phases. Each phase being assigned to a different shop/contractor.
- PM work orders can take into account seasonality and be generated only during certain times of the year.

O&M 7.0.1

An explicit parent child relationship enables nesting/superseding of ‘fixed’ type PMs by adding the PM Template field to the PM Template Screen header that retrieves active PM templates. The system flag 167 "USE PARENT TEMPLATE FOR NESTING" controls this functionality.

The Generation Buffer field enables users to specify the number of days before or after the planned date to allow the superseding to happen within, this defaults to the interval of the child PM (if time based).

O&M 7.0.2

The PM Template Phase Screen now allows contractor and address code entries without a service contract (e.g., contract not established at the time of PM generation).

O&M 7.1.2

The projected dates on the PM Template Screen takes into account the actual number of days in a given month (versus using a default value of 30 days for each month, as in prior versions). This alleviates the problem with PM date “slippage” that occurred in prior AiM versions; now a monthly PM that is scheduled on the 1st of January will come due on the 1st of every month, regardless of number of days in that month, for example. Common PM intervals (monthly, quarterly, semi-annual, annual, and bi-annual) have been enhanced with this new logic for PM date projection when using ‘fixed’ PM templates.
TITLE BLOCK

The Title Block identifies the unique PM template identification code for each PM template record. When a new PM template record is entered, AiM will assign a unique sequential number for the template identification code. This system-generated identification code can be changed at any time before the record is saved. A description field for the PM template is also provided.

ACTIVE BLOCK

The Active Block indicates whether the PM template is active and available for use in the system. The Active Block also identifies whether the PM template is associated with a project. If so, the project number is identified and then included on the PM work order when generated. A projection end date field is provided to set the end date when projecting the schedule of the template upon saving the record.

ORGANIZATION BLOCK

The Organization Block enters the default information that autopopulates the Organization Block of any PM work order generated by this template. Organization may also be used to determine who will be billed for the work performed, if it is not internally funded. The requestor is the organization's representative for work orders generated by this template. The contact is the person who best knows the nature of the work to be performed.

CLASSIFICATION BLOCK

The Classification Block enters the work type, category, and an initial status for PM work orders generated by the PM Generator Screen.

GENERATION METHOD BLOCK

The Generation Method Block selects several template flags that control how PM work orders are generated by this template.

O&M 7.0.1

An explicit parent child relationship enables nesting/superseding of 'fixed' type PMs by adding the PM Template field in this block to the PM Template Screen header that retrieves active PM templates. The system flag 167 "USE PARENT TEMPLATE FOR NESTING" controls this functionality. The Generation Buffer field enables users to specify the number of days before or after the planned date to allow the superseding to happen within, this defaults to the interval of the child PM (if time based).
### TABLE 27: PM TEMPLATE SYSTEM FLAGS

<table>
<thead>
<tr>
<th>Work Order Grouping</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property by Template</strong></td>
<td>This option groups all equipment/assets from the same property onto one work order. In this case, each phase has a different equipment/asset from that same property. A typical example is a PM work order created for a four-floor property with a similar air handler on each floor. A single PM work order is generated with four phases, a separate phase for each of the four air handlers.</td>
</tr>
<tr>
<td><strong>Asset by Template</strong></td>
<td>This option is used for a single equipment/asset on each work order or for an equipment/asset that must be maintained by multiple shops/contractors. This option creates a single PM work order for that one equipment/asset but potentially with multiple phases. Each phase is assigned to a different shop/contractor. A typical example is a PM work order for an individual large chiller. The single PM work order has three phases: phase one for the HVAC shop, phase two for the electrical shop, and phase three for the instrumentation contractor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PM Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed</strong></td>
<td>A PM work order will generate on every scheduled date. The PM Generator Screen disregards the status of the previous PM work order. A frequency is required if the fixed type is selected.</td>
</tr>
<tr>
<td><strong>Timed</strong></td>
<td>A PM work order will generate one frequency period after the previous PM work order has been completed (the phase[s] must have reached a status of PM Complete). At that point, AiM updates the PM last date field and a new PM will generate, one frequency period later. A frequency is required if the timed type is selected.</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>A PM work order will generate on each fixed date entered in the scheduling calendar. When this type is selected, the Calendar Dates Option View becomes available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PM Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Metered</strong></td>
<td>A PM work order will generate when a specified meter reading interval has been reached. When this type is selected, the interval field becomes available which enters the value that will trigger the generation of a PM work order. The actual meter readings are entered in the Equipment/Asset Meter Screen or the PM Meter Reading Screen.</td>
</tr>
</tbody>
</table>
### Work Order Grouping

| Fixed/Metered | When this type is selected, both the interval and frequency fields become available, which enters the values that will trigger the generation of a PM work order. |

---

**PM Template Views**

**CALENDAR DATES**

This view defines fixed calendar dates to generate a PM work order. The Month field enables users to select from a specific month or the values every or none. The Day field specifies a numerical date of the month. Users may also specify a workday (i.e., Sunday through Saturday) and an occurrence value (i.e., 1st through 5th, every, or none).

**SEASONALITY**

The Seasonality View limits the generation of PM work orders created from a PM template to only the period each year specified on this screen, typically based on weather/holiday factors. PM work orders will be generated within the specified period.

**ACCOUNT SETUP**

Account setup defines specific accounts and the distribution of charges to accounts at the phase level. The distribution is applied to phases through the enforce distribution selection. The default offset is the shop account.

In addition to defining the account/subcode and offset account/offset subcode, the subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to remaining accounts.

**STANDARD VIEWS**

**EXTRA DESCRIPTION**
PM Template Phase Screen

Title Block
The Title Block displays a sequential number identification code for each phase of the PM template. A description field is also provided which enters an overall explanation of the phase.

PM Standards Block
The PM Standards Block selects the PM standard that will be generated from this template phase record. The estimated hours and estimated cost fields will autopopulate from the selected PM standard. These two default values, however, may be edited.

Classification Block
The Classification Block selects from the nine account funding sources: organization, shop, property, equipment, asset, project, project group, work order, or work code. The priority of the work to be generated from this template is also defined in this block. The work codes, associated with the work order classification type and category, are critical for management analysis and reporting. The work code defined here will be defaulted onto the PM work order/phase generated. An initial status for the PM work order phase is also defined here.

Shop Block
The Shop Block identifies the responsible shop and primary shop person for the PM template line item. The reporting element, request method, is also available in this block.

Contractor Block
The Contractor Block on the PM Template Phase Screen identifies the outside firm and, if necessary, the specific contract used to perform the PM work. The address code and contract number are populated based on the contractor selected and provide specific contract information. Two options are available for use with the Contractor Block. The first option is when the Contractor Block on the PM Template Phase Screen is left blank. This option is used when no contractor is needed to perform the PM work or when the filter by responsibility field on the PM Generator Screen will not be set to template phase. The second
option is when contractor information is entered in the Contractor Block on the PM Template Phase Screen. This option assigns the same contractor to all the equipment/assets in the template asset list in one data entry step. The filter by responsibility field on the PM Generator Screen must be set to template phase to filter using this criterion when PM work orders are generated. Each generated PM work order will use this same contractor listed on the PM Template Phase Screen. This option is useful when there is a need to use the same contractor with all the equipment/assets on whole template phase listing.

O&M 7.0.2

The PM Template Phase Screen now allows contractor and address code entries without a service contract (e.g., contract not established at the time of PM generation).

**PM Template Phase Views**

**STANDARD VIEWS**

**NOTES LOG**

**USER DEFINED FIELDS**

**Template Asset Screen**

The equipment/asset load button load multiple equipment/assets quickly against the template phase based on defined criteria.

**SEQUENCE BLOCK**

This block displays the automatically generated numerical sequence for the associated assets.

**LAST DATE BLOCK**

This block displays the template and phase identifiers and enables users to specify a PM last date.

**ASSET BLOCK**

This block displays the asset type and group of the asset associated to this sequence number. Users can suspend the use of this equipment/asset on the PM template record by setting the hold flag to yes. No PM work orders will generate for this equipment/asset. (Note: the hold flag should be set to no if the equipment or asset is to have PM performed).

**SHOP BLOCK**

A shop and primary shop person may be selected for this specific asset.
CONTRACTOR BLOCK
This block enables users to specify a contractor, address code and service contract by specific asset.

TEMPLATE ASSET VIEW

PM MATERIALS
The PM Materials View enables users to specify vendor or inventory parts to generate material requests or pick tickets, respectively. Users can select one of the following three options from the Generation Flag field: Do Not Generate, Material Request, or Pick Ticket.

PROJECTED DATES DETAIL SECTION
This section lists the generated projected dates for eligible PM work orders based on the PM Template criteria. Users click on the Generate Icon (gears) to generate the projected dates (See Chapter 39: PM Generator).
CHAPTER 39: PM GENERATOR

The PM Generator Screen creates a list of eligible PM work order(s) that are due based on the entered filter criteria. Upon finalization, the PM Generator Screen creates the actual PM work orders.

**Key Concepts**

- Nested PM work orders can be created to ensure only one PM work order is created even though an asset/equipment has multiple PM templates. When nesting, the least frequent PM template (e.g., yearly instead of weekly) create a single PM work order. Otherwise, if not nesting, PM work orders are created for each PM template for a given asset/equipment during the defined timeframes.

- Individual eligible PM work orders can be placed on hold manually

**Title Block**

The Title Block identifies the unique PM generator identification code and an optional description. The description field can accommodate up to 255 characters.

**Finalized Block**

The finalized field is initially set to no until the PM generator is actually run (to run the PM Generator Screen click on the gears in the upper right hand corner of the screen). Once generated, the finalized field automatically updates to yes. This field cannot be edited by the user.

The end date is how far into the future the PM generator will produce PM work orders. The user has the capability to create a nested PM. If the nested PM field is set to yes, it assumes the standards are inclusive of one another (monthly checkpoints do include the weekly checkpoints) so the system will generate a work order for the least frequent PM (i.e., if both yearly and weekly checkpoints are present, the yearly frequency is selected). If the nested PM field is set to no, the work order generation process will create a separate work order/phase for a specific asset/equipment item for every PM template due for the given timeframe.

When generating property by template, all assets/equipment in a single property will be on one work order, with each asset/equipment having its own phase. When generating asset by template, each asset will be on a separate work order with only one phase for each asset/equipment.

**Responsibility Block**

Filters can be set by shop, shop person, contractor, contractor address code, or service contract. Contractor address code and service contract can only be used if a contractor is chosen. The filter by field is where the PM generator will look to match up the shop, shop person, or contractor information. There are four options for setting the filter in this block. These options are outlined in the table below:
TABLE 28: PM SCHEDULE DATE GENERATOR RESPONSIBILITY FILTERS

<table>
<thead>
<tr>
<th>Responsibility Filters</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template Phase</td>
<td>The PM Generator Screen points to the PM Template Phase Screen.</td>
</tr>
<tr>
<td>Template Asset</td>
<td>The PM Generator Screen points to the PM Template Asset Screen.</td>
</tr>
<tr>
<td>Asset</td>
<td>The PM Generator Screen points to the Master Asset Profile Screen.</td>
</tr>
<tr>
<td>Equipment</td>
<td>The PM Generator Screen points to the Equipment Profile Screen.</td>
</tr>
</tbody>
</table>

ASSET/EQUIPMENT BLOCK

Filter whether a PM work order(s) is being generated for assets or equipment. Then further filtering can be done by one or any combination of equipment or asset characteristics. If equipment is selected, then further filtering can be done on the following fields: equipment group, equipment, PM route, template, and project. If asset is selected, then further filtering can be done on the following fields: asset type, asset group, asset, PM route, template, or project.

LOCATION BLOCK

Filter by location, the filter can be set to filter by one or by any available combination of the property hierarchy (i.e., region, facility, property, location). When filtering by warehouse, select the warehouse for which to generate PM work orders.

WORK ORDERS BLOCK

Running the PM generator first creates a list of eligible PM work order(s) based on the filter criteria entered. This block houses that list. Normally, the second step of the PM generator would be to run and generate an actual work order(s) for every work order on the eligible list. However, at any time prior to the second step (generation), the user can select the sequence hyperlink to open the PM Generator Work Order Sequence Screen to view the details of the eligible PM work orders.

PM GENERATOR WORK ORDER SEQUENCE SCREEN

The PM generator creates a list of eligible PM work order(s) that are due based on the filter criteria entered. The PM Generator Work Order Sequence Screen displays the specific details (who, when, where) of each work order on that list.

TITLE BLOCK

The Title Block identifies the generated sequence of PM work orders and provides a description of the PM work order. The sequence is not the PM work order number but a sequential number associated with the
generated item. The sequence identifies an eligible PM work order should the PM generator record become finalized. Once finalized, the sequence number is associated to the generated work order.

**HOLD BLOCK**

At any time prior to the PM work order generation step, the Hold Block can be used to mark (or hold) any specific work order so it will be skipped during the second step, and no actual PM work order will be created. This is the only editable field on this screen.

**TEMPLATE BLOCK**

The Template Block identifies the PM template used to create this work order. The template details specify whether it applies to an equipment or an asset, the template record hyperlink, and the PM last date. Template information is useful to evaluate generated PM work orders, and the performance of a PM program.

**LOCATION BLOCK**

The Location Block identifies where the PM work order will occur within the property hierarchy of region/facility/property/location.

**CONTRACTOR BLOCK**

When a PM work order requires the service of a contractor, the Contractor Block identifies the outside contractor and, if necessary, the specific contract used to perform the PM work. The address code and contract number reference the contractor selected, and provide specific contract information.

**SHOP BLOCK**

The Shop Block identifies the shop (crew, group, or discipline) assigned to perform the PM work, or to provide oversight to the contractor (if one is being used). The primary shop person assigned to perform the PM work is also displayed.
CHAPTER 40: PM METER READING

The PM Meter Reading Screen is an additional method for entering meter readings for equipment. The PM generator could then use the interval of these reading values to generate PM work orders as appropriate.

**Key Concepts**

- Meter readings can be saved without committing them to the data

**Equipment Meter Block**

The Equipment Meter Block selects the equipment and the equipment meter for which the meter reading will be entered.

**Meter Detail Block**

The Meter Detail Block displays pertinent information about the selected meter from the Equipment Meter Setup Screen. This information includes rollover points and counts, estimated units per day and UOM.

**Reading Block**

The Reading Block enters the current meter reading, the date of the reading, and the login of the user who entered the reading. The previous reading and change from the current reading are also displayed.
CHAPTER 41: RAPID METER READING

The Rapid Meter Reading Screen enters multiple meter readings quickly on one screen in one step. This screen is provided to facilitate data entry across multiple pieces of equipment easily.

**Key Concepts**

- The fields in the grey box area are used to enter default information, which will then autopopulate in each new meter reading line item record. This feature facilitates the rapid entry of meter reading data.

- Meter reading information includes the meter and equipment codes, the reading date, the user login entering the reading and the reading itself.
CHAPTER 42: PM SCHEDULE DATE GENERATOR

The PM Schedule Date Generator Screen generates the equipment/asset projected dates schedule on the Template Asset Screen. The PM Generator Screen uses this schedule to create PM work orders and is helpful in reporting and planning.

**Key Concepts**

PM dates must be generated as part of the PM process. These dates can be filtered by a number of factors including the asset/equipment, the PM route, and where the work is done.

**Generation End Date Block**

The Generation End Date Block defines how far into the future PM scheduled dates are generated.

**Template Block**

PM projected dates will only be generated for the equipment/assets listed on the PM template entered in this block.

**Shop Block**

This block selects the shop and the responsibility filter for the generated PM work orders. The responsibility filters are defined in **Table 28: PM Schedule Date Generator Responsibility Filters**.

**Asset Block**

The Asset Block filters the number of records created by the PM Schedule Date Generator Screen. The Asset Block will filter the selected asset.

**Equipment Block**

The Equipment Block filters the number of records created by the PM Schedule Date Generator Screen. The Equipment Block will filter the selected equipment.

**Location Block**

For equipment/assets installed in properties, dates will only be generated for the selected region, facility, property, or location. For equipment/assets stored in warehouses, dates will only be generated for equipment/assets in the selected warehouse or bin.
INVENTORY MODULE

CHAPTER 43: WAREHOUSE DEFINITION

The Warehouse Definition Screen sets up warehouse records in AiM. Relevant warehouse information including accounts, security, and location(s) are also entered here.

**Key Concepts**

- In order to define a warehouse in the system, you must also specify an offset account and subcode before you can save the warehouse definition record.

**Title Block**

The Title Block enters the unique warehouse identifier code and its description. The warehouse definition can be any alphanumeric string up to 15 characters in length. The warehouse description can be any alphanumeric string up to 255 characters in length.

**Active Block**

The Active Block defines the active state of the warehouse. If the warehouse is set to active, it is available for use in AIM.

This block houses several system flags and these are described in the table below:

<table>
<thead>
<tr>
<th>System Flag</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disable Release/Returned To Validation</td>
<td>This flag controls functionality on the Counter Release and Counter Return Screens. If this flag is set to no, the Released To field on the Counter Release Screen and the Returned By field in the Counter Return Screen are both validated against the shop person table. If set to yes, the Released To field on the Counter Release Screen and the Returned By field on the Counter Return Screen are not validated against the shop person table. This is helpful in warehouses where individuals not set up in the Human Resources Module are allowed to pick up parts from a warehouse.</td>
</tr>
<tr>
<td>System Flag</td>
<td>Actions</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Validate Shop</td>
<td>When the validate shop flag is set to yes, the released to person on the Counter Release Screen must belong to the shop listed on the phase receiving the parts. If set to no, shop persons do not have to belong to the shop listed on the phase.</td>
</tr>
<tr>
<td>Disable Pick Ticket User Validation</td>
<td>When the disable pick ticket user validation is set to yes, shop persons do not have to have access to the warehouse (set up on the Warehouse Screen, Security View). If set to no, only personnel listed in the Security View can create pick tickets.</td>
</tr>
</tbody>
</table>

LOCATION BLOCK

The Location Block records the physical location of the warehouse. Hierarchy data elements for the Region, Facility, and Property associated to the warehouse are entered in this block.

ORGANIZATION BLOCK

The Organization Block defines which organization owns the warehouse. This organization also filters the accounts available in the Account Setup View.

DAYS OF OPERATION BLOCK

The Days of Operation Block defines which days of the week the warehouse is open for business.

WAREHOUSE VIEWS

ACCOUNT SETUP

The Account Setup View enters the charge account(s) and the offset account(s) along with their respective subcodes for a warehouse.

SECURITY

The Security View defines the security roles that have access to issue parts and conduct physical counts for a warehouse.

INVENTORY PARTS

The Inventory Parts View displays a listing of all parts in the warehouse.
Markup accounts identify which account/subcode combination receives any markup charge associated with this part. It also displays the markup percent for this part. A part can have a different markup percent and account/subcode combination for each warehouse where that part is stored.

Typically, one charge account is set up in the Warehouse Definition Screen for all parts in the warehouse. However, if business rules dictate that each part be set up with its own charge account, then a part's individual charge account can be entered in the Charge Account Block of the Inventory Part Profile Screen.

STANDARD VIEW

USER DEFINED FIELDS
CHAPTER 44: INVENTORY PART PROFILE

The Inventory Part Profile Screen is the main inventory control screen used to identify parts. These items are stored in warehouses, and can be consumed during the work order process.

**KEY CONCEPTS**

- The decimal precision for calculating inventory part cost and quantity is set up on the System Setup Screen, System Administration Module (default is four decimal places).

- Cost of inventory parts is based on rolling weighted average cost.

**TITLE BLOCK**

The Title Block defines a unique part identifier with a description. Attention should be paid to the description of the part, as this is what will be displayed on transactional screens such as the Pick Ticket Screen and the Purchase Order Screen.

**ACTIVE BLOCK**

The Active Block defines whether the inventory part is active. If the part is not active, the part record will not be available to be selected on any other system screen. The Active Block is also used to define the unit of measure (UOM) for this part and if the part can be issued fractionally. If the UOM fractional is set to yes, the part can be issued in increments less than one.

**PICTURE BLOCK**

The Picture Block supports an image of the inventory part to assist with identification and familiarization. Images must first be defined in the document repository and are then available for selection in the Picture Block.

**CLASSIFICATION BLOCK**

The Classification Block associates this inventory part to a specific hierarchy of class, commodity, and item. This data is used in a variety of ways to include purchasing contracts by commodity, ordering or searching for parts, or reporting analysis.

**ATTRIBUTES BLOCK**

The Attributes Block populates common data elements with specific data related to this inventory part. The type field identifies whether the part is material (normal stock parts issued to work order/phases), or equipment (rentable equipment items, or, spares of equipment items in stock). The cycle code is a material manager’s tool to be used for cycle count analysis or physical location requirements for stock
parts (most used items are stored in the front of the warehouse, etc.). A material safety data sheet (MSDS) may also be specified here and whether or not the MSDS sheet is required.

**COST BLOCK**

The Cost Block displays the calculated weighted average cost for the part across the entire enterprise. As items are purchased, the price might increase or decrease depending on the purchase cost. The on hand value is also calculated and displayed.

**ANALYSIS BLOCK**

The Analysis Block displays transactional information related to this part. This information includes last issue date (via counter release), last commitment date (via pick ticket), last receive date (via a purchasing transaction), and last adjustment date (via an inventory or external inventory adjustment).

**QUANTITY BLOCK**

The Quantity Block displays the on hand quantity, the committed quantity (number requested via pick ticket), the on order quantity (number for which a purchasing transaction has been finalized), and the expected quantity (on hand minus committed, plus on order quantity).

**INVENTORY PART PROFILE VIEWS**

**SUBSTITUTE PARTS**

The Substitute Parts View identifies parts that can be issued as a substitute for an out of stock part. The substitute part field will zoom only parts of the same class/commodity/item hierarchy.

**VENDORS**

The Vendors View displays vendors that supply this part (as set up in the Vendor Catalog Screen). The Vendor View is also used to set up the inventory reorder generator criteria.

**WAREHOUSES**

For information purposes, the Warehouse View displays the list of warehouses where this particular part has been set up. Each listed line item is linked to its underlying bin definition record.

**KIT USAGE**

The Kit Usage View displays the kits the inventory parts have been associated to on the Inventory Kit Screen.
STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

USER DEFINED FIELDS

RELATED DOCUMENTS
CHAPTER 45: COUNTER RELEASE

The Counter Release Screen issues parts from a warehouse.

**KEY CONCEPTS**

- Counter release costs can be charged to work/phase(s) or directly to an account(s).
- The Load Pick Tickets hyperlink function on the counter release detail can be used to load pick ticket line items quickly onto the counter release.

- This screen is also used to release equipment.

**TITLE BLOCK**

The Title Block displays a system-generated sequential transaction number for the counter release record. An optional description field is also provided.

**TOTAL COST BLOCK**

The Total Cost Block enters the warehouse from which the parts are to be issued. An optional reference number field is also provided. The total cost field displays the calculated total cost for all line items on the counter release.

**RELEASE PERSONS BLOCK**

The Release Persons Block identifies who issued the materials from the warehouse and who received the issued materials. The released by list is filtered by security setup on the Warehouse Setup Screen. The released to zoom field displays a validated employee list unless the disable validation checkbox is selected on the Warehouse Definition Screen.

**DEFAULT WORK ORDER BLOCK**

The Default Block is used (if desired) to pre-populate the work order/phase on every line item being defined. This is helpful and reduces data entry effort when multiple line items are all being issued to the same work order/phase combination.
## Financial Transactions

### Table 30: Counter Release Financial Transactions

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>TG</td>
<td>Inventory Release to Account</td>
<td>Actual</td>
<td>Part Charge Account</td>
<td>Warehouse Charge Account</td>
<td>Material</td>
</tr>
<tr>
<td>TW</td>
<td>Inventory Release to Work Order</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Warehouse Offset Account</td>
<td>Material</td>
</tr>
<tr>
<td>OC</td>
<td>Inventory Markup</td>
<td>Actual</td>
<td>Part Charge Account</td>
<td>Part Markup Account</td>
<td>All</td>
</tr>
<tr>
<td>EW</td>
<td>Equipment Release to Work Order</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Part Charge Account</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

### Counter Release Views

#### STANDARD VIEWS

#### EXTRA DESCRIPTION

#### SENT EMAIL

#### RELATED DOCUMENTS

#### Counter Release Line Item Screen

The Counter Release Line Item Screen enters part information for each individual item released on a counter release record. This screen also can load pick tickets to expedite the processing of pre-staged parts.

### Title Block

The Title Block displays a sequential counter identification number for each counter release line item. This Title Block does not have a description field.
INVENTORY PARTS BLOCK

The Inventory Parts Block identifies which part is to be released, and from which bin it will be withdrawn. When selected, the unit cost, UOM, and quantity on hand will display automatically.

WORK ORDER BLOCK

If a line item is being released against a work order, then the Work Order Block enters the work order/phase number. If a line item is being released directly against an account, then the work order/phase fields are left blank. The quantity being released is the quantity, based on the part UOM, which will be issued when the counter release is saved.

PICK TICKET BLOCK

A pick ticket generates a counter release line item; the load function on the counter release header can be used to load the pick ticket line items quickly. If the line item represents the fulfillment of a pick ticket line item, this block will display the pick ticket transaction identification number and description. The specific line item number from the pick ticket is also displayed.

EQUIPMENT BLOCK

The Counter Release Line Item Screen can be used to issue a piece of equipment if that equipment is set up as a part in a warehouse/bin and is available for release. Equipment is issued individually by equipment identification code. After an equipment item is selected in the Equipment Block, the field values in the Part Block will automatically default.

ASSET BLOCK

The Counter Release Line Item Screen can be used to issue an asset if that asset is set up as a part in a warehouse/bin and is available for release. Assets are issued individually by asset identification code. After an asset is selected in the Asset Block, the field values in the Part Block will automatically default.

COUNTER RELEASE LINE ITEM VIEW

ACCOUNT SETUP

Account setup defines specific accounts and the distribution of charges to accounts at the phase level. The distribution is applied to phases through the enforce distribution selection. The default offset is the shop account.

In addition to defining the account/subcode and offset account/offset subcode, the subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage split or sequence (fixed amount). Percentage is displayed when the percentage
split usage is selected. This percentage defines the split distribution among accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of each amount and in what order to charge. A combination of fixed amount and percentage split is possible where the amount and precedence determine which account to use up to the defined threshold, after which a split distribution is applied to remaining accounts.
CHAPTER 46: COUNTER RETURN

The Counter Return Screen returns parts (previously issued via the Counter Release Screen), to the originating warehouse.

**KEY CONCEPTS**

- Counter return costs can be backed out of the work/phase(s) or account(s).
- This screen is also used to return equipment.

**TITLE BLOCK**

The Title Block displays a unique system-generated counter return transaction number. The description displayed is the description entered on the Counter Release Screen.

**TOTAL COST BLOCK**

The Total Cost Block displays the total cost from the originating counter release, minus any returned items, for a corrected total amount. The originating warehouse is also displayed in the Total Cost Block.

**RELEASE PERSONS BLOCK**

The Release Persons Block identifies the person who originally issued the parts (on the original Counter Release Screen record) as well as the person who originally received the parts. This information is provided for reference.

**RETURN PERSON DEFAULT BLOCK**

The Return Persons Default Block identifies the person who is returning unused parts to the warehouse, as well as to identify the person who is receiving the parts back into the warehouse. The values in these two fields will then autopopulate the corresponding two fields in each counter return line item record. This functionality is useful to speed up the parts return process.
FINANCIAL TRANSACTIONS

TABLE 31: COUNTER RETURN FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM</td>
<td>Inventory Return to Account</td>
<td>Actual</td>
<td>Part Charge Account</td>
<td>Warehouse Charge Account</td>
<td>Material</td>
</tr>
<tr>
<td>TP</td>
<td>Inventory Return to Work Order</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Warehouse Offset Account</td>
<td>Material</td>
</tr>
<tr>
<td>OC_CREDIT</td>
<td>Inventory Markup Credit</td>
<td>Actual</td>
<td>Part Charge Account</td>
<td>Part Markup Account</td>
<td>All</td>
</tr>
<tr>
<td>EM</td>
<td>Equipment Rental Return to Work</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Warehouse Offset Account</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

COUNTER RETURN VIEWS

STANDARD VIEWS

EXTRA DESCRIPTION

RELATED DOCUMENTS

COUNTER RETURN LINE ITEM SCREEN

TITLE BLOCK

The Title Block is used by the system to assign a sequential system-generated line item transaction number. There is no description field in this block.

TRANSACTION BLOCK

The Transaction Block displays the original counter release transaction number for reference purposes. Each item returned on the Counter Return Line Item Screen originated from that counter release.
PART BLOCK

The Part Block displays part reference information from the original counter release line item record. This information includes the part identification code with a description, the bin the part was released from, the unit of measure (UOM), the unit cost, and the on-hand quantity.

WORK ORDER BLOCK

The Work Order Block displays the work order/phase from the original counter release line item transaction. This information is then used to ensure the credit for the return goes to the correct work order/phase account.

RETURN PERSONS BLOCK

The Return Persons Block identifies the returned by and returned to persons involved in the counter return. The returned by zoom displays shop persons and the returned to zoom displays people with corresponding security rights to issue/receive into the selected warehouse. There is a check box on the Warehouse Setup Screen that will disable the returned by validation, thereby enabling the entry of a non-validated value into the returned by field.

ASSET BLOCK

If the original counter release was for an asset, then the Asset Block on the Counter Return Line Item Screen will display that asset item.

EQUIPMENT BLOCK

If the original counter release was for a piece of equipment, then the Equipment Block on the Counter Return Line Item Screen will display that equipment item.

PICK TICKET BLOCK

If a pick ticket was used to enter the original counter release record, then the Pick Ticket Block will display the original pick ticket and line item numbers.
CHAPTER 47: PICK TICKET

The Pick Ticket Screen stages the release of materials from a warehouse in advance. Therefore, a pick ticket can be considered a form of reservation. The pick ticket information autopopulates the counter release to save time during the material issue process.

**Key Concepts**

- Pick tickets provide the mechanism to stage materials so they are ready to pick up at the time of release.

**Title Block**

The Title Block displays the sequential system-generated transaction number for the pick ticket. An optional description field is also provided.

**Status Block**

The Status Block defines the overall status of the pick ticket and defines the warehouse from which the materials are taken. The date and time when the materials are needed are also entered in this block.

**Work Order Block**

The Work Order Block enters the work order and phase numbers for the materials being requested. After the materials are issued on the Counter Release Screen, this work order/phase combination will be charged for the cost of the materials.

**Delivery Location Block**

The Delivery Location Block defines where the requested materials will be sent and/or used. When the work order/phase is selected in the Work Order Block, the location information is autopopulated. This location information can be modified if the materials are required at a location other than one defaulting from the work order/phase.

**Pick Ticket Views**

**Shipping Information**

The Shipping Information View defines the physical address where materials should be shipped.
STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS

**Pick Ticket Line Items Screen**

The Pick Ticket Line Item Screen identifies a part and quantity that will be pulled from a specific warehouse/bin.

**Title Block**

The Title Block displays a sequential system-generated line item transaction number.

**Status Block**

The Status Block displays the status for the specific pick ticket line item (open or closed).

**Part Block**

The Part Block selects a part identification number and the warehouse/bin from which to take the quantity needed. Once a part is selected the part's description, unit cost, and UOM will be displayed.

**Quantities Block**

The Quantities Block enters a quantity for the part being taken based on the part's UOM. The Quantities Block also displays the on-hand quantity available for that part based on the warehouse/bin combination previously entered. After the pick ticket is released, via the counter release function, the quantity issued will also be displayed.

**Material Request Block**

If a material request (for a part) was used to initiate a pick ticket, then the Material Request Block will display the material request transaction identification number and the associated line item for the given part. If a material request was not used, then the Material Request Block will not display information.
CHAPTER 48: WAREHOUSE TRANSFER

The Warehouse Transfer Screen transfers parts from one warehouse to another warehouse or from one bin to another bin in the same warehouse.

**Key Concepts**

- This screen provides the mechanism to move parts and equipment to different warehouses and bins within the enterprise inventory system.

**Title Block**

The Title Block displays a sequential system-generated transaction number for the warehouse transfer record. An optional description field is also provided.

**Total Cost Block**

The Total Cost Block displays the total cost of the line items for the whole warehouse transfer record. The total cost is calculated from the unit cost times the transfer quantity for each line item, plus any additional shipping cost for each line item.

**Warehouse Block**

The Warehouse Block identifies the sending and receiving warehouses for the specific warehouse transfer record. Each warehouse transfer record can have only one combination of sending and receiving warehouses.

**Financial Transactions**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX</td>
<td>Inventory Release to Account</td>
<td>Actual</td>
<td>Receiving Warehouse Charge Account</td>
<td>Sending Warehouse Charge Account</td>
<td>Material</td>
</tr>
</tbody>
</table>

**Warehouse Transfer View**

**Standard View**
EXTRA DESCRIPTION

**Warehouse Transfer Line Item Screen**

The Warehouse Transfer Line Item Screen captures the details of parts and quantities when transferred from one warehouse to another or from one warehouse bin to another.

**TITLE BLOCK**

The Title Block displays a unique system-generated transaction number for the warehouse transfer line item.

**SHIPPING BLOCK**

The Shipping Block defines the cost for shipping the item from the sending to the receiving warehouse. The cost will be captured at each line item, then rolled up to a total on the Warehouse Transfer Screen.

**PART BLOCK**

The Part Block selects the part for transfer from one warehouse to another or one bin to another. When the part is selected, the description, UOM, unit cost, and quantity on hand will autopopulate.

**BINS BLOCK**

The Bins Block captures the source bin (the bin the materials are sent from) and the target bin (the bin the transferred parts are sent to), along with the transferred quantity.

**EQUIPMENT BLOCK**

The Equipment Block identifies a specific equipment item to be transferred from one warehouse to another. Selecting the equipment item via the zoom in this block autopopulates the Part Block on the line item record.
CHAPTER 49: INVENTORY ADJUSTMENT

The Inventory Adjustment Screen adjusts the part quantity, cost or to enter an initial entry of the part (during initial entry of a part, both the price and the quantity may be set at once.)

**Key Concepts**

This screen enables the user to adjust quantity or cost outside the normal channels of inventory transactions based on actual cost and quantity following physical inspection or decisions regarding cost updates.

**TITLE BLOCK**

The Title Block displays a unique system-generated transaction number for the inventory adjustment record. A required description field for the transaction is also provided.

**TRANSACTION TYPE BLOCK**

The Transaction Type Block displays a system-generated transaction type code. Two codes are available in this block: the inventory adjustment code, which is displayed on all inventory adjustment records that are manually entered, and, the inventory physical count adjustment code, which is displayed on all inventory adjustment records that are automatically created by the Physical Count Generator Screen.

**INVENTORY PARTS BLOCK**

The Inventory Part Block selects the warehouse/bin and part for which the adjustment is being made. This block also displays the current unit cost (based on the rolling weighted average) and the current on-hand quantity.

**ADJUSTMENT BLOCK**

The Adjustment Block identifies either the quantity or cost of an adjustment (unless it is an initial entry of the part). If the adjustment is price, the unit cost field will be highlighted in red and available for a unit cost entry. If the adjustment is quantity, the quantity field will be highlighted in red and available for quantity entry. If the adjustment is the initial entry of the part, both unit cost and quantity will be available for entry.
CHAPTER 50: EXTERNAL INVENTORY ADJUSTMENT

The External Inventory Adjustment Screen captures adjustments made to inventory cost/count, when the acquisition of the inventory occurs outside of the system. (i.e., to/from an external purchasing system). Entry is manual or via interface.

**Key Concepts**

This screen enables the user to adjust quantity or cost outside the normal channels of inventory transactions based on actual cost and quantity following physical inspection or decisions regarding cost updates.

**Title Block**

The Title Block displays a unique, system-generated transaction number. An optional description field is also provided.

**Posted Block**

The Posted Block identifies if the external inventory adjustment transaction has been posted. If posted, the posting date/time stamp is displayed.

**Warehouse Block**

The Warehouse Block enters the warehouse part and bin that is updated because of the external inventory adjustment. The unit cost and quantity of the adjustment are also entered in this block.

**Vendor Block**

The Vendor Block identifies the vendor from which the material was obtained. Additional information provided includes the specific vendor address code, the vendor part number, UOM, and quantity supplied.

**Shop Block**

The Shop Block is a reporting tool to identify which shop, shop person, and work code to associate to the purchase of the materials.

**Payment Block**

The Payment Block captures payment details from the external inventory adjustment transaction. These details include requisition number, cash transaction number, batch number/code, or a purchase order code from an external purchasing system. Also available are invoice details such as invoice number and date.
CHAPTER 51: EXTERNAL INVENTORY ADJUSTMENT APPROVAL

The External Inventory Adjustment Approval Screen approves external inventory adjustment transactions. Once approved the part/bin is updated with the associated cost and quantity.

**KEY CONCEPTS**

- The Approval Block views and approves external inventory adjustments. The view shows the warehouse where the adjustment will occur with the number of transactions and total cost. The detail lines display transaction date, part/bin information, unit cost, and quantity for the adjustment.
- The three icons in the upper right of the screen enable the user to approve or reject line items, and view an error log should a transaction fail.

**FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXT_INVADJ</td>
<td>External Inventory Adjustment</td>
<td>Actual</td>
<td>Warehouse Charge Account</td>
<td>Warehouse Offset Account</td>
<td>Material</td>
</tr>
</tbody>
</table>
CHAPTER 52: WAREHOUSE BIN DEFINITION

The Warehouse Bin Definition Screen sets up part storage locations for a warehouse. Relevant inventory control information is also associated on the Warehouse Bin Definition Screen.

**Key Concepts**

This screen defines the location and methodology for reorder and physical counts of parts and equipment.

**Title Block**

The Title Block enters a unique identifier for the warehouse bin. An optional description field for the bin is also provided.

**Active Block**

The Active Block defines whether the bin is active and available for use in the system. This block is also used to select a warehouse and part number for each warehouse bin record that is entered. A part can be stored in multiple bins, but each bin can have only one part associated to it.

**Quantities Block**

The Quantities Block displays the on-hand quantity currently in the bin, as well as inventory control quantities for minimum/maximum levels, reorder level and reorder quantity (or a target level). These quantities are by warehouse/bin and will be used by the automated inventory reorder generator to determine when to order parts and how many to order. If the target level is being used, the part will be reordered every time the on-hand quantity is below the target level. Alternatively, the reorder level triggers a reorder of a defined reorder quantity once reached. The reorder quantity will only be order once the on-hand inventory level is equal or less than the reorder level. The target level and reorder level methods cannot be used simultaneously.

**Cycle Count Block**

The Cycle Count Block identifies cycle count attributes associated with the part/bin combination. The bin order field creates an ascending sort on the part/bin that can be used instead of the bin code itself. The cycle code field is autopopulated from the Inventory Part Profile Screen (if a cycle code was previously setup in that screen). The start date and frequency fields are used by the Physical Count Generator Screen functionality in AiM.
WAREHOUSE BIN DEFINITION VIEW

REORDER BY MONTH

The Reorder by Month View sets up monthly (or seasonal) adjustments to the inventory control reorder values.
CHAPTER 53: INVENTORY REORDER GENERATOR

The Inventory Reorder Generator Screen generates a list of all inventory parts where the on-hand quantity is below a reorder set point. Purchase orders or purchase card transactions can be generated for qualifying parts on the list.

**KEY CONCEPTS**

- Inventory reorders are generated based on bins (from and to), cycle counts, or a combination of the two.

**TITLE BLOCK**

The Title Block displays a sequential system-generated transaction number. An optional description field is also provided.

**FINALIZE BLOCK**

The Finalize Block defines the warehouse and the end date for the reorder generator function. The finalize field has the following functionality: finalize no indicates that the inventory reorder generator record has been saved but not finalized. This will create the list of eligible parts to reorder; however, no purchasing transactions have been generated (or finalized) yet. Finalize yes indicates that the inventory reorder generator record has been generated, which will create the finalized purchasing transactions (purchase order or purchase card), for the parts in the detail list.

**CLASSIFICATION FILTER BLOCK**

The Classification Filter Block limits (filters) the output of the Inventory Reorder Generator Screen, to a subset (partial list) of what would otherwise be the entire reorder list. The classification filter specifies, according to the inventory hierarchy, the class, commodity, and/or item parts to be included in the generator. If only class is specified, then all commodities and items under that class will be included in the generator. If the class, commodity, and item are specified, then all items under that class/commodity will be included in the generator.

**BIN FILTER BLOCK**

The Bin Filter Block limits (filters) the output of the inventory reorder generator, to a subset (partial list) of what would otherwise be the entire reorder list. Option-1: the start bin field and end bin field criteria will filter the generator to only the range of bins in the warehouse that are specified in these two fields alphanumerically. Option-2: the cycle code field criteria will filter the generator to the specified cycle code only. Option-3: both start bin/end bin criteria and cycle code criteria can be specified to create a combination of option #1 and #2 above.
CONTRACTOR FILTER BLOCK

The Contractor Block limits (filters) the output of the Inventory Reorder Generator Screen, to a subset (partial list) of what would otherwise be the entire reorder list. Contractor is the vendor that the generator will use to create a purchasing transaction. The Contractor Filter Block defines a set of parameters to be applied to the filter based on contractor, contractor address code, method of purchase (purchase order or purchase card) and/or preference.

**Inventory Reorder Generator View**

GENERATOR ERRORS

The Generation Errors View displays any errors created when generating inventory reorder generation transactions. This information is helpful in troubleshooting failed generations.

**Inventory Reorder Generator Part Line Item Screen**

The Inventory Reorder Generator Parts Screen displays detailed information related to any part, which has been listed as a candidate for reorder.

TITLE BLOCK

The Title Block displays a sequential system-generated line item transaction number. The description of the part (from the Inventory Part Profile Screen), is also displayed.

BIN BLOCK

The Bin Block displays the part identification number and the warehouse/bin where the part is stored and needs replenishment.

VENDOR PREFERENCES

The Vendor Preferences Block displays important vendor related information from the Inventory Part Profile Screen. The block displays the preference of the vendor, the contractor (vendor) and specific address code, the purchasing method (purchase order or purchase card), PO type (if purchase order), and a blanket purchase order number if one has been associated. After the reorder process has generated, the PO code identification number is also displayed.

CALCULATED QUANTITY

The Calculated Quantity Block shows three quantity values (stock on-hand, on-order, and committed), for a specific part. Mathematical logic is applied to the three values to result in the calculated quantity field value. In turn, this calculated quantity value is used as part of the formula to determine the total quantity to reorder.
RESTOCK QUANTITY

The Restock Quantity Block displays the reorder level (from the Warehouse Bin Screen), the restock quantity (reorder quantity from the Warehouse Bin Screen), and the issue factor (from the vendor Catalog Screen). These values derive the vendor quantity to be reordered.

INVENTORY REORDER GENERATOR PART LINE ITEM VIEW

STANDARD VIEW

EXTRA DESCRIPTION
CHAPTER 54: PHYSICAL COUNT GENERATOR

The Physical Count Generator Screen counts warehouse inventory. Criteria is entered on the Physical Count Generator Screen that groups inventory into physical set(s). The generator then creates the list of specific parts to be counted for each set.

KEY CONCEPTS

Physical counts are generated based on bins (from and to), cycle counts, or a combination of the two.

TITLE BLOCK

The Title Block displays the sequential transaction number for the physical count generator record. An optional description field is also provided.

WAREHOUSE BLOCK

The Warehouse Block identifies the specific warehouse where the physical count of inventory will occur. A date field is also provided to identify the date used for analysis of what needs to be counted. If no date is populated, all parts/bins will be eligible to be counted for that warehouse. This is best used when doing a wall-to-wall inventory. The date field should be populated for just counting bins that are due for a physical count based on data entered on the bin.

BIN FILTER BLOCK

The Bin Filter Block limits (filters) the output of the physical count generator to a subset (partial list) of the entire warehouse inventory. Option-1: the start bin field and end bin field criteria will filter the generator to only the range of bins in the warehouse that are specified in these two fields using an alphanumeric sort. Option-2: the cycle code field criteria will filter the generator to the specified cycle code only. Option-3: both start bin/end bin criteria, and cycle code criteria can be specified which will combine options #1 and #2 above.

CLASSIFICATION FILTER BLOCK

The Classification Filter Block limits (filters) the output of the physical count generator, to a subset (partial list) of the entire warehouse inventory. The classification filter specifies, according to the inventory hierarchy, the class, commodity, and/or item parts to be included in the physical count. If only class is specified, then all commodities and items under that class will be included in generated physical sets. If the class, commodity, and item are specified, then all items under that class/commodity will be included in generated physical sets.
COUNT SET SIZE BLOCK

The Count Set Size Block defines how many bins will be counted per physical set. This helps control the physical count process, by limiting the number of parts to count, to a more manageable size (particularly in very large warehouses). The only user entered field in the Count Set Size Block is the bins per set field. The physical count generator will then divide the total number of bins to count by the bins per set to auto calculate the number of sets generated. For example, assume a typical warehouse technician can count 20 bins per shift, a convenient physical set then would have 20 bins. The physical count generator results in 100 bins that need to be counted. Therefore the sets generated calculation will be five sets (100bins/20bins per shift = 5).

PHYSICAL SET SCREEN

The Physical Set Block displays the list of sets created by the physical count generator. Each set generated produces a physical count worksheet used to conduct the actual physical inventory counts. The initial status of the physical count worksheet is generated, indicating the worksheet is new and yet to be counted.

TITLE BLOCK

The Title Block identifies the physical count set and a description of the physical count set. The count set record may have more than one count sequence, if a recount event occurred.

STATUS BLOCK

The Status Block indicates the stage of the in-progress count. This Status Block also identifies a count transaction number, warehouse, and count sequence reference. The actual count of parts in a bin is recorded when the worksheet status is set to counting. The count is blind in that the worksheet does not include the quantity on hand according to the database, but relies on the person counting inventory to enter the current quantity. Only when the worksheet is advanced to the finalized status are the adjustment values made visible to the approver. After the set is updated to approved, the necessary inventory adjustments are made and the set is completed. AiM is preloaded with statuses that are not editable besides adding role security. The physical count statuses are listed below:
## TABLE 34: PHYSICAL COUNT STATUS

<table>
<thead>
<tr>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generated</td>
<td>This is the starting point for the physical count worksheet once created by the generator. The record is available in the system but not editable. In addition, the part transactions are not yet in a frozen state.</td>
</tr>
<tr>
<td>Counted</td>
<td>This status allows the editing of the item count and count date fields. The inventory physical count is now considered in progress and the parts/bins being counted are considered frozen. Even so, AiM uses a dynamic freeze concept that allows transactions to be processed if a user chooses to do so (there is a prompt that the part is being counted). If a transaction occurs during a count, the active part /bin is flagged for a recount automatically.</td>
</tr>
<tr>
<td>Finalized</td>
<td>Setting the status to finalized will make all fields un-editable except the recount check box. This is the trigger to an approver that the set is ready for review.</td>
</tr>
<tr>
<td>Approved</td>
<td>This status actually generates the adjusting transactions to correct the inventory value of all counted bins. Approved also updates the bin quantities, item average costs, and next physical count start date for all bins.</td>
</tr>
</tbody>
</table>

### BIN COUNT BLOCK

The Bin Count Block identifies all that is needed to conduct the actual physical count. The Bin Count Blocks identify the scheduled date of the count, the warehouse bin, and the identity of parts to be counted. Upon editing the worksheet status to counting, the item count and count date fields may be modified. Complete the count and date for this assigned set and advance the status to finalized. During the physical count process, items may be released or returned creating the need to perform a recount of a bin. The counter release editor will be prompted to mark a bin for recount, but the warehouse manager may also choose specific bins for a recount regardless of a counter release/return. These bins marked for recount will be set aside as a subset to be counted again in a new version of the same physical count worksheet with an incremented count sequence. The physical count worksheet may be printed while in the generated and counting status for use in conducting the count. After the count is finalized the values entered are locked down. Once approved, the physical count worksheet updates the part/bin quantities via automatic inventory adjustments.
Physical Set Views

Standard Views

Notes Log

Status History
CHAPTER 55: PHYSICAL COUNT WORKSHEET

The Physical Count Worksheet Screen prepares the actual physical count of inventory. This screen contains the parts listing for a defined set.

**Key Concepts**

**Title Block**

The Title Block identifies the physical count set and a description of the physical count set. The count set record may have more than one count sequence if a recount event occurred.

**Status Block**

The Status Block indicates the stage of the in-progress count. This Status Block also identifies a count transaction number, warehouse, and count sequence reference. The actual count of parts in a bin is recorded when the worksheet status is set to counting. The count is blind in that the worksheet does not include the quantity on hand according to the database, but relies on the person counting inventory to enter the current quantity. Only when the worksheet is advanced to the finalized status are the adjustment values made visible to the approver. After the set is updated to approved, the necessary inventory adjustments are made and the set is completed.

**Bin Count Block**

The Bin Count Block identifies all that is needed to conduct the actual physical count. The Bin Count Block identifies the scheduled date of the count, the warehouse bin, and the identity of parts to be counted. Upon editing the worksheet status to counting, the item count and count date fields may be modified. Complete the count and date for this assigned set and advance the status to finalized. During the physical count process, items may be released or returned creating the need to perform a recount of a bin. The counter release editor will be prompted to mark a bin for recount, but the warehouse manager may also choose specific bins for a recount regardless of a counter release/return. These bins marked for recount will be set aside as a subset to be counted again in a new version of the same physical count worksheet with an incremented count sequence. The physical count worksheet may be printed while in the generated and counting status for use in conducting the count. After the count is finalized the values entered are locked down. Once approved, the physical count worksheet updates the part/bin quantities via automatic inventory adjustments.
PHYSICAL COUNT WORKSHEET VIEWS

STANDARD VIEWS

NOTES LOG

STATUS HISTORY
CHAPTER 56: INVENTORY KIT

The Inventory Kit Screen defines kits to the Inventory Module. Once defined these kits are selected, the parts explode into individual line items to save additional steps and maintain a uniform set of parts for a given kit.

**Key Concepts**

- Inventory kits are added to phases during the planning stage of the planning and scheduling process.

**Title Block**

The Title Block enters a unique identifier for the inventory kit. An optional description field for the kit is also provided.

**Active Block**

The Active Block determines if the inventory kit is active and available for selection in AiM. The warehouse associated to the inventory kit is also identified in this block.

**Line Items Block**

The Line Items Block identifies the individual parts belonging to the kit being created. Parts can have multiple quantities and display class and commodity codes associated to the inventory part.

**Inventory Kit Views**

- **Standard Views**
- **Extra Description**
- **Sent Email**
CONTRACT ADMINISTRATION MODULE

CHAPTER 57: CONTRACTOR

The Contractor Screen creates records for any external company/group that may provide materials or services.

**Key Concepts**

- A contractor is any outside entity (i.e., outside an organization’s internal workforce) that provides a service and/or product.

- One contractor can have multiple address codes. This provides a way to track all the physical locations from which a contractor operates. Each address code has an address type to distinguish it from other address codes for a contractor (e.g., a contractor could have one or more addresses for bids, purchasing, invoicing and/or returns).

- Contractors represent not only those people an organization works with currently, but past and future contractors as well. Contractors can be defined without being added to the list of active contractors visible for selection throughout AiM. In order to be selectable, a contractor must be both active and qualified (one or both of these could be set to no and the contractor would only be visible from the Contractor Screen). In addition, review dates and expiration dates establish limits on the contractor’s availability.

- The Related Documents View enables the user to attach important documents and other files (e.g., working documents, certifications, design proposals, insurance information, etc.) for easy access of important information specific to the contractor.

- Active contracts are visible from the ViewFinder.

**Title Block**

The Title Block creates a unique identifier for a specific contractor with a description. The description field can accommodate up to 255 characters and the Contractor Screen has extra description, notes log, and related documents views to capture additional information.

**Active Block**

The Active Block identifies whether or not the contractor is active and able to be used in AiM. The type governs how the contractor is utilized in the system. Vendor is for purchasing only and contractor is for general use and able to be used on any transaction screen. The specialty field is a reporting and grouping element.
ATTRIBUTES BLOCK

The Attributes Block defines data common to all contractors (e.g., minority/women’s business enterprise and ratings) to assist in determining the most qualified for a particular task. This block also contains the federal tax identification number and 1099 code for tax/tracking purposes.

QUALIFICATION BLOCK

The Qualification Block tracks whether or not a contractor is qualified based on local requirements. If qualified, the expiration date indicates the period that the contractor can be considered valid. If the qualified field is set to no or the expiration date has passed, the contractor record will not be available anywhere else in AiM.

CONTRACTOR VIEWS

TERMS

The Terms View associates pre-defined terms to a specific contractor. These terms default agreed upon values into transaction screens. The Active Block in the Terms View activates or inactivates terms and has a currency field to associate currency values to the terms code. The Rates Block defines rates by subledger (i.e., labor, material, equipment, and contract) and the types of terms (i.e., discounts, tax 1, tax 2, tax rebate, shipping, and markup). Percentages are defined for each type of term code (e.g., entering a five in the shipping field on the material subledger will add 5% in shipping costs to the overall purchase of materials from this vendor when this term is selected on a transaction screen).

ACTIVE CONTRACTS

The Active Contracts View displays all active contracts for the contractor. This view includes the type of contract, the contract number, contract description, start/end date, and the total contract amount.

STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

USER DEFINED FIELDS

RELATED DOCUMENTS
**ADDRESS CODE SCREEN**

The contractor address code defines unique instances (or locations) for the contractor. If, for example, the contractor has multiple locations, a distinct address code could be created for each, rather than creating a new contractor record.

**TITLE BLOCK**

The Title Block provides five spaces to add an address code number or unique identifier to the record.

**ACTIVE BLOCK**

The Active Block setup determines if the address is active and available to the system. The update cost field determines whether the system will automatically update the cost of vendor catalog items based on the latest purchases after invoices are released.

**ADDRESS BLOCK**

The Address Block defines the physical address for a specific address code. This contains main address and contact information for this address code. Other addresses and contacts can be added as needed by creating additional address codes.

**ADDRESS CODE VIEWS**

**CONTACT INFORMATION**

The Contact Information View provides the capability to assign multiple contacts to each address code. The view provides a number of different contact points such as address, fax, email, pagers (both alpha and numeric), and several phone number listings.

**ADDRESSES**

The Addresses View associates the address type code the address code. Multiple address type codes can be defined for each address code. Typical address types include invoicing, bids, purchasing, or returning of materials.
CHAPTER 58: SERVICE CONTRACT

The Service Contract Screen defines an agreement with a contractor to provide services. The types of agreements range from general services (e.g., pest control) to specific maintenance tasks (e.g., elevator maintenance) with defined or open-ended periods.

**KEY CONCEPTS**

**TITLE BLOCK**

The Title Block enters or display a unique, user defined contract number or identification and a description of the contract.

**STATUS BLOCK**

The Status Block defines the status of the service contract. Also defined in the Status Block is the service contract type, which provides the ability to group service contracts for reporting purposes and whether the contract was competitively bid, direct or negotiated.

**TABLE 35: SERVICE CONTRACT STATUS FLAGS**

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>This status flag allows edits but the contract cannot be invoiced against until awarded</td>
</tr>
<tr>
<td>Awarded</td>
<td>This status flag locks down the contract data and allows invoices to be processed</td>
</tr>
<tr>
<td>Complete</td>
<td>No edits are allowed and all remaining encumbrances (if any) are relieved. Invoices can no longer be posted against this contract.</td>
</tr>
</tbody>
</table>

**CONTRACTORS BLOCK**

The Contractor Block identifies the contractor providing the services defined on the Service Contract Screen. In addition, the address code, or specific location for the contractor as well as the terms applicable to the contracted services are displayed. The terms can default rates onto the invoice once applied.
DATES BLOCK

The Dates Block defines/displays significant dates associated with the service contract.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>The request date is the date a request for services was received.</td>
</tr>
<tr>
<td>Award</td>
<td>The award date is the date the contract was awarded. The service contract status cannot be changed to a status flag equal to the awarded status flag until the award date field is populated.</td>
</tr>
<tr>
<td>Review</td>
<td>The review date is a reporting date for management of service contracts. The review date should represent the date an organization wants to review a contract for renewal.</td>
</tr>
<tr>
<td>Start</td>
<td>The start date is the date the services can be started. AiM will not allow an invoice to be processed with an invoice date prior to the contract start date.</td>
</tr>
<tr>
<td>End</td>
<td>Services can be performed against the contract until the final day. This field is not a required field. If an organization desires to keep an open-ended service contract, simply leave the end date blank. In addition, AiM will not allow an invoice to be processed if the invoice date is beyond the end date of the contract. If an end date has been selected and needs to be extended, the extension can be made on the Service Contract Change Order Screen.</td>
</tr>
</tbody>
</table>

TOTALS BLOCK

The Totals Block displays financial information related to the service contract. This information includes the currency used with the contract, the estimate, award amount, and any change order dollar amounts. The total then is calculated (awarded plus change order) in the totals field, along with the invoiced amount (invoices released) which leaves the remaining contract balance.

SERVICE BLOCK

The Services Block identifies specific locations and work codes which, when populated on a work order/phase, will automatically default the corresponding contractor and service contract.
Financial Transactions

Table 37: Service Contract Financial Transactions

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC_E</td>
<td>Service Contract Award</td>
<td>Encumbrance</td>
<td>Service Contract Encumbrance Account</td>
<td>N/A</td>
<td>Contract</td>
</tr>
</tbody>
</table>

Service Contract Views

Account Setup

The Account Setup View defines the funding structure for a service contract. This includes encumbrances, markup, and offset (credit) accounts.

The encumbrance account defines which account and subcode to be encumbered when the service contract is set to a status, which equals the system status flag of, awarded. There is also a percent field, where a user can define a split funding configuration where the encumbrance can be split between multiple accounts. Regardless of the percentage configuration defined, the total percentage must equal 100 percent.

The offset account defines the offset (credit) account and subcode. The offset account/subcode combination is the recipient (credit) account for charges against work order/phase transactions related to the service contract. The work order/phase account/subcode is charged for service contract invoice transactions, and this offset account/subcode combination is the credited account/subcode.

The markup account defines the account and subcode where markup transactions will be credited. There is also a percent field, which defines the actual markup rate for the contract to be applied to all invoices.

Bid History

The Bid History View displays the contractor(s), which have submitted bids on the service contract. When the contractor is selected, information from the contractor setup record such as specialty, mwe/wbe information is displayed. There is also a qualified yes/no field to identify if the contractor is qualified to perform the services identified on the service contract. This qualified field is not related specifically to the qualified field on the contractor record. A contractor might be qualified to perform some services for an organization, but not qualified for a specific set of contract requirements. The bid amount is also recorded.
INVOICE APPROVERS

The Invoice Approvers View defines the person who can approve invoices for this specific contract. A dollar amount level is available if different approvers are needed for varied dollar amounts.

CONTACT INFORMATION

The Contact Information View associates a contact related to this specific contract. This includes the contact name, physical address, and phone/fax and email information.

CHANGE ORDERS

The Change Orders View displays a history of all approved change orders related to this specific service contract. The change orders are entered on the Service Contract Change Order Screen and displayed on this view.

SURVEY HISTORY

The Survey History View summarizes the surveys sent and collected as they pertain to a contractor's performance on the contract.

STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS
CHAPTER 59: SERVICE CONTRACT CHANGE ORDER

The Service Contract Change Order Screen formally updates the costs or end date of the service contract. The changes to dollar amounts can be both positive and negative.

**Key Concepts**

- Only service contracts in an awarded status can have change orders processed against them.
- In addition to modifying the contract cost for service contracts, users are able to submit changes to existing services associated to the service contract. An expiration date is provided to remove services no longer required.

**Title Block**

The Title Block displays a system-generated change order transaction number with a description field to define the purpose or need for the change order.

**Status Block**

All change orders must be approved before the changes are applied to the corresponding contract. There are three statuses, open, approved, and closed/canceled. A simple approval or a more complex workflow could exist for a change order using these status flags. The official date of the change order and placeholders for the amendment (if appropriate), reason, and the change order total cost are also included in this block. The Change Order Total field determines the amount of total cost to change on the service contract.

**Contractor Block**

The Contractor Block selects the service contract for which the change order is being entered. Selecting the contract populates the contractor and address code associated to the contract. In addition, a Reference Number field is also provided.

**Original Block**

The Original Block displays the original awarded amount along with any change order amounts with a total of the two displayed as well. This block also displays the current start and end dates of the service contract.

**Change Block**

The Change Order Block captures the new end date of the service contract. It also displays the original awarded amount and any change order amounts with a total of the two displayed. This block also displays the current start and end dates of the service contract.
DEFAULTS BLOCK

This block is provided as a timesaving measure by establishing new start and/or end dates to be applied as defaults for all services modified on the detail section of the Service Contract Change Order Screen.

O&M 6.2.2

SERVICES SCREEN

The Services Block enables users to submit changes to existing services associated to the service contract. An expiration date is provided to remove services no longer required. Two hyperlinks are provided to modify service contract services: Load Existing Services and Load New Services. These two options enable users to expire existing services and/or add new ones.

FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC_CO_E</td>
<td>Service Contract Change Order Encumbrance</td>
<td>Encumbrance</td>
<td>Service Contract Encumbrance Account</td>
<td>N/A</td>
<td>Contract</td>
</tr>
<tr>
<td>SC_CO_DE</td>
<td>Service Contract Change Order Deencumbrance</td>
<td>Encumbrance</td>
<td>Service Contract Encumbrance Account</td>
<td>N/A</td>
<td>Contract</td>
</tr>
</tbody>
</table>

SERVICE CONTRACT CHANGE ORDER VIEWS

STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

USER DEFINED FIELDS
PROJECT MANAGEMENT MODULE

CHAPTER 60: PROJECT

A project is a collection of one or many work orders. These work orders are classified as a project for management and reporting purposes. Cost estimates and actual cost transactions roll up and total to their parent project.

**Key Concepts**

- Project account setup can drive the work order account setup if the enforce distribution flag is selected or if the funding method on the phase is set to project.

**Title Block**

The Title Block identifies the project identification code. Upon creation of a new project record, the system generates an automatic project identification number; however, this system-generated identification number may be edited and changed to any unique user-entered identification code (at any time before saving the initial record). A required description field to describe the project is also provided.

**Status Block**

The Status Block identifies the condition of the project, or the stage of a project lifespan. The status flags are complete and not complete. They are associated to the project type creating a hierarchical relationship with the project statuses. Once the initial project record is saved, the ability to edit this budget field is controlled by the edit budget flag, on the Project Status Setup Screen. A setting of yes indicates that the budget field is editable, for the specified project type and status. A setting of no indicates that the budget field is not editable for the specified project type and status and requires budget change orders to update the value.

If the project is associated with a parent project group, the project group is identified here. Projects may be associated with project groups either here or at the Project Group Screen. A project budget field is provided for budgeting and estimating purposes.

**Project Manager Block**

The shop person (project manager) and their shop identify who is responsible for managing the project.

**Dates Block**

The Dates Block contains start and end date fields for the estimated, actual, and service dates of the project. These date fields are provided for management and/or reporting purposes and assist with the planning and scheduling of a project.
CLASSIFICATION BLOCK

The Classification Block identifies the project type classification and the enforce distribution setting. Project types may only be modified during the initial creation of the project group and determines the status flow for the project. The enforce distribution (yes/no) flag identifies whether or not the project account setup is enforced upon work orders/phases associated to the project. This is useful if accounting is done at the project level to ensure all supporting work order/phases are referring to the parent project as the funding source.

WORK ORDER BLOCK

The detail (child) components of the project are the work orders listed below in the detail section. Work orders may be added to or removed from a project. When adding or removing work orders from association with a project, exercise caution and be aware of the account setup, enforced distributions, and funding sources. The cost estimates and the actual cost transactions from the child work orders all roll up and total automatically to their parent project.

PROJECT VIEWS

ACCOUNT SETUP

The Account Setup View enters the charge and offset account(s) for a project. These accounts can be enforced which forces subordinate work orders and phases to reference this account setup as the funding source.

The subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage (percentage split) or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution of accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of a specified amount and in what order to apply the cost. A combination of fixed amount and percentage split is allowed. The charges will be applied according to the precedence of fixed amounts first. Once those thresholds are exceeded, a single or split percentage distribution is utilized for the remaining charges.

This view also has a view, the Account History View displays previous account setups used for the specific record when the expiration date has been reached for them.

PLANNED WORK ORDERS

The Planned Work Orders View provides a display-only listing of planned work orders associated to the project. When a planned work order is promoted, that work order is removed from the planned list and added to that project's work order listing.
BUDGET CHANGE ORDER

The Budget Change Order View enables changes to a project budget once the budget has been locked. The project status determines when budget change orders need to be utilized.

If the status indicates that the budget may be modified, changes can be made on the Project Screen (while in the edit mode). If the status indicates that the budget is not editable, the Budget Change Order Screen records any future changes to the budget. Budget change order amounts are the sum of the original budget and the entered budget change order amount. For example, if the original budget was $1500, and the new budget should be $1750, then $250 should be entered in the amount field of the change order. The budget change order has no effect on, nor is it influenced by, contract change orders.

COST ANALYSIS

The Cost Analysis View is a summary of estimated, actual, encumbered, and billed costs provided for financial evaluation at the project level. Costs are categorized into the major subledger types: labor, material, equipment, and contract costs. All costs include a hyperlink to more detail regarding the source transactions of the cost.

PROJECT CONTRACT LIST

The Project Contract List View is a display-only reference of project contracts associated with the specified project record. Clicking on the project contract hyperlink provides view details of the contract itself.

STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS
CHAPTER 61: PROJECT GROUP

The Project Group Screen identifies a collection of projects. Project groups are a useful tool for managing and reporting on like projects. Cost estimates and actual cost transactions from the child projects roll up and total to their parent group.

**Key Concepts**

- Project group account setup can drive the work order account setup if the enforce distribution flag is selected or if the funding method on the phase is set to project group.

**Title Block**

The Title Block identifies the user specified project group name (required), and an optional description of the project group.

**Status Block**

Project groups and projects utilize the same types and status workflows. A project group can be a different type than the projects associated to it. A group budget field is provided for budgeting and planning purposes. Once the initial group record is saved, the ability to edit this budget field is controlled by the edit budget flag on the Project Status Setup Screen.

**Manager Block**

The Manager Block identifies the project group manager and the shop responsible for managing the project group.

**Dates Block**

The Dates Block contains start and end date fields for the estimated and actual dates of the project. These date fields are provided for management and/or reporting purposes, and assist with the planning and scheduling of a project group.

**Classification Block**

The Classification Block identifies the project type classification and the enforce distribution setting. Project types may only be modified during the initial creation of the project group. The enforce distribution (yes/no) flag identifies whether or not the project group account setup (and the defined distribution of percentages and amounts per account), are enforced on the account setup for subordinate projects and their work orders/phases. If the enforce distribution is equal to yes, then all phases will reference the account setup in the project group for its funding source.
PROJECTS BLOCK

Projects are the details of a project group. Projects can be added or removed from a project group at any time. Exercise caution when removing projects from a project group if the enforce distribution flag is set to yes as the funding source is being driven by the project group and removing it will break that link.

PROJECT GROUP VIEWS

ACCOUNT SETUP

The Account Setup View enters the charge and offset account(s) for a project group. These accounts can be enforced which forces subordinate projects, work orders and phases to reference this account setup as the funding source.

The subledger defines the charge categories applicable to the account. The available subledger types (all, labor, material, equipment, and contract) specify which subledger to associate with the account. The Subledger Block also contains a percentage (percentage split) or sequence (fixed amount). Percentage is displayed when the percentage split usage is selected. This percentage defines the split distribution of accounts. Amount and precedence are displayed when the fixed amount usage is displayed. Amount and precedence determine the charge sequence of a specified amount and in what order to apply the cost. A combination of fixed amount and percentage split is allowed. The charges will be applied according to the precedence of fixed amounts first. Once those thresholds are exceeded, a single or split percentage distribution is utilized for the remaining charges.

This view also has a view, the Account History View displays previous account setups used for the specific record when the expiration date has been reached for them.

BUDGET CHANGE ORDER

The Budget Change Order View allows changes to be made to a project group budget once the budget has been locked. The project status determines when budget change orders need to be utilized.

If the status indicates that the budget may be modified, changes can be made on the Project Group Screen (while in the edit mode). If the status indicates that the budget is not editable, the Budget Change Order Screen records any future changes to the budget. Budget change order amounts are the sum of the original budget and the entered budget change order amount. For example, if the original budget was $1500, and the new budget should be $1750, then $250 should be entered in the amount field of the change order. The budget change order has no effect on, nor is it influenced by, contract change orders.

COST ANALYSIS

The Cost Analysis View is a summary of estimated, actual, encumbered, and billed costs provided for financial evaluation at the project group level. Costs are categorized into the major subledger types: labor,
material, equipment, and contract costs. All costs include a hyperlink to more detail regarding the source transactions of the cost.

STANDARD VIEWS

EXTRA DESCRIPTION

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS
CHAPTER 62: PLANNED WORK ORDER

The Planned Work Order Screen creates work orders for planning purposes and are tracked separately from the regular work orders. Planned work orders can be promoted at any time to become standard work orders.

**Key Concepts**

Planned work orders provide the mechanism to pre-plan work orders for subsequent versioning and promotion to actual work orders.

**Title Block**

The planned work order number is what uniquely identifies a work order record. The format of this number is set up in the System Administration Module. However, this format is still editable on work order entry (prior to saving only), if the system flag (116: Work order - edit work order numbers) is set to yes. The description represents an overall explanation of the work order, because the details can be described in the multiple phases.

**Status Block**

The Status Block indicates the current condition of the planned work order. The status is planned (not complete), promoted to a regular work order, or cancelled. The status of the work order is driven by the category setup in work classification. This Status Block also identifies the fiscal year in which the job is to actually occur, identify the version of the planned work order, and define the budget.

**Organization Block**

Organization is the who regarding the work to be performed. Organization defines the responsible institution, department, and organization. Organization may also be used to determine who will be billed for the work performed. The requestor is the organization's representative. The contact is the person who best understands the nature of the work to be performed. All (or any) of the information contained in the Organization Block can be automatically defaulted from the information associated with the requestor from the Requestor Screen.

**Property Block**

The Property Block identifies the location where the planned work may be performed using the property hierarchy.

**Classification Block**

The Classification Block establishes and define the types and categories of work. Every type must have at least one category. Types and categories reflect the organizational business process and are generally
identified as an aspect of the business. Optionally, the problem code field information displayed in this block, can be entered in one of two ways: first, for planned work orders approved from customer requests, the problem code value and work order description is transferred from the original customer request. Second, for planned work orders that are manually entered, the problem code can be selected from the zoom list, which automatically populates the work order description.

**Planned Work Order Views**

**PROJECTS**

The Projects View identifies eligible projects, which may host the planned work order. Although several projects may be listed, only one project may be identified as having an active relationship with the planned work order. Once the planned work order is promoted to a regular work order, it then joins the active project.

**FISCAL YEAR HISTORY**

The Fiscal Year History Views displays an historical list of all the fiscal years associated to the planned work order. Each time a new fiscal year is saved on the planned work order, a new line displaying the change is added to this view.

**STANDARD VIEWS**

**EXTRA DESCRIPTION**

**SENT EMAIL**

**NOTES LOG**

**USER DEFINED FIELDS**

**STATUS HISTORY**

**RELATED DOCUMENTS**

**Planned Phase Detail Section**

**TITLE BLOCK**

A phase is the detail task of a planned work order. The initial value for this field is 001. Each additional phase is assigned the next sequential number. The phase description should reflect a specific description
for the identified phase knowing the work order description is always available for an overall explanation of
the job (all phases).

**ACTIVE BLOCK**

This block determines if the planned phase is active or not. The Work Order field represents the parent
planned work order for the selected phase. The Budget field is used to enter the planned work order
phase budget and is always editable on a planned work order. The Location field reflects the
location/space/room (if applicable) associated with the Property field assigned to the planned work order.

**SHOP BLOCK**

The Shop Block identifies the crew/group/discipline assigned to perform the work, the primary person
assigned to perform the work, and the priority assigned to the work. The shop, primary person and priority
can be populated automatically on the phase if a problem code is selected that has been configured with
the appropriate shop, primary person and priority. This data can also be defaulted by property using the
shop assignment defaults feature. Only one person may be the primary person assigned to the phase.

**ESTIMATED DATES BLOCK**

The Estimated Dates Block contains the estimated date when the work will begin and the estimated date
when the work is expected to be completed. The estimated start and end dates can be calculated and
populated automatically based on the number of due hours defined on the Priority Setup Screen. For
example: 24 due hours = 1 calendar day; the start date will always default to the current date and the
estimated end date will reflect start date plus due hours. Although the estimated start date may be
changed, the estimated end date will always reflect the estimated start date plus due hours. If the Due
Hours field is left blank (null) on the Priority Setup Screen, both the Estimated Start Date and the
Estimated End Date fields may be manually entered. Additionally, these dates can be updated
automatically if the phase dependencies feature is deployed.

**CLASSIFICATION BLOCK**

The Classification Block identifies the funding source for the work order phase. Select from the eleven
account funding sources; capital project, custom, organization, shop, property, asset, equipment, project,
project group, work order, or work code. Optionally, the account funding source can be defaulted from the
type and category combination associated with the work order. This block determines where the phase will
default accounting information when the planned work order is promoted. The Classification Block also
selects from the list of work codes, associated with the work order classification type and category. Work
codes are often used to validate and default important information on the phase such as contractors to be
used or certifications required for the work. They are key for management analysis and reporting.
Optionally, the work code group can be used to filter the number of the work codes displayed in the zoom
list. The Request Method field records information on how the phase originated. The Request Method field
records the source of the request.
EQUIPMENT BLOCK

The Equipment Block identifies the specific equipment to be worked on. The equipment group information is displayed when equipment groups are defined and the equipment profile is associated with an equipment group. If the Location field in the Active Block is populated, the equipment zoom list is limited to the equipment records within that location. If the Location field is not populated, then the equipment zoom list includes all equipment in the property associated with the work order. If the phase was generated via the PM generator, then the template and PM standards fields are auto-populated from the PM template Screen. If the phase is manually generated, a PM standard can be selected from the zoom list. In both cases, the PM standard (predefined list of tasks) can be printed with the PM work order ticket.

ASSET BLOCK

The Asset Block identifies the specific asset to be worked on. Additionally, the asset type and group information is displayed.

CONTRACTOR BLOCK

The Contractor Block identifies the outside firm and the specific contract used to perform the work on the phase. The contractor type limits the number of contractors displayed in the zoom list. The user can add one or more properties to the service contract and associate them to the work code. When a customer request is created for the property, all Contractor Block information is automatically defaulted. If the problem code is not used, the work code alone can drive the defaulting from the Customer Request Approval or Phase Screens (if service contracts are set up). The contractor types are system defined and limited to service, job order contracting (JOC), and project contractors, in addition to in-house staff for internal work agreements.

Planned Phase Views

ESTIMATES

The Estimates View displays phase estimates when an estimate is created via the Estimating Module. The unique identifiers of the estimates associated to the phase displays whether they have been approved or not.

STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

RELATED DOCUMENTS
PURCHASING MODULE

CHAPTER 63: PURCHASE ORDER

The Purchase Order (PO) Screen identifies materials, quantities and costs of items purchased using the purchase order transaction. The purchase order is the first step in the purchase order process, followed by the purchase receive, disbursement, and finally completed with the released invoice.

**Key Concepts**

- The purchase order type code has a capital projects flag field that associates the purchase order type code to capital projects. This purchase order type code enables the purchase orders to operate differently and enable the association of one capital project and multiple components to a single purchase order. Selecting the capital project flag also defaults both 3-way matching and post at invoice, to be set to yes.

- A single purchase order can have multiple receives and disbursements against it.

- Purchase orders conduct 3-way matching between the purchase order, purchase receive and the invoice’s purchase quantity, received quantity, and cost.

- Finalized purchase orders are committed dollars on the budget totals of the capital project.

- Purchase orders are typically integration candidates to purchasing systems, either outbound or via two-way feed.

- When system flag 150 -PO INVOICE - ALLOW DUPLICATE INVOICE NUMBERS FOR VOIED TRANSACTIONS, is set to yes, invoice numbers can be reused from voided transactions. Selecting no will not allow a purchase order number to be reused.

- Furniture, Fixtures and Equipment (FF&E) are often processed through purchase orders to give the user a complete picture of cost for FF&E for a capital project (e.g., FF&E could be represented by a component group and then components would provide further costs breakdowns from there).

**Title Block**

The Title Block displays the purchase order code and a description of the purchase order transaction. The purchase order code can be overwritten as part of the organization’s business process. This becomes the purchase order number to the system. The original transaction number is the purchase order code and will be displayed in the Status Block. The purchase order number can be modified until the purchase order record is set to the finalized status flag. The system will retain both the purchase order number (modified purchase order code) and the purchase order code (the autopopulated transaction number, displayed in the Status Block). This step provides continuity and reference for all subsequent transactions. The two transaction numbers also help when interfacing to another master purchasing system.
STATUS BLOCK

Purchase order statuses are associated to purchase order type codes. Below is a list of purchase order status flags followed by the purchase order type code setup options.

**TABLE 39: PURCHASE ORDER STATUS FLAGS**

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>The record is editable and no financial transactions have been generated. The software ignores any dollar value associated to roles from any status code with an open status flag. As such, purchase orders can be created for any dollar amount.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The record is editable and no financial transactions have been generated. The software enforces any dollar value on roles associated with an open status flag. This allows the creation of a purchasing approval hierarchy based on approval limits.</td>
</tr>
<tr>
<td>Finalized</td>
<td>The purchase order is processed to acquisition. A financial encumbrance is generated and the only edit allowed is a status change to the closed status flag. This also creates a committed cost against the capital project component.</td>
</tr>
<tr>
<td>Closed</td>
<td>The purchase order has been received, disbursed, invoiced (as appropriate) with all the corresponding financial transactions (i.e., encumbrance, de-encumbrance, actual) posted or the purchase order has been closed with only encumbrance and de-encumbrance transactions posted.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The record has been terminated and no further edits are allowed and any financial transactions, which might have been created (such as an encumbrance), will be canceled as well.</td>
</tr>
</tbody>
</table>
### TABLE 40: PURCHASE ORDER TYPE SETUP FLAGS

<table>
<thead>
<tr>
<th><strong>Purchase Order Active Block</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default</strong></td>
<td>Selecting yes will establish a purchase order type code as the default code for purchase order transactions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Purchase Order Type Block</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3-Way Match</strong></td>
<td>The 3-way match capability is built into purchasing for capital projects. The 3-way match field indicates that 3-way matching is conducted for the purchase order and purchase receive against the invoice for the purchase quantity, receive quantity, and cost.</td>
</tr>
<tr>
<td><strong>Post At Invoice</strong></td>
<td>The post at invoice capability is built into purchasing for capital projects. This means cost is not applied to the capital project until the invoice is released.</td>
</tr>
<tr>
<td><strong>Capital Project</strong></td>
<td>Selecting yes creates a purchase order type associated to capital projects and modifies the Purchase Order Screen and the Disbursement Default Screen. Capital project component group and component fields provide the association of the purchase order to a capital project and multiple components.</td>
</tr>
<tr>
<td><strong>Require Blanket Purchase Order</strong></td>
<td>Selecting yes makes the blanket purchase order field a required element in order to save the purchase order record.</td>
</tr>
<tr>
<td><strong>Require External Reference</strong></td>
<td>Selecting yes makes the external reference field a required element in order to save the purchase order record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Workflow Block</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Already On Order Warning</strong></td>
<td>Selecting yes notifies the user if the parts being purchased already exist on another purchase record. This prevents over purchasing of the same item.</td>
</tr>
<tr>
<td><strong>Prompt To Close PO</strong></td>
<td>Selecting yes will prompt the user to close the purchase order once the purchase order process has been completed by releasing a purchase order invoice.</td>
</tr>
</tbody>
</table>

### CONTRACTOR BLOCK

The Contractor Block identifies the vendor providing the materials to be purchased. This block also has the blanket purchase order field, which can be a required field if the purchase order type code flag for
Require Blanket Purchase Order is set to yes. This selection will filter the vendor parts on the Purchase Order Line Item Screen.

**DATES BLOCK**

The Dates Block indicates significant dates in the purchase order process. In addition to a creation date, the block enables the user to establish review dates and to associate needed and expected dates to the purchase order record.

**TOTALS BLOCK**

The Totals Block displays cost information rolled up from the purchase order line items. In order to reach a total, the subtotal is increased or decreased based on how discounts, taxes, shipping and/or markups are modified. In the case of markup percentages, they can be defaulted by term codes or through direct entry in this block. These percentages are populated if predefined terms are applied to the purchase order in the Vendor Block. For each term code, percentages can be defined for the following subledgers: Labor, Material, Equipment, and Contract. These term codes are then associated to contractor/vendors on the Contractor Screen, Terms View. The table below provides a summary of each of the total fields:
# TABLE 41: TOTALS (PURCHASE ORDER)

<table>
<thead>
<tr>
<th>Totals</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>This field indicates the currency being used on the purchase order. If this currency is different from the baseline currency (set up in the System Administration Module), the exchange rate will be factored in after invoices are released.</td>
</tr>
<tr>
<td>Subtotal</td>
<td>This field indicates the roll up cost for all the purchase order line items before terms and/or markups adjust the total.</td>
</tr>
<tr>
<td>Discount</td>
<td>The discount amount is a roll up of all the discounts applied to purchase order line items and reduces the total cost of the purchase order.</td>
</tr>
</tbody>
</table>
| Tax            | The tax amount is a roll up of all the taxes and tax rebates applied to purchase order line items and both increases and decreases the total cost of the purchase order. This figure is actually a sum of three different tax fields found at the purchase order line item level.  

\[ \text{Tax} = \text{Tax 1} + \text{Tax 2} - \text{Tax Rebate} \]

These values can be defaulted based on terms setup and subsequent association to purchase orders. There is also an option to create a term where tax 2 includes tax 1 for any one of the following subledgers: Labor, Material, Contract, and Equipment. |
| Shipping       | The shipping amount is a roll up cost of all the purchase order line items and increases the total cost of the purchase order.                                                                               |
| Markup Percent | The markup amount increases the total cost of the purchase order by the percent times the subtotal. The markup percentage can be entered in this field and it will apply to all the purchase order line items. The markup percentage can also be applied if it is set up in a terms code. Only one markup percentage can be applied to a purchase order. |
| Total          | Total = Subtotal – Discount (+/–) Tax + Shipping + Markup                                                                                                                                                   |
DEFAULTS BLOCK

This block provides a way of defaulting the work either order/phase or component group/component and line type (catalog or non-stock) to each purchase order line item.

FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO_E</td>
<td>Purchase Order Encumbrance (PO to Work Order)</td>
<td>Encumbrance</td>
<td>Phase Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_E</td>
<td>Purchase Order Encumbrance (PO to Warehouse)</td>
<td>Encumbrance</td>
<td>Warehouse Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
</tbody>
</table>

PURCHASE ORDER VIEWS

SHIPPING INFORMATION

This view indicates relevant information concerning where, how, and to whom the materials purchased on the Purchase Order Screen are shipped.

STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS
**Purchase Order Line Item Screen**

Line items are created by loading existing material requests or by clicking the green plus sign to create a purchase order line item. The user must select from vendor catalog or non-stock items. Selecting non-stock is similar to catalog except that the unit of measure field is selectable and required.

**Title Block**

The Title Block displays a sequential counter identification number for each purchase order line item. The description field is autopopulated for vendor catalog line items. It is entered manually for non-stock items.

**Status Block**

This block determines whether the purchase order line item is open or closed. It also enables the user to specify which subledger to use for the purchase order line item. External reference numbers are associated to purchase order line items in this block. The purchase order type code controls whether or not the external reference number is required (see TABLE 40: PURCHASE ORDER TYPE SETUP FLAGS).

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Record is open and allows edits.</td>
</tr>
<tr>
<td>Closed</td>
<td>Record is closed and no longer allows edits.</td>
</tr>
</tbody>
</table>

**Vendor Block**

The Vendor Block identifies the specific vendor part number for the purchase order line item, vendor unit cost, and purchase quantity. For vendor catalog, the vendor part field is filtered to retrieve only those items that have been set up previously for the vendor listed on the Purchase Order Screen. For non-stock items, the fields are entered manually.

**Inventory Block**

The Inventory Block is used whenever the PO line item is an inventory part stored in a warehouse/bin as inventory. Additionally, the inventory part field is filtered to zoom only those warehouse inventory parts that have been previously setup for the vendor (contractor field) entered on the Purchase Order Screen. This previous setup, linking a vendor to specific inventory parts, is entered in the Vendor Catalog Part Screen. When replenishing inventory parts, the Inventory Block can be used to enter a line item and it's defaulting purchasing information. In addition, this information can be auto-generated using the automatic reorder generator.
TOTALS BLOCK

The Totals Block displays cost information for each purchase order line item. The overall total for the purchase order line item is determined by the cost of the item (subtotal) and any increases or decreases from the following fields: discounts, tax 1, tax 2, tax rebates, shipping, and markups. The markup percentage field is displayed only because the markup entered in the Totals Block on the Purchase Order Screen determines the markup percentage for all purchase order line items. The markup can also be defaulted from a terms code associated to the purchase order. The user must select one or the other markup percent, but not both.

Term codes define the discount, tax 1, tax 2, tax rebate, shipping, and markup fields as percentages that then default dollar amounts based on the percentage times the purchase order line item subtotal. When no terms are associated to the purchase order or if the user selects the Override Terms hyperlink, the user can enter values into the discount, tax 1, tax 2, tax rebate, and shipping expressed as dollar amounts (the terms can be returned by selecting the Enforce Terms hyperlink).

For each term code, percentages can be defined for the following subledgers: Labor, Material, Contract, and Equipment. There is also an option to create a term where tax 2 includes tax 1 for each of the subledgers. These term codes are then associated to contractor/vendors on the Contractor Screen, Terms View. The table below provides a summary of each of the total fields:

<table>
<thead>
<tr>
<th>Totals</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>This is the purchase order line item total before adjustments by the other totals fields.</td>
</tr>
<tr>
<td>Discount</td>
<td>The discount amount reduces the cost of the purchase order line item. The discount is either entered by a user as a dollar amount or a dollar amount is calculated based on the discount field percentage set up on the Terms Code Setup Screen.</td>
</tr>
<tr>
<td>Tax 1</td>
<td>The tax 1 amount increases the cost of the purchase order line item. The tax 1 is either entered by a user as a dollar amount or a dollar amount is calculated based on the tax 1 field percentage set up on the Terms Code Setup Screen.</td>
</tr>
<tr>
<td>Tax 2</td>
<td>The tax 2 amount increases the cost of the purchase order line item. The tax 2 is either entered by a user as a dollar amount or a dollar amount is calculated based on the tax 2 field percentage set up on the Terms Code Setup Screen.</td>
</tr>
<tr>
<td>Tax Rebate</td>
<td>The tax rebate amount reduces the cost of the purchase order line item. The tax rebate is either entered by a user as a dollar amount or a dollar amount is calculated based on the tax rebate field percentage set up on the Terms Code Setup Screen.</td>
</tr>
</tbody>
</table>
### Totals

<table>
<thead>
<tr>
<th>Totals</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td>The shipping amount increases the cost of the purchase order line item. The shipping is either entered by a user as a dollar amount or a dollar amount is calculated based on the shipping field percentage set up on the Terms Code Setup Screen.</td>
</tr>
<tr>
<td>Markup Percent</td>
<td>The markup percentage increases the total cost of the purchase order by the percent times the subtotal. If a markup is used, either the markup is set up in the Totals Block, Purchase Order Screen or one is defaulted from a terms code and can be applied to a purchase order, but not both.</td>
</tr>
<tr>
<td>Line Total</td>
<td>Total = Subtotal – Discount + Tax1 + Tax 2 – Tax Rebate + Shipping + Markup</td>
</tr>
</tbody>
</table>

### Purchase Order Line Item Views

#### Activity

The Activity View provides a snapshot of the purchase order line item and where it stands in the purchasing process. This view is a reference tool displaying actions taken regarding a specific purchase order line item. This information displays the quantity of received, rejected, disbursed, and invoiced line items. This assists with the management and reporting of purchasing.

#### Expediting Actions

The expediting actions identify activity required to ensure the rapid processing of a purchase. The expected date and contact person are also entered to ensure proper management of the expedited purchase order line item.

#### Standard Views

#### Extra Description

#### Notes Log

#### User Defined Fields


**Disbursement Default Screen**

**Title Block**

The Title Block identifies the sequence identification number of the intended disbursement for each purchase order line item transaction and a description of the transaction.

**Purchase Order Block**

The Purchase Order Block displays the purchase order number and purchase order description. Also included is the quantity of the line item to be purchased, the quantity to be disbursed with this specific sequence, and the unit cost for those items. Portions of line item totals may be disbursed to different work order/phases, or capital project component groups/components.

**Disbursement Block**

The Disbursement Block identifies which work order/phase or component group/component the items being purchased were specifically acquired against. The quantity from the line item carries down to the disbursement, but may be modified as needed. For example, the enterprise may purchase ten of a particular item, but the disbursement may associate five to one work order/phase and the remaining five against a different work order/phase.

**Material Request Block**

The material request contains the material request record number and the line item that was associated to the purchase order line item for fulfillment.

**Totals Block**

The Totals Block displays the costs, with any modifications, for the individual line item disbursement record. The items displayed include the sub-total (cost of the part), any discounts based on terms or agreement with the vendor, tax information, shipping costs for this line item, markup charges, and a line item total based on any of the above variables (see **Table 44: Totals Purchase Order Line Item**). Each line item captures these costs, which are summarized on the individual line item and parent purchase order record.
CHAPTER 64: PURCHASE RECEIVE

The purchase receive documents the receipt of items purchased via finalized purchase orders. Purchase receive is the second step in the purchase order process which is followed by disbursement and then releasing an invoice.

**Key Concepts**

- Purchase receives do not indicate actual cost, just that the goods have arrived.
- Clicking the Insert Icon initiates a search for eligible purchase orders.
- The purchase receive record is based on purchase orders with the status flag of finalized.
- AiM accepts both partial receives and receipt of more items than was ordered and you can have multiple purchase receives for a single purchase order.
- Purchase receives can be processed using handheld PDAs by synchronizing up and downloading finalized purchase orders.

**Title Block**

The Title Block displays a unique system-generated receiving transaction number and defaults the description from the purchase order.

**Status Block**

The Status Block identifies the status of the purchase receive, as well as the purchase order number and type of the originating purchasing transaction. Disbursing can begin when the purchase receive record is set to a status flag of finalized.

**Table 45: Purchase Receive Status Flags**

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>The record is editable and will not be visible on the Purchase Disbursement Screen.</td>
</tr>
<tr>
<td>Finalized</td>
<td>This status flag allows disbursement of the purchase receive records.</td>
</tr>
<tr>
<td>Closed</td>
<td>The purchase receive is closed.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The record has been terminated and no further edits are allowed.</td>
</tr>
</tbody>
</table>
CONTRACTOR BLOCK

The Contractor Block identifies the vendor associated with the purchase receive transaction who has provided the purchased materials. The contractor/vendor identification includes an address code, contact information, and blanket purchase order, if applicable. Of note, the blanket purchase order could be required based on purchase order type code setup (see on TABLE 40: PURCHASE ORDER TYPE SETUP FLAGS).

SHIPPING BLOCK

The Shipping Block captures data related to where the materials were received. This includes where the goods are received, the shipment type (surface freight, ground delivery, etc.), the employee who placed the order, and a location for a reference number, as required.

PACKING SLIP BLOCK

The Packing Slip Block displays pertinent information related to the physical receiving function. It will capture who received the goods, dates for both the receive itself, and the packing slip, and the packing slip number.

*Purchase Receive Views*

SHIPPING INFORMATION

The Shipping Information View defines where, how, and to whom materials associated with the purchase receive record should be shipped.

STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

STATUS HISTORY

RELATED DOCUMENTS
Purchase Receive Line Item Screen

Title Block

The Title Block displays the unique purchase receive line item number and a description of the line item. This description is populated from either the vendor part description may be modified as desired.

Purchase Order Block

The Purchase Order Block contains a reference to the purchase order code and line item being received. This information is displayed as a hyperlink directly to the purchase order line item should a review be necessary.

Vendor Block

The Vendor Block identifies the specific vendor part number for the purchase line item, vendor unit cost, and purchase quantity.

Inventory Block

The Inventory Block displays inventory related information if the item being received is a stock part. If the line item is not a stock part, the Inventory Block will remain blank. If a stock part has been associated with a vendor part, the unique part identifier and description, along with the UOM and stock quantity will be displayed.

Receiving Totals Block

The Receiving Totals Block identifies relevant information concerning prior or pending transactions related to this line item. The information displayed includes historical information such as any prior receives, and how many of the items that have been received have been disbursed. It also contains information about the current receiving action such as how many were delivered, and of those delivered, how many have been accepted, and how many have been rejected. Finally, the quantity remaining is displayed.

Purchase Receive Line Item View

Standard View

Extra Description
**Rejection Screen**

**Title Block**

The Title Block displays a unique system-generated sequence number for the rejection transaction and description field to provide details related to the rejection.

**Transaction Block**

The Transaction Block contains a reference to the purchase receive and purchase receive line item that is being rejected.

**Rejection Block**

The Rejection Reason Block specifies why a delivered vendor part was rejected, the quantity that was rejected, and a reason for the rejection.
CHAPTER 65: PURCHASE CARD

The Purchase Card (PCard) Screen identifies the materials, quantities, services (e.g., pest control, etc.), and costs of items purchased on a PCard. PCard transactions do not have a receiving or invoicing step but still track line item detail on purchases.

**Key Concepts**

_purchase cards enable users to make purchases on the spot for materials and/or services._

**Title Block**

The Title Block contains a unique identifier of the purchase card transaction and a description of the PCard use.

**Status Block**

The Status Block reflects the status of the PCard transaction. This information includes the PCard transaction status (i.e., open, finalized, etc.), the date created, who placed the order, any markup percent and a field for a reference number. If the status is "open" the purchase card transaction can be edited and updated as necessary. Finalized locks the transaction date and makes it available to be disbursed in the Purchase Disbursement Screen. Cancel will lock all fields and end the processing for the transaction but maintain the data for history. Closed indicates the purchase card has been fully and successfully disbursed.

**Contractor Block**

The Contractor Block identifies the vendor associated with the purchase card transaction who is providing the materials (or services) being purchased. The contractor/vendor identification includes an address code, contact information, and contract terms.

**Bank Block**

The Bank Block defines which specific combination of bank and account was used with a purchase card transaction.

**Totals Block**

The Totals Block displays relevant information related to the PCard financial transactions. This data includes currency used, a sub-total from all the line items, any discounts tax or shipping charges or credits, and any markup charges which are all then totaled for the overall PCard transaction amount.
**Purchase Card Views**

**Shipping Information**

The Shipping Information View defines where, how, and to whom materials purchased with the purchase card should be shipped.

**Standard Views**

**Extra Description**

**Notes Log**

**User Defined Fields**

**Status History**

**Related Documents**

**Purchase Card Line Item Screen**

The Purchase Card Line Item Screen identifies the details of items purchased with a PCard. Line item information includes vendor, inventory, and cost totals for analysis, management, and reporting.

**Title Block**

The Title Block displays a sequential identification code of each line item and a description of each line item. Note that this description field will autopopulate from either the vendor part number or the inventory part number, if selected. For purchases of non-stock parts, this description field value can be entered manually.

**Subledger Block**

The Subledger Block categorizes the cost of the PCard line item transaction to one of the four subledgers (i.e., labor, material, contract, or equipment). The default subledger is material, but can be changed as appropriate.

**Vendor Block**

The Vendor Block identifies the specific vendor part number for the purchase line item, vendor unit cost, and purchase quantity.
INVENTORY BLOCK

The Inventory Block associates the part being purchased via the PCard, with an existing inventory part stored in a warehouse. This link is set up based on an association created in the Vendor Catalog Screen. Additional autopopulated fields include inventory UOM, unit cost (based on the rolling weighted average in inventory), and the quantity on hand.

TOTALS BLOCK

The Totals Block displays the costs, with any modification, for the individual line item record. The items displayed include the sub-total (cost of the part), any associated discounts - based on terms or agreement with the vendor, any tax information, shipping costs for this line item, any markup charges, and a line item total based on the previous values. Each line item captures these costs and rolls up to the parent PCard Screen.

PURCHASE CARD LINE ITEM VIEWS

EXPEDITING ACTIONS

The Expediting Actions View displays the steps taken to ensure the rapid processing and delivery of purchased materials.

STANDARD VIEWS

EXTRA DESCRIPTION

USER DEFINED FIELDS

PURCHASE CARD LINE ITEM DISBURSEMENT DEFAULTS SCREEN

The Purchase Card Disbursement Defaults Screen associates line items to work order phases and/or warehouse/bins thereby determining the resulting accounts that are charged. This also helps purchasing group similar items to create bulk vendor discounts.

TITLE BLOCK

The Title Block provides the sequential counter number of each disbursement default line item. A description field for each disbursement default line item is also provided.

TRANSACTION BLOCK

The Transaction Block contains a display of the purchase card transaction number, the PCard Screen line item number, the quantity disbursed against the specific line item, and a display of the unit cost.
DISBURSEMENT BLOCK

Each specific line item purchased on a PCard is assigned (disbursed) to a work order/phase, warehouse/bin, or multiple combinations of both. The Disbursement Block identifies this assignment by entering the appropriate selection. This selection, in turn, will then determine the account distribution(s) to be charged for the transaction.

MATERIAL REQUEST BLOCK

If a material request was originally submitted to request the part/supplies/materials purchased with a PCard, then the Material Request Block will display the material request number and line item that was previously created. This information is transferred to the Material Request Block, when the load material request button is selected, on the main Purchase Card Screen.

TOTALS BLOCK

The Totals Block displays the costs, with any modification, for the individual disbursement defaults line item record. The items displayed include the sub-total (cost of the part), any discount associated (based on terms or agreement with the vendor), any tax information, shipping costs for this line item, any markup charged, and a line item total based on the values above. Each line item captures these costs and roll up to the individual line item and parent Purchase Card Screen.
CHAPTER 66: SPOT PURCHASE

The Spot Purchase Screen identifies the materials, quantities, and costs of items purchased with petty cash or credit cards on-the-spot at a vendor’s establishment.

**Key Concepts**

- Spot purchases enable users to make purchases on the spot for materials and/or services.

**Title Block**

The Title Block contains a unique identifier of the spot purchase transaction and a description of the spot purchase use.

**Status Block**

The Status Block indicates whether the spot purchase transaction is complete, i.e., the entry has been verified and is ready to be applied to the proper work order/phase(s). The information displayed includes the purchase date, any markup percent and relevant reference number, as well as who placed the order.

**Contractor Block**

The Contractor Block identifies the vendor associated with the spot purchase who is providing the materials being purchased. The contractor/vendor identification includes an address code, contact information, and contract terms.

**Bank Block**

The Bank Block defines which specific combination of bank, account, and (optionally) check number that was used to make the spot purchase.

**Totals Block**

The Totals Block displays relevant information related to the spot purchase financial transactions. This data includes what currency was used, a sub-total from all the line items, and any markup charges which are all then totaled for the spot purchase transaction.

**Defaults Block**

The Default Block facilitates completion of the Spot Purchase Screen. Completing the default information for the work order/phase will assign that value to each line item created. Each line item has to have a disbursement of materials assigned.
**Spot Purchase Views**

**Standard Views**

**Extra Description**

**Sent Email**

**Notes Log**

**User Defined Fields**

**Status History**

**Related Documents**

**Spot Purchase Line Item Screen**

The Spot Purchase Line Item Screen identifies the details of items purchased with petty cash or credit cards. Line item information includes vendor, work order, and cost totals for analysis, management, and reporting.

**Title Block**

The Title Block indicates the line item identification number and a description of what was purchased from the vendor.

**Subledger Block**

The Subledger Block identifies which of the four subledger types (i.e., labor, material, equipment, or contract) to assign the cost of the spot purchase line item. The subledger type defaults to material, but can be changed as needed. The capability also exists here to associate a specific external reference code with the line item.

**Vendor Block**

The Vendor Block identifies the specific vendor part number for the purchase line item, vendor unit cost, and purchase quantity.

**Work Order Block**

The Work Order Block defines the work order/phase for which the line item material(s) are being purchased. Spot purchases cannot be associated to inventory parts or warehouse bins.
**TOTALS BLOCK**

The Totals Block displays the costs, with any modification, for the individual line item record. The items displayed include the sub-total (cost of the part), any charged markup, and a line item total based on any of the variables above. Each line item captures these costs and are summarized on the parent Spot Purchase Screen.

**SPOT PURCHASE LINE ITEM VIEWS**

**STANDARD VIEWS**

**EXTRA DESCRIPTION**

**NOTES LOG**

**USER DEFINED FIELDS**
CHAPTER 67: PURCHASE DISBURSEMENT

The Purchase Disbursement Screen allocates materials or services costs to the correct work order/phase or component group/component. When a purchase order is created, the user has the ability to specify the work order/phase or component group/component to which the items are charged but this can change based on requirements after the fact. The materials can be disbursed to the desired work order/phase, warehouse, or component group/component at the time of disbursement.

KEY CONCEPTS

- Anything disbursed requires a reverse disbursement to make the adjustment.
- There can be multiple disbursements for any given purchase order.
- Capital project expenses can be redirected at this point and associated to other component groups/components with the same capital project.

TITLE BLOCK

The Title Block displays a system-generated unique transaction number for the purchase disbursement transaction and a description of the specific transaction.

TYPE BLOCK

The type field in this block displays the type of purchasing transaction is being disbursed, i.e., purchase receive. The total dollar amount for the disbursement is also displayed.
### Financial Transactions

**TABLE 46: PURCHASE DISBURSEMENT FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISB_CHG</td>
<td>Charge Distribution (Purchase Card to Work Order)</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>DISB_CHG</td>
<td>Charge Distribution (Purchase Card to Warehouse)</td>
<td>Actual</td>
<td>Warehouse Charge Account</td>
<td>Warehouse Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>DISB_CHG</td>
<td>Charge Distribution (Spot Purchase)</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>PC_DISB_OC</td>
<td>Purchase Disbursement Purchase Card Markup</td>
<td>Actual</td>
<td>Shop Offset Account</td>
<td>Shop Markup Account</td>
<td>All</td>
</tr>
<tr>
<td>PO_DISB_OC</td>
<td>Purchase Order Receive Distribution Markup</td>
<td>Actual</td>
<td>Shop Offset Account</td>
<td>Shop Markup Account</td>
<td>All</td>
</tr>
<tr>
<td>SP_DISB_OC</td>
<td>Purchase Disbursement (Spot purchase Markup)</td>
<td>Actual</td>
<td>Shop Offset Account</td>
<td>Shop Markup Account</td>
<td>All</td>
</tr>
</tbody>
</table>

### Purchase Disbursement Views

**STANDARD VIEWS**

**EXTRA DESCRIPTION**

**NOTES LOG**


**PURCHASE DISBURSEMENT LINE ITEM SCREEN**

The Disbursement Line Item Screen displays the work order/phase or component group/components originally selected on the purchase transaction screen. If the items are to be re-distributed, a user can simply change the information, apply the appropriate quantity, and add a second line as appropriate until all quantity has been disbursed. The cost can also be adjusted as required.

**TITLE BLOCK**

The Title Block displays the unique disbursement line item number and the description of the disbursement transaction.

**TRANSACTION BLOCK**

The Transaction Block contains a display of the purchase transaction number being disbursed and an optional external reference code.

**DISBURSEMENT BLOCK**

The Disbursement Block displays the target of purchased line items. Disbursements can be modified to adjust for changing requirements (e.g., the items could be disbursed to a different capital project component).

**PART BLOCK**

The Part Block displays part information (inventory or vendor part, unit of measure, and cost) along with disbursed quantity, any reversed quantity, and the invoiced quantity. The disbursed quantity is editable and allows disbursement of a different quantity than the original purchase quantity. For example, if ten items were purchased for a work order/phase, and when received, it was determined that five of the ten parts were needed for a higher priority job, five is entered on the disbursement line item disburse quantity. A second disbursement line item may be created then to identify the second work order/phase to disburse the remaining five items. This action will release the entire encumbrance against the first work order/phase, charge the cost for the five items, and charge the second work order/phase the remaining cost for the other five.

**TOTALS BLOCK**

The Totals Block displays the costs, with any modification, for the individual line item record. The items displayed include the currency type, sub-total (cost of the part), any discount based on terms or agreement with the vendor, any tax information, shipping costs for this line item, any charged markup, and a line item total based on any of the variables above. These costs are captured for each line item and are summarized on the parent disbursement record.
PURCHASE DISBURSEMENT LINE ITEM VIEW

STANDARD VIEW

EXTRA DESCRIPTION
CHAPTER 68: BLANKET PURCHASE ORDER

The blanket purchase order defines blanket agreements with vendors where purchases (typically by commodity) can be made against a blanket purchase order tracked in AiM. The blanket order number is associated with a standard purchase order and the costs for all associated purchase orders roll up for a total amount on the Blanket Purchase Order Screen. The dollar amount and dates (effective start and end dates for the blanket purchase order) are always enforced.

**Key Concepts**

💦 The blanket purchase order assists in managing the cost limits against a vendor over a period to ensure purchases do not exceed the predetermined limit.

**Title Block**

The Title Block defines a unique blanket purchase order record and a description of the blanket purchase order.

**Status Block**

The Blanket Purchase Order Screen has a blanket purchase order type but this type does not form a relationship with the status to create a hierarchy. The blanket purchase order status flags are displayed below:

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>The record is editable and will not be visible on the Purchase Order Screen.</td>
</tr>
<tr>
<td>Finalized</td>
<td>The blanket purchase order is processed and visible on the purchase order.</td>
</tr>
<tr>
<td>Closed</td>
<td>The blanket purchase order is closed and not visible on the purchase order.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The record has been terminated and no further edits are allowed.</td>
</tr>
</tbody>
</table>

**Contractor Block**

The Contractor Block identifies the vendor for which the blanket purchase order is created. The contractor/vendor identification includes an address code, contact information, and terms.
DATES BLOCK

The Dates Block tracks significant dates associated with the blanket purchase order. These dates include when the blanket purchase order was created, when it needs to be reviewed, and the start and end dates. The blanket purchase order is only valid for the given start/end date range.

TOTALS BLOCK

The Totals Block displays financial information related to this specific blanket purchase order. The currency type must be defined when the record is created, as well as the purchase limit. When the blanket purchase order is associated with a purchase order transaction, the costs will roll-up against the blanket purchase order and display the total of all purchase orders as well as the remaining balance on the blanket purchase order.

BlanKet P URCHASE O RDER V Iews

ACCOUNT SETUP

The Account Setup View specifies an offset account(s) for use (by subledger, if desired) when the blanket purchase order is associated with a purchase order.

TRANSACTION HISTORY

The transaction history displays a view-only listing of all purchase order transactions associated with the blanket purchase order.

STANDARD VIEWS

EXTRA DESCRIPTION

SENT EMAIL

NOTES LOG

STATUS HISTORY

RELATED DOCUMENTS
CHAPTER 69: VENDOR CATALOG

The Vendor Catalog Screen manages vendor parts from a specific vendor. Electronic catalogs can be buyer specific and speed or simplify the purchasing process.

**Key Concepts**

- When using the same vendors on a continual basis, it is possible to download their electronic catalogs into AiM to display in this screen. This electronic catalog can then be used to speed and simplify the entry of purchase orders. Vendor catalogs enable manual entry as well.

**CONTRACTOR BLOCK**

The Contractor Block simply specifies vendor and address code associated to the electronic vendor catalog.

**Vendor Catalog Line Item Screen**

**CONTRACTOR BLOCK**

The Contractor Block specifies the specific vendor for which the catalog is being created and the address code, which together provide the unique key to retrieve vendor catalog records.

**VENDOR BLOCK**

The Vendor Block provides information related to the vendor's catalog part. This information includes the vendor part number, unit of measure, unit cost, and lead time. Also available is the selection of the subledger to use when purchasing this part from the vendor. The default for the subledger is material, but may be modified as needed.

**INVENTORY BLOCK**

The Inventory Block associates an inventory part to the vendor part. When selected, the inventory part block will populate the part description, the UOM, and the current unit cost (based on the rolling weighted average on the inventory part profile record). An issue factor can be added to calculate the difference between the unit of issue and the vendor unit of issue. For example, a warehouse issues paint by the gallon, but paint is purchased from their vendor by the case. The vendor's case contains four gallons of paint. The issue factor in that event would be four, meaning every one case purchased from the vendor would increase the stock on-hand quantity by four gallons. The price of the one case would be divided by four and the rolling weighted average is adjusted accordingly. The preference that is displayed in the Inventory Block is defined on the Inventory Part Profile Screen and identifies a preference for purchasing this part from a specified vendor.
CLASSIFICATION BLOCK

The Classification Block associates a vendor part with a categorization hierarchy (class/commodity/item). The classification is a grouping of parts into functional categories for reporting, management, and analysis.
CHAPTER 70: VENDOR CATALOG PART

The Vendor Catalog Part Screen manages vendor parts from a specific vendor.

**KEY CONCEPTS**

- When using the same vendors on a continual basis, it is possible to download their electronic catalogs into this screen. This electronic catalog can then be used to speed and simplify the entry of purchase orders. Vendor catalogs can be entered manually too, if necessary.

**CONTRACTOR BLOCK**

The Contractor Block specifies the specific vendor for which the catalog is being created and the address code, which together provide the unique key to retrieve vendor catalog records.

**VENDOR BLOCK**

The Vendor Block provides information related to the vendor's catalog part. This information includes the vendor part number, unit of measure, unit cost, and lead time. Also available is the selection of the subledger to use when purchasing this part from the vendor. The default for the subledger is material, but may be modified as needed.

**INVENTORY BLOCK**

The Inventory Block associates an inventory part to the vendor part. When selected, the Inventory Part Block will populate the part description, UOM, and the current unit cost (based on the rolling weighted average on the inventory part profile record). An issue factor can be added to calculate the difference between the unit of issue and the vendor unit of issue. For example, a warehouse issues paint by the gallon, but paint is purchased from their vendor by the case. The vendor’s case contains four gallons of paint. The issue factor in that event would be four, meaning every one case purchased from the vendor would increase the stock on-hand quantity by four gallons. The price of the one case would be divided by four and the rolling weighted average is adjusted accordingly. The preference that is displayed in the Inventory Block is defined on the Inventory Part Profile Screen and identifies a preference for purchasing this part from a specified vendor.

**CLASSIFICATION BLOCK**

The Classification Block associates a vendor part with the enterprise inventory hierarchy (class/commodity/item). The classification is a grouping of parts into functional categories for reporting, management, and analysis.
CHAPTER 71: REVERSE DISBURSEMENT

The reverse disbursement feature provides an adjustment entry for disbursements.

KEY CONCEPTS

Cost is disbursed based on the purchase order type code used on the purchase order, purchase card, or spot purchase. In the case of capital project related purchase orders, this means cost is distributed after the invoice is released. This cost could be applied to a warehouse/bin (in the case of warehouse replenishment) or a work order/phase.

TITLE BLOCK

The Title Block displays a system-generated unique reverse disbursement transaction number and a description from the original purchase receive transaction. This description may be modified for the reversal.

TYPE BLOCK

The Type Block displays the type of purchasing transaction (i.e., purchase receive) which is to be reversed.

FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>REV_DISB</td>
<td>Reverse Disbursement</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>REV_DISB_OC</td>
<td>Reverse Disbursement Markup Credit</td>
<td>Actual</td>
<td>Shop Offset Account</td>
<td>Shop Markup Account</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_CREDIT</td>
<td>Purchase Order Invoice Credit (to Work Order)</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_CREDIT</td>
<td>Purchase Order Invoice Credit (to Warehouse)</td>
<td>Actual</td>
<td>Warehouse Charge Account</td>
<td>Warehouse Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Description</td>
<td>Finance Type</td>
<td>Charge Account</td>
<td>Offset Account</td>
<td>Subledger</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-------------------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>PO_INV_ENC</td>
<td>Purchase Order Invoice Encumbrance (to Work Order)</td>
<td>Encumbrance</td>
<td>Phase Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_ENC</td>
<td>Purchase Order Invoice Encumbrance (to Warehouse)</td>
<td>Encumbrance</td>
<td>Warehouse Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_CHARGE</td>
<td>Purchase Order Invoice Credit (to Work Order)</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_CHARGE</td>
<td>Purchase Order Invoice Credit (to Warehouse)</td>
<td>Actual</td>
<td>Warehouse Charge Account</td>
<td>Warehouse Offset Account</td>
<td>All</td>
</tr>
</tbody>
</table>

**Reverse Disbursement Views**

**STANDARD VIEWS**

**EXTRA DESCRIPTION**

**NOTES LOG**

**Reverse Disbursement Line Item Screen**

The reverse disbursement line item identifies the quantity of each purchased line item to be reversed and details regarding the initial disbursement.

**TITLE BLOCK**

The Title Block displays the unique purchase disbursement line item number and the description of the original disbursement record.

**TRANSACTION BLOCK**

The transaction displays information related to the transaction being reversed. This includes the purchase receive transaction and line item numbers, any external reference number used, and invoice information (invoice number, line item, and sequence) if the original receive and disbursement have been invoiced.
DISBURSEMENT BLOCK

The Disbursement Block displays which work order/phase or component group/component received the original disbursement, but is now getting the credit for the reverse disbursement.

PART BLOCK

The Part Block displays parts (stock or non-stock) that were received and disbursed, but may now be reverse disbursed. If the part was a stock item, the inventory part, UOM, and unit cost are displayed. The vendor section will also include the vendor part number, UOM, and unit cost. The invoice unit cost and the issue factor are also available for use.

QUANTITY BLOCK

The Quantity Block displays the quantity of items that were disbursed yet remain available to reverse (there might have been some previous reverse disbursements), a field to enter how many of the remaining quantity are required to reverse disburse with this transaction, and how many remain from the original disbursement action.

Reverse Disbursement Line Item View

STANDARD VIEW

EXTRA DESCRIPTION
ACCOUNTS PAYABLE MODULE

CHAPTER 72: PURCHASE ORDER INVOICE

The Purchase Order Invoice Screen records information from a vendor’s invoice in line item detail for material or other purchases. Three-way matching of the invoice to the purchase order is performed on this screen. Releasing purchase order invoice records posts cost to the disbursed work order/phase or component group/component.

**Key Concepts**

- Cost is disbursed based on the purchase order type code used on the purchase order. For CPPM, the purchase order type code always defaults 3-way matching and posting the cost only after releasing invoices.

- Purchase orders conduct 3-way matching between the purchase order, purchase receive and the purchase order invoice’s purchase quantity, received quantity, and cost.

- When system flag 150 -PO INVOICE - ALLOW DUPLICATE INVOICE NUMBERS FOR VOIED TRANSACTIONS, is set to yes, invoice numbers can be reused from voided transactions. Selecting no will not allow a purchase order number to be reused.

**Title Block**

The Title Block displays a system-generated purchase order invoice transaction number. The description field contains information populated from the underlying purchase order. This field may be edited by the user.

**Status Block**

The Status Block displays the purchase order type and number from the originating purchase order. The purchase order invoice status is set to an open status when first created. When the status is changed by the user to a status of released, the invoice transaction is posted.
### TABLE 49: PURCHASE ORDER INVOICE STATUS FLAGS

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open</strong></td>
<td>This status flag allows for the creation of a new purchase order invoice. New invoices can only be created for purchase orders that have been received and disbursed. While in an open status, the invoice header and transaction information may be modified.</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>The approved status flag provides a second (optional) step in the invoice process. Approved invoices cannot be edited, other than to advance the status code to the next stage.</td>
</tr>
<tr>
<td><strong>Released</strong></td>
<td>The released status flag is the final step in the invoice process allows for the payment of the invoice. Released invoices cannot be edited except for the status code, and then only to void them. Released invoices signal that the invoice may now be paid and cost is applied to capital project components.</td>
</tr>
<tr>
<td><strong>Rejected</strong></td>
<td>Only invoices in an open status can be rejected. Once rejected, an invoice cannot be edited or copied. However, a new invoice can be created in its place.</td>
</tr>
<tr>
<td><strong>Voided</strong></td>
<td>A voided invoice adjustment enables a new purchase order invoice to be entered, which contains the required corrections. Voided invoices may not be edited, but they may be copied to create new invoices for processing.</td>
</tr>
</tbody>
</table>

### CONTRACTOR BLOCK

The Contractor Block identifies the vendor that has submitted an invoice for payment. The address code and contractor name populate automatically from the underlying purchase order. If a blanket purchase order was identified on the original purchase order, the blanket number will be displayed as well as the vendor contact and any terms for the purchase order.

### INVOICE INFORMATION BLOCK

The Invoice Information Block contains the invoice number and date for reference and reporting. These mandatory fields are populated by the user from the vendor’s invoice.
**TOTALS BLOCK**

The Totals Block displays a summary of values from the purchase order invoice line items. Any discounts, taxes, shipping, and markup are tallied in the total field. These values originate either from the underlying purchase order or the purchase order invoice line item values.

**Financial Transactions**

**TABLE 50: PURCHASE ORDER INVOICE FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO_INV_CHARGE</td>
<td>Purchase Order Invoice (to Work Order)</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_CHARGE</td>
<td>Purchase Order Invoice (to Warehouse)</td>
<td>Actual</td>
<td>Warehouse Charge Account</td>
<td>Warehouse Offset Account</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_DE</td>
<td>Purchase Order Invoice (to Work Order)</td>
<td>Encumbrance</td>
<td>Phase Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_DE</td>
<td>Purchase Order Invoice (to Warehouse)</td>
<td>Encumbrance</td>
<td>Warehouse Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_MISCEL_CHARGE</td>
<td>Purchase Order Invoice Miscel (Line added at invoice)</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
</tbody>
</table>

**Purchase Order Invoice Views**

**STANDARD VIEWS**

**EXTRA DESCRIPTION**
The Purchase Order Invoice Line Item Screen identifies the difference, if any, between the actual invoice and the accepted amount to be paid to the vendor at the line item level. These costs will then roll up to the overall purchase order invoice.

**TITLE BLOCK**

The Title Block displays a system-generated purchase order invoice line item number and provides a description field used to define the invoice line item.

**ALLOW BLOCK**

The Allow Block identifies if the purchase order invoice line item should be allowed to be included in the invoice total amount. If the allow yes/no drop-down field is set to yes, the totals for the invoice line items are rolled up to the invoice total amount. When the invoice is set to a finalized status, the financial transactions are also posted. If, however, the allow drop-down is set to no, any variables entered or updated, such as discounts, taxes, shipping, etc., will not be totaled for the line item and when the invoice is set to finalized, the financial transactions will not be posted. Included in the Allow Block are fields displaying information related to the invoice line item such as the external reference code. If, on the originating purchase order line item, an external reference code was entered, it will be displayed here. The sub ledger applied at the purchase order line item is displayed as well as the system-generated unique purchase order invoice number. If the purchase order has been voided, the voided field will display yes.

**QUANTITY BLOCK**

The Quantity Block displays the purchase order line item part and unit of measure, as well as quantity information, such as number ordered, number disbursed, and any prior invoiced quantity for this line item. If the quantity being invoiced is different from what was ordered on the purchase order line item, the current invoice and accepted fields would be updated to reflect the correct quantity. If a partial invoice is processed and released, the purchase order remains in a finalized status and the purchase order line item remains in an open status. The Purchase Order Line Item Screen, Activity View, shows received, disbursed, and invoiced amounts. This would reflect the partial invoiced values. When all items have been
invoiced and released for the purchase order line item, the purchase order line item status will update to closed. When all purchase order line items on the purchase order have been invoiced and released, the purchase order status will update to closed.

**INVOICED BLOCK**

The Invoiced Block supports the entry of values from a vendor invoice. The unit cost will default from the purchase order line item and can be edited. The remaining values such as taxes, shipping, and discounts can also be edited. The subtotal and total fields are calculated based on the values entered. The Invoiced Block captures an accurate picture of the actual invoice values. If the values on the invoice are incorrect or a partial payment is to be made, the Accepted Block enters corrected values.

**ACCEPTED BLOCK**

The Accepted Block indicates the final accepted dollar cost for the invoiced line item. The values in the Accepted Block may or may not be different from the values in the Invoiced Block. For example, if the unit cost shown in the Invoiced Block is higher than the cost agreed to with the vendor, the agreed to cost would be updated in the unit cost field in the Accepted Block. There are fields to capture any variable costs that affect the total cost, such as discounts, taxes, shipping, and the like. These variables, if any, are entered or updated, and are included in the calculation of the line total field. The line totals roll up to the purchase order invoice as a whole. The Accepted Block line total, not the Invoice Block total, is included in the final transaction at posting.

**Purchase Order Invoice Line Item Views**

**STANDARD VIEWS**

**EXTRA DESCRIPTION**

**NOTES LOG**

**USER DEFINED FIELDS**
CHAPTER 73: PURCHASE ORDER INVOICE APPROVAL

The purchase order invoice approval (or rejection) feature allows for the approval/authorization of eligible invoices. The approval may also be restricted by dollar amount.

**Key Concepts**

- The Purchase Order Invoice Approval Block displays relevant information for the authorized user to either approve or reject the invoice. The user clicks the more detail link to reveal data, such as dollar amount, shipping, discounts and invoice number, as well as a link to both the purchase order and invoice. All invoices may be approved (or rejected) in toto using the select all feature, or approved by user-specified groupings of invoices (e.g., per contractor, per individual purchase order invoice transaction, etc.).

- The Purchase Order Invoice Approval Screen provides a quick way to process bulk approvals.
CHAPTER 74: PURCHASE ORDER INVOICE ADJUSTMENT

The Purchase Order Invoice Adjustment Screen allows changes to posted purchase order invoice values. Items that may be adjusted are the accepted quantity and variable costs (discounts, taxes, shipping, etc.).

**Key Concepts**

![icon] The Purchase Order Adjustment Screen enables the user to void at the purchase order invoice line item level.

**Title Block**

The invoice adjustment line item contains a system-generated purchase order invoice adjustment number and a field to enter a description of the invoice adjustment.

**Status Block**

The Status Block displays the purchase order type (regular, blanket, etc.), underlying purchase order number, and description. The purchase order invoice adjustment status may be either a released status or a voided status.

**Table 51: Purchase Order Invoice Adjustment Status Flags**

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Released</td>
<td>The released status is applicable when changes have been made to quantity invoiced or costs.</td>
</tr>
<tr>
<td>Voided</td>
<td>The voided status is used when the entire purchase order invoice is to be voided. A voided invoice adjustment enables a new purchase order invoice to be entered, which contains the required corrections. Voided invoices may not be edited, but they may be copied to create new invoices for processing.</td>
</tr>
</tbody>
</table>

**Contractor Block**

The Contractor Block displays contractor information, which was entered on the underlying purchase order. The contractor and address code are displayed as well as the contact and any terms identified on the purchase order. If the purchase order was associated to an existing blanket agreement with the contractor on the originating purchase order, the blanket number will be displayed in the Contractor Block.
INVOICE INFORMATION BLOCK

The Invoice Information Block contains the posted invoice number and date for reference and reporting.

TOTALS BLOCK

The Totals Block displays a roll-up from each invoice adjustment line item, for discounts, shipping, taxes, and markups. These items are then added to the sub-total from unit cost and quantity for a total invoice adjustment amount.

FINANCIAL TRANSACTIONS

The list of transactions are specific to the Purchase Order Invoice Adjustment Screen and do not include the transactions listed previously that are backed out to create an essentially new transaction line in the database.

**TABLE 52: PURCHASE ORDER INVOICE ADJUSTMENT FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO_INV_DE_VOID</td>
<td>Purchase Order Invoice Deencumbrance Void (to Work Order)</td>
<td>Encumbrance</td>
<td>Phase Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_DE_VOID</td>
<td>Purchase Order Invoice Deencumbrance Void (to Warehouse)</td>
<td>Encumbrance</td>
<td>Warehouse Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_ENC_VOID</td>
<td>Purchase Order Invoice Encumbrance Void (to Work Order)</td>
<td>Encumbrance</td>
<td>Phase Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_ENC_VOID</td>
<td>Purchase Order Invoice Encumbrance Void (to Warehouse)</td>
<td>Encumbrance</td>
<td>Warehouse Charge Account</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td>PO_INV_MISCEL_VOID</td>
<td>Purchase Order Invoice Miscel Void</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Shop Offset Account</td>
<td>All</td>
</tr>
</tbody>
</table>
### Purchase Order Invoice Adjustment Views

#### Standard Views

#### Extra Description

#### Notes Log

#### User Defined Fields

#### Status History

#### Related Documents

### Purchase Order Invoice Adjustment Line Item Screen

The Purchase Order Invoice Adjustment Line Item Screen identifies the quantity or cost adjustments for a purchase order invoice requiring corrections. Line item voids can also be used.

#### Line Block

The Line Block displays the system-generated purchase order invoice adjustment line item transaction number and provides a description field to enter a description of the line item adjustment.

#### Allow Block

The Allow Block indicates, by an approver, whether or not a line item should be allowed to be processed and a voided yes/no drop down, which shows whether the line item is to be voided. There are also references to the subledger used on the invoiced line item, the adjustment transaction number, and the purchase order external reference code if applicable.
QUANTITY BLOCK

The Quantity Block displays information from the original purchase order line item, such as the vendor part and quantities (ordered/dispursed, etc.). The accepted quantity is displayed directly over the editable adjusted field, where the user may enter an adjusted quantity.

ACCEPTED BLOCK

The Accepted Block shows the accepted costs for the line item from the original posted invoice. The values are display only for the user’s reference.

ADJUSTED BLOCK

The Adjusted Block displays the original dollar amounts (unit cost, taxes, discounts, shipping, etc.) from the invoice being adjusted. These fields are editable and can be updated to correct values. The system then calculates the subtotal and line totals. Select the Refresh totals amount at any time to see the impact of any changes before saving the record.

DISBURSEMENT SCREEN

The Disbursement Screen displays the work order/phase or component group/component associated with the originating purchase disbursement. The adjusted quantity may be changed during the invoice adjustment process.

TITLE BLOCK

The Title Block displays a system-generated sequence number for each disbursement default line item and a field to enter a description of the disbursement line item.

TRANSACTION BLOCK

The Transaction Block displays the originating invoice number and the line item sequence. If the purchase order was initiated from a material request, the material request number is referenced in this block.

DISBURSEMENT BLOCK

The Disbursement Block identifies the component group/component or work order/phase where the purchase order line item materials were posted against.

PART BLOCK

The Part Block displays the cost information for the part for both disbursement and invoice. This will show any difference between the two. The disbursed quantity is displayed and the adjusted quantity is populated with the invoice accepted amount. The adjusted quantity is editable.
TOTALS BLOCK

The Totals Block displays the line item totals from the original invoice for reference and reporting. This includes any discounts, taxes, markup, and shipping that were applied. These values are summed in the sequence total column.

INVOICED DISBURSEMENT DETAIL BLOCK

The Invoiced Disbursement Detail Block provides an informational reference to the purchase disbursement record, which includes the invoiced quantity and invoiced unit cost.
CHAPTER 75: SERVICE CONTRACT INVOICE

The Service Contract Invoice Screen processes vendor invoices submitted for completed service contract work.

**Key Concepts**

- The service contract invoice displays the difference, if any, between the invoiced and accepted amounts. The accepted amount will be charged to the work order/phase.

**Title Block**

The Title Block displays a system-generated service contract invoice transaction number and an editable description related to the invoice.

O&M 6.2.3

**Status Block**

The Status Block displays the status of the service contract invoice. This block also captures the summary bill data and the summary amount. The Summary Amount field is an optional capability that checks the total invoice amount in this field (if populated) against the total amounts for all the invoice line items combined. If the two do not match, AiM will provide an error message to that effect.

The following table describes the different status flags:

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>This status flag allows for the creation of a new service contract invoice. While in an open status, the invoice header and transaction information may be modified.</td>
</tr>
<tr>
<td>Approved</td>
<td>The approved status flag provides a second (optional) step in the invoice process. Approved invoices cannot be edited, other than to advance the status code to the next stage.</td>
</tr>
<tr>
<td>Released</td>
<td>The released status flag is the final step in the invoice process allows for the payment of the invoice. Released invoices cannot be edited except for the status code, and then only to void them. Released invoices signal that the invoice may now be paid and financial transactions are posted within AiM.</td>
</tr>
</tbody>
</table>
### Status Flags

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejected</td>
<td>Only invoices in an open status can be rejected. Once rejected, an invoice cannot be edited or copied. However, a new invoice can be created in its place.</td>
</tr>
<tr>
<td>Voided</td>
<td>A voided invoice adjustment enables a new service contract invoice to be entered, which contains the required corrections. Voided invoices may not be edited, but they may be copied to create new invoices for processing.</td>
</tr>
</tbody>
</table>

### CONTRACTOR BLOCK

The Contractor Block identifies the contractor, address code, and the contract for which the service contract invoice is submitted. The user selects a contractor from the available list and the system provides a wizard for the selection of active contracts associated to the contractor. Also included in this block is a display of the terms applicable to the contract.

### INVOICE INFORMATION BLOCK

The Invoice Information Block contains the invoice number, reference number, invoice date and date the invoice was received and date for reference and reporting.

### TOTALS BLOCK

The Totals Block displays invoice totals (sub-total, tax, line item total, and markup calculated from the service contract invoice line items) followed by a total for all line items. Currency for the payments is also displayed.

### Financial Transactions

**TABLE 54: SERVICE CONTRACT INVOICE FINANCIAL TRANSACTIONS**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
<th>Finance Type</th>
<th>Charge Account</th>
<th>Offset Account</th>
<th>Subledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP_CON</td>
<td>Service Contract Invoice</td>
<td>Actual</td>
<td>Phase Charge Account</td>
<td>Service Contract Offset Account</td>
<td>Contract</td>
</tr>
</tbody>
</table>
### Service Contract Invoice Views

#### Contact Information

The Contact Information View displays contact information for the service contract being invoiced. This includes a contact name, address, phone/fax, and email information.

#### Standard Views

#### Extra Description

#### Sent Email

#### Notes Log

#### User Defined Fields

#### Status History

#### Related Documents

### Service Contract Invoice Line Item Screen

The Service Contract Invoice Line Item Screen displays the difference, if any, between the invoiced and accepted amounts. The accepted amount will be charged to the work order/phase.

#### Title Block

The Title Block displays a system-generated service contract invoice line item transaction line number and a description of the line item for reference and reporting.
TRANSACTION BLOCK

The Transaction Block displays the invoice number and description for reference and invoice management.

WORK ORDER BLOCK

The Work Order Block identifies which work order/phase to charge with the service contract invoice amounts. Only work order/phases with the contractors and service contract being invoiced will display as eligible to appear on the invoice line item. The work order/phase must be at a status, which allows invoices, or the work order/phase will not appear as eligible for the invoice line item.

INVOICED BLOCK

The Invoiced Block contains the invoiced amount of the service contract invoice for reference and reporting. Also captured are tax related information (tax 1, tax 2, and tax rebate), along with any markup amount and a total line item dollar amount. The Invoiced Block accurately captures the amounts as indicated on the vendor invoice. This is not the amounts actually paid.

ACCEPTED BLOCK

The Accepted Block displays the agreeable invoice amounts for reference and management of invoices. Also captured are tax related information (tax 1, tax 2, and tax rebate), along with any markup amount and a total line item dollar amount. The accepted amount indicates the actual agreeable amount to be paid to the vendor. This may or may not be the same as what was invoiced.

SERVICE CONTRACT INVOICE LINE ITEM VIEWS

STANDARD VIEWS

NOTES LOG

USER DEFINED FIELDS
CHAPTER 76: SERVICE CONTRACT INVOICE APPROVAL

The service contract invoice approval (or rejection) feature allows for the approval/authorization of eligible invoices. The approval may also be restricted by dollar amount.

**Key Concepts**

- The Service Contract Invoice Approval Block displays relevant information for the authorized user to either approve or reject the invoice. The user clicks the more detail link to reveal data, such as dollar amount, shipping, discounts and invoice number, as well as a link to both the service contract and invoice. All invoices may be approved (or rejected) in toto using the select all feature, or approved by user-specified groupings of invoices (e.g., per contractor, per individual service contract invoice transaction, etc.).

- The Service Contract Invoice Approval Screen provides a quick way to process bulk approvals.
CHAPTER 77: SERVICE CONTRACT INVOICE ADJUSTMENT

The Service Contract Invoice Adjustment Screen allows changes to posted service contract invoice values. Variable costs (discounts, taxes, shipping, etc.) may be adjusted on this screen.

**Key Concepts**

- The Service Contract Adjustment Screen enables the user to void at the service contract invoice line item level.

**Title Block**

The Title Block displays a system-generated service contract invoice transaction number and an editable description related to the invoice.

**Status Block**

The Status Block displays the status of the service contract invoice.

<table>
<thead>
<tr>
<th>Status Flags</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Released</td>
<td>The released status is applicable when changes have been made to invoiced costs.</td>
</tr>
<tr>
<td>Voided</td>
<td>The voided status is used when the entire service contract invoice is to be voided. A voided invoice adjustment enables a new service contract invoice to be entered, which contains the required corrections. Voided invoices may not be edited, but they may be copied to create new invoices for processing.</td>
</tr>
</tbody>
</table>

**Contractor Block**

The Contractor Block identifies the contractor, address code, and the contract for which the service contract invoice is submitted. The user selects a contractor from the available list and the system provides a wizard for the selection of active contracts associated to the contractor. Also included in this block is a display of the terms applicable to the contract.
INVOICE INFORMATION BLOCK

The Invoice Information Block contains the invoice number and date for reference and reporting.

TOTALS BLOCK

The Totals Block displays totals, (sub-total, tax, and markup calculated from the service contract invoice line items) followed by a total for all lines. Also, the currency for the payments is displayed in the Totals Block.

FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>TABLE 56: SERVICE CONTRACT INVOICE ADJUSTMENT FINANCIAL TRANSACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Type</strong></td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>AP_CON_ADJ</td>
</tr>
<tr>
<td>AP_CON_VOID</td>
</tr>
<tr>
<td>SC_INV_DE_VOID</td>
</tr>
<tr>
<td>SC_OC_VOID</td>
</tr>
</tbody>
</table>

SERVICE CONTRACT INVOICE ADJUSTMENT VIEWS

CONTACT INFORMATION

The Contact Information View displays contact information for the service contract being invoiced. This includes a contact name, address, phone/fax, and email information.
STANDARD VIEWS

EXTRA DESCRIPTION

NOTES LOG

USER DEFINED FIELDS

STATUS HISTORY

RELATED DOCUMENTS

**Service Contract Invoice Adjustment Line Item Screen**

The Service Contract Invoice Line Item Screen displays the difference, if any, between the invoiced and accepted amounts. The accepted amount will be charged to the work order/phase.

**Title Block**

The Title Block displays a system-generated service contract invoice line item transaction line number and a description of the line item for reference and reporting.

**Transaction Block**

The transaction Block displays the service contract invoice number and description for reference and invoice management.

**Work Order Block**

The Work Order Block identifies which work order/phase to charge with the service contract invoice amounts. Only work order/phases with the contractors and service contract being invoiced will display as eligible to appear on the invoice line item. The work order/phase must be at a status, which allows invoices, or the work order/phase will not appear as eligible for the invoice line item.

**Invoiced Block**

The Invoiced Block contains the invoiced amount of the service contract invoice for reference and reporting. Also captured are tax related information (tax 1, tax 2, and tax rebate), along with any markup amount and a total line item dollar amount. The Invoiced Block captures accurately the amounts as indicated on the vendor invoice. This is not the amounts actually paid.
ACCEPTED BLOCK

The Accepted Block displays the agreeable invoice amounts for reference and management of invoices. Also captured are tax related information (tax 1, tax 2, and tax rebate), along with any markup amount and a total line item dollar amount. The accepted amount indicates the actual agreeable amount to be paid to the vendor. This may or may not be the same as what was invoiced.

SERVICE CONTRACT INVOICE ADJUSTMENT LINE ITEM VIEWS

STANDARD VIEWS

NOTES LOG

USER DEFINED FIELDS
APPENDIX

LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>O&amp;M LICENSE SCREENS</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>STANDARD AIM VIEWS</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>WORK ORDER/PHASE TRANSACTIONS</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>WORK ORDER NUMBER SETUP</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>WORK ORDER STATUS SETUP</td>
<td>21</td>
</tr>
<tr>
<td>6</td>
<td>WORK TYPE FLAG</td>
<td>22</td>
</tr>
<tr>
<td>7</td>
<td>WORK CATEGORY FLAGS</td>
<td>22</td>
</tr>
<tr>
<td>8</td>
<td>PHASE STATUS FLAGS</td>
<td>26</td>
</tr>
<tr>
<td>9</td>
<td>PHASE STATUS SETTINGS</td>
<td>27</td>
</tr>
<tr>
<td>10</td>
<td>FUNDING METHOD ACCOUNT SOURCES</td>
<td>31</td>
</tr>
<tr>
<td>11</td>
<td>MATERIAL REQUEST STATUS FLAGS</td>
<td>37</td>
</tr>
<tr>
<td>12</td>
<td>MATERIAL REQUEST LINE ITEM OPTIONS</td>
<td>39</td>
</tr>
<tr>
<td>13</td>
<td>MATERIAL REQUEST LINE ITEM STATUS SETUP</td>
<td>40</td>
</tr>
<tr>
<td>14</td>
<td>SHOP STOCK FINANCIAL TRANSACTIONS</td>
<td>42</td>
</tr>
<tr>
<td>15</td>
<td>SHOP STOCK ADJUSTMENT FINANCIAL TRANSACTIONS</td>
<td>44</td>
</tr>
<tr>
<td>16</td>
<td>TRADE DEFINITION ACTIVE STATES</td>
<td>55</td>
</tr>
<tr>
<td>17</td>
<td>SHOP PHASE MANAGER SCREEN COLUMNS</td>
<td>58</td>
</tr>
<tr>
<td>18</td>
<td>EXTERNAL CHARGE APPROVAL FINANCIAL TRANSACTIONS</td>
<td>78</td>
</tr>
<tr>
<td>19</td>
<td>ACCOUNT JOURNAL FINANCIAL TRANSACTIONS</td>
<td>79</td>
</tr>
<tr>
<td>20</td>
<td>WORK ORDER JOURNAL FINANCIAL TRANSACTIONS</td>
<td>82</td>
</tr>
<tr>
<td>21</td>
<td>BILLED TRANSACTIONS SCREEN FUNCTIONALITY</td>
<td>84</td>
</tr>
<tr>
<td>22</td>
<td>TIMECARD STATUS FLAGS</td>
<td>98</td>
</tr>
<tr>
<td>23</td>
<td>TIMECARD LINE ITEM STATUS FLAGS</td>
<td>100</td>
</tr>
<tr>
<td>24</td>
<td>TIME TYPE VALIDATION SETTING</td>
<td>101</td>
</tr>
<tr>
<td>25</td>
<td>TIMECARD APPROVAL FINANCIAL TRANSACTIONS</td>
<td>105</td>
</tr>
<tr>
<td>26</td>
<td>TIMECARD ADJUSTMENT FINANCIAL TRANSACTIONS</td>
<td>107</td>
</tr>
<tr>
<td>27</td>
<td>PM TEMPLATE SYSTEM FLAGS</td>
<td>118</td>
</tr>
<tr>
<td>28</td>
<td>PM SCHEDULE DATE GENERATOR RESPONSIBILITY FILTERS</td>
<td>124</td>
</tr>
<tr>
<td>29</td>
<td>ACTIVE BLOCK SYSTEM FLAGS</td>
<td>129</td>
</tr>
<tr>
<td>30</td>
<td>COUNTER RELEASE FINANCIAL TRANSACTIONS</td>
<td>136</td>
</tr>
<tr>
<td>31</td>
<td>COUNTER RETURN FINANCIAL TRANSACTIONS</td>
<td>140</td>
</tr>
<tr>
<td>32</td>
<td>WAREHOUSE TRANSFER FINANCIAL TRANSACTIONS</td>
<td>144</td>
</tr>
<tr>
<td>33</td>
<td>EXTERNAL INVENTORY ADJUSTMENT APPROVAL FINANCIAL TRANSACTION</td>
<td>148</td>
</tr>
<tr>
<td>34</td>
<td>PHYSICAL COUNT STATUS</td>
<td>156</td>
</tr>
<tr>
<td>35</td>
<td>SERVICE CONTRACT STATUS FLAGS</td>
<td>164</td>
</tr>
<tr>
<td>36</td>
<td>SERVICE CONTRACT DATES</td>
<td>165</td>
</tr>
<tr>
<td>37</td>
<td>SERVICE CONTRACT FINANCIAL TRANSACTIONS</td>
<td>166</td>
</tr>
<tr>
<td>38</td>
<td>SERVICE CONTRACT CHANGE ORDER FINANCIAL TRANSACTIONS</td>
<td>169</td>
</tr>
<tr>
<td>39</td>
<td>PURCHASE ORDER STATUS FLAGS</td>
<td>182</td>
</tr>
<tr>
<td>40</td>
<td>PURCHASE ORDER TYPE SETUP FLAGS</td>
<td>183</td>
</tr>
<tr>
<td>41</td>
<td>TOTALS (PURCHASE ORDER)</td>
<td>185</td>
</tr>
<tr>
<td>42</td>
<td>FINALIZED PURCHASE ORDER FINANCIAL TRANSACTIONS</td>
<td>186</td>
</tr>
<tr>
<td>43</td>
<td>PURCHASE ORDER LINE ITEM STATUS FLAGS</td>
<td>187</td>
</tr>
<tr>
<td>44</td>
<td>TOTALS (PURCHASE ORDER LINE ITEM)</td>
<td>188</td>
</tr>
</tbody>
</table>
TABLE 45: PURCHASE RECEIVE STATUS FLAGS .......................................................... 191
TABLE 46: PURCHASE DISPERSEMENT FINANCIAL TRANSACTIONS ..................... 203
TABLE 47: BLANKET PURCHASE ORDER STATUS FLAGS ........................................ 206
TABLE 48: REVERSE DISPERSEMENT FINANCIAL TRANSACTIONS ....................... 211
TABLE 49: PURCHASE ORDER INVOICE STATUS FLAGS ......................................... 215
TABLE 50: PURCHASE ORDER INVOICE FINANCIAL TRANSACTIONS .................... 216
TABLE 51: PURCHASE ORDER INVOICE ADJUSTMENT STATUS FLAGS .................... 220
TABLE 52: PURCHASE ORDER INVOICE ADJUSTMENT FINANCIAL TRANSACTIONS ......... 221
TABLE 53: SERVICE ORDER INVOICE STATUS FLAGS ............................................. 225
TABLE 54: SERVICE CONTRACT INVOICE FINANCIAL TRANSACTIONS ..................... 226
TABLE 55: SERVICE CONTRACT INVOICE STATUS FLAGS ....................................... 230
TABLE 56: SERVICE CONTRACT INVOICE ADJUSTMENT FINANCIAL TRANSACTIONS ....... 231