Equipment Costing v10x (ADF)

By CMiC

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Computer Methods

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Contents

Equipment Costing – ADF

Overview – Equipment Costing

Equipment Costing is an effective multi-tasking system. It can track different types of costs for each piece of equipment. Types of costs are user defined and unlimited. You can track repair, maintenance, insurance, licensing… the list is endless. At the same time, the system also tracks revenues against each piece of equipment. This revenue can be automatically calculated by the system according to equipment location and duration or can be manually entered from timesheets.

Equipment Costing contains the following features:

- Allows multiple equipment classes

- Manages rates by equipment class, individual equipment or by job

- Allocates equipment costs based on actual use

- Applies automatic charge-outs based on detailed equipment location history

- Allows charge caps on each piece of equipment to a specified percentage of the value

- Manages multiple location and location transfer tracking

- Tracks Operating vs. Repair costs

- Integrates with Preventive Maintenance, Payroll and Projects

- Shares Equipment Master with Fixed Assets and Preventive Maintenance

- Provides user-defined operating calendar

Module Interactions

Job Costing

Job Costing is one of the key modules with which Equipment Costing integrates. The category and sub-categories for equipment will be set up in Job Costing. You can indicate the equipment rates that should be used instead on the job billing rates table. You can assign equipment to a specific phase or sub-phase, have a work breakdown structure assigned to the equipment code, enter direct cost transactions against equipment and direct billing transactions against a piece of equipment and balance these to an offsetting general ledger account. Distribution in job costing is an 'E' type.

Job Billing

If a job is using billing type 'Job Billing', then the equipment cost transactions will be billed through the Job Billing module. The billing rate may come from the rate set up in equipment costing or the rate set on the job billing rate table, depending on if the flag 'Use Equipment Bill Rates for TM or Job Billing' on the job master file is checked or unchecked.

E-Time

E-timesheets can be entered against a work order that is associated with an equipment item. The distribution type is a 'W' type.

Payroll

Payroll is a key module which integrates with equipment costing. A piece of equipment can be directly associated with an employee on the Employee Profile Screen. When entering timesheets in payroll, the system will default in the Timesheet Entry screen, the equipment code from the employee profile and retrieve both the charge and bill rate from equipment costing to be charged to the job or billed to the owner. Hours used are entered and equipment codes, transaction codes and rates can be changed in timesheet entry. From the Payroll module, you can print an edit listing by group of employees or equipment group and post the equipment usage.

Fixed Assets

The Fixed Assets module allows you to set up a new piece of equipment or record an existing piece of equipment as an asset, record the original cost, economic life, expected life and method of depreciation, licensing fees and insurance costs. The monthly depreciation, insurance and license fees on equipment will be calculated in this module and posted in Fixed Assets, General Ledger and Equipment Costing.

Preventive Maintenance

In the Preventive Maintenance module, you can set up a new or existing piece of equipment, add the accumulators, and enter existing and new meter readings such as mileage. This module allows for preventive and corrective work orders and work items to be generated or entered. These work orders can be applied to a job, a piece of equipment or the general ledger. The labor, parts and maintenance licensing charges, etc., can be posted to equipment costing from the closeout of the work order or transactions entered against the work order via Accounts Payable, Payroll and other modules.

Accounts Receivable

In the Accounts Receivable module, an invoice or receipt distribution can be made directly to equipment, cost code and category. Once posted, the revenue will appear in the Equipment Costing module and Job Costing module if the piece of equipment was associated with a job. Inter-company transactions can also be recorded here.

Accounts Payable

In the Accounts Payable module, a voucher can be entered to record cost directly to equipment. Once posted, the cost will appear in the Equipment Costing module. Inter-company transactions can also be recorded here.

Requisitions

In the Requisitions module, a request for material can be entered against equipment. When an 'E' type distribution is entered, the department from the Home Location setting will default onto the distribution line. The requisition will either be pulled from the Inventory module (issued against a requisition), or a purchase order will be created from the Requisition module.

Purchase Order

In the Purchase Order module, an 'E' line can be entered. The department code will default from the home location set up in the Equipment Costing module. The general ledger account will default from the

transaction code set up in the Equipment Costing module too. Depending on whether the line was marked to have Inventory affected or whether it was marked to be received in Purchase Order (once received will go into accounts payable), will determine the module which will have the final posting to equipment costing. If the purchase order is checked to have an inventory receipt, then a markup is allowed, which will be added before posting the equipment cost.

Inventory

In the Inventory module, an issue price and a buy back price can be set on the inventory master. On the inventory control, the 'Price Rule' will be checked whether inventory for equipment is to be issued at sell price or cost and bought back at buy back price or cost. 'E' type distributions are used throughout the inventory application.

Material Sales

The Material Sales (Materials Management) module is fully integrated with the General Ledger, Accounts Payable, Accounts Receivable, Purchase Order, Inventory, Job Costing, Payroll and Equipment Costing modules.

Enter New Equipment

Overview

Pgm: EMEQUIP – Equipment Entry; standard Treeview path: Equipment Costing > Setup > Enter Equipment

Equipment can be entered in the Equipment Costing module, but can also be set up in the Fixed Assets module or the Preventative Maintenance module.

The Equipment Costing Maintenance screen performs a dual job by allowing you to set up an equipment item in the Equipment Costing module and then link the item as an equipment asset in the Fixed Assets module through the 'Asset Type Equipment' tab. The information you enter into this tab will default into the Asset Maintenance screen when you are entering this item into Fixed Assets (standard Treeview path: *Fixed Asset > Assets > Enter Assets – Equipment Detail tab*).

Similarly, equipment can be entered as an asset in the Fixed Asset module and the Equipment Detail tab will provide a link to the Equipment Costing module. This link is established when a new asset is saved in one of two possible ways. If a piece of equipment already exists with the same code as the asset, the new asset is linked to the

equipment. Otherwise, a new piece of equipment with the same code as the new asset is added to the Equipment Costing system. A pop-up window will be displayed requesting some additional information required to create a piece of equipment.

Equipment can also be set up in the Preventative Maintenance module. This module has the same Equipment Maintenance screen as the Equipment Costing module, providing a link to the Fixed Assets module through the 'Asset Type Equipment' tab (standard Treeview path: *Preventative Maintenance > Setup > Enter Equipment*).

When you are entering equipment in the Equipment Costing module, you have the option of entering the item as a standard piece of equipment, as Bulk Equipment if you are entering quantities of the same equipment, or as a Fixed Asset if the piece of equipment is also to be part of your corporate Fixed Asset system. How you identify your equipment in the initial stages will determine what fields become enabled or display-only on the Equipment Maintenance screen.

The Equipment Maintenance screen allows you to create an equipment code, enter a serial number and a serial number location (disabled for bulk equipment), and declare the home location and original location. You can associate the equipment to a job category, enter a commission date, mark an item active or inactive, flag for automatic charge-out, enter a charge cap which will only allow transactions to this dollar amount (disabled for bulk equipment), define equipment accumulators, assign categories and transaction codes to equipment, set equipment charge-out and billing rates, set equipment budgets, and flag for owner bill rates if required.

Before starting with equipment setup, you may want to check the User Defaults screen and enter a home location (standard Treeview path: *Equipment Costing > Setup > Set User Defaults*). When setting up equipment, this location will default into the home location field. However, as this is a mandatory field and cannot be changed after the initial setup, you may opt to leave the field empty in your Defaults and enter the home location at the time of equipment setup.

Selection Criteria – Section

Company

Company code; defaults to user's default Company. This company code is for the company that owns the equipment.

Equipment – Section

Pgm: EMEQUIP – Equipment Entry – Bulk Equipment Entry; standard Treeview path: Equipment Costing > Setup > Enter Equipment – General tab

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NOTE: Most of the fields are not editable after the equipment has been saved. You can delete and recreate the equipment item if it has not been referenced on transactions.

Equipment Code, Name and Description

Enter user-defined equipment code. Code may consist of a maximum of 10 characters. The name can be up to a maximum of 30 characters and the description is a free-form field that allows 2000 characters.

Bulk Equipment – Checkbox

If quantities of the same equipment such as steel props, ladders, and fencing, etc., are entered, then check the Bulk Equipment checkbox. By default, this flag is unchecked.

NOTE: Bulk quantity is only applicable to revenue transactions.

If you check the Bulk Equipment checkbox, the Fixed Asset checkbox is automatically disabled. Bulk Equipment and Fixed Asset cannot be checked at the same time. The Serial Number, Location of the Serial Number and the Vendor fields will also be disabled. The Vendor field is disabled because Bulk Equipment

cannot be treated as rented equipment. As long as the Total Quantity is more than one, Bulk Equipment cannot be made 'Non-Bulk' Equipment.

Other restrictions on bulk equipment include:

a) Charge cap cannot be specified

b) Cannot be associated with a Production Item

c) Cannot be used in Crew / Mechanic Time Entry Programs

d) Cannot be used in Master / Slave Units

e) Transfer Adjustments program cannot be used

You can specify the Home Location and Total Quantity for Bulk Equipment, but once the record is saved, the Total Quantity field will be non-updatable. To change the quantity, you will need to use the 'Bulk Equipment Quantities Entry screen (standard Treeview path: *Equipment Costing > Utilities > Bulk Equipment Quantities > Bulk Equipment Quantities Entry*).

Fixed Asset – Checkbox

If the piece of equipment is also to be part of your corporate Fixed Asset system, then check the Fixed Asset checkbox to activate the Asset Type Equipment tab.

If you click the Fixed Asset checkbox, you will need to complete all the required information on the General tab for your equipment asset, as well as enter the Asset Category on the Asset Type Equipment tab before you can save the record. Asset Categories are maintained in the Fixed Assets module (standard Treeview path: *Fixed Assets > Setup > Local Tables > Asset Categories*).

NOTE: A Bulk Equipment cannot be marked as a Fixed Asset as well, in the system. Therefore, you cannot check the Bulk Equipment and Fixed Asset checkboxes at the same time.

General – Tab

Controlling Equipment

(*Optional*) Leave null/blank unless using a hierarchy.

Create a hierarchy by entering a controlling equipment code in this field for two or more equipment items. The hierarchy will group the items together for different degrees of detail.

Class

Select the equipment class from the LOV.

For more information on classes, see Equipment Classes in this guide. More classes can be added in the Equipment Classes screen, as required (standard Treeview path: *Equipment Costing > Setup > Local Tables > Equipment Classes*).

Serial Number

Enter the equipment serial number. A unique serial number must be entered. When a serial number is not available, a unique number must be entered regardless. An error message that this code has already been used will be generated.

Serial Number field is not applicable for Bulk Equipment and is disabled.

Serial Number Location(*Optional*) Enter the location of the serial number. This is where the serial number is located on the piece of equipment.

Serial Number Location field is not applicable for Bulk Equipment and is disabled.

Home Location

The field may already have a defaulted location. This defaulted from the 'Default' setup (standard Treeview path: *Equipment Costing > Setup > Set User Defaults*).

The location can now be changed or entered by using the LOV.

NOTE: This field cannot be modified once the record has been saved.

Original Location

Enter * if the current location of the equipment item is not known at this time or select an Actual Location from the LOV. The original location is the location of the equipment at the current time.

Current Actual Location (Display Only)

The actual location will change as the equipment is transferred through a local transfer or transfer adjustment. Transfers are transactions that can be processed in the Equipment Costing module.

For Bulk Equipment, the display will be 'multiple'.

Job Cost Code & Job Category

(*Optional*) Enter or select Job Cost Code and Job Category from the LOV. In most cases, you have standard categories for jobs and therefore a default value is applicable and a time saver when entering transactions.

Vendor

(*Optional*) Enter or select a vendor code from the LOV if the equipment is to be associated to a vendor for Rental Invoicing. This is the vendor code of the owner of the rented equipment. The vendor must be already set up under the same company as the equipment.

For Bulk Equipment this field is not applicable and hence, disabled.

Commission Date & Time

Change the date to the correct commission date. Entering a value for the commission time is optional.

Equipment items are given the current date of entry as their 'Commission Date'. The commission date is vital, as the system will prohibit the entry of a transaction against an equipment item if the transaction date is earlier than the commission date. A change can be made to the commission date only if the piece of equipment has not yet been utilized.

Total Quantity

This field by default is disabled for regular equipment and fixed assets. The system automatically enters a quantity of '1' and it is display-only.

When the 'Bulk Equipment' checkbox is checked, then the 'Total Quantity' field is enabled, and you may enter the desired quantity. You can enter the quantity while defining a Bulk Equipment for the first time and once committed, the field is display-only. Any change in quantity may be done only through the utility 'Bulk Equipment Quantity Entry' (standard Treeview path: *Equipment Costing > Utilities > Bulk Equipment Quantities > Bulk Equipment Quantities Entry*).

Truck Class, Trade Code, Target Utilization Code

These fields apply only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Crew Code

Equipment can be assigned directly to a crew by entering a Crew Code.

Enter or select a Crew Code from the LOV. This field is only available when creating a new piece of equipment.

Valid

Valid is a display field that will read 'Y' unless mandatory user extensions are being used and an extension has not been entered for the equipment in which case it will read 'N' and the equipment will not be available for entry until a user extension has been entered.

Automatic Chargeout – Checkbox

Check the box if automatic charge-out will be used for this piece of equipment.

Auto charge-out is for equipment left on site for the duration of the job. If the piece of equipment will be moved frequently and charged by the hour or day, use the manual charge-out feature.

If Automatic Chargeout is checked, make sure you set the Job Category field as well (e.g. 'E' for Equipment).

NOTE: Tag one transaction code for auto charge-out transactions on the Transaction Codes tab. This transaction code should belong to the category code 'ALL'.

Sliding Scale – Checkbox

If the Sliding Scale checkbox is checked, the system will calculate the best rate available based on daily, weekly and monthly rates for auto charge. Also, when the 'Billing Rate Required' checkbox is checked along with the 'Sliding Scale' checkbox, then the best billing rates will also be determined using the sliding scale.

If the box is not checked, then only the daily rate will be used for auto charge.

NOTE: When the System Option 'Use Equipment Revenue Rate Types' is used (standard Treeview path: *System > Setup > System Options – Assets tab*), the Sliding Scale checkbox will be disabled and the sliding scale rule will be ignored even though the checkbox is checked. Daily rates will be the only rate considered. In addition, if 'Use Auto Charge Cycle' is checked in Systems Options, sliding scale will be disabled on the Enter Equipment screen.

Billing Rate Required (Owner) – Checkbox

Check the box if owner billing rates are applicable to this piece of equipment. If checked, the system will not allow a usage transaction unless there is an Owner (Job) Billing Rate defined.

When this checkbox is checked along with 'Sliding Scale' checkbox, then the system will apply best billing rate using the sliding scale as well. This allows users to determine whether billing rates to be applied with 'Daily' rates always follow sliding scale.

Use External Meter Reading – Checkbox

If checked, the External Meter Reading will be used to update the Accumulator Meter Reading and will not be automatically updated through Equipment Posting Transaction. The default value for this field is unchecked.

This checkbox should be checked for equipment that will be updated via the External Meter Reading Import utility (standard Treeview path: *Equipment Costing > Utilities > External Meter Reading Import*).

Active – Checkbox

Check the checkbox if the equipment is in active use. Equipment can be entered in the system prior to delivery but the active flag is not set until receipt.

Uncheck the checkbox for obsolete equipment.

[**Create PO**] – Button

The [**Create PO**] button allows the Purchase Order Entry screen to be launched from the Equipment Maintenance screen, using the equipment home company to default as the purchase order company.

For more information on creating Purchase Orders (POs), please refer to the PO Reference Guide.

Maximum charge out will be (Percentage)

Enter equipment charge-out percent.

This is the percentage of the equipment value that may be charged to a job. The maximum permissible percentage is 999.99%. If a charge cap is defined at a higher level, for example at the job level, then the job level charge cap will take precedence over the charge cap defined at the equipment level.

- Exceeding the cap will result in the transactions not being posted.

- Time Entry will flag the amount as needing a "Cap Reduction". The edit list will print an exception report. A manual correction will have to be entered in the Time Entry program before posting.

- Auto Charge will cap the amount. The reduced amount will be posted and flagged.

NOTE: 'Maximum Charge Out' cannot be specified for a Bulk Equipment

of Equipment Value

Enter equipment value.

Transaction Codes – Tab

Pgm: EMEQUIP – Equipment Entry – Transaction Codes Tab

Each active piece of equipment must have categories and transaction codes assigned to it. A template may be used, or transaction codes may be entered manually. The transaction code will show either auto charge-out or charge for revenue allocations, and all expense codes for cost allocation.

Tag one transaction code for auto charge-out transactions. This transaction code should belong to the category code 'ALL'.

Auto Charge-Out Rules

- The transaction code must be a revenue transaction code
- The transaction code must be at the highest level of the hierarchy
- The transaction code must not be used as a controlling code for another transaction
- The category 'ALL' must be used for the Auto Charge Out checkbox to activate

Template

(*Optional*) Select a template from the LOV and click on the [**Apply**] button or leave this field blank if the transaction codes will be entered manually.

Templates are created to simplify setting up an equipment item. Many transaction codes can be associated to a category via a template (standard Treeview path: *Equipment Costing > Setup > Local Tables > Templates*).

If a template is used, transaction codes will default into the Transaction Codes section of the screen.

Category Setup – Section

Category

Enter 'ALL' or select a Category from the LOV. If you are using a Controlling Category, you must enter the Controlling Category first in the next field (Ctrl. Category), then return to this field and enter the Sub-Category.

Ctrl. Category (Controlling Category)

Two-level hierarchies are allowed. If a Sub-Category is entered before the Controlling Category, an error message that the Controlling Category has not been entered yet will appear. Clear the Category field and enter the Controlling Category first, then the Sub-Category. If you are not using a two-level hierarchy, then enter 'ALL'.

Active – Checkbox

This checkbox is applicable to 'Cost' categories only. Category ALL will always be active and cannot be changed to inactive. The checkbox will default from the master level Category Codes maintenance (standard Treeview path: *Equipment Costing > Setup > Local Tables > Category Codes*) but may be overwritten for this specific equipment code. If checked, the category code is active and if unchecked, the category code is inactive and cannot be used in transaction entry.

When the Active checkbox is activated or inactivated, the change will take effect immediately. Any existing unposted transactions where the category has been used may still be posted; however, you will not be able to apply the category to the unposted transaction after it has been inactivated.

Transaction Codes – Section

Code

If a template was used, the transaction code(s) will have defaulted into this section. The code(s) can now be adjusted to suit the piece of equipment, as required.

If a template was not used, select transaction codes from the LOV. Transaction codes are set up in the local tables (standard Treeview path: *Equipment Costing > Setup > Local Tables > Transaction Codes*).

Auto Charge Out – Checkbox

When checked, use this Revenue Transaction Code when generating auto charge-outs.

Production Revenue – Checkbox

If checked, this Revenue Transaction Code will be used when generating an equipment revenue charge from the Production Quantity Entry and Post screen in the Material Sales module (standard Treeview path: *Material Sales > Production > Enter and Post Production*). This will be the transaction code the rate will be drawn from when the [**Create/Review Equipment Charges**] button is pressed.

For more information on Quarry Production and Equipment Utilization, please refer to the Materials Management User Guide.

NOTE: This checkbox will not be enabled for Cost Transaction Codes.

[Enter Equipment Rates] – Button

*Pgm: EMEQRATE – Equipment Rate Maintenance pop-up window launched from [**Enter Equipment Rates**] button*

Click on the [**Enter Equipment Rates**] button to directly enter rates against the piece of equipment from the Transaction Codes screen.

NOTE: This is the same Equipment Rate Maintenance screen as the one launched from the standard Treeview path.

[Enter Job Rates] – Button

*Pgm: EMEQJBRT – Equipment Job Rate Maintenance pop-up window launched from [**Enter Job Rates**] button*

Click on the [**Enter Job Rates**] button to directly enter rates against equipment/job from the Transaction Codes screen.

NOTE: This is the same Equipment Job Rate Maintenance screen as the one launched from the standard Treeview path.

[View Rates] – Button

Clicking on the [**View Rates**] button will show the rates, as well as whether the rate is being read from the Class, Equipment or Job Rate level.

NOTE: Bulk Equipment is not allowed to be associated with a Production Item in Materials Management (standard Treeview path: *Material Sales > Production > Assign Production Items*).

The pop-up window that opens depends on if 'Use Equipment Revenue Rates By Type' is checked under System Options (standard Treeview path: *System > Setup > System Options – Assets tab*). If it is checked, the **Revenue Type Detail** pop-up window will open. If it is unchecked, the **Rate Query** pop-up window will open.

This feature is either on or off for the complete system. It cannot be used selectively for a piece of equipment or a company.

*Pgm: EMRATEDET – Revenue Type Detail pop-up window launched from [**View Rates**] button*

The Revenue Type Detail pop-up window will display rate information the equipment is currently using depending on the options entered. If the Job Code is entered, then the system will check rates first at the Job then on Equipment and then on Class. The **Rate From** field will indicate from which level the rates were picked up. This pop-up window will only show active rates on the bottom section of the screen, which will be lying within the date range of **As Of Date** in the top section of the screen. All the data displayed in this window is strictly for query and cannot be manipulated.

*Pgm: EMRATE – Rate Query pop-up window launched from [**View Rates**] button*

The Rate Query pop-up window will display rates for all dates defined for the equipment. The options in this pop-up window will work the same way as the Revenue Type Detail pop-up does. This pop-up window will only open if the system is not using Revenue Types. Data in this window is query-only and cannot be manipulated.

[**Tasks**] – Button

*Pgm: PRMTASKE – Tasks Definitions pop-up window launched from [**Tasks**] button*

Clicking on the [**Tasks**] button launches the Tasks Definitions pop-up window. This screen is used to define new tasks and to modify task definitions in the Preventative Maintenance module.

NOTE: Bulk Equipment cannot be used with Tasks.

Tasks are generic descriptions of what must be done in performing service activities. They can be associated with specific pieces of equipment or with classes of equipment. Associated with each task are a budget and a schedule.

- The budget breaks costs down by expense types

- The schedule consists of rules for how often the task must be performed, based on dates and/or accumulators

Task definitions do not specify exactly when the service must be performed. This is the function of work items, which may be thought of as the performance of a task at a specific point in time. The tasks' scheduling rules are used to create work items automatically when the conditions specified by any rule in the schedule have been met. Over the life of a task, it will generate many work items.

For more information on defining Tasks, please refer to the Preventative Maintenance Reference Guide.

Budgets – Tab

Pgm: EMEQUIP – Equipment Entry – Budgets Tab

An equipment budget is used when the budgets will not be set through Fixed Assets, Preventive Maintenance or Payroll entry. Although it is not mandatory, it is advised if all entries will be made through the equipment module only. Use budgets to project both revenues and costs.

Budget Entry Rules

Budgets may be entered as follows:

- o By manually entering figures into each individual period

- o By estimating the annual budget figure and allowing the system to automatically split that amount into each period

- o By copying a budget from another equipment item

The year needs to be defined as a fiscal year in the General Ledger module.

Category

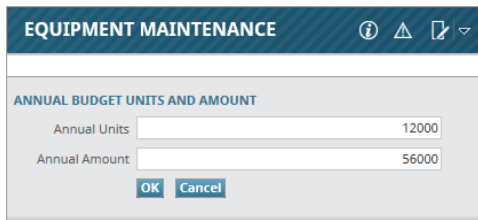Enter Category Code or select from the LOV.

Tran. Code (Transaction Code)

Enter Transaction Code or select from the LOV.

Budget Year

Enter fiscal year for this budget. This must be a four-digit number.
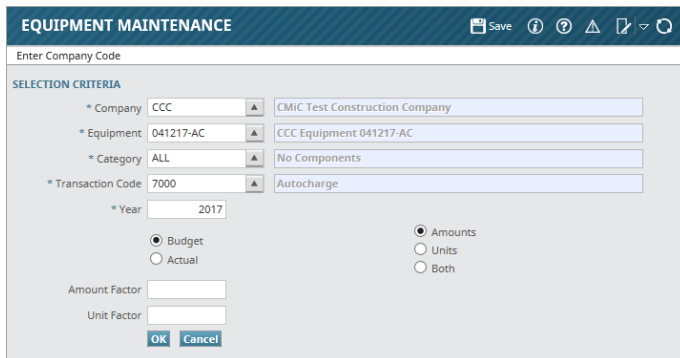
[**Annual**] – Button

*Example of pop-up window launched from [**Annual**] button*

The [**Annual**] button allows you to define the number of months and dollar amount to be dispersed.

[**Copy**] – Button

*Example of pop-up window launched from [**Copy**] button*

The [**Copy**] button allows you to copy a budget from a different piece of equipment.

Asset Type Equipment – Tab

Pgm: EMEQUIP – Equipment Entry – Asset Type Equipment Tab

If the piece of equipment is also to be part of your corporate Fixed Asset system, then check the Fixed Asset box on the Equipment Maintenance screen to activate the Asset Type Equipment tab.

The Fixed Assets module is used to keep track of regular expenses attributable to major assets. Strictly speaking, the assets tracked need not be "fixed" because they may be movable equipment such as cars and trucks. However, they must be tangible and must not be consumable.

The information you enter into this tab will default into the Asset Maintenance screen when you are entering this item into Fixed Assets (standard Treeview path: *Fixed Asset > Assets > Enter Assets – Equipment Detail tab*).

Category

Enter Fixed Asset Category Code or select from the LOV.

Asset Categories are maintained in the Fixed Assets module (standard Treeview path: *Fixed Assets > Setup > Local Tables > Asset Categories*).

Make

Enter manufacturer or brand name of the equipment.

Year

Enter the equipment's model year, if applicable.

Model

Enter the Model number or name of the equipment, as applicable.

Bought From

Enter information about where this equipment was bought.

Warranty Type

Enter Warranty Type for the asset. Choices are 'Standard' or 'None'.

Warranty Expiry

Enter the Expiry date of the Warranty.

Registered Owner

Enter the Registered Owner of the equipment's license. This is the (corporate) entity that legally owns the equipment asset.

Assigned To

Enter the name of the person or entity who is currently assigned the equipment or is using the equipment.

Plate Owner

Enter the owner (corporate entity) in whose name the license plate is registered.

Ownership Status – Radio Buttons

Enter the ownership status of the asset. Choices are 'owned', 'leased' or 'rented'.

License Number

Enter the license plate number of the equipment.

License State

Enter the License Plate State Code or select from the LOV.

License Expiry Date

Enter the expiry date of the license plate.

Cost of License

Enter the cost of the most recent license. This is used in conjunction with the License Months to calculate the monthly license cost for the equipment.

License Months

Enter the number of months that the current license covers.

Capacity

For trucks and earth moving equipment, this is the tons that the equipment is capable of transporting.

Gross Weight

For trucks and earth moving equipment, this is the total of the capacity and the weight of the equipment.

Fast Insured Value

Enter the insured value of the equipment.

Disposal Date

Enter equipment's disposal date.

Truck Detail – Tab

Pgm: EMEQUIP – Equipment Entry – Truck Detail Tab

This tab applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Accumulators – Tab

Pgm: EMEQUIP – Equipment Entry – Accumulators tab

Accumulators are used to track usage of equipment so that maintenance can be scheduled based on usage. For example, to schedule maintenance on an automobile every 20,000 miles, an accumulator would need to be defined for the automobile's mileage on a periodic basis. Once set, responsibility will need to be assigned for the duty of manually updating the value of this accumulator with the automobile's latest odometer reading.

'Automatic Accumulator Update' is available for Hourly accumulators. Posting of Equipment Costing and Payroll will update hourly accumulators on the piece of equipment, providing the equipment transaction code allows for the automatic update and the equipment is using the automatic update in the accumulator screen.

If a different weight measure code is used but it has a WM conversion to hourly, the units will be converted to hourly and added to the last meter reading.

NOTE: The 'Restrict Accumulators Auto-Update' checkbox is located on the Transaction Codes screen (standard Treeview path: *Equipment Costing > Setup > Local Tables > Transaction Codes*). When checked, the associated accumulator will not get updated when a time charge or payroll time is entered (i.e. meter reading will not be automatically updated when the WM code matches the Transaction WM code). Unchecked, the accumulator will get updated.

Company

Company code is display-only and is associated with the equipment item.

Equipment Code

Equipment code is display-only and is associated with the equipment item.

Type

Select one of the following valid types of accumulator from the LOV:

- Miles

- KM (kilometers)

- Hours (i.e. hours of operation)

- Other

- User-Defined Accumulator - This must be set up in the User Defined Accumulators screen in the Preventative Maintenance module to have them appear on the drop-down list (standard Treeview path: *Preventative Maintenance > Accumulators > User Defined Accumulators*).

NOTE: You cannot define more than one accumulator of a particular type for a single piece of equipment.

Base Value

The purpose of the base value is to allow for the fact the meters in equipment can roll over, be reset, or be replaced. The actual accumulated value is taken to be the sum of the base value and the meter reading. Thus, for a new piece of equipment, the base value will be zero. However, after a truck passes 100,000 miles and its odometer rolls over, the base value becomes 100,000. If an odometer breaks when its reading is 53,275 and is replaced by one with a reading of 25,000, you would set the base value to be 28,275 (i.e. 53,275 – 25,000).

Meter Reading

This is the value of the most recent meter reading.

Description

This is a free text description of the accumulator.

Auto-Update Meter Reading – Checkbox

This checkbox will specify whether the meter readings for the piece of equipment will be updated at the time of equipment and payroll posting. The accumulator will automatically update when the Accumulator WM code matches exactly to the transaction WM Code.

The equipment transaction code used in the payroll or equipment posting must allow for the automatic accumulator update.

The setting for the checkbox will be determined first from the equipment class and then from the equipment company.

Assemble Equipment Units

Pgm: EMUNITDET – Equipment Unit Assembly; standard Treeview path: Equipment Costing > Setup > Assemble Equipment Unit

Assemble Equipment Units allows you to establish a master unit with multiple slave units establishing the capability of entering time against a master unit with automatic calculation and recording of usage of all types of hours flowing to each slave unit. This functionality is for revenue transactions only.

In the Assemble Equipment Unit screen, the equipment code entered in the Selection Criteria section becomes the master unit. The Unit Detail section contains multiple equipment codes for the master unit. This is a date sensitive screen; by entering an end date you will remove the slave unit from the master unit as of that date.

Restrictions for Equipment Unit Assembly

- The master and slave units must belong to the same location. If a master-slave unit is transferred, the transfer will occur for the master and the slave units; however, the reporting will show only the master unit. Slave units cannot be transferred while they are assigned to a master unit.

- The master and slave units must allow for the same unit of measure; otherwise, the rate will not be calculated correctly.

- Time entry will not be allowed to a piece of equipment while the piece of equipment is assigned to the master unit.

- The equipment that is assigned to a master unit can be used as a master unit outside of the date range it is being used as a slave unit.

- Rates may be set for the master unit only, or slave unit only or a combination of both at the class, equipment or job levels. If the rate is on the master unit only, the master will receive the entire revenue amount; however, if it is both master and slave unit, the revenue will be disbursed accordingly.

- A slave unit can be assigned to one master unit only, within the specified time period.

- If end date is not specified, end date will be considered 31-DEC-4712.

NOTE: If an equipment piece is used as a slave unit, it will *never* be allowed in materials management production as there is no date for comparison in material management production item assignment. Bulk

equipment cannot be defined in Equipment Unit Assembly and hence are not shown in the LOVs of Master or Slave.

Company

Company code; defaults to user's default Company.
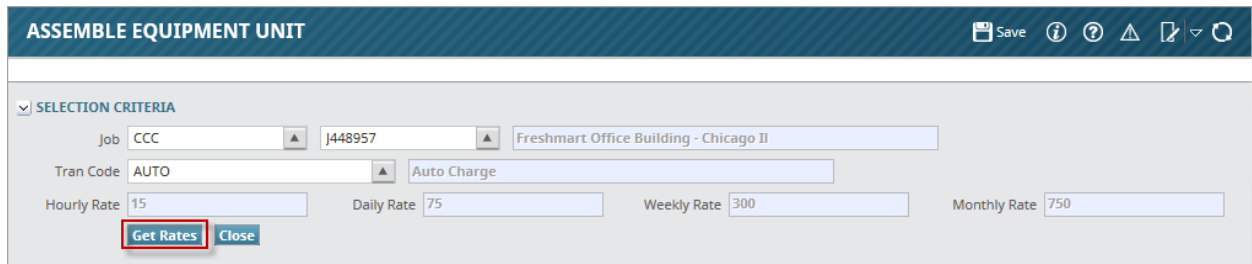
Equipment

Enter a code for the piece of equipment that will be the master unit.

As Of Date

Enter the date to start the assembly, or if you are querying a piece of equipment enter the date for which you want to view the rates.

[**View Rates**] – Button

The [**View Rates**] button will default the rate for hourly, daily, weekly or monthly for the combination of master and slave units. Additional Values will not be included. This is a query only and can be requested by job and transaction code or just transaction code against the As Of Date.

*Example of pop-up window launched from [**View Rates**] button on Assemble Equipment Unit screen*

Unit Detail – Section

Slave Unit

Enter the code for the piece of equipment that will be used as a slave unit.

Name

The name will default from the equipment code entered in the Slave Unit field.

Start Date

Enter the date the equipment piece will become a slave unit to the master unit. The equipment code can only be assigned to one master unit as a slave unit for the time period assigned.

End Date

To remove the slave unit from the master unit (disassemble the unit), enter an end date. The end date can be entered at any time.

Setting Equipment Rates

Setting up equipment rates is the final step in setting up the local tables before transaction processing. Both charge rate and billing rates are set up in these screens. Charge out to job costing, accumulation of internal revenues, and tracking of billing versus cost are dependent on this setup. Equipment rates and Job rates by equipment can also be entered directly in the Equipment Maintenance screen from the Transaction Codes tab (standard Treeview path: *Equipment Costing > Setup > Enter Equipment*).

Billing Rate Rules

By Class	By Equipment	By Job	Job Costing/Job Billing
Highest Level	Will Overwrite Class	Will Overwrite Class & Equipment	Flag: 'Use Equipment Bill Rates For TM or JB Billings' must be set on Job Master and/or Control to use equipment billing rates (standard Treeview path: *Job Costing > Setup > Local Tables > Control File – Job Setup tab*). If this flag is not active, the billing rates will come from the Job Billing – Billing Rates Table associated with the job. The exception is if the piece of equipment has the 'Billing Rate Required' flag checked on the equipment entry screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment - General tab*).
All Equipment with the same class code will charge out and bill with the rates set here.	Assigning a separate rate to an individual piece of equipment can alter the charge out rate or billing rate or both.	The charge out rate or billing rate or both can be altered by assigning a separate rate to an individual piece of equipment at the job level.	
Date Sensitive Rates can be changed for the first day of the month only. An expired rate will default as null.	Date Sensitive Rates can be changed for the first day of the month only. An expired rate will default null	Date Sensitive Rates can be changed for the first day of the month only. An expired rate will default null	
When setting up Auto Charge, Hourly Rates are not taken into consideration.	When setting up Auto Charge, Hourly Rates are not taken into consideration.	When setting up Auto Charge, Hourly Rates are not taken into consideration.	
'Automatically Activate New Rates' checkbox on control will affect Rates By Type only (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control - Control tab*). It will be assumed Rates By Class is always set to Yes/Active.	'Automatically Activate New Rates' checkbox on control will affect Rates By Type only. It will be assumed Rates By Equipment is always set to Yes/Active.	'Automatically Activate New Rates' checkbox on control will affect Rates By Type only. It will be assumed Rates By Job is always set to Yes/Active.	

Rates (Standard)

Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Assets Tab – showing settings for Standard Rates

You can set up six levels of standard rates. The level of hierarchy is shown in the treeview menu. The System will first look for a rate set up at the Job level. If no rate it found, the System will next look at Job/Class, Job Company/Class, Equipment, Home Location/Class, and Class, respectively.

Rates by Class

Pgm: EMCLRATE – Equipment Rate by Class; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Class

Company

Company code; defaults to user's default Company.

Class (Equipment)

Enter Equipment Class code or select code from LOV. The Class Name defaults from class code.

If rates are set up for the Equipment Class entered in this field, the rates will display in the next section.

Equipment Class Codes are defined in Local Tables (standard Treeview path: *Equipment Costing > Setup > Local Tables > Equipment Classes*).

Rates By Equipment Class – Section

Rate Type

Enter Rate Type as either 'Billing' rate or 'Charge' out rate. Charge-out rates are rates used to charge the job. Billing rates are rates used to bill the client. Billing rates are equal to or higher than charge rates.

If you do not add billing rates, the Job Billing application will not bill equipment rentals to the client.

Equipment Class

Enter Equipment Class Code or select code from LOV. The Class Name defaults from class code.

Tran Code (Transaction)

Select a Transaction Code from the LOV. The Transaction Code List will only show the transactions codes which have been set up as revenue codes.

Start and End Dates for Charge and Billing Dates

Enter start and end dates for charge-out rates and billing rates. A Charge will not be made for an expired date; the date will default as null if expired.

NOTE: Charge rates may be changed for the first of the month only. If changed for mid-month, the auto-charge will not calculate properly.

Rates (Hourly, Daily, Weekly or Monthly)

Enter the rates. If Auto Charge-out will be used, do not enter hourly rates as they will not be taken into consideration. Daily rate, weekly rate and monthly rate are necessary for a smooth auto-charge calculation of rentals. Hourly rates are used on manual rental charges.

WM (Weight Measure Code for Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of Materials Management production equipment charges.

Additional Rate

Enter additional rate if materials management production equipment charges will be used.

Rates by Home Location/Class

Pgm: EMCLASSLOCRATE – Location/Class Rates; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Home Location/Class

Company

Company code; defaults to user's default Company.

Rates By Location/Class – Section

Rate Type

Enter Rate Type as either 'Billing' rate or 'Charge' out rate.

If you do not add billing rates, the Job Billing application will not bill equipment rentals to the client.

Home Location

Enter the equipment Home Location code or select the code from LOV.

Equipment Class

Enter Equipment Class Code or select code from LOV. The Class Name defaults from class code.

Tran Code (Transaction)

Select a Transaction Code from the LOV. The Transaction Code List will only show the transactions codes which have been set up as revenue codes.

Start and End Dates for Charge and Billing Dates

Enter start and end dates for charge-out rates and billing rates. A Charge will not be made for an expired date; the date will default as null if expired.

NOTE: Charge rates may be changed for the first of the month only. If changed for mid-month, the auto-charge will not calculate properly.

Rates (Hourly, Daily, Weekly or Monthly)

Enter the rates. If Auto Charge-out will be used, do not enter hourly rates as they will not be taken into consideration. Daily rate, weekly rate and monthly rate are necessary for a smooth auto-charge calculation of rentals. Hourly rates are used on manual rental charges.

WM (Weight Measure Code for Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of Materials Management production equipment charges.

Additional Rate

Enter additional rate if materials management production equipment charges will be used.

Rates by Equipment

Pgm: EMEQRATE – Equipment Rates by Individual Piece of Equipment; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Equipment

Company

Company code; defaults to user's default Company.

Rates by Equipment – Section

Rate Type

Enter Rate Type as either 'Billing' rate or 'Charge' out rate.

Equipment Code

Enter Equipment Code or select code from the LOV. The Equipment Name defaults from equipment code. Any rate entered against a piece of equipment will override the rate set up in Class Rates.

Tran Code (Transaction)

Select the Transaction code from the LOV. The Transaction Code List will only show the transaction codes set up as revenue codes.

Start and End Dates for Charge and Billing Rates

Enter start and end dates for charge out and bill rates. A charge or billing will not be made for an expired date. The date will default as null if expired.

NOTE: Charge rates may be changed for the first of the month only. If changed for mid-month, the auto-charge will not calculate properly.

Rates (Hourly, Daily, Weekly or Monthly)

Enter the charge-out rates. When using Auto Charge-Out, note that hourly rates are not taken into consideration.

WM (Weight Measure Code for Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of materials management production equipment charges.

Additional Rate

Enter additional rate if materials management production equipment charges will be used.

Rates by Job Company/Class

Pgm: EMCLASSCOMPRATE – Equipment Class/Company Rate Maintenance; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Job Company/Class

This screen shows the Equipment Rates by Class for all Jobs within the Charged Company.

Company

Company code; defaults to user's default Company.

Rates by Equipment Class/Company – Section

Rate Type

Enter Rate Type as either 'Billing' rate or 'Charge' out rate.

Equipment Class

Enter the Equipment Class code or select the code from the LOV. The Class Name defaults from class code.

Charge Company

Enter Charge Company Code or select from the LOV. The rates will be the equipment rates by class for all jobs within the charged company.

Tran Code (Transaction)

Select the Transaction code from the LOV. The Transaction Code List will only show the transaction codes set up as revenue codes.

Start and End Dates for Charge and Billing Rates

Enter start and end dates for charge out and bill rates. A charge or billing will not be made for an expired date. The date will default as null if expired.

NOTE: Charge rates may be changed for the first of the month only. If changed for mid-month, the auto-charge will not calculate properly.

Rates (Hourly, Daily, Weekly or Monthly)

Enter the charge-out rates. When using Auto Charge-Out, note that hourly rates are not taken into consideration.

WM (Weight Measure Code for Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of materials management production equipment charges.

Additional Rate

Enter additional rate if materials management production equipment charges will be used.

Rates by Job/Class

Pgm: EMCLASSJOBRATE – Equipment Rates by Class/Job; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Job/Class

Company

Select the Company code from the company list LOV. This company code is for the company that owns the equipment.

Job Company

Enter or select Job Company code from the LOV.

Job Code

Enter Job Code or select code from the LOV.

[**Copy Job/Class Rate**] – Button

*Example of pop-up window launched from [**Copy Job/Class Rate**] button on the Rates by Class/Job screen*

The [**Copy Job/Class Rate**] button becomes enabled when the fields for Company, Job Company and Job Code on the **Rates by Class/Job** main screen are populated. Clicking on this button opens a pop-up window that allows you to copy all the Job/Class Rate records 'From' one Job Company/Job Code 'To' another Job Company/Job Code. If there are already rates set up in the 'To' Company/Job, the records will be added to the existing set of records.

The equipment company will remain the same. The system prevents you from changing the equipment company to ensure the validity of rate types, class and transaction codes.

Rates by Class/Job – Section

Rate Type

Enter Rate Type as either 'Billing' rate or 'Charge' out rate.

Equipment Class

Enter the Equipment Class code or select the code from the LOV. The Class Name defaults from class code.

Tran Code (Transaction)

Select the Transaction code from the LOV. The Transaction Code List will only show the transaction codes set up as revenue codes.

Start and End Dates for Charge and Billing Rates

Enter start and end dates for charge out and bill rates. A charge or billing will not be made for an expired date. The date will default as null if expired.

NOTE: Charge rates may be changed for the first of the month only. If changed for mid-month, the auto-charge will not calculate properly.

Charge Cap %

Enter the Charge Cap %. This is used to calculate the maximum charge-out amount (percentage of equipment value). If there is a charge cap defined at the job level, it will take precedence.

For more information on defining charge caps, please refer to Maximum Charge Cap % in this guide.

Rates (Hourly, Daily, Weekly or Monthly)

Enter the charge-out rates. When using Auto Charge-Out, note that hourly rates are not taken into consideration.

WM (Weight Measure Code for Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of materials management production equipment charges.

Additional Rate

Enter additional rate if materials management production equipment charges will be used.

Rates by Job

Pgm: EMEQJBRT – Equipment Rate by Job; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Job

Company

Select the Company code from the company list LOV. This company code is for the company that owns the equipment.

Job (Job Company and Job Code)

Select Job company code and a Job code from the LOV.

Rates by Job/Equipment – Section

Rate Type

Enter Rate Type as either 'Billing' rate or 'Charge' out rate.

Equipment Code

Select the Equipment Code from the LOV. The Equipment Code Name will default from the Equipment Code.

Tran Code (Transaction)

Select the Transaction code from the LOV. The Transaction Code List will only show the transaction codes set up as revenue codes.

Start and End Dates for Charge and Billing

Enter start and end dates for both charge rates and billing rates. A Charge will not be made for an expired date. The date will default as null if expired.

NOTE: Charge rates may be changed for the first of the month only. If changed for mid-month, the auto-charge will not calculate properly.

Rates (Hourly, Daily, Weekly or Monthly)

Enter rates for charge and/or billing. Hourly rates will not be taken into consideration for auto charge-out.

WM (Weight Measure Code for Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of materials management production equipment charges.

Job Maximum Amount (Maximum Charge Out Amount)

If a figure has not defaulted into this field, it may be entered now. Maximum charge out rules are as follows:

- A defaulted figure has come from the Enter Equipment screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment*). It has been calculated as the equipment value X %. If no figure has defaulted one may be entered, although it is not mandatory.

- Exceeding the cap will result in the transactions not being posted.

- Time Entry will flag the amount as needing a "Cap Reduction". The edit list will print an exception report. You will have to return to the Time Entry program and manually correct any cap amount.

- Auto Charge will cap the amount. The reduced amount will be posted and flagged.

For more information on defining charge caps, please refer to Maximum Charge Cap % in this guide.

Additional Rates

Enter additional rates if materials management production equipment charges will be used.

Rates By Type

Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Assets Tab – showing settings for Rates By Type

'Rates by Type' works with Revenue Transactions only and allows the functionality of adding a detail level with the breakup of hourly, daily, weekly and monthly rates as per the Rate Type for the combination of Equipment/Job/Transaction Code, Job/Equipment Class/Transaction Code, Job Company/Equipment Class/Transaction Code, Equipment/Transaction Code, Home Location/Equipment Class/Transaction Code, and Equipment Class/Transaction Code.

To use Rates By Type, check 'Use Equipment Revenue Rate Types' checkbox in System Options (standard Treeview path: *System > Setup > System Options – Assets Tab*). If left unchecked, standard Rates will be used.

'Rates By Type' is either on or off for the complete system. It cannot be used selectively for a piece of equipment or a company.

NOTE: When Rates By Type is being used, Auto Charge will ignore sliding scale regardless of the checkbox on Equipment Maintenance.

Rate Types are associated to both Revenue and Job Expense Allocations.

Revenue Type Entry

Pgm: EMRATETYPES – Revenue Type Entry; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types

Revenue Types represent the breakdown of a charge-out. The Revenue Type Entry screen is used to define the Revenue Types and their corresponding accounting mapping.

Defined Revenue Types are ultimately entered in the pop-up window launched from the [**Revenue Types**] button on Revenue Type Detail screens. An example of the Class Revenue Type Detail screen is shown below.
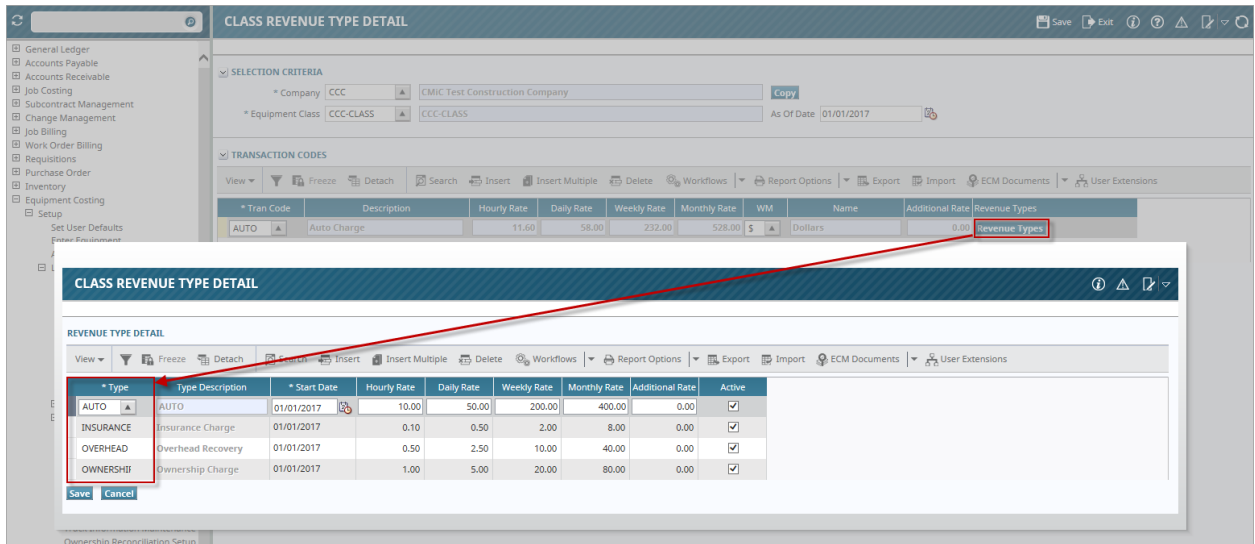
*Example showing pop-up window launched from [**Revenue Types**] button on Revenue Type Detail screen. Revenue Types defined on the Revenue Type Entry screen are entered in this pop-up window.*

Revenue Types – Section

Pgm: EMRATETYPES – Revenue Type Entry; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types

The Revenue Types section allows you to see existing revenue types or to create a new revenue type.

NOTE: Billing and Rental Revenue checkboxes can only be checked against one Revenue Type across the system.

Revenue Type and Description

Enter the revenue rate type and description.

Category Code and Name

Select the Category Code from the LOV or leave blank. This is used in Equipment Status Query only.

NOTE: When 'Use Equipment Revenue Rate Types' is checked in System Options (standard Treeview path: *System > Setup > System Options – Assets tab*), an Equipment Status Query becomes available in forms for calculating equipment revenue (standard Treeview path: *Equipment Costing > Queries > Equipment Revenue/Cost Analysis Query*). This query is only available when the System Options flag is checked.

Rental – Checkbox

Rental Revenue checkbox may be checked against only one Revenue Type across the system. This Revenue Type may be used if Rental Revenue is to be recognized.

Billing – Checkbox

Billing Revenue Checkbox may be checked against only one Revenue Type across the system. Also, Rental and Billing checkboxes are not allowed to be checked at the same time against the same Revenue type.

Include in Revenue Analysis – Checkbox

When the 'Include In Revenue Analysis' checkbox is checked, it includes these Revenue Types in Equipment Revenue & Cost Analysis Query.

NOTE: Revenue Type with Billing checkbox checked, has no relation to Category Code and the 'Include In Revenue Analysis' checkbox. Therefore, they may be left blank / unchecked.

GL Allocation – Section

This section of the screen contains two tabs: one for Revenue Allocation and one for Job Expense Allocation.

The Revenue Allocation is where, by Company, the 'Revenue' account code must be entered.

The Job Expense Allocation tab sets the GL side by Charge-out type G, J or E. By Company, you need to enter the 'Account Code' for G type, the 'Job Cost Category Code' for a J type, and the 'Equipment Transaction Code' for an E type.

All of these values are defaults and can be changed when the actual rates are entered.

Revenue Allocation – Tab

Pgm: EMRATETYPES – Rate Types – Revenue Allocation; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types – Revenue Allocation tab

Associate revenue GL account as to each rate type. The GL revenue allocation will be used for posting the breakup for Equipment/Job/Equipment Class/Revenue Type combinations.

Company and Name

Enter the company code the rate type is to be associated to.

Account and Account Name

Enter the Revenue Account the rate type is to be credited to.

Job Expense Allocation – Tab

Pgm: EMRATETYPES – Rate Types – Job Expense Allocation; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types – Job Expense Allocation tab

The detail level will be used for setting up the J line, G line and E line allocations. For an accurate rate calculation and expense allocation, all three levels J, G and E must be complete.

Company

Enter the company codes to be associated to the revenue type.

Job Category

Enter the job category to be assigned to the job expense.

Rates By Type By Class

Pgm: EMCLRATEDET – Rate By Type By Class; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Class

There are several screens where Rates by Revenue Type can be entered. Each of these screens is very similar. The Selection Criteria section is where each of the screens is slightly different.

Rates by Type follows the same hierarchy as Rates. If rates are set up at the job level, this rate will be used. If rates are not set up at the job level but are set up at the equipment level, this rate will be used. If neither the job level nor equipment level have a rate set up, rates by class will be used.

In rates by class, enter rate distribution for Equipment Class/Revenue Transaction Code/Revenue Type. In this screen, the breakdown of total hourly, daily, weekly and monthly rates will be defined for a particular class for a particular date range. The sum of all revenue type distribution will be presented.

When entering a time entry, the rate will not be updateable if the system finds a rate breakup for the entered date.

Company

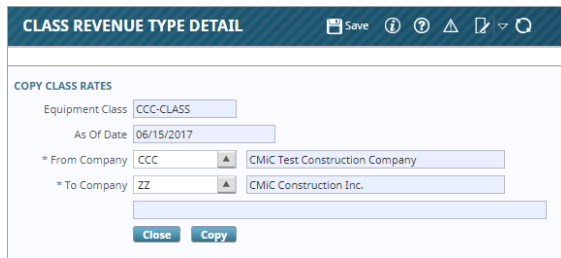Enter Company code for which the rates are being defined.

Equipment Class

Enter the Equipment Class for which the rate breakup is being entered.

As Of Date

Enter the date when the rate will take effect. The system will take the As Of Date and automatically make the end date Dec. 31 of the same year or the last day before the next As Of Date begins where more than one rate exists for the same class.

[Copy] – Button

Example of Copy Class Rates pop-up window launched from [Copy] button on Class Revenue Type Detail screen

The [Copy] button is used to copy the equipment class rates from one company to another.

The pre-requisite for a full copy is that the target company must have the same Revenue Transaction Codes as the source company (standard Treeview path: *Equipment Costing > Setup > Local Tables > Transaction Codes*), and the same Revenue Types defined with Revenue Allocation (standard Treeview path: *Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types*). If the target company does *not* have all transaction codes or revenue allocation, then only those matching in both source and target companies will be copied over.

NOTE: If there are any rates that are 'inactive', then they will *not* be copied over. 'As of Date' and those 'active' rate definitions will be copied over.

Transaction Codes – Section

Tran Code and Description

Enter the revenue transaction code against which you want to define Revenue Types and their associated rates.

WM (Additional Rates)

Enter a WM code to be used with Additional Rate in the calculation of Materials Management production equipment charges.

[**Revenue Types**] – Button

*Example of Class Revenue Type Detail pop-up window launched from [**Revenue Types**] button*

Click on the [**Revenue Types**] button to open a pop-up window to select Revenue Type codes for the **Transaction Code**. Enter the Start Date to be associated with the rates, as well as the charge-out rates for Hourly, Daily, Weekly and Monthly charges. The sum of the rates entered in this Revenue Type pop-up window will be displayed for the Transaction Code on the Class Revenue Type Detail screen.

Type

Enter the Rate Types as defined in Rates By Type (standard Treeview path: *Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types*).

Start Date

Enter the Start Date. Enter the same start date as the As Of Date. If you enter a new start date, the rate will commit to this screen after exit but will appear with an As Of Date.

Rates (Hourly, Daily, Weekly, Monthly)

Enter rate for Hourly and/or Daily, Weekly or Monthly. When entering time entry, only the rate associated to the WM code will appear. If no rate is found for the rate type, 0.00 will appear in JC and EM posting. The accumulated rate from the Revenue Type Detail pop-up window will be shown in the Transaction Codes section. This accumulated total is what will be used when entering a posting time entry.

If the job setup has the 'Use Equipment Bill Rates' checked, then the billing rates entered here against the 'Billing' revenue type will be retrieved during the equipment, crew time and mechanic time transaction postings.

NOTE: The accumulated total displayed in the 'Transaction Codes' section does not include the billing rates defined against the 'Billing Revenue Type'. Note that, in the screenshot above, only the Revenue rates are accumulated to show total amounts against the transaction code.

Additional Rates

Enter additional rates if materials management production equipment charges will be used.

Active

Check the 'Active' checkbox to mark the revenue type as active and have the rate included in the Transaction Code rate. Uncheck the checkbox to exclude the rate from the Transaction Code rate.

NOTE: Access to the 'Active' checkbox is privileged using privilege **EMACTRATE** (standard Treeview path: *System > Security > Users > User Maintenance – System Privileges tab*). If the user does not have access, the 'Active' checkbox will be disabled.

Rates By Type By Home Location/Class

Pgm: EMCLLOCRATEDET – Rate By Type By Equipment Class/Home Location; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Home Location/Class

Company

Enter Company code for which the rates are being defined.

As Of Date

Enter the date when the rate will take effect. The system will take the As Of Date and automatically make the end date Dec. 31 of the same year or the last day before the next As Of Date begins where more than one rate exists for the same class.

Equipment Class

Enter the Equipment Class for which the rate breakup is being entered.

Home Location

Enter the Home Location for which the rate breakup is being entered.

Transaction Codes – Section

This section of the screen will follow the same rules as '**Rates By Type By Class**'.

Rates By Type By Equipment

EQUIPMENT / REVENUE TYPE DETAIL

SELECTION CRITERIA

* Company: CCC — CMiC Test Construction Company   As Of Date: 11/27/2017
* Equipment: 13112017-A — CCC Equipment 13112017-A

TRANSACTION CODES

* Tran Code	Description	Hourly Rate	Daily Rate	Weekly Rate	Monthly Rate	WM	Name	Additional Rate	Revenue Type
6000	Rental	22.00	176.00	880.00	3,520.00	$	Dollars	0.00	Revenue Type

Pgm: EMEQRATEDET – Rates By Type By Equipment; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Equipment

Company

Enter Company code for which the rates are being defined.

As Of Date

Enter the date when the rate will take effect. The system will take the As Of Date and automatically make the end date Dec. 31 of the same year or the last day before the next As Of Date begins where more than one rate exists for the same class.

Equipment

Enter the Equipment code the rate breakup is being entered for.

Transaction Codes – Section

This section of the screen will follow the same rules as '**Rates By Type By Class**'.

NOTE: Entries for Crew Time and Mechanic Time will give an error if no rate is found when equipment rate by type is used. Here again, note that this section of the screen shows the sum of the revenue rates which does not include the rates defined against 'BILLING' revenue type.

Rates By Type By Job Company/Class

EQUIPMENT CLASS / COMPANY REVENUE TYPE DETAIL

SELECTION CRITERIA

Company: CCC — CMiC Test Construction Company   As Of Date: 01/01/2017
Equipment: ALT-TR2 — ALT Truck Class 2
Charge Company: ZZ — CMiC Construction Inc.

TRANSACTION CODES

Tran Code	Description	Hourly Rate	Daily Rate	Weekly Rate	Monthly Rate	WM	Name	Additional Rate	Revenue Type
7000	Autocharge	10.00	80.00	400.00	1,600.00	$	Dollars	5.00	Revenue Type

Pgm: EMCLCOMPRATEDET – Rates By Type By Job Company/Class; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Job Company/Class

Company

Enter Company code for which the rates are being defined.

As Of Date

Enter the date when the rate will take effect. The system will take the As Of Date and automatically make the end date Dec. 31 of the same year or the last day before the next As Of Date begins where more than one rate exists for the same class.

Equipment (Class)

Enter the Equipment Class code for which the rate breakup is being entered.

Charge Company

Enter Charged Company code. Equipment rates by class for all jobs within the Charge Company will be used.

Transaction Codes – Section

This section of the screen will follow the same rules as '**Rates By Type By Class**'.

Rates By Type By Job/Class

Pgm: EMCLJOBRATEDET – Rates By Type By Job/Class; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Job/Class

Company

Enter Company code for which the rates are being defined.

As Of Date

Enter the date when the rate will take effect. The system will take the As Of Date and automatically make the end date Dec. 31 of the same year or the last day before the next As Of Date begins where more than one rate exists for the same class.

Equipment (Class)

Enter the Equipment Class code for which the rate breakup is being entered.

Charge Company

Enter Charged Company code.

Charge Job

Enter Charged Job code. Equipment rates by class for specific company and specific job will be used.

Transaction Codes – Section

This section of the screen will follow the same rules as '**Rates By Type By Class**'.

Rates By Type By Job

Pgm: EMEQJBRATEDET – Rates By Type By Equipment/Job; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates By Type > Job

Company

Enter Company code the rates are being defined for.

Equipment

Enter the Equipment code the rate breakup is being entered for.

Job (Company and Job Code)

Enter the Job Company Code and Job Code.

As Of Date

Enter the date when the rate will take effect. The system will take the As Of Date and automatically make the end date Dec. 31 of the same year or the last day before the next As Of Date begins where more than one rate exists for the same class.

Transaction Codes – Section

This section of the screen will follow the same rules as '**Rates By Type By Class**'.

NOTE: Entries for Crew Time and Mechanic Time will give an error if no rate is found when Equipment Rate by Type is used.
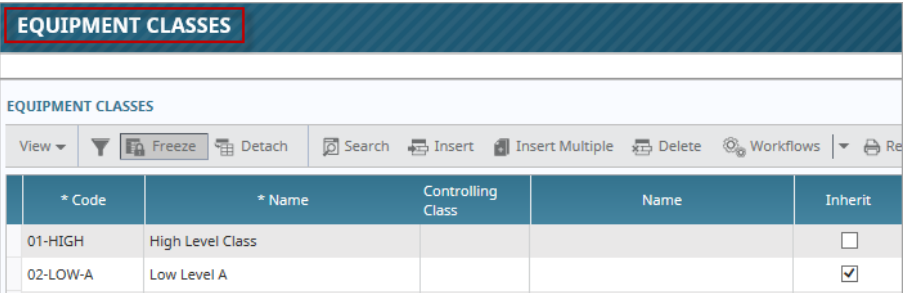
Controlling Class Rates

When a piece of equipment is set to use Class level rates, but the equipment class itself does *not* have the rates set up, then the Time Entry/Auto-Charge programs will inherit charge/billing rates from controlling class levels, when available.

This function only applies when the rates from 'Class' level are being used by Time Entry/Auto-charge programs. It applies to both Revenue and Non-Revenue rate type methods.

This function applies to standard and 28-day auto-charge, as well as Actual Location Adjustment.
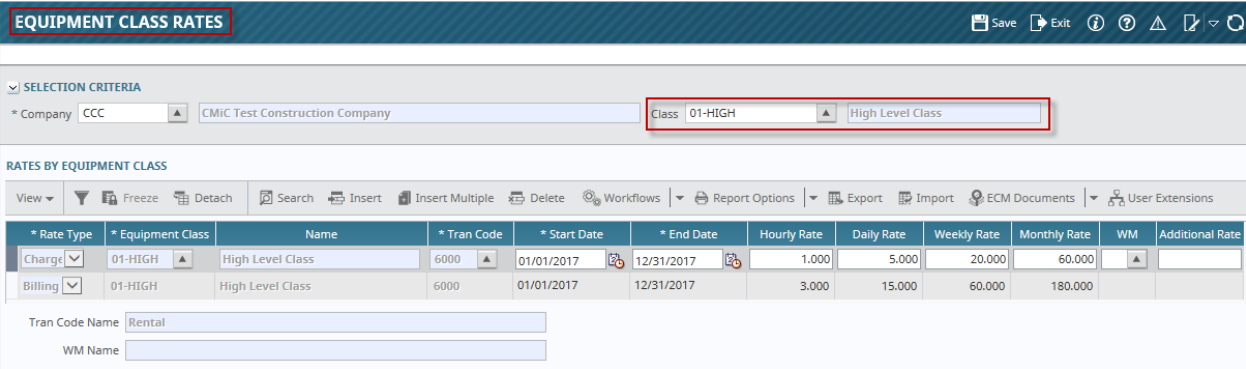
The following screenshots provide an example of the Time Entry program using a Controlling Class Rate.

Example of Controlling Equipment Class with lower-level Equipment Class

Equipment class rates have been set up for the Controlling Class.

Example of Equipment Class Rates set up for Controlling Class

Example of equipment set up using a low-level dependent class

The following example shows Time Entry using the controlling class rate on a low-level dependent class equipment with no class rates set up.

Example of Time Entry using controlling class rate on dependent class equipment with no rates set up

Transactions (Processing)

Batch Entry

Entering a New Batch

A batch can be thought of as a 'File Folder' of work. The Equipment Costing system requires that a Batch number be associated with all equipment transactions. Whether entering Time Sheets, Location Transfers or Automatic Charge-Outs, you must enter a batch number for the transactions being entered or generated. This batch number can be used to track the transactions in other applications after they have been processed.

In all programs where a batch is required, there is a [**Create Batch**] button next to the batch number field. To enable the [**Create Batch**] button, delete the current batch number, which will also clear out the batch name field. Click on the [**Create Batch**] button to automatically create a new batch. The Batch Type is determined by the screen on which you created the batch. (The table below lists the Batch Types available in the Equipment Costing module). A batch is given a number, name, date, type and if required a control total. A batch also belongs to the user who created it.

For ease of use and tracking, we recommend that batches be limited to transactions within one fiscal period. This makes the filing of the audit trails much easier, and ensures that the period end procedures are simple to follow.

The Equipment Costing system has a unique batch type for each type of transaction.

Batch Type Code	Batch Transaction Type
*	Time Entry Allows Multi-Company Batch – Enter * in the company field
AC	Auto Charge Out Batch
ACTLOC	Actual Location Transfer Batch
B	Revenue Transaction Batch
BAL	Opening Balances
C	Cost Transaction Batch
T	Time Entry Batch
V	Actual Location Adjustment Batch
HOMLOC	Home Location Transfer Batch
QTY	Bulk Equipment Quantity
REALLOCAT	Time Reallocation Batch
RECONC	Time Reconciliation Batch

Pgm: EMBCHFM – Equipment Costing Batch Entry; standard Treeview path: Equipment Costing > Transactions > Batch Entry

The Equipment Costing Batch Entry screen can also be used to create a new batch. This screen can be accessed from the Transactions menu under Treeview, or by using the [**View Batch**] button located beside the [**Create Batch**] button in any data entry program. This screen displays all the unposted batches for the current user. If you have the System Privilege EMPB (EM: Allows the user access to EM batches belonging to other users), then all unposted batches for the company will display.

When this screen is launched from the [**View Batch**] button, the Batch Type is automatically set to the correct type for the type of transaction being entered.

Company

If you are launching the Batch Entry screen from the Transactions menu in Treeview, the company code will default from setup and can be overwritten. An * may be entered in the company field for a multi-company batch, only if this is to be a time entry batch. If launching the screen from the [**View Batch**] button, the company code will default from the entry screen. If a time entry multi-company batch * is wanted, the company code will have to be changed in the entry screen prior to pressing the [**View Batch**] button.

Type (Batch Type)

Enter the required batch type or select from the LOV. The default will be Cost Transaction type, but this should be changed to reflect the type of transaction batch being created. If the batch is not created with the correct type, it will not be available within the entry program. For example, a batch type 'BAL' for Opening Balances cannot be used in the Time Entry program.

Unposted Batches – Tab

To insert a new batch, verify that you are on the Unposted Batches tab and click on the [**Insert**] button on the block toolbar.

Batch Date and Name

The Batch Date will automatically default to the system date. This field may be modified, if required. This field is for reference only; it is not the posting date of the batch. The Batch Name entered may depend on corporate policy. The batch name should be informative and meaningful to not just the creator but other system users as well. This is usually a descriptive name that includes a date, and the type of transactions to be entered into the batch.

User Name and Batch Number

The User Name and Batch Number fields are automatically populated by the system.

Selecting an Existing Batch

Example of how to access previously created batches in all transaction programs

Since all transactions must be entered into a batch, it is important to know how to access a previously created batch for entry and editing purposes. The easiest way is to use the Batch LOV available on the batch number field in all transaction programs.

Verifying a Batch before Posting

Example of verifying contents of a batch

The posting of a batch should never be done without first verifying the contents of the batch. This is done by printing the 'Edit List'. Each type of transaction has an edit list available.

When running an edit list, there is an option to print a posted or un-posted batch for editing. The selection appears as radio buttons. Once selected, the batch LOV will show only those batches that are either posted or un-posted.

Enter equipment details in Print Edit List screen and then click on the [**Print**] button to print the report.

Example of Automatic Charge-out Edit List

Posting a Batch

Example of posting a batch

The Post Batch selection in equipment costing is for all transactions: journal entry, time entry, actual location transfer, actual location adjustment and automatic charge-out. When this option is selected from the menu, you must select from the drop-down list the batch type being posted. The LOV will show only those batches that were created with this batch type. You have the option to print the posting reports immediately or to leave the printing to a different time. On the Utilities menu, there is a 'Print Posting Reports' option that will print or re-print reports (standard Treeview path: *Equipment Costing > Utilities > Print Posting Reports*).

This screen will automatically default to the user's Default Company. Verify that the company code matches the company code of the batch being posted.

Batch Type

Select the type of batch to be posted. The batch number in the next field will be limited by the type of batch selected in this field.

Batch Number and Post Date

Enter the batch number and the posting date for all the transactions in the batch being posted. The date entered in this field will be the date of record for ALL the transactions in the batch. The General Ledger dispositions and any distributions to subledgers will also be processed with this date.

The Posting Date will default to the system date.

Journal Code

The system will default the journal code from the Equipment Costing control file. The journal code is used to group like transactions together so that they can be viewed in the GL under one query. The journal code usually represents the subledger.

Preview Posting – Checkbox

To preview the posting report(s) before posting, check the Preview Posting checkbox and click the [**Post**] button.

Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting. If left unchecked, the posting report will not print during the posting process but can be printed at a later time using the posting utility.

Deleting a Batch

Pgm: EMBCHFM – Equipment Costing Batch Entry; standard Treeview path: Equipment Costing > Transactions > Batch Entry

To delete a batch in the Equipment Costing module, go to the Batch Entry screen and select the batch you would like to delete. Click on [**Delete**] in the block toolbar and then on [**Save**] in the main toolbar. Only unposted batches can be deleted.

Journal Entry

Pgm: JCTRNENT – Direct Journal Entry; standard Treeview path: Equipment Costing > Transactions > Journal Entry

This screen is used to enter journal transactions that would not normally pass through the Equipment Costing System from another application or for correcting an entry to job costing.

Company

Company code; defaults to user's default Company.

Batch

In direct journal entries, you can create a 'Cost Transaction' or a 'Revenue Transaction' type Batch.

Current Period, Starting, Ending

These display-only fields display the current period and its start and end date.

Transaction – Section

This section contains general information about the transaction being entered, such as the Post Date, Currency Code and Journal Code.

Transaction

The transaction number will be defaulted by the system and may be used to track the entry.

Post Date

Enter the Posting Date. This is the date of record and determines the posting period.

Journal

Enter the Journal code or select from the LOV.

The Journal code identifies where a transaction originated. Enter the Journal code appropriate for the transaction being entered, the most common being JC as this is an entry being made in the JC subledger.

Trans Proof (Transaction)

The debits must equal the credits in transaction entry. Transaction Proof will show 0.00 when the entry is in balance.

More than one transaction may be entered in the batch.

Currency and Conv Factor

The system will default the company's currency into this field. If the transaction being entered is in a different currency than the company's, change this field appropriately. The system will automatically default the existing current exchange rate (conversion factor). If needed, change it for this transaction.

Source and Source Desc

(Optional) This is an optional field but can be used to enter Vendor, Customer or Job code, if applicable.

Reference and Reference Desc

(Optional) This is an optional field but can be used to enter a source document number, if applicable.

Ref. Date

The Reference date is the Source Date of the transaction. This date does not have to be the same as the entry date and is not the posting date.

Accrual – Checkbox

A transaction may be flagged as an accrual transaction, which indicates that the transaction being entered is to be reversed at a later date. When an accrual transaction is required, check this checkbox.

For more information on using this function, please refer to the section entitled Accrual Transaction Processing in the Job Cost User Guide.

Adjustment – Checkbox

If the transaction has been adjusted through the [**Adjustment**] button, this checkbox will be checked.

[**Adjustment**] – Button

Clicking on the [**Adjustment**] button opens a pop-up window used to make transaction adjustments. Only particular Journal field entries allow adjustments.

If an adjustment was made, the **Adjustment** checkbox will be checked.

For more information on using this function, please refer to the section entitled Entering Adjustments in the Job Cost User Guide.

Detail – Section

The Detail section allows for 'E' lines, 'J' lines, 'W' lines and 'G' lines. 'E' will default in the type field but may be changed.

Entering an 'E' Line

Enter **E** as the type. Select the company code from the LOV.

Select the equipment item from the LOV. If the equipment item is not in the LOV, make sure the Commission date is on or before the transaction date entered here, otherwise it will be considered inactive.

If categories are not being used, enter system created ALL, otherwise, select the category from the LOV.

Select the WM code from the LOV and enter the dollar amount associated with this line.

The general ledger department will come from the Home Location set up and the general ledger account will come from the transaction code set up.

Entering an 'J' Job Costing Line

Enter **J** as the type. Select the company code from the LOV. Select the Job, Cost Code and Job Category from the LOVs.

Select the WM code from the LOV and enter the dollar amount associated with this line.

The general ledger department and account will follow the job costing hierarchy rule - Job to Control to Category.

Entering a 'G' General Ledger Line

Enter **G** as the type. Select the company code from the LOV. Select the department from the LOV.

Select the general ledger account from the LOV.

Entering a 'W' Work Order Line

Enter **W** as the type. Select the company code from the LOV. Select the Work Order number and Work Item code. Distribution will come from the expense allocation entry entered in the setup menu of Preventive Maintenance application.

[**W-line Detail**] – Button

This button is only enabled for 'W' type distributions. The pop-up window allows you to enter additional information, the type of which varies according to the Expense Code of the line. Labor Expense Codes allow for the entry of the Resource; Material Expense Codes allow for the entry of an Inventory or Non-Stock Item; and the Equipment Expense Codes allow for the entry of a Tool.

[**Create CostCode/Cat**] – Button

*Pgm: JCPHSCAT – Pop-up window launched from [**Create CostCode/Cat**] button*

The [**Create CostCode/Cat**] button becomes enabled if you are using a J-type transaction. Clicking on this button launches the Quick Cost Code/Category Insert pop-up window. This window allows you to create new cost codes and categories, if required.

[TAC] – Button

*Pop-up window launched from [**TAC**] button*

This button is only active for G-lines, and then only if the account is utilizing Transaction Allocation Codes (TAC). This is where you can enter/modify the TAC associated with this transaction and account.

[Reference] – Button

*Pop-up window launched from [**Reference**] button*

When a transaction is entered, the source and reference information is defaulted from the Transaction section to each record in the Detail section. Although each detail line is assigned the source and reference descriptions from the transaction header, this information may be changed on a line-by-line basis. To change the transaction header references for a line, place the cursor on that line and click on the [**Reference**] button. The reference pop-up window will appear with the defaults from the transaction header and discretionary changes may be made to all or any of these references.

Time Entry

Pgm: EMTIMENT – Time Entry; standard Treeview path: Equipment Costing > Transactions > Time Entry

When equipment is being transferred from location to location on an hourly or daily basis, manual charge-out is selected for the time used. The time entry screen is where the timesheet is created.

Company

Time entry allows multi-company entry. Enter the company code for time entry to a sole company or enter * to enter time to multiple companies in one batch.

Currency

Currency defaults from Company Setup.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

Equipment

After creating a 'Time Entry' batch, select the equipment code from the LOV.

The equipment code list will show only the equipment items that are flagged as active on the Equipment Entry screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*). If an equipment code has an automatic charge-out transaction code assigned to it, you will get a warning message but may proceed after answering 'OK'.

Time entry will not be allowed for a piece of equipment that is being used as a slave unit. Validation will occur after the date has been entered on the transaction line. If the equipment is marked as a slave within that time period, an error will be given and entry will not be allowed.

Tran Code (Transaction Code)

Select the transaction code from the LOV. The LOV will show only the revenue codes assigned to the equipment item.

Date

Enter date for which the charge-out pertains to, as multiple lines may be entered on this screen. The date must be the date on or after the equipment piece is marked as active.

Dist (Distribution Type)

Select the distribution type from the LOV. Choices are:

E – Standard CMiC E-line

G – Standard CMiC G-line

J – Standard CMiC J-line

W – Standard CMiC W-line

Company (Job Company Code)

Enter the job company code. The company code from Setup will default. However, the company code must be for the company the job belongs to and therefore may be different. There will have been an inter-company relationship set up in the General Ledger module (standard Treeview path: *General Ledger > Setup > Local Tables > Maintain Companies – [Inter-Company Setup] button*). When the job company is different from the equipment company, if there is no inter-company relationship, you will get an error and will not be able to continue while attempting to use this company code.

Job/Dept/Eqp/WO (Job/Department/Equipment/Work Order Code)

The distribution type selected in the **Dist** field will determine what information is entered in this field. For example, if you selected 'J', the LOV will list Job Codes. This would be the job the piece of equipment worked on.

NOTE: If you selected J-line distribution, if a rate has been set up against the equipment and the date does not fall into the start and end date, you will not see the job on the LOV.

Cost Code/Acc/Compon/WI (Cost /Account /Component/Work Item Code)

The distribution type selected in the **Dist** field will determine what information is entered in this field. For example, if you selected 'J', the LOV will list Cost Codes.

Cat/Tran/Exp (Category/Transaction Code/Expense Code)

The distribution type selected in the **Dist** field will determine what information is entered in this field. For example, if you selected 'J', the LOV will list Category Codes.

If you entered 'G' for distribution type, this field will be disabled.

Crew Code

Enter Crew Code, if applicable.

Quantity

Enter the quantity to be charged to the weight measurement code (WM) desired.

The WM code defaults from the Transaction Code set up. This may be changed to the daily or hourly WM code set up on the equipment costing control. The appropriate quantity can then be entered.

Rate

Rate will default from Class, Equipment or Job Rate set up or if the System Option 'Use Equipment Revenue Rate Types' is checked, rates will default from the Rates By Type. The rate is dependent on the WM code, date and the rate from the rate tables. If a date has expired, the rate will default null.

If the equipment code is a master unit, you may view the rate by hour, daily, weekly or monthly in the [**View Rates**] pop-up in the Assemble Equipment Unit screen (standard Treeview path: *Equipment Costing > Setup > Assemble Equipment Unit*). The rate that will default to Time Entry may be a combination of master and slave rates.

Equipment Quantity

This field is accessible only when entering the time against Bulk Equipment. For all other equipment, it is a display-only field and would display '1'.

If entering time against Bulk Equipment, you may enter the quantity of the equipment.

Amount

This field is display-only. It is automatically calculated as Quantity*Rate.

Bill Rate

Enter the billing rate, or if a billing rate defaulted in this field you can update it if required.

Billing Amount

This field is display-only. It is automatically calculated as Quantity*Bill Rate.

Actual Location

If you are entering Equipment Time details for regular equipment, this field displays the Current Actual Location of the equipment and is a display-only field. If you are entering details for Bulk Equipment, the field displays the Current Actual Location and is also enabled for you to select the Actual Location from the LOV.

Description

(*Optional*) This is an optional field. The description will transfer to the Job Costing and General Ledger applications.

[**WBS**] – Button

Throughout the transaction entry screens, the [**WBS**] button may be active. This is carried forward from the job costing module and is associated with the job via job, category or cost code. WBS stands for Work Breakdown Structure. If a WBS code is desired but not available on the entry screen, setup must be done through the job costing module.

Print Edit List for Time Entry

Pgm: EMTRNLST – Print Edit List

Enter equipment details in Print Edit List screen and click on the [**Print**] button to review the Time Entry Edit List.

Pgm: EMTRNLST – Edit Listing -Time Entry

Post Time Entry

Pgm: EMPST – Post – Time Entry

Use this screen to post the Time Entry Batch. Check the Preview Posting checkbox if you would like to preview the posting reports before posting.

Time Reallocation (F)

Pgm: EMTIMEREALLOCATION – Time Reallocation; standard Treeview path: Equipment Costing > Transactions > Time Reallocation

The Time Reallocation screen is used to reallocate equipment transaction charges created in the Time Entry program. This screen is similar to the Time Entry screen except that it contains four additional fields used for time reallocation: Company, Job, Phase and Category.

Entering a Time Reallocation Transaction

To enter a Time Reallocation transaction, you must first have a transaction entered in the Time Entry program that you would like to reallocate.

Example of transaction entered in Time Entry

For example, if you posted 10 days to a job for a piece of equipment in the Time Entry program, and later decided that three of those days should have been charged to a sub-job, you can use the Time Reallocation program to reallocate those three days.

Pgm: EMTIMEREALLOCATION – Time Reallocation; standard Treeview path: Equipment Costing > Transactions > Time Reallocation

Company

Company code; defaults to user's default Company.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

Equipment

Enter or select the Equipment Code from the LOV.

Tran Code (Transaction)

Enter or select Transaction Code from the LOV.

Date

Enter transaction date.

Comp (Company)

Enter Job Company Code.

Job/Phase/Job Category

Enter Job Code, Phase Code and Job Category Code for the original transaction time entered in the Time Entry program.

Quantity

Enter the quantity. This is the quantity of time, depending on the WM, to be reallocated.

WM (Weight Measure)

The Weight Measure code defaults from the Transaction Code set up.

Rate

The Rate will default into this field.

Amount

This field is display-only. It is automatically calculated as Quantity*Rate.

Bill Rate

Enter the billing rate, or if a billing rate defaulted in this field you can update it if required.

Billing Amount

This field is display-only. It is automatically calculated as Quantity*Bill Rate.

Time Reallocation To

Comp/Job/Phase/Category

Enter the Job Company Code, Job Code, Phase Code and Job Category Code for the job where you would like to reallocate the time.

Description

Enter a transaction description.

[**WBS**] – Button

Throughout the transaction entry screens, the [**WBS**] button may be active. This is carried forward from the job costing module and is associated with the job via job, category or cost code. WBS stands for Work Breakdown Structure. If a WBS code is desired but not available on the entry screen, setup must be done through the job costing module.

Print Edit List

Printing Options screen for Time Reallocation Edit List (EM1110)

Enter equipment details in Print Edit List screen and click on the [**Run Report**] button to review the Time Reallocation Edit List.

Example of Equipment Costing – Time Reallocation Edit List

Post Time Reallocation (F)

Pgm: EMPST – Equipment Utilization Posting; standard Treeview path: Equipment Costing > Transactions > Post Batch > Time, Loc Transfer, Loc Adjustment or Auto-Charge

Use this screen to post a Time-Reallocation Batch. Check the Preview Posting checkbox if you would like to preview the posting reports before posting.

Location Transfers

The Location Transfer is a vital part of equipment costing used primarily for Equipment Location Tracking. During the setup of the equipment items, the 'Home' and 'Actual' location must be indicated. The 'Home' location determines where a piece of equipment originated. The 'Actual' location indicates where an equipment item is stationed or being operated.

The Automatic Charge-Out program is completely reliant on the actual location transfers for the appropriate job cost allocations for billing purposes. An actual transfer must occur for an automatic charge-out to be created. The initial transfer would be from home to job.

A further extremely important function of actual location transfers is Location Tracking, as it gives a location history of where the equipment item has been used, as well as where it is currently located.

Location transfers may be performed individually or by group transfer.

Group Location Transfer Entry

Pgm: EMGRLOC – Group Location Transfer; standard Treeview path: Equipment Costing > Transactions > Actual Location Transfer > Group Transfer Selection

The Group Location Transfer entry automatically generates location transfer transactions for a group of equipment items from one location to another. The program requires the Transfer Date and the 'From' and 'To' locations. The system will display all equipment pieces that are currently at the 'From' location, with the option of checking all or some of these items for transfer to the 'To' location.

Once the equipment items are selected for transfer, press the [**Process**] button and the system will generate the individual transactions that make up each location transfer.

If a review is required, of any of the transactions generated through the 'group' process, go to the Actual Location Transfer screen.

Company

Company code; defaults to user's default Company.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

Transfer Date

The automatic charge-out will work from the entered transfer date and forward. Therefore, accuracy is very important in this field.

From Location/Comp/Customer/Job/Cost Code/Category

For 'From' Location, there are three options: enter a specific Location Code, enter '*' for ALL, or leave blank to indicate Home Location only.

Company is automatically populated.

For Customer, enter a specific Customer Code or enter '*' for ALL customers.

For Job, Cost Code and Category, there are three options: enter a specific Job Code/Cost Code/Category Code, enter '*' for ALL jobs/cost codes/categories, or leave blank to indicate 'Yard'.

To Location/Comp/Customer/Job/Cost Code/Cat

Enter a specific Location Code or leave blank to indicate Home Location.

Company and Customer are automatically populated.

Enter the Job Code the equipment will be transferred to or leave blank to indicate Yard.

Enter the Cost Code and Category the equipment will be transferred to.

From/To Location, From/To Job Name, From/To City, From/To State – Display-Only Fields

The From Location/To Location fields default automatically from information entered in the 'From' and 'To' fields previously entered.

The fields From Job Name and To Job Name will be populated for any job (if the Job Name was defined during the job setup) regardless of whether it is connected to a project.

If the Job is related to a project, the fields From City, From State, To City, To State will be automatically populated with the values from the Address tab of the corresponding projects in PM Projects. If the Job is not associated with a project, these fields will not be populated.

Equipment Selection – Section

In the Equipment Selection section, all of the equipment pieces, which are presently at the From Location in the previous section, will default.

Check the select box of the equipment items to be transferred. To select all of the equipment items, use the [**Select All**] button instead of checking all of the boxes. If the [**Select All**] button was used in error, use the [**Unselect All**] button.

Note that the Equipment Quantity field displays the equipment quantity at the current location. You may override this and can enter a required quantity. For all other regular equipment, the display is '1' and cannot be modified.

Click the [**Process**] button to process the transfer.

[**WBS**] – Button

Throughout the transaction entry screens, the [**WBS**] button may be active. This is carried forward from the job costing module and is associated with the job via job, category or cost code. WBS stands for Work Breakdown Structure. If a WBS code is desired but not available on the entry screen, setup must be done through the job costing module.

Actual Location Transfer

Pgm: EMALTR – Actual Location Transfer; standard Treeview path: Equipment Costing > Transactions > Actual Location Transfer > Enter Transfer Transaction

The Actual Location Entry screen differs from the Group Location Transfer screen in that it allows for the transfer of an individual piece of equipment from one location to a new location by individual entry of an item. An Actual Location Adjustment Entry is used to reverse and/or correct a posted entry. Location Transfer can be performed for all or part of Bulk Equipment quantity from a current location.

If a piece of equipment is a master unit, only the master unit will be allowed entry in the location transfer screen; however, when posting occurs both the master and all slave units assigned for the date of the transfer will be transferred. The report will show only the master unit transfer.

Company

Company code; defaults to user's default Company.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

Transfer Date and Time

The automatic charge-out will work from the entered transfer date and forward. Therefore, accuracy is very important in this field.

The transfer date will be used to determine what slave unit is assigned and must be transferred with the master unit.

Transfer Number

Enter the Transfer Number used to track this transaction. If the 'Equipment Transfer Number Is Required' flag is set in the control file, this field will be required (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control – Control tab*).

Equipment

Select the Equipment code from the LOV.

Once the equipment code has been selected, the current location and date will default in the display-only fields **Current Location** and **Start Date**.

If an equipment code has been used in an actual location transfer entry and the entry is not yet posted, the equipment code may not be used again in actual location transfer until the original entry has been posted.

Slave units will not be allowed entry in location transfer, only master units.

New Location

Select the new location from the LOV. The new location and date entered are *paramount* in creating an automatic charge-out. Use * if the equipment is being returned to the home location.

Quantity

The Quantity field defaults to the total quantity of the equipment at the current location. The bulk equipment quantity may be overridden by changing the quantity. For regular equipment, the quantity field displays '1' and cannot be modified.

Current Location

The fields in this section of the screen are display-only. They provide detailed information on the current location and status of the equipment.

The **Trans Code** field provides the current equipment operating status. Location transaction codes can be set up to describe the status of the equipment such as In Use, Down, Moved, Available, etc.

New Location

Customer

Equipment may be transferred to a customer only or the customer and the job. A piece of equipment transferred to a customer only will be used in the Materials Management application. The Equipment LOV will have a 'Y' beside it in Materials Management Ticket Entry if the equipment has been transferred to a customer.

Job/Cost Code/Category

The system will default the Job Code, Cost Code, Category and Charge Job checkbox if this information was entered on the equipment item. The Job Code, Cost Code, Category, Transaction Code and Charge Job checkbox may be changed.

Job Name, City and State

Job Name, City and State are automatically populated. While the Job Name field is always populated (if the Job Name was defined during the job setup), the fields City and State are populated only if the corresponding Location is associated with the job (or a sub-job with Controlling job) that is tied to a project. City and State fields will be populated from the PM Project (Address tab) tied either to a Sub-Job or Controlling Job.

NOTE: When Sub-Job is used for the transfer, the system will look for the Controlling Job linked to the Sub-Job. If the Controlling Job is associated with a project, the system will populate City and State fields from the Project settings (Address tab); otherwise, these fields will not be populated.

When a Job is used for the transfer, the same rule will apply. If the job itself is tied to a project, then the system will populate City and State fields from the Project settings. If the job is not associated with a project, then these fields will not be populated.

Trans Code (Transaction Code)

The Trans Code field can be used as a means of tracking where equipment is and the status. Only Revenue Type transaction codes are allowed for this field. For example, when the equipment is 'Idle', 'Down', 'Available to the pool', 'Out of Service' or 'In Service'.

Charge Job – Checkbox

If the new location is going to use auto-charge, check the 'Charge Job' checkbox.

Return Date

Enter the anticipated Return Date.

[WBS] – Button

Throughout the transaction entry screens, the [**WBS**] button may be active. This is carried forward from the job costing module and is associated with the job via job, category or cost code. WBS stands for Work Breakdown Structure. If a WBS code is desired but not available on the entry screen, setup must be done through the job costing module.

Print Edit List

Pgm: EMTRNLST – Actual Location Transfer; standard Treeview path: Equipment Costing > Transactions > Actual Location Transfer > Enter Transfer Transaction – Print Edit List

The Print Edit List is used to review the Actual Location Transfer Edit List before posting the batch.

Company

Company code; defaults to user's default Company.

Batch Type

Batch Type automatically defaults to 'Actual Location Transfer Batch'.

Transaction Type – Radio Button

Select the required Transaction Type. Choices are 'Unposted' or 'Posted'.

Multiple 'Unposted' transactions are allowed, if the total quantity of un-posted transactions does not exceed the quantity on location.

Batch

Enter a valid Batch number or select from LOV.

From Equipment / To Equipment

Enter a valid Equipment code, select from the LOV or leave blank to indicate 'All'.

[Print] – Button

Click on the [**Print**] button to preview the posting report.

Post Location Transfer

Pgm: EMPST – Actual Location Transfer; standard Treeview path: Equipment Costing > Transactions > Actual Location Transfer > Enter Transfer Transaction – Post

This screen is used to post the Actual Location Transfer Batch.

Company

Enter Company Code; defaults to user's setup.

Batch Type

Batch Type automatically defaults to 'Actual Transfer Batch'.

Batch

Enter Batch number or select from LOV.

Post Date

Enter Post Date. The system defaults to the current date but this can be updated.

Journal

Enter Journal or select from LOV. The system defaults the journal code indicated on the Equipment Costing Control File (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control – Control tab*).

Preview Posting – Checkbox

To preview the posting report(s) before posting, check the Preview Posting checkbox and click the [**Post**] button.

Print Reports Immediately – Checkbox

Check the Print Reports Immediately checkbox to print the posting reports immediately after the process completion.

Use the [**Post**] button to post the batch.

Entering Actual Location Adjustments

Pgm: EMUTALTR: Actual Location Adjustment; standard Treeview path: Equipment Costing > Transactions > Actual Location Transfer > Enter Location Transfer Adjustment

The Actual Location Adjustment is used to change location history and charge-outs that have been entered incorrectly. Adjustments can change the location history, undo previous charges, and create new charges for the adjustment period.

Company

Company code; defaults to user's default Company.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

Start / End Dates and Transfer Time

After creating the actual location adjustment batch, enter the start/end dates and transfer times for the correction/adjustment.

The system will display the location of the equipment on the start date entered and the location on the end date entered. These are the only two locations to be displayed, regardless of whether the equipment was at another location between these two periods.

The start and end date will be used to determine if a piece of equipment is a slave unit or a master unit used in an assembly. A slave unit will not be allowed a location adjustment entry, only the master unit. However, a slave unit may also be a master unit on a different date.

Transfer Number

Enter the Transfer Number used to track this transaction. If the 'Equipment Transfer Number Is Required' flag is set in the control file (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control File – Control tab*), this field will be required.

Equipment

Enter the equipment item requiring an adjustment to posted information.

An equipment item can only be adjusted once within a batch. For this reason, once an entry is made, the item will not be available for use until the batch is posted.

Only master unit equipment codes may be entered.

Location

Select the correct location for the equipment item from the LOV. If returning the equipment item to Home Location, enter *.

Undo, Create, Edit Charges – Checkboxes

For each adjustment, specify if the charges created by the original transactions are to be reversed, if new charges are to be created for the adjustment period and if the charges are to be edited prior to posting.

Click one or all of the charge selections required for the equipment item.

Click the 'Undo' box if the previously posted charges are to be reversed.

Click the 'Create' box if new charges are to be created based on the information entered on the adjustment line.

Click the 'Edit' box if the adjustment is to be shown in the 'Review Transaction' option of automatic charge-out before posting.

Job, Cost Code, Category, Trans Code

Enter Job Code, Cost Code, Category and Transaction Code, if required, for the adjustment period.

Charge Job – Checkbox

Check the Charge Job checkbox if new charges are to be created for the adjustment period.

Customer

Equipment may be transferred to a customer only or the customer and the job. A piece of equipment transferred to a customer only will be used in the Materials Management application. The Equipment LOV will have a 'Y' beside it in Materials Management Ticket Entry if the equipment has been transferred to a customer.

NOTE: Location Adjustments are not allowed for Bulk Equipment.

Location Transfer Category

Pgm: EMALTRANCAT: Location Transfer Category; standard Treeview path: Equipment Costing > Transactions > Actual Location Transfer > Location Transfer Category

The **Location Transfer Category** screen displays all the categories set up in the Job Costing module for the specified Company. This screen is used to select Category Codes to limit the location transfer categories to equipment transfers only.

The 'Actual' and 'Group' location transfer screens will restrict the Cost Code LOV to list only cost codes with categories selected in the **Location Transfer Category** screen. The Category LOV will also be restricted to only display the categories selected in the **Location Transfer Category** screen.

NOTE: The category restriction is a Company level setup. When Categories are selected under a company, the restriction applies to the jobs under this company during location transfer and group location transfer entry. The transfer screens allow the entry of locations of other companies and therefore jobs that belong to the location company. You must repeat the setup of restricted categories under each company as required.

Example of Cost Code LOV launched from Actual Location Transfer Entry screen when Cost Codes are limited to only Categories selected in Location Transfer Category screen
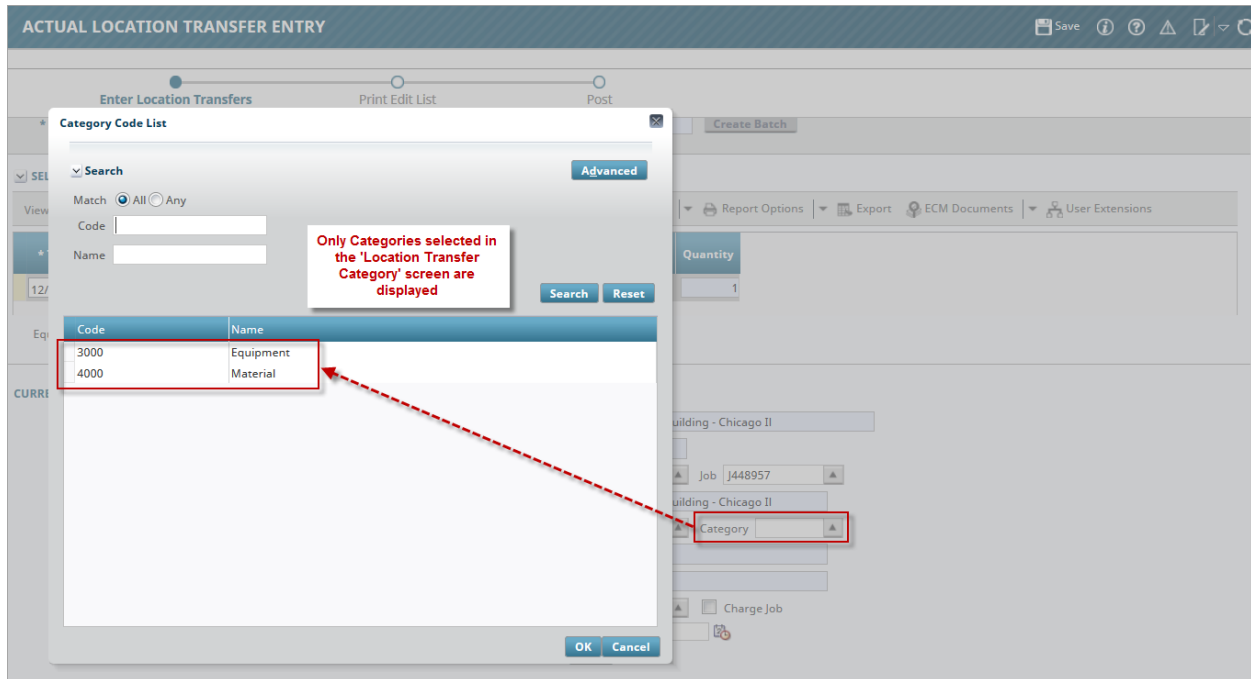
Example of Category Code LOV launched from Actual Location Transfer Entry screen when Category Codes are limited to Equipment only

Automatic Charge-out

Charge-out Rules

- Automatic charge does not use hourly rates.

- The rate is determined by the rate as defined in the rate table for the days selected. The rate used may be a blended rate that encompasses more than one rate over the course of the billing period. A detailed description will be found in the description field showing how many days and at what rate they were charged.

- There must be a location transfer with an accurate start date for an automatic charge-out creation. The auto charge-out generation will be using the cost code/category for the job from the equipment location history table by default. When the 'Override Auto Charge Phase And Cat From Last Posted Auto Charge Transaction' flag is checked in System Options (standard Treeview path: System > Setup > System Options – Assets tab), then the system will use the cost code/category from the last posted auto charge-out transactions for the same equipment/job combination, if available. Otherwise, the default cost code/category combination from the equipment location history will be used.

- The automatic charge-out creates internal cost transactions against the job based on the daily, weekly and monthly rate and location transfer. The charge is based on the Working Days and the rates table start and end dates.

- Automatic charge-out will look for the best rate when 'Sliding Scale' is used.

  As an example using monthly rate of $900.00, Weekly Rate 1/3 of monthly $300.00 and Daily Rate 1/9 of monthly $100.00

Enter a start date and end date equally 2 weeks and 3 days with working schedule including weekends (17 days). The system will multiply 17 days X 100.00 = $1700.00 and will multiply weeks + 2 days = $600.00 + $300.00 = $900.00. System will charge a fee of one month at $900.00.

As the calculations continue for the piece of equipment at the one location, the system will continually go to the first day the equipment arrived at the location and re-work the charges always making sure that the best rate is charged. A detailed description will appear in the Long Description line showing the calculation.

- If System Option 'Use Equipment Revenue Rate Types' is used, sliding scale will be disabled and daily rates will be the only rate taken into consideration (standard Treeview path: *System > Setup > System Options – Assets tab*).

Setting up Standard Automatic Charge-Out

Example of setting up equipment to be automatically charged out to a job

This section outlines the steps to take before generating an automatic chargout. This example is using a standard autocharge method (non-revenue rate type), which means that 'Use Equipment Revenue Rate Types' is unchecked on the System Options Assets tab. This example is also using the Working Days calendar, which sets up the calandar for each year.

Set up the equipment you would like to automatically charge out to a job. Ensure the 'Automatic Chargeout' checkbox is checked.

Example of setting up cost and revenue transaction codes

Select your Cost and Revenue Transaction Codes. Cost transaction codes are used to post costs to A/P, JC, CI, PY, EM, or WO. The Revenue transaction code is used in equipment costing and there is only one code dedicated to auto-charge.

Example of moving (transferring) equipment to actual job site

Move (transfer) your equipment to the actual job site. The job can now be charged for this equipment.

Example of setting up rates for equipment

Set up the Billing and Charge rates for the equipment. Since this example is using standard rate type, only Rates menu options are being used (standard Treeview path: *Equipment Costing > Setup > Local Tables > Rates*). The charge rate is the amount charged to the job, and the billing rate is the amount billed to the customer.

Now you are ready to generate an automatic charge-out for this equipment.

Create Transactions for Automatic Charge-Out

Pgm: EMCHARGE – Create Transactions for Automatic Charge out; standard Treeview path: Equipment Costing > Transactions > Automatic Charge-Outs

The Automatic Charge-Out program function is an internal billing system which charges jobs with the costs associated with the use of an equipment item on a specific job.

Company

Company code; defaults to user's default Company.

Batch

Create an Automatic Charge-Out batch. You can use the [**Create Batch**] button to create a new batch or use the [**View Batch**] button to launch the Equipment Costing Batch Entry pop-up window to create a new batch.

From/To Date

Enter the To and From dates for the billing period.

From/To Home Location

The From and To home location is disabled. These fields become enabled when using Auto-Charge Cycle.

From/To Department, Class, Equipment, Job

You can limit the billing by specifying specific Department, Class, Equipment and Job.

Job Company

Enter Job Company code; defaults to user's default Company.

To bill for everything that requires an automatic charge, enter the dates and click [**Process**]. When finished, the number of transactions created will appear at the bottom of the screen. The automatic charge function will create a non-charge for a job that does not allow transactions; however, a warning message will appear.

Review Transactions for Automatic Charge Out

Pgm: EMCHGQRY – Charge Out Review Transactions – View A

Once the system creates the Charge Out transactions based on the selection criteria in the Create Transactions option, they may be reviewed and/or modified prior to posting. The system will display both the 'Chargeable' as well as the 'Non-Chargeable' transactions within the batch. Only the 'Chargeable' transactions will be posted. A breakdown showing how the rate was derived will appear in the 'Description' field.

While the transactions are being reviewed within this batch, you can change the billing status of the equipment item within a job. 'Chargeable' items may be changed to 'Non-Chargeable' (and vice versa) by clicking the [**Chg**.] box. The exception will be a non-chargeable amount set up for a job that does not allow transactions.

Pgm: EMCHGQRY – Charge Out Review Transactions – View B

Company

Company code; defaults to user's default Company.

Batch Number

Select from the LOV the automatic charge-out batch number to be reviewed.

Chargeable – Section

All transactions, which were created within the specified batch, will be displayed. 'Chargeable' transactions will be displayed in the upper section of the screen. 'Non-Chargeable' transactions will be displayed in the lower portion of the screen.

Chg (Charge Field) – Checkbox

The Charge field will be checked if the transaction is deemed chargeable. The transaction created by the system will post to the Job Costing and General Ledger applications.

* Charge Cap Exceeded

When the amount of the transaction exceeds the charge cap as set up on the equipment item entry or entered on the rates by job screen, the system will place a * beside the Chg. Field. This flag indicates that the system has reduced the charge-out amount on this transaction to equal the Cap amount minus the total previously charged on the job.

Equipment and Transaction Code

For the specified charge-out period, the system will create a transaction for each equipment item/transaction code combination where a location transfer has occurred.

Comp, Job

The system will display the Company and Job. These fields are display-only.

Cost Code and Category

The system will default Cost Code and Category to which a cost will be assigned. The Job/Cost Code/Category comes from the Actual Location for the specified charge-out period. The Cost Code and Category can be updated if necessary.

Amount

The system will calculate and default the charge-out amount based on the quantity and the rate calculated in the next fields. This amount will represent the Total Cost to be charged to the Job/Cost Code/Category for this billing line.

Quantity and WM

The system will enter the quantity in terms of the Weight Measure for which the equipment item will be charged. The system will compare the WM codes between the transaction code assigned to the equipment item and the WM code in the control. If they are the same (i.e. DY for Day), the default will be the number of working days. However, if the WM code is different (i.e. HRS on transaction code), the system will go to the Weight Measure table on the global tables and look for the conversion between hours to days. The default will be the quantity of hours to make up the working days as found on the Working Days Schedule. The system will take the number of working days from the Working Days schedule that falls within the specified charge-out period.

Rate

The automatic charge-out processing package will calculate the best rate during automatic charge-out processing when using sliding scale.

- As an example, if the user had daily rates set up at $200.00, weekly rates set up at $920.00 and entered a range of 15 days, 10 of which are working days, the system will take the daily rate of $200.00 X 10 days for a total of $2000.00 and compare the rate to 7 days (1 week) at 920.00 and 3 days X 200.00 for a total of $1520.00 and give the charge out rate at $1520.00 thereby giving the "best rate", Rate by Class, Rate by Equipment or Rate by Job. If the rate is not exactly as stated, it may be a blended rate.

- A blended rate may include the blending of monthly, weekly and daily rates, but also will look at start and end dates on the rates tables.

If the System Option 'Use Equipment Revenue Rate Types' is being used, sliding scale will be ignored and only daily rate will be used (standard Treeview path: *System > Setup > System Options – Assets tab*). The same is true if the Sliding Scale checkbox is unchecked on the Equipment Entry screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*).

Equipment Quantity

The equipment Quantity field displays the actual quantity at that location charged with the auto-charge. For regular equipment the display will be '1'.

Description/Charge Description

The description field will default with the start and end date for the period charged on this billing line and the rates used. For equipment items where the Charge Cap has been exceeded, the system will also default a warning that the 'Amount Reduced by the Chg. Cap'.

Non-Chargeable – Section

Example of Non-Chargeable section of the Charge Out Review screen

This section of the screen is used for Non-Chargeable transactions. Transactions will appear in the Non-Chargeable section of the Charge Out Review screen if equipment is flagged as non-chargeable on the Actual Location Transfer screen, or if the charge cap on the equipment is exceeded.

Examples of these non-chargeable transactions are explained in the next two sections.

Example of Non-Chargeable - Actual Location Transfer

Example of Actual Location Transfer Entry screen with 'Charge Job' checkbox unchecked

If you would like to transfer equipment to a location without creating a chargeable transaction, do not check the 'Charge Job' checkbox on the Actual Location Transfer Entry screen.

Example of Non-Chargeable transaction on the Charge Out Review screen

The transaction will appear in the Non-Chargeable section of the Charge Out Review screen. If you decide to change this transaction to chargeable, click on the 'Chg' checkbox and click on [**Save**]. You will also need to re-generate the autocharge.

Example of Non-Chargeable - Charge Cap Exceeded

Example of Charge Cap entered on Equipment Maintenance screen

If a Charge Cap is entered for a piece of equipment on the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment*), transactions will be charged until the charge cap limit is reached and then any transactions will flow into the Non-Chargeable section of the Charge Out Review screen.

Example of Non-Chargeable transaction due to charge cap exceeded

In the Non-Chargeable section, the Amount will appear as $0 and you will be unable to post the transaction. To start charging the equipment again, you will need to increase the charge cap for the equipment on the Equipment Maintenance screen and re-generate the autocharge.

Print Edit List for Automatic Charge-Out

Pgm: EMTRNLST – Print Edit List

Enter equipment details in Print Edit List screen and click on the [**Print**] button to review the Automatic Charge-Out Edit List.

Pgm: EMTRNLST – Edit Listing -Automatic Charge-out

The Edit List shows the rate as Equipment Daily Rate multiplied by the equipment quantity. Therefore, in the case of Bulk Equipment, the rate column displays the total rate of the bulk equipment quantity currently charged at that location.

Post Automatic Charge-Out

Pgm: EMPST – Post - Automatic Charge-out

Use this screen to post automatic charge-outs. Check the Preview Posting checkbox if you would like to preview the posting reports before posting.

Example of pop-up window launched after clicking on [**Post**] button

Use the pop-up window to select which Reports you would like to preview. Options are EM (Equipment Costing Report), Job Cost Posting Report and General Ledger Posting Report.

After previewing the reports, click on [**Post**] button again to post the Batch.

Example of Equipment Costing – Posting Report (Preview)

Example of JC Posting Report (Preview)

Example of General Ledger Posting Report

28 Day Auto Charge Cycle

The Auto-charge Cycle option can be set in the Systems Options screen as shown below. This functionality gives CMiC the ability to generate equipment rental transactions using a similar method as equipment rental companies do.

Once this option is in use and transactions are created, it cannot be switched back.

Pgm: SYSOPT – System Options – Assets Tab; standard Treeview path: System > Setup > System Options – Assets tab

The auto-charge is calculated based on the values set in each of the following fields:

How Many Days = 1 Week = a number 2 thru 7. The number entered represents the **minimum** number of days that will be considered as a week for the purposes of auto-charging. It is the number of days before the charge rate is switched to weekly rate.

How Many Weeks = 1 Month = a number 2 thru 3. The number entered represents the **minimum** number of weeks that will be considered as a month for the purposes of auto-charging. It is the number of weeks before the charge rate is switched to the monthly rate.

How Many Days in a Billing Cycle = a number 18 thru 31. The number entered represents the **minimum** number of days that will be considered as a month for the purposes of auto-charging. It is the number of days that define the billing cycle.

Indicate if $0 transactions are to be created for amounts over the Charge Cap, by checking the '**Create $0 Over Charge Cap Transaction**' checkbox (by default, this is un-checked). Zero dollar transactions will also be created if there are transactions with dates outside of the valid date range for the equipment charge rates.

Rules:
This cycle follows the rules below:

- Auto-charge starts on the Transfer In Date
- Auto-charge does not charge for the Transfer Out Date
- Auto-charges will always start charging from the equipment start date for equipment with no previous charges and will start charging from the last charge date +1 for those equipment which have previous charges for the current transfer.
- Auto-charge does not use 'Working Days', it is purely calendar days, so there will be no checkup on vacation days and so on.
- Auto-charge uses the latest rate as of the 28th day or the Transfer Out Date; number of days depends on the System Options value in 'How Many Days in a Billing Cycle' field.
- Auto-charge always switches rates by following the rules specified in the System Options (How Many Days = 1 Week and How Many Weeks = 1 Month), unless the amount is not the optimal amount (e.g. it may charge for a whole month if it found it was a better rate than charging for 2 weeks and 2 days). Therefore, for a given number of days, it will try to find the best combinations (months, weeks and days) in terms of charge amount.
- The auto-charge routine will create billable transactions if the 'Charge Cap' is reached and depending on the System Options flag 'Create $0 Over Charge Cap Transactions'.
- Auto-charge may or may not start re-calculating charges when equipment is moved within a job according to the Job Setup flag 'Equipment Auto Charges Do Not Restart'.
- The Charge Description is for the **cumulative equipment charges and period** on that job.

- The auto-charge would be consistent by collecting 1 month rent on the 28th rental day (System Option value: How Many Days in a Billing Cycle) and every 28th day thereafter. Upon transfer off the job, the final rental amount is collected based on the number of days since the last charge.

NOTE: When the "Use Auto Charge Cycle" flag is switched to ON, the system will apply the relevant charge-out procedure directly for all equipment regardless of the existing charge status of those equipment. That means if there are some previously uncharged or missed gaps, the auto-charge will not be charged for them if there is an existing charge-out after those gaps.

When generating auto-charge transactions under this option, the From Date is disabled and the From and To Home Location are enabled:

Pgm: EMCHARGE – Automatic Charge Out; standard Treeview path: Equipment Costing > Transactions > Automatic Charge-Outs

Ownership Reconciliation

Pgm: EMEQPRECONCILIATION – Ownership Reconciliation; standard Treeview path: Equipment Costing > Transactions > Ownership Reconciliation

This screen applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Rental Equipment Invoice

Overview

Rental equipment is equipment that is rented from an external Vendor. If you will be using rental equipment, here are some settings to keep in mind:

- On the Equipment Maintenance screen, enter a Vendor code (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*).

- Check 'Use Equipment Revenue Rate Types' checkbox on the System Options screen (standard Treeview path: *System > Setup > System Options – Assets tab*).

- Set up Revenue Rate Type and select a rate Type Code as 'Rental' (standard Treeview path: *Equipment Costing > Setup > Local Tables > Rates By Type > Revenue Types*). Check the 'Rental' checkbox to indicate that this Revenue Type will be used for rental invoice matching. Charges posted to this code will be available in AP.

- Maintain equipment rates for this rate type code for rental at any desired hierarchical level.

- Post Equipment Time Entry to a job 'J' (standard Treeview path: *Equipment Costing > Transactions > Time Entry*) or MS Ticket Truckers Payroll to 'G' (standard Treeview path: *Material Sales > Truckers Payroll > Prepare Truckers Payroll*).

- Create an AP Rental Invoice to pay the rental charges to the Vendor.

- Use the Equipment Revenue/Cost Analysis Query for data analysis/decision making.

When Equipment Time is entered and posted in the Equipment Costing module, the rental charges posted will be available in AP Rental invoice entry, which can be selected against the invoices entered.

If Material Sales module is being used, then when posting MS Truckers Payroll, rental charges are posted and during Rental Invoice entry in AP, Invoices can be matched against the posted Rental charges.

Enter Invoice

Pgm: APEQPINV – Rental Equipment Invoice; standard Treeview path: Equipment Costing > Rental Equipment Invoice > Enter Invoice

Company

Company code; defaults to user's default Company.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

[Print Batch Report] – Button

Click on [**Print Batch Report**] to print the entire batch report.

Voucher Detail – Section

Vendor

Enter the Vendor Code. This is the vendor code of the owner of the rented equipment.

Voucher Num (Number)

System defaults voucher number.

Series

System provides default Invoice Series code, but this can be updated.

Gross Invoice Amt

Enter Gross Invoice Amount.

Invoice No.

Enter Invoice Number.

Equipment

Enter Equipment code or select from the LOV. The equipment must be associated with the Vendor or it will not be listed in the LOV. Equipment is associated with a vendor on the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*).

Inv. Date

Enter invoice date. System defaults current date but it can be updated.

Due Date

The System will provide a default due date based on the invoice date and the vendor's term code.

From Date

(Optional) Enter starting date range of equipment transactions to include.

To Date

(Optional) Enter ending date range of equipment transactions to include.

[**Other Charges**] – Button

*Sample pop-up window launched from [**Other Charges**] button on Rental Equipment Invoice screen*

Part of the invoice may be for non-rental charges, such as damages, tires and fuel. Click on the [**Other Charges**] button to enter distributions against Job, Equipment or General Ledger.

The sum of all other charges is displayed in the **Other Charges** field and it reduces the **Net Equip Charges** amount. The **Net Equip Charges** is used for prorating and the invoice cannot be saved if the equipment details' total invoice amount does not equal the **Net Equip Charges**.

[**Print Invoice Report**] – Button

Click on [**Print Invoice Report**] to print a single invoice report.

Equipment Details – Section

The Equipment Details section will display equipment transactions that are still outstanding and satisfying the selection criteria displayed. It will show the transaction/work date, the cost distribution, the outstanding quantity and outstanding accrued rental cost.

Select – Checkbox

You can select details you wish to include in the invoice by checking the 'Select' checkbox. Once selected, the fields 'Close', 'Inv Qty', 'Inv Cost', and 'Invoice Amt' become enabled.

Close – Checkbox

Uncheck this checkbox if you are doing partial invoicing (i.e., only a portion of the outstanding quantity is to be allocated to the invoice.) If checked, this detail will be considered fully allocated and closed to future invoices.

Inv Qty (Invoice Quantity)

Enter the Invoice Quantity. The System will default this field with the outstanding quantity. You can override this quantity if you are doing partial invoicing or if you want to adjust the quantity.

Inv Cost

This field is the invoice accrued rental cost. This is a System calculated field based on the invoiced quantity and rental rate. This field is display-only.

Invoice Amt

Enter the invoice amount allocated to this detail. The System will default this field with the 'invoice accrued rental cost'. You can override this field with another value.

Memo

A memo can be entered for each selected equipment detail.

[**Select All**] – Button

Clicking the [**Select All**] button will select all equipment details not yet selected. The System will populate 'Close', 'Inv Qty', 'Inv Cost' and 'Invoice Amt' with default values. This assumes that the outstanding quantity will be fully invoiced. Details that were already selected will remain unchanged.

[**Unselect All**] – Button

Clicking on the [**Unselect All**] button will deselect all selected equipment details.

[**Prorate Variance**] – Button

Clicking on the [**Prorate Variance**] button will distribute any variance between the invoice header's **Net Equip Charges** and the total selected invoice accrued rental cost, **Total Inv Cost**, across all selected equipment details so that the total invoice amount, **Total Invoice Amt**, sums up to the invoice header **Net Equip Charges**.

Prorating is based on the ratio of the individual detail **Inv Cost** over the **Total Inv Cost**.

Print Invoice Detail Report (F)

Pgm: APEQPRPT – Rental Invoice Detail Report; standard Treeview path: Equipment Costing > Rental Equipment Invoice > Print Invoice Detail Report

This report is used to verify Invoices entered before they are posted, as it is much better to make any corrections before posting. The listing can be printed for the complete Batch, or be limited to specific Vouchers and or Vendors.

Select the Company and Batch required, and enter any restrictions. The program will automatically assume that the report is being printed for an unposted Batch, but it is also possible to use this report to retrieve information about posted Batches.

Run Report

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
Report Type	Select the Report Type. Choices are 'Posted' or 'Unposted'.
Batch Number	Enter a valid Batch Number.
Starting Vendor	Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.
Ending Vendor	Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.
Starting Voucher	Optional; if left blank, taken to be first voucher. Specifies which voucher to start with, by Voucher Number.
Ending Voucher	Optional; if left blank, taken to be last voucher. Specifies which voucher to end with, by Voucher Number.

Print Subledger Report (F)

Pgm: AP208 – Equipment Rental Subledger; standard Treeview path: Equipment Costing > Rental Equipment Invoice > Print Subledger Report

This screen is used to print the Equipment Rental Subledger report, sorted by equipment or vendor. The report presents history of paid and unpaid accrued charges.

Run Report

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
From Date	Enter From Date or leave blank to select All. The From/To date is the posting date of equipment transactions.
To Date	Enter To Date or leave blank to select All.
Job	Enter a valid Job Code, select from the LOV or leave blank to select All.
Phase	Enter a valid Phase Code, select from the LOV or leave blank to select All.
Equipment	Enter a valid Equipment Code, select from the LOV or leave blank to select All.
Vendor Pick List	Enter Vendor Pick List or select from the LOV. Vendor Pick Lists are alternatives to the Vendor Code Range parameters used in AP Reports to specify the Vendors to consider in reports. Use the [**Edit Selection Criteria**] button to launch a pop-up window where you can select Vendors to add to the Pick List.
Term	Enter a valid Term Code, select from the LOV or leave blank to select All.
Vendor	Enter a valid Vendor Code, select from the LOV or leave blank to select All.
Status	Select Status for invoices. Choices are 'Open', 'Closed' or 'Both'.
Sort By	Select to sort the report by Equipment or Vendor.

Logs

Overview

System Logs are a convenient way to access information about Equipment in the system. Logs can be accessed using the Logs Treeview menu option.

NOTE: System Logs should only be re-configured by expert users and it is recommended that changes here be made only with the assistance of your CM*i*C Consultant.

Charge Out Detail Log

Pgm: EMCOQRY_LOG – EC - Charge Out Detail Log; standard Treeview path: Equipment Costing > Logs> Charge Out Detail

Logs are similar to reports in that parameters are also used to filter what data is displayed in the log. This log displays the following Charge Out details for Equipment, filtered by the parameters in the Search section:

- Company
- Job
- Equipment
- Equipment Name
- Equipment Value
- % Cap
- Amount Cap
- Charge Out Amount
- Variance

In the 'Find' search field, enter the Job code that you want to query and click on the [**Go**] button. This search will retrieve all the lines for that job.

Transaction Detail Log

Pgm: EM_TRANSQRY_LOG – EC - Transaction Detail Log; standard Treeview path: Equipment Costing > Logs> Transaction Detail

The Transaction Detail log displays detailed information on equipment transactions.

Customizing Display

Hover over a column header to bring up arrows to sort the column in ascending or descending order. Also, columns can be dragged and dropped to different positions, and resized.

Equipment Units History Log

Company	Equipment	Equipment Name	Used As	Master/Slave	Master/Slave Name	Start Date	End Date
CCC	BENZ100	BENZ100	MASTER	BENZ110	BENZ110	01/31/2014	
CCC	BENZ110	BENZ110	SLAVE	BENZ100	BENZ100	01/31/2014	
CCC	MAS1	Master1	MASTER	SLA1	Slave1	07/31/2015	08/02/2015
CCC	MAS1	Master1	MASTER	SLA2	SLA2	07/31/2015	08/05/2015
CCC	MASTER-01	CCC Master Unit 01	MASTER	SLAVE-01A	CCC Slave Unit 01A	02/14/2017	12/31/2017
CCC	MASTER-01	CCC Master Unit 01	MASTER	SLAVE-01B	CCC Slave Unit 01B	02/14/2017	12/31/2017
CCC	MASTER1	MASTER1	MASTER	SLAVE1	SLAVE1	01/25/2013	12/31/2014
CCC	MASTER1	MASTER1	MASTER	SLAVE2	SLAVE2	01/31/2013	12/31/2014
CCC	MASTER1	MASTER1	MASTER	SLAVE1	SLAVE1	01/01/2015	03/31/2015
CCC	MASTER1	MASTER1	MASTER	SLAVE2	SLAVE2	01/01/2015	03/31/2015
CCC	MASTER1	MASTER1	MASTER	SLAVE1	SLAVE1	04/01/2015	
CCC	MASTER1	MASTER1	MASTER	SLAVE2	SLAVE2	04/01/2015	
CCC	REV1	REV1	MASTER	REVS1	REV1 Slave	01/01/2015	
CCC	REVS1	REV1 Slave	SLAVE	REV1	REV1	01/01/2015	
CCC	SLA1	Slave1	SLAVE	MAS1	Master1	07/31/2015	08/02/2015
CCC	SLA2	SLA2	SLAVE	MAS1	Master1	07/31/2015	08/05/2015
CCC	SLAVE-01A	CCC Slave Unit 01A	SLAVE	MASTER-01	CCC Master Unit 01	02/14/2017	12/31/2017
CCC	SLAVE-01B	CCC Slave Unit 01B	SLAVE	MASTER-01	CCC Master Unit 01	02/14/2017	12/31/2017
CCC	SLAVE1	SLAVE1	SLAVE	MASTER1	MASTER1	01/25/2013	12/31/2014
CCC	SLAVE1	SLAVE1	SLAVE	MASTER1	MASTER1	01/01/2015	03/31/2015
CCC	SLAVE1	SLAVE1	SLAVE	MASTER1	MASTER1	04/01/2015	
CCC	SLAVE2	SLAVE2	SLAVE	MASTER1	MASTER1	01/31/2013	12/31/2014
CCC	SLAVE2	SLAVE2	SLAVE	MASTER1	MASTER1	01/01/2015	03/31/2015
CCC	SLAVE2	SLAVE2	SLAVE	MASTER1	MASTER1	04/01/2015	

Pgm: EM_EQPUNITHIST_LOG – Equipment Unit History Log; standard Treeview path: Equipment Costing > Logs > Equipment Units History Log

The Equipment Units History log provides detailed information on Master/Slave equipment units.

Queries

Executive Query

Pgm: EMEXQRY – Executive Query; standard Treeview path: Equipment Costing > Queries > Executive Query

The Executive query allows for the comparison of revenue and cost information on an equipment item. The first section of the screen is used to select a class and period for review. The second section will display a summary of the revenue and cost totals for each equipment item within the selection criteria. For each equipment item displayed, further details for the revenue as well as cost totals may be displayed via the [**Drill Down**] buttons.

[**Revenue Trans**] – Button

*Example of pop-up window launched from [**Revenue Trans**] button on Executive Detail Query screen*

[**Cost Trans**] – Button

*Example of pop-up window launched from [**Cost Trans**] button on Executive Detail Query screen*

[**Cost Drill Down**] – Button

*Example of pop-up window launched from [**Cost Drill Down**] button on Executive Detail Query screen*

Charge Out Query

Pgm: EMCOQRY – Charge-Out Query; standard Treeview path: Equipment Costing > Queries > Charge Out Query

The Charge Out Query allows you to view the equipment items that have been charged to a job. The query displays the equipment item, the equipment value, amount cap and charge out amounts.

Location Tracking Query

Pgm: EMLOCQRY – Location Tracking Query; standard Treeview path: Equipment Costing > Queries > Location Tracking Query

The Location Tracking query displays each equipment item, its current location and the location history.

The City and State fields will only be populated if the corresponding Location is associated with the job (or a sub-job with Controlling Job) that is tied to a project.

NOTE: Location Tracking Query cannot be used for Bulk Equipment, because bulk equipment quantities may be at multiple locations. Therefore, users must use 'Equipment / Location Query' for bulk equipment.

Company

Company code; defaults to user's default Company.

Equipment

Enter Equipment code or select from the LOV.

Actual Location / Home Location – Radio Buttons

Select **Actual Location** to view the location history of a piece of equipment. Select **Home Location** to show the home location history.

Equipment Unit History Query (F)

Pgm: EMUNITQRY – Equipment History Query; standard Treeview path: Equipment Costing > Queries > Equipment Units History Query (F)

The Equipment Unit History Query displays all the records of an equipment assembly for all dates, for master and slave units, as there is a possibility that equipment can be a master as well as a slave to other equipment. This screen is only available in Forms.

Master and slave units are set up in the Assemble Equipment Units screen (standard Treeview path: *Equipment Costing > Setup > Assemble Equipment Unit*).

NOTE: Equipment Unit History Query shall not be used for Bulk Equipment, as Bulk Equipment cannot be defined as Master or Slave equipment.

Company

Company code; defaults to user's default Company.

Equipment

Enter Equipment code.

Used as Master – Tab

Example of Master unit with Slave units listed in History Detail

The 'Used As Master' tab will display those units that are used as slave units to the Equipment code entered in the Selection Criteria section.

Used as Slave – Tab

Example of Slave unit with Master unit listed in History Detail

The 'Used As Slave' tab will display the master unit to the Equipment code entered in the Selection Criteria section.

Equipment/Location Query

Pgm: EMEQPLOCQRY – Equipment/Location Query; standard Treeview path: Equipment Costing > Queries > Equipment/Location Query

The Equipment/Location Query allows for equipment to be queried by either the equipment code or the location code. It is especially convenient for managing Bulk Equipment and their locations.

The 'Total Bulk Quantity' displays the total count of the equipment at various locations.

The History section shows the open-ended (No End Date) records for the equipment. The sum of the Equipment Quantity of these open-ended records will match with the Total Bulk Quantity display at the top.

The records with 'To Date' filled in show the details such as From Date, To Date, Locations, Quantity, etc., giving the complete location history of the bulk equipment.

Equipment/Location – Section

Company

Company code; defaults to user's default Company.

Transaction Code

Enter a Transaction Code to limit the search results displayed in the History section to equipment using that transaction code.

Equipment Class

Enter an Equipment Class Code to limit the search results displayed in the History section to equipment under that equipment class code.

Query By

Select Query type. Choices are 'Equipment' or 'Location'.

The selection made here determines what information will be entered in the Equipment/Location field and displayed in the Total Bulk Quantity field.

Equipment / Location

If **Equipment** is selected in the **Query By** field, then enter the Equipment Code or select from the LOV.

If **Location** is selected in the **Query By** field, then enter the Location Code or select from the LOV.

Total Bulk Quantity

If you select **Equipment** in the **Query By** field, and enter an Equipment Code in the **Equipment/Location** field, then this field displays the total bulk quantity for that Equipment Code which is available in all the locations. This is the sum of all the quantities of 'open ended' records where the 'To Date' field is empty.

From / To Date

Limits the search to equipment within a specified Commission Date. Equipment Commission Dates are entered in the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*).

Assigned To

If the equipment is a Fixed Asset, enter the name of the person or entity who is currently assigned the equipment or select the name from the LOV. The search results will be limited to equipment assigned to this individual or entity.

NOTE: A piece of equipment is classified as a 'Fixed Asset' on the Equipment Maintenance screen by checking the 'Fixed Asset' checkbox (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*). Checking this box enables the Asset Type Equipment tab, where equipment is assigned to an individual or entity (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – Asset Type Equipment tab*).

[**Query**] – Button

After entering or updating the fields in the Equipment/Location section, click on the [**Query**] button to display your results in the History section of the screen.

History – Section

Example of Equipment/Location Query History

The History section displays the query results. The information in this section is display-only and cannot be edited.

This section shows the open-ended (No End Date) records for the equipment. If a specific piece of equipment is entered in the Equipment/Location section, then the sum of the Equipment Quantity of these open-ended records will match with the Total Bulk Quantity display.

The **From Date** column in the History section includes equipment within the Commission Dates specified in the Equipment/Location section.

The records with **To Date** column filled in show the details such as From Date, To Date, Locations, Quantity, etc., giving the complete location history of the bulk equipment.

The **Job Name** will be populated with the job name defined in the job setup. The **City** and **State** fields will only be populated if the corresponding Location is associated with the job (or a sub-job with a controlling job) that is tied to a project.

Equipment Revenue / Cost Analysis Query (F)

Pgm: EMSTATUSQRY – Equipment Revenue / Cost Analysis Query; standard Treeview path: Equipment Costing > Queries > Equipment Revenue / Cost Analysis Query (F)

This query allows you to either query by Class, Home Location or by Equipment. You can enter the Start and End Date as parameters as well. You can choose the appropriate checkboxes for Rent, Own or Lease or accept the default 'All' selection. Note that 'All' must be used if you want to analyze the data of all equipment in the system. If any of the other checkboxes are used, then the query will fetch the results of 'Fixed Assets' only. Navigating to the Summary blocks executes the query and fetches results as per the selection criteria. The 'previous' column displays data prior to the period mentioned in Block-1 and the 'Current' column displays the record during the current period and so on.

Further Drill-down is possible by choosing the appropriate Tab pages such as Class or Equipment.

NOTE: This query is only available and functional when using the Equipment Module with 'Use Equipment Revenue Rate Types' as activated through System Options (standard Treeview path: *System > Setup > System Options – Assets tab*). Consult CMiC Consultant for impacts and training related to using this format of Equipment Costing, if required.

Reports

Reporting Overview

Report's Common Output Parameters

Sample of Printing Options screen for parameter entry

The following table provides details about the Output Parameters section's parameters (lower, labeled section), which is common to all Printing Options screens:

Destination	The **Destination** field is used to specify the report's output. **Preview** displays the report on a new tab of your web browser, and the browser is used to print the report, set printer settings if necessary, or to save (download) the report to a desired location. **Email** brings up an Email window for emailing the report. Further details are provided in the following "Reporting" section.
Output Format	The **Output Format** field is used to specify the report's file format.

Report Outputs: Preview, Print, Email, & Save to File

NOTE: Ensure your web browser is set to allow pop-ups for the server running CMiC Enterprise, as reports are displayed on new browser tabs.

1.   Preview & Print

Select **Preview** from the **Destination** field of the Reporting Options window, and use the **[Run Report]** option to preview the report on a new tab of your web browser. From the browser, select its printing option to bring up the print settings window to print the report.

2.   Preview & Save Report to File

Select **Preview** from the **Destination** field of the Reporting Options window, and use the **[Run Report]** option to preview the report on a new tab of your web browser. From the browser, select the save or download option, depending on your browser, to bring up a window to navigate to a location to save the report.

3.   E-Mail Report

Select **E-Mail** from the **Destination** drop-down list of the Reporting Options window, and select the report's format (PDF, HTML, Excel, RTF, CSV) using the **Output Format** drop-down list. Next, click the [**Run Report**] button to bring up the Email window, as shown above, to enter the email information. To enter more than one address, use a comma as a separator. Click [**OK**] to create and send the report via Email.

Auto Charge Edit List

Example of Equipment Costing – Automatic Charge-Out Edit List

This equipment costing report provides detailed information on Automatic Charge-Outs.

Run Report

Printing Options screen for Auto Charge Edit List (EM1200)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
EM Batch Type	Select EM Batch Type from LOV. System defaults 'AC' for Auto-Chargeout Batch.
Posted Type	Select the Transaction Type. Choices are 'Posted' or 'Not Posted'.
EM Batch Number	Enter a valid EM Batch Number.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.
From Category	Optional; if left blank, taken to be first category item, by code. Specifies which category item to start with, by Category Code.
To Category	Optional; if left blank, taken to be last category item, by code. Specifies which item to end with, by Category Code.
From Transaction Code	Optional; if left blank, taken to be first transaction item, by code. Specifies which transaction item to start with, by Transaction Code.
To Transaction Code	Optional; if left blank, taken to be last transaction item, by code. Specifies which item to end with, by Transaction Code.
From Job Code	Optional; if left blank, taken to be first job, by code. Specifies which job to start with, by Job Code.
To Job Code	Optional; if left blank, taken to be last job, by code. Specifies which job to end with, by Job Code.

Time Entry Edit List

Example of Equipment Costing – Time Entry Edit List

This equipment costing report provides detailed information on equipment time entries.

Run Report

Printing Options screen for Time Entry Edit List (EM1100)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
EM Batch Type	Select EM Batch Type from LOV. System defaults 'T' for Time Entry Batch.
Posted Type	Select the Transaction Type. Choices are 'Posted' or 'Not Posted'.
EM Batch Number	Enter valid EM Batch Number.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.
From Category	Optional; if left blank, taken to be first category item, by code. Specifies which category item to start with, by Category Code.

To Category	Optional; if left blank, taken to be last category item, by code. Specifies which item to end with, by Category Code.
From Transaction Code	Optional; if left blank, taken to be first transaction item, by code. Specifies which transaction item to start with, by Transaction Code.
To Transaction Code	Optional; if left blank, taken to be last transaction item, by code. Specifies which item to end with, by Transaction Code.

Time Reallocation Edit List

Example of Equipment Costing – Time Reallocation Edit List

The Time Reallocation program is used to reallocate equipment transaction charges created in the Time Entry program. This report provides detailed information on reallocated time transactions.

Run Report

Printing Options screen for Time Reallocation Edit List (EM1110)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.

EM Batch Type	Select EM Batch Type from LOV. System defaults 'REALLOCAT' for Time-Reallocation Batch.
Posted Type	Select the Posted Type. Choices are 'Posted' or 'Not Posted'.
EM Batch Number	Enter valid EM Batch Number.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.
From Category	Optional; if left blank, taken to be first category item, by code. Specifies which category item to start with, by Category Code.
To Category	Optional; if left blank, taken to be last category item, by code. Specifies which item to end with, by Category Code.
From Transaction Code	Optional; if left blank, taken to be first transaction item, by code. Specifies which transaction item to start with, by Transaction Code.
To Transaction Code	Optional; if left blank, taken to be last transaction item, by code. Specifies which item to end with, by Transaction Code.

Actual Location Transfer Edit List

Example of Equipment Costing – Actual Location Transfer Edit List

This equipment costing report provides detailed information on actual location transfers.

Run Report

Printing Options screen for Actual Location Transfer Edit List (EM1300)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
EM Batch Type	Select EM Batch Type from LOV. System defaults 'ACTLOC' for Actual Location Transfer Batch.
Posted Type	Select the Posted Type. Choices are 'Posted' or 'Not Posted'.
EM Batch Number	Enter valid EM Batch Number.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.

Actual Location Adjustment Edit List

Example of Equipment Costing – Actual Location Adjustment Edit List

This equipment costing report provides detailed information on actual location adjustments.

Run Report

Printing Options screen for Actual Location Adjustment Edit List (EM1400)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.

EM Batch Type	Select EM Batch Type from LOV. System defaults 'V' for Actual Location Adjustment Batch.
Posted Type	Select the Posted Type. Choices are 'Posted' or 'Not Posted'.
EM Batch Number	Enter valid EM Batch Number.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.

Home Location Transfer Edit List

Example of Equipment Costing – Home Location Transfer Edit List

This equipment costing report provides detailed information on home location transfers.

Run Report

Printing Options screen for Home Location Transfer Edit List (EM1350)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
Posted Type	Select the Posted Type. Choices are 'Posted' or 'Not Posted'.

EM Batch Number	Enter EM Batch Number.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.
From Home Location (Old)	Enter a valid starting Home Location code if using a range of locations for 'Old', or leave blank to indicate 'All'. **NOTE**: The Edit List parameter field ranges for Home Location (Old) and Home Location (New), allow you to view more than one transfer in a batch by specifying the starting and ending range for the Home Location. For example, in the multiple transfer screenshot shown, the range of locations in the 'Home Location' column would represent the 'Home Location (Old)' range (CCC-HOME1 – CCC-HOME2), and the range of locations in the 'New Location' column would represent the 'Home Location (New)' range (CCC-HOME1 – CCC-HOME3).
To Home Location (Old)	Enter a valid ending Home Location code if using a range of locations for 'Old', or leave blank to indicate 'All'.
From Home Location (New)	Enter a valid starting Home Location code if using a range for 'New', or leave blank to indicate 'All'.
To Home Location (New)	Enter a valid ending Home Location code if using a range for 'New', or leave blank to indicate 'All'.
Report Job ID (Internal)	Enter Internal Report Job ID, if required.

Transaction Report

Example of Equipment Costing – Transaction Report

This equipment costing report provides detailed information on equipment transactions.

Run Report

Printing Options screen for Transaction Report (EM202)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
Equipment Class	Enter Equipment Class Code or leave blank to indicate 'All'.
From Date	Date to start including transactions.
To Date	Date to end including transactions.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which equipment item to end with, by Equipment Code.
From Revenue Tran Code	Optional; if left blank, taken to be first revenue transaction, by code. Specifies which revenue transaction to start with, by Revenue Transaction Code.
To Revenue Tran Code	Optional; if left blank, taken to be last revenue transaction, by code. Specifies which revenue transaction to end with, by Revenue Transaction Code.
From Cost Tran Code	Optional; if left blank, taken to be first cost transaction, by code. Specifies which cost transaction to start with, by Cost Transaction Code.
To Cost Tran Code	Optional; if left blank, taken to be last cost transaction, by code. Specifies which cost transaction to end with, by Cost Transaction Code.
Show Revenue Transactions	Select whether or not to include revenue transactions in the report.
Show Cost Transactions	Select whether or not to include cost transactions in the report.

Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Equipment Cost Report

Example of Equipment Costing – Cost Report

This report provides detailed information on equipment costs.

Run Report

Printing Options screen for Equipment Cost Report (EM204)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
From Department	Optional; if left blank, taken to be first department, by code. Specifies which department to start with, by Department Code.
To Department	Optional; if left blank, taken to be last department, by code. Specifies which department to end with, by Department Code.
From Year	A starting year must be specified.
From Period	A starting period must be specified.
To Year	An ending year must be specified.

To Period	An ending period must be specified.
Equipment Class	Enter Equipment Class Code or leave blank to indicate 'All'.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which equipment item to end with, by Equipment Code.
Show Categories	Select whether or not to include categories. If yes, will print category breakdown in the report.
Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Charge Out Report

Example of Equipment Costing – Charge Out Report

This equipment costing report provides detailed information on equipment charge-outs.

Run Report

Printing Options screen for Charge Out Report (EM200)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
From Job	Optional; if left blank, taken to be first job, by code. Specifies which job to start with, by Job Code.
To Job	Optional; if left blank, taken to be last job, by code. Specifies which job to end with, by Job Code.

Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Equipment Rental Charge Report

Example of Equipment Costing – Rental Charge Report

This equipment costing report provides detailed information on equipment rental charges.

Run Report

Printing Options screen for Charge Out Report (EM2000)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
From Date	Date to start including rental charges.
To Date	Date to end including rental charges.
From Job	Optional; if left blank, taken to be first job, by code. Specifies which job to start with, by Job Code.
To Job	Optional; if left blank, taken to be last job, by code. Specifies which job to end with, by Job Code.
Order By Equipment Code or Cost Code	Select to order the report by Equipment Code or Cost Code.

Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Detailed Utilization Report

Example of Equipment Costing – Detailed Utilization Report

This equipment costing report provides information on detailed utilization.

Run Report

Printing Options screen for Detailed Utilization Report (EM201)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
Equipment Class Code	Enter Equipment Class Code or leave blank to indicate 'All'.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which equipment item to end with, by Equipment Code.

Show Revenue Transactions	Select whether or not to include Revenue Transactions. If 'Y', all Revenue Transactions will be listed on the report. If 'N', only Auto-Charge Transactions will be listed on the report.
Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Profit and Loss Report

Example of Equipment Costing – Profit and Loss Report

This equipment costing report provides detailed information on profit and loss for a specified period.

Run Report

Printing Options screen for Profit and Loss Report (EM203)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
From Department	Optional; if left blank, taken to be first department, by code. Specifies which department to start with, by Department Code.

To Department	Optional; if left blank, taken to be last department, by code. Specifies which department to end with, by Department Code.
From Year	A starting year must be specified.
From Period	A starting period must be specified.
To Year	An ending year must be specified.
To Period	An ending period must be specified.
Equipment Class	Enter Equipment Class Code or leave blank to indicate 'All'.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which equipment item to end with, by Equipment Code.
Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Equipment List by Location Report

Example of Equipment Costing – Equipment List by Location Report

This equipment costing report provides detailed information on current equipment location.

Run Report

Printing Options screen for Equipment List by Location Report (EM206)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company.
From Department	Optional; if left blank, taken to be first department, by code. Specifies which department to start with, by Department Code.
To Department	Optional; if left blank, taken to be last department, by code. Specifies which department to end with, by Department Code.
As of Date	An as of date must be specified.
From Current Location	Enter a valid Location Code for From Current Location.
To Current Location	Enter a valid Location Code for To Current Location.
Include Inactive Equipment	Select whether or not to include inactive equipment in the report.

Equipment Master/Slave Report

Example of Equipment – Master/Slave Report

The Equipment Master/Slave Report allows you to query master units and have all slave units defaulted. The equipment records selected are based on the Default Revenue Type transaction code that is set in the Equipment Control file as well as these parameters. Equipment for the Company and Class entered with a Start Date prior or equal to the As of Date are selected. On the resulting report, the rate is the hourly charge rate at equipment level. The Total Rate is the sum of the master and its slaves.

Run Report

Printing Options screen for Equipment Master/Slave Report (EMMSTSLV)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company. This company code is for the company that owns the equipment.
From Equipment Class	Optional; if left blank, taken to be first equipment item, by class. Specifies which equipment item to start with, by Equipment Class code.
To Equipment Class	Optional; if left blank, taken to be last equipment item, by class. Specifies which equipment item to end with, by Equipment Class code.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.
As Of Date	Equipment prior or equal to the As Of Date are selected.

Equipment Listing Report

Example of Equipment – Equipment Listing Report

This equipment costing report provides a detailed list of equipment sorted by class or location.

Run Report

Printing Options screen for Equipment Listing Report (EM205)

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company code; defaults to user's default Company. This company code is for the company that owns the equipment.
From Home Location	Optional; if left blank, taken to be first Home Location, by code. Specifies which Home Location to start with, by Home Location code.
To Home Location	Optional; if left blank, taken to be last Home Location, by code. Specifies which Home Location to end with, by Home Location code.
From Equipment Class	Optional; if left blank, taken to be first equipment item, by class. Specifies which equipment item to start with, by Equipment Class code.
To Equipment Class	Optional; if left blank, taken to be last equipment item, by class. Specifies which equipment item to end with, by Equipment Class code.
From Equipment	Optional; if left blank, taken to be first equipment item, by code. Specifies which equipment item to start with, by Equipment Code.
To Equipment	Optional; if left blank, taken to be last equipment item, by code. Specifies which item to end with, by Equipment Code.
As Of Date	An as of date must be specified. Defaults the system date.
Include Inactive Equipment	Select whether or not to include inactive equipment in the report.
Sort By Class or Location	Select to sort the report by Actual Location, Equipment Class or Home Location.

Utilities

Opening Balances

Entering Opening Balances

Pgm: EMOPBAL – Opening Balance Entry; standard Treeview path: Equipment Costing > Utilities > Opening Balances > Opening Balances Entry

The Opening Balances screen is used to enter the opening balance entries for an equipment item which has revenue or costs already reported in the general ledger. When the opening balance is entered, it will record the opening balance in the equipment costing module but not the general ledger.

Company

Company code; defaults to user's default Company.

Batch

Use the [**Create Batch**] button to create a new 'Opening Balance' batch.

Opening Balances – Section

Equipment

Enter Equipment code which has costs or revenues to be recorded.

Balance Type

Enter or select the Balance Type from the LOV. The choices are 'Cost' or 'Revenue'.

Transaction Date

Enter the transaction date.

Transaction Code

Enter the transaction code or select from the LOV. The Balance Type chosen will limit the transaction codes to either 'Cost' or 'Revenue' codes.

Company (Job Company)

Enter the Job company code.

Job/Phase/Job Category

If there have been entries for job, phase and category these will default and may be adjusted.

Amount

Enter total amount of the cost or revenue being recorded.

Posting Opening Balances

Pgm: EMPST – Posting Opening Balance; standard Treeview path: Equipment Costing > Utilities > Opening Balances > Post Opening Balances

Use this posting screen to post opening balances created from the Opening Balances screen.

Batch Type

The batch type will default to 'Opening Balances'.

Batch Number

The batch number will be limited by the batch type selected.

Post Date

Enter the posting date. The system defaults to the current date but this can be updated.

Journal Code

Enter Journal or select from LOV. The system defaults the journal code indicated on the Equipment Costing Control File (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control – Control tab*).

Preview Posting – Checkbox

To preview the posting report(s) before posting, check the Preview Posting checkbox and click the [**Post**] button.

Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting. If left unchecked, the posting report will not print during the posting process but can be printed at a later time using the posting utility.

Use the [**Post**] button to post the batch.

Time Entry Import

Pgm: EMTRAIMP – Equipment Time Entry Import Utility; standard Treeview path: Equipment Costing > Utilities > Time Entry Import

Time Entry Import allows you to import equipment time entry from external text files, validate the imported records and build Time entry transactions for further editing and posting.

Check Equipment Location Timing – Checkbox

> When checked, the import utility will check for the actual location assignment of the equipment at the time found in the transaction records.

[**Import Equipment File**] – Button

*Example of pop-up launched from [**Import Equipment File**] button*

> The [**Import Equipment File**] opens a pop-up window where you can browse for and select the external file. Once you click on the [**Import**] button, the display at the bottom of the Equipment Transaction Import screen shows the number of records imported and their state.

[**Validate Equipment**] – Button

> Once a file is imported, this button becomes enabled and when pressed, validates the imported records and the results printed for analysis.

[**Edit Equipment**] – Button

> When pressed, the 'edit window' of the imported records opens for editing and revalidation. The display field at the bottom shows the error message for any selected row.

[**Build Time Entry From Import**] – Button

> Builds a Time entry batch and displays a message with the batch created, for further editing and posting through the 'Transactions' menu.

[**Delete Equipment Import**] – Button

> Click on [**Delete Equipment Import**] button to browse and erase the external text file.

ASCII File Required Fields

> The following table shows the required fields for the ASCII import file.

No.	Field Name	Format/Length	Column Description / Calculation

1	Company Code	2 characters	Highest controlling phase code.
2	Equipment Code	Up to 10 characters	Code for the equipment item you want to charge out.
3	Transaction Code	Up to 4 characters	Code from which you wish to apply the charge out
4	Reference Date	DD-MMM-YYYY	The transaction date for the charge out entry.
5	Company Code	2 characters	Code for the company whose job is being charged.
6	Job Code	Up to 10 characters	Code for the job that is being charged.
7	Job Phase	Up to 8 characters	Phase code of the job that is being charged.
8	Job Category	Up to 4 characters	Code for the category that is being charged.
9	Quantity	Number (16,8)	Quantity in terms of the Weight Measure being used.
10	WM	Up to 2 characters	Weighted Measure code.
11	Rate	Number	Rate of the equipment item(Optional)
12	Description	Up to 80 characters	Description of transaction (Optional)

ASCII File Sample

The following screenshot shows a sample comma separated text file for the Equipment Time Entry.

Users must specify the quantity of equipment at the end of each line of the text file being imported. For Bulk Equipment, enter the desired quantity and for regular equipment enter '1' as the quantity. Otherwise, the imported records will not be validated.
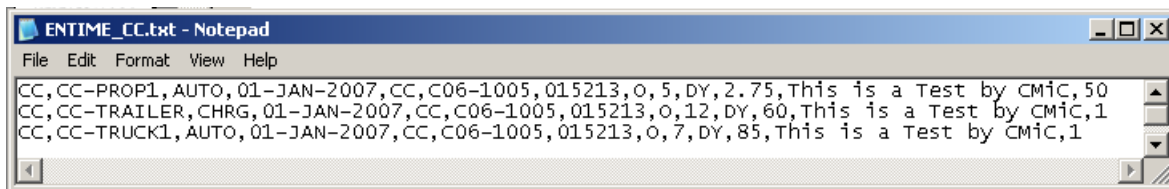
Sample text file for Equipment Time Import

Equipment Time Import Report

After Importing an Equipment Time Entry File, when you validate the records, a report is generated for analysis of the imported records. If the records are all valid, then the report shows a line for each record. Otherwise, the error details are shown below the record which contains errors.
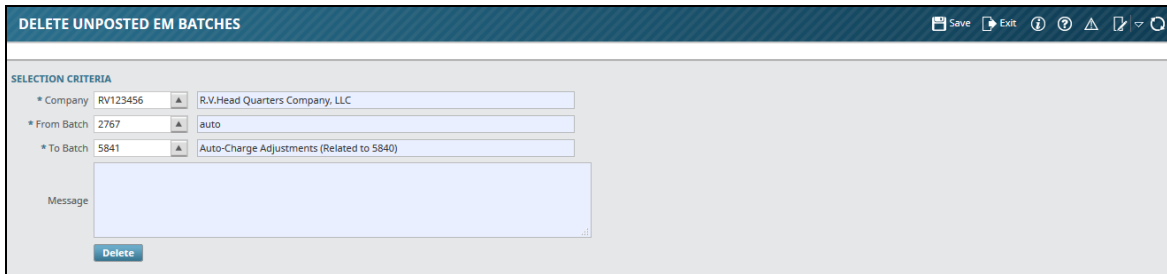

Pgm: EMTRAIMP – Equipment Time Import – All Valid Records

EQUIPMENT COSTING - TIME TRANSACTION IMPORT REPORT

Page: 1 of 1
07-SEP-2007
09:52 AM

Line	Comp	Equipment	Tran Code	Date	SRC Comp	Job	Phase	Cat.	WM	Quantity	Rate	Eqp Quantity
1	CC	CC-PROP	AUTO	01-JAN-2007	CC	C06-1005	015213	O	DY	5.00	2.75	50.00

■ EMTR_TRANCODE_CODE:Transaction Code AUTO is not on file for Equipment CC-PROP and Company CC.
■ Equipment is either not on file or is invalid

2	CC	CC-TRAILER	CHRG	01-JAN-2007	CC	C06-1005	015213	O	DY	12.00	60.00	1.00
3	CC	CC-TRUCK1	AUTO	01-JAN-2007	CC	C06-1005	015213	O	DY	7.00	85.00	1.00

END OF REPORT

Report Parameters
Operator: RAVI   Run Date: 07-SEP-2007
Report Code: EMTRAIMP   Run Time: 09:52 AM

Pgm: EMTRAIMP – Equipment Time Import – Record with Errors

Prepare New Year Balances

Pgm: EMNYBAL – Prepare Items For New Fiscal Year; standard Treeview path: Equipment Costing > Utilities > Prepare New Year Balances

This screen will create New Fiscal Year Equipment Costing Balances.

Company

Company code; defaults to user's default Company.

Current Year

The current year defaults into this field.

New Year

The new year defaults into this field and it is display-only.

[**Prepare New Year**] – Button

Click the [**Prepare New Year**] button to create equipment costing balance records for the new year. A message will appear indicating the number of items processed.

Delete Unposted Batches

Pgm: DELBATEM – Delete Unposted Batches; standard Treeview path: Equipment Costing > Utilities > Delete Unposted Batches

A batch can only be deleted if it is not posted. A batch can be deleted directly from the create batch screen if the batch does not have any transactions entered in it.

The Unposted Batch Deletion program allows you to remove old, unposted batches from the system. This routine will remove the Batch and its related unposted transactions from the system.

You are only allowed to delete your own batches. Only users who have the privilege to see other users' batches will be able to delete batches created by other users.

Company

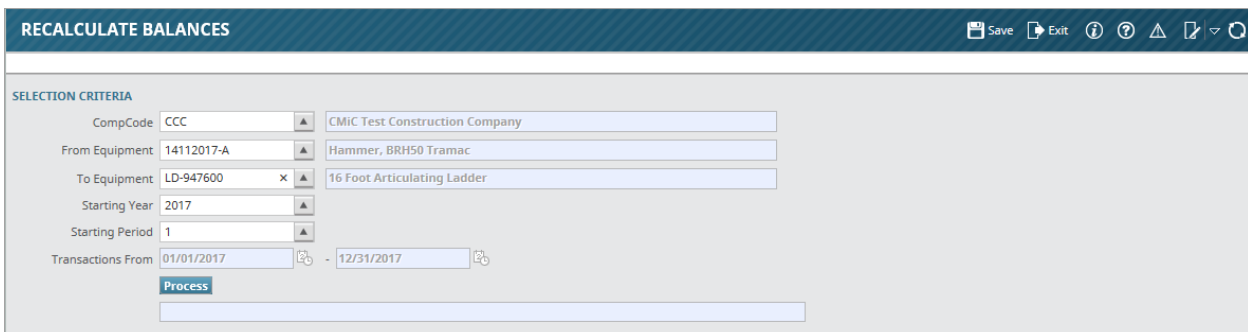Company code; defaults to user's default Company.

From Batch/ To Batch

Enter the beginning and ending batch numbers. Only unposted batch numbers included in the range of 'From' and 'To' batch parameters will be deleted.

Message

The message field will display how many batches were deleted.

Recalculate Equipment Balance

Pgm: EMBALREC – Recalculate Equipment Balance; standard Treeview path: Equipment Costing > Utilities > Recalculate Balances

When the Recalculate Equipment Balance utility is used, the existing records will be deleted based on the parameters entered and new balances will be recalculated based on the posted transactions for each period. Inactive and invalid transactions will be included in the recalculation. The privilege to see other users' batches will *not* be checked on the utility. If the starting year is defined, then the system will delete all of the records where fiscal year and period are

greater than or equal to the starting year. As the Equipment Balance table stores cumulative balances, the Closing Balance of the Last Year will be the Opening Balance of the New Year.

Print Posting Reports

Pgm: SYSRUN – Print Posting Reports; standard Treeview path: Equipment Costing > Utilities > Print Posting Reports

Use this utility to manage the printing and deleting of posting reports within your system.

During the posting process, you have the option to print the posting reports immediately or print them at a later time using this utility. This utility can also be used to re-print previously printed but not deleted reports.

At this time, you can also re-print posting reports as well as delete those reports that are no longer required.

When the screen first displays, all posting reports for the company will be displayed sorted by batch number. The screen can be queried to limit the list.

[**Print**] – Button

> Select the batch to be printed and click on the [**Print**] button to print the posting report(s).

[**Delete**] – Button

> If the reports are to be deleted after printing, select the batch and click on the [**Delete**] button.

Bulk Equipment Quantities

Bulk Equipment Quantity Entry

Pgm: EMOPQTY – Bulk Equipment Quantity Entry; standard Treeview path: Equipment Costing > Utilities > Bulk Equipment Quantities > Bulk Equipment Quantities Entry

This utility is used to change (either add or write-off) the Bulk Equipment Quantity.

Bulk Equipment Quantity can be entered against any actual location. If there are existing 'auto charge-out' transactions past this date, for this particular location, then a warning message will be given.

Once the Bulk Equipment Quantity has been updated, this Batch can be posted using Post Bulk Equipment Quantity (standard Treeview path: *Equipment Costing > Utilities > Bulk Equipment Quantities > Post Bulk Equipment Quantity*).

Company

Company code; defaults to user's default Company.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch.

Date

Enter the date of transaction. This date will limit the Equipment LOV to only equipment that existed for the specified company on the transaction date.

Equipment

Select desired bulk equipment from the LOV which is restricted to bulk equipment only.

Quantity

Enter the desired quantity. This quantity can be negative if performing a write-off transaction.

Location

Enter Actual Location code or select from the LOV.

Job, Cost Code and Category

(*Optional*) You are encouraged to enter the details on Job Code, Cost Code and Category Code for a complete history of the locations of the bulk equipment.

Charge – Check Box

(*Optional*) Check the box if auto charge-out is to be applied for this location.

Bulk Equipment Quantity Posting

Pgm: EMPST– Post Bulk Equipment Quantity; standard Treeview path: Equipment Costing > Utilities > Bulk Equipment Quantities > Post Bulk Equipment Quantity

This program is used to post the 'Bulk Equipment Quantities'.

Company

Enter Company Code; defaults to user's setup.

Batch Type

Batch Type automatically defaults to 'Bulk Equipment Quantity'.

Batch

Enter Batch number or select from LOV.

Post Date

Enter Post Date. The system defaults to the current date but this can be updated.

Journal

Enter Journal or select from LOV. The system defaults the journal code indicated on the Equipment Costing Control File (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control – Control tab*).

Preview Posting – Checkbox

To preview the posting report(s) before posting, check the Preview Posting checkbox and click the [**Post**] button.

Print Reports Immediately – Checkbox

Check the Print Reports Immediately checkbox to print the posting reports immediately after the process completion.

Use the [**Post**] button to post the batch.

Time Entry Import from Oracle

Pgm: EMTXNIMP – Equipment Transaction Import; standard Treeview path: Equipment Costing > Utilities > Time Entry Import from Oracle

If you are maintaining Equipment Time Entry details in another application, you may use your own utility to insert data into the CMiC database table EMTXNIMP, which is the holding table for the Time Entry Details. 'Time Entry Import from Oracle' is used to Validate and Edit Time Entry details and then build an Equipment Time Entry Batch for further editing, edit listing and posting.

When you click on the [**Validate Equipment**] button, the system checks the validity of the following equipment time entry items and returns an appropriate message as "Validated with Errors" or "All Records Validated without Errors".

- Company Code

- Equipment Code

- Whether Equipment Rates are defined or not

- Job Company Code

- Inter-Company Setup between Equipment Company and Job Company

- Job Code

- Whether the Job allows transactions or not

- Phase Code

- Category Code

- Revenue Transaction Code for the company and equipment

The following pop-up window shows an example of an alert message indicating a Validation with Errors.
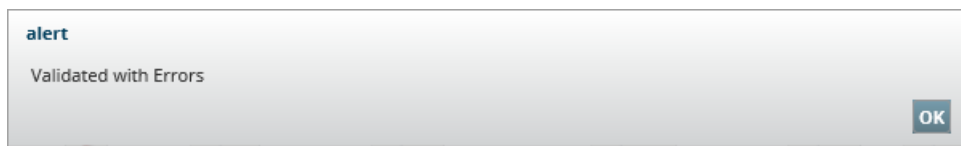
Example of alert message indicating a validation with errors

When you click on the [**Edit Equipment**] button, the following screen opens, giving details on the records in the holding table. The following screenshot shows the validation with errors and the details of the invalid items are listed in the Error Box at the bottom of the screen. The **Valid** column on the left indicates the status of the record. The first record is valid, as shown by the status of 'V'. The second record is invalid, and has been marked with an 'E'.

Example of pop-up window launched from [Edit Equipment] button on Equipment Transaction Import screen

Click the [**Re-Validate**] button after making any necessary changes.

Clicking on the [**Build Time Entry from Import**] button imports the Time entry records into the CMiC Equipment Time Entry Batch with the batch name including the current date.

Example of successful import of Time entry records using the [Build Time Entry] button

The Imported batch is now available for regular Equipment Time Entry (standard Treeview path: *Equipment Costing > Transactions > Time Entry*) for further editing, if necessary, and the edit listing and eventually for posting the batch.

Clicking on the [**Delete Equipment Import**] button will delete all the data from the holding table EMTXNIMP. However, this button will only be enabled when all the records are validated and imported. If there are any records which are invalid, then this button will remain disabled.

Structure of the DA.EMTXNIMP table:

Name	Null?	Type	Remarks
EMI_REC_STATUS	Not Null	Varchar2(1)	Default "E" i.e. Invalid
EMI_COMP_CODE	Not Null	Varchar2(2)	Equipment Company
EMI_EQP_CODE	Not Null	Varchar2(10)	Equipment Code
EMI_TRANCODE_CODE	Not Null	Varchar2(4)	Revenue Transaction Code
EMI_REF_DATE	Not Null	Date	Transaction Date
EMI_SRC_COMP_CODE	Not Null	Varchar2(2)	Job Company Code
EMI_JOB_CODE	Not Null	Varchar2(10)	Job Code
EMI_PHS_CODE	Not Null	Varchar2(16)	Cost Code
EMI_CAT_CODE	Not Null	Varchar2(4)	Job Cost Category
EMI_QTY	Not Null	Number(16,8)	Number of Hours/Days/Weeks/Months
EMI_UM_CODE	Not Null	Varchar2(2)	Unit of Measure as in control set up
EMI_EQP_QTY	Null	Number	Equipment Quantity (Enter '1' for Non-Bulk)
EMI_DESC	Null	Varchar2(80)	Remarks
EMI_ERROR_TEXT	Null	Varchar2(4000)	Errors occurred during validation, if any

External Meter Reading Import

Pgm: EM_METER_IMPORT – External Meter Reading Import; standard Treeview path: Equipment Costing > Utilities > External Meter Reading Import

The data entered manually in the 'Meter Reading' column of the Accumulators tab of the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – Accumulators tab*) drives the accumulators and subsequent generation of Work Items/Work Orders for a piece of equipment.

Although this information can be entered manually or updated through postings from various applications with auto-update accumulators, information can also be imported through an external third-party software. Imported and validated data can be used to update a piece of equipment's last 'Meter Reading' column.

For any equipment that will be updated via the External Meter Reading Import utility, you will need to check the checkbox 'Use External Meter Reading' on the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – General tab*).

NOTE: Any equipment that is flagged as 'Use External Meter Reading' will *not* be considered for 'Auto Update Accumulators' flag and the meter readings will *not* be updated through postings from various applications. The current meter readings for these equipment items may only be updated via the External Meter Reading Import utility or manual entry. When equipment is defined as Bulk Equipment, this feature is *not* applicable and the checkbox will be disabled.

The following four columns must be contained in each record being imported:

1. Equipment Code   Varchar2   (10)

2. Accumulator Type Code   Varchar2   (2)   If Null, 'HR' will be defaulted

3. Accumulator Value   NUMBER (16,4)

4. Meter Reading Date   DATE   'DD-MON-YYYY'
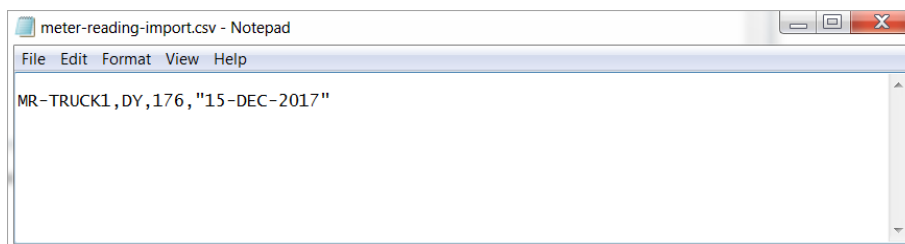
Example of CSV file with required layout in ADF

NOTE: The CSV file being imported into ADF requires an empty line at the beginning of the file. In Forms, the file does not require an empty line at the beginning of the file.

[**Import File**] – Button

Click on the [**Import File**] button to open a pop-up window which allows you to browse and select the required file to be imported.

[**Refresh**] – Button

Use the [**Refresh**] button to re-query data after import.

[**Validate Imported Data**] – Button

Use the [**Validate Imported Data**] button to validate records and cycle through the validation messages.

[**Edit Imported Data**] – Button

The [**Edit Imported Data**] button launches an Edit screen where you can update and review imported records.

[**Update Meter Reading**] – Button

The [**Update Meter Reading**] button updates the meter readings for equipment items that have been validated without errors.

[**Delete Imported Data**] – Button

The [**Delete Imported Data**] button deletes the imported data from the temporary staging table, if you do *not* wish to proceed further.

Example of Import Process

The following section outlines the process for importing external meter readings. The first step is to flag the piece of equipment that requires meter readings to be updated by the import utility.

Example of settings for equipment items using External Meter Reading Import Utility

Click on the [**Import File**] button on the External Meter Reading Import screen to open a pop-up window which allows you to browse and select the required CSV file.


*Example of pop-up window launched from [**Import File**] button*

After the CSV file has been imported, a message on the screen will indicate the number of records imported. Close the pop-up window to return to main screen.
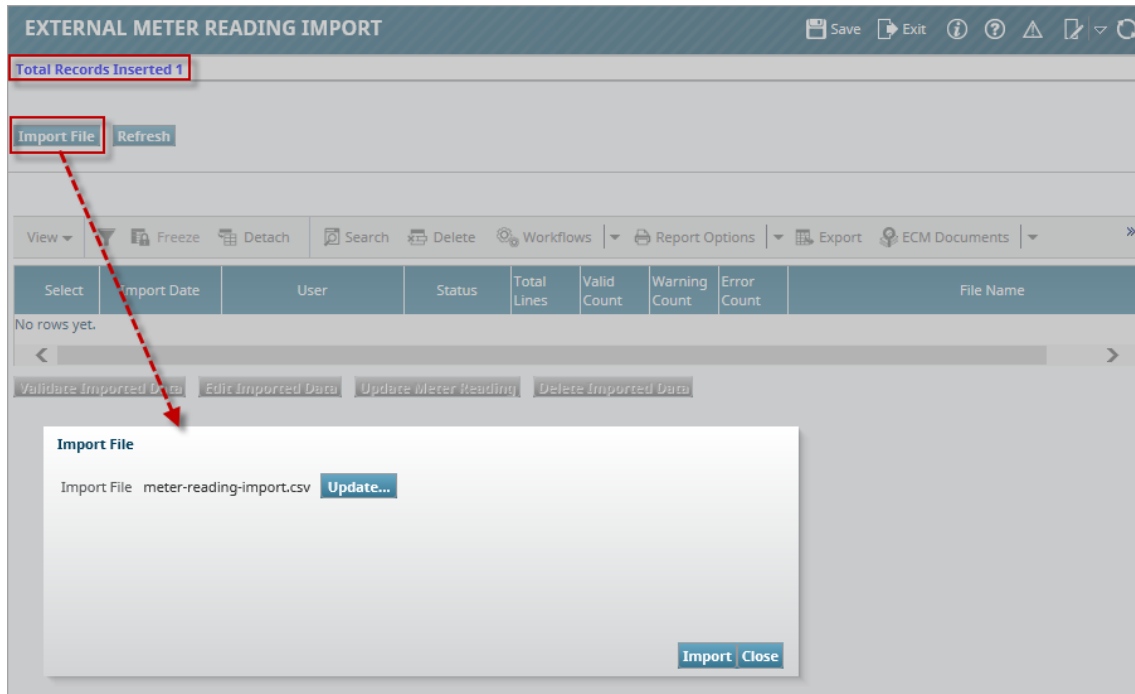
Example of import process with message indicating number of records imported

When you return to the main screen, click on the [**Refresh**] button to refresh the screen and display the imported records.
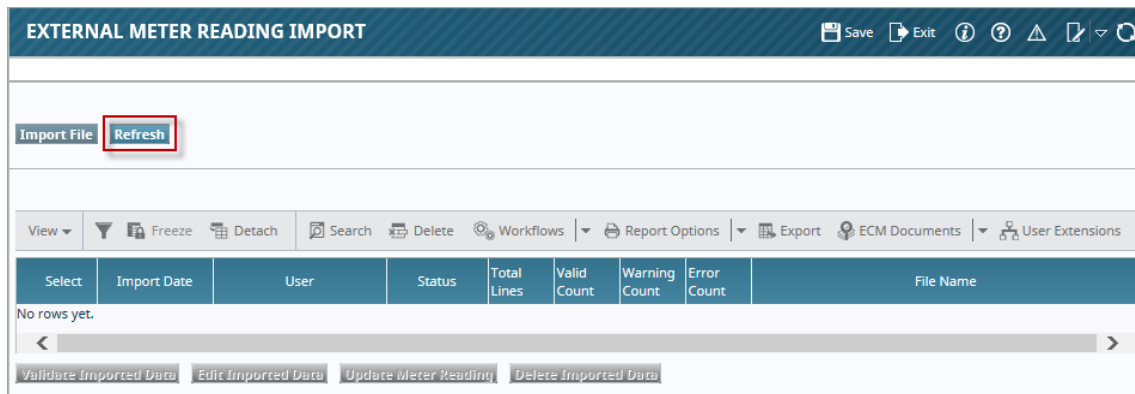
*Example of screen before [**Refresh**] button is clicked to display imported records*

Once the screen is refreshed, the imported record(s) will be displayed on the screen with Status, Total Lines, Valid Count, Warning Count, Error Count and File Name.

When you select the required record using the Select checkbox, the buttons at the bottom of the screen will become enabled for further processing. Click on the [**Edit Imported Data**] button to open a pop-up window to edit the imported data.

Example of imported record

This Edit Imported Data screen displays the records to distinguish 'Error', 'Warning' and 'Valid' records. The checkboxes at the top of the pop-up window allow you to filter out records of a specific status. The display at the bottom shows the first error details of the selected record.

*Example of pop-up window launched from [**Edit Imported Data**] button*

Click on the [**Errors**] button to review any additional errors. Use the validation buttons to validate records.

*Example of pop-up window launched from [**Errors**] button*

Once validated, you can close this screen and return to the main screen for further processing.

Click the [**Update Meter Reading**] button to update the meter reading for the equipment item.

Example of validated record ready to have meter reading updated

The program then deletes the records from temporary tables.

*Example of Alert message launched from [**Update Meter Reading**] button*

Return to the Equipment Maintenance screen and verify that the Accumulators updated on your equipment item.

Example of Accumulators updated from External Meter Reading Import

GE Fleet Interface

GE Fleet Import allows you to import equipment transactions from the GE Fleet application (external to CMiC).

To see and edit imported GE Fleet data of other users, you will require the system privilege "GEIMPUSRIV: EM: Allows the user to see and edit the imported GE Fleet data by other users".

GE Fleet Mapping

Pgm: EMGEMAPPING – GE Fleet Mapping; standard Treeview path: Equipment Costing > Utilities > GE Fleet Interface > GE Fleet Mapping

A mapping process is first required to map the GE Fleet Billing Categories and Fuel Transaction Types against the CMiC Equipment Category Codes and Transaction Codes. This mapping is defined on the GE Fleet Mapping screen.

Import Into Company / Vendor – Section

Company

Company code; defaults to user's default Company.

Vendor

Enter Vendor code.

GE Billing Category Mapping – Section

GE Billing Category

Enter GE Billing Category. To enter Fuel Product Type details, billing category must be 'FUEL' and CMiC Transaction Code must be '*'.

CMiC Equipment Category and Name

Enter CMiC Equipment Category. The name will default into the Name field.

CMiC Transaction Code and Name

Enter CMiC Transaction Code. Transaction Code must be '*' if GE Billing Category is 'FUEL'. The name will default into the Name field.

GE Product Type Mapping – Section

GE Fuel Product Type

Enter GE Fuel Product Type.

CMiC Transaction Code and Name

Enter CMiC Transaction Code. The name will default into the Name field.

GE Fleet Import (F)

Pgm: EMGEFLEETIMPORT – GE Fleet Import; standard Treeview path: Equipment Costing > Utilities > GE Fleet Interface > GE Fleet Import

Once the mapping is in place, the GE Fleet records can be imported. The GE Fleet Import screen is used to import, edit and create GE Fleet invoices. Invoices will only be generated for valid records. You can re-validate imported data after any changes. LOVs are available for some fields to help you enter valid values more efficiently. This screen is only available in Forms.

Two files need to be imported: the GE Combined file and the GE Fuel file.

[**Import File**] – Button
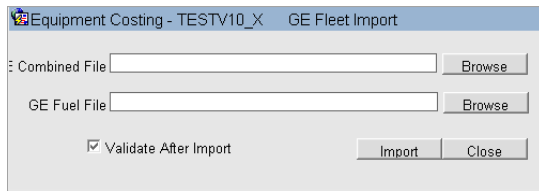
*Example of pop-up file launched from [**Import File]** button*

Clicking on the [**Import File**] button opens a pop-up window. Use the [**Browse**] buttons to select the **GE Combined File** and the **GE Fuel File** you would like to import. When finished, click the [**Import**] button to begin importing.

The user interface of the import program is similar to other CMiC Enterprise imports. Click on the Select checkbox next to the import file and use the buttons along the bottom of the screen.

[**Validate Imported Data**] – Button

This button will run the validation process on the current record. Once you have updated a record and saved the changes, this button should be utilized to verify that the changes made are valid.

[**Edit Imported Data**] – Button

This button should be used to update or delete imported records. The records can be edited and re-validated until they are all valid.

[**Delete Imported Data**] – Button

This option allows for the mass deletion of all the imported records. This is a useful option if the data imported is incorrect, or the wrong ASCII file was imported. This option does not need to be run as part of the normal processing procedure. The system will display a message saying how many rows will be deleted and ask for confirmation before actually deleting the records.

[**Erase Import File**] – Button

This option will remove the import file (ASCII file) from the system. This step does not need to be run as part of the normal processing procedure.

Use the [**Browse**] button to select the file to be erased. When done, use the [**Erase**] button to start the removal process.

[**Create Invoices**] – Button

Invoices can then be created from the valid records by clicking the Select checkbox next to the import file and clicking on the [**Create Invoices**] button. An AP batch is created with the batch description: "Auto Batch – GE Fleet Import". This batch can be viewed and modified in the AP Voucher Entry screen. The AP transactions created are of E-type Distribution lines, and are created for each GE Combined line.

Home Location Transfer

Home Location Transfer Entry

Pgm: EMHLTR – Home Location Transfer; standard Treeview path: Equipment Costing > Utilities > Home Location Transfer > Home Location Transfer

Home Location Transfer allows you to change the home location of equipment for accounting purposes so that transactions are allocated against another General Ledger department. This screen is similar in nature to the 'Actual Location Transfer' screen (standard Treeview path: *Equipment Costing > Transactions > Actual Location Transfer > Enter Transfer Transactions*.)

Company

Company code; defaults to user's default Company. This company code is for the company that owns the equipment.

Batch

Enter a valid batch number, select from the LOV or use the [**Create Batch**] button to create a new batch. This batch is for the transfer transactions.

Transfer Date

Enter the transfer date.

Transfer Number

Enter the equipment transfer document number.

This will be a required field if "Equipment Transfer Number Is Required' is checked on the Equipment Costing Control File (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control – Control tab)*.

Equipment

Enter the equipment transfer document number.

Home Location Edit List

Pgm: EMHLTRNLST – Home Location Transfer Edit List; standard Treeview path: Equipment Costing > Utilities > Home Location Transfer > Edit List

Company

Company code; defaults to user's default Company. This company code is for the company that owns the equipment.

Batch Type

Batch Type automatically defaults to 'Home Location Transfer Batch'.

Transfer Type – Radio Buttons

Select the required Transfer Type. Choices are 'Posted' or 'Unposted'.

Batch

Enter Batch number or select from the LOV.

From Equipment / To Equipment

Enter a valid equipment code, select from the LOV or leave blank to indicate 'All'.

From Home Location (Old) / To Home Location (Old)

Enter a valid home location code, select from the LOV or leave blank to indicate 'All'.

NOTE: The Edit List parameter field ranges for Home Location (Old) and Home Location (New), allow you to view more than one transfer in a batch by specifying the starting and ending range for the Home Location. For example, in the multiple transfer screenshot shown in the section entitled 'Home Location Transfer Entry', the range of locations in the 'Home Location' column would represent the 'Home Location (Old)' range (CCC-HOME1 – CCC-HOME2), and the range of locations in the 'New Location' column would represent the 'Home Location (New)' range (CCC-HOME1 – CCC-HOME3).

From Home Location (New) / To Home Location (New)

Enter a valid home location code, select from the LOV or leave blank to indicate 'All'.

[**Print**] – Button

Click on the [**Print**] button to preview the Home Location Transfer Edit List Report (EM1350).

Example of Home Location Transfer Edit List Report (EM1350)

Home Location Transfer Post

Pgm: EMHLPST – Equipment Home Location Posting; standard Treeview path: Equipment Costing > Utilities > Home Location Transfer > Home Location Transfer Post

Once the equipment transfer entries are made and saved, they can be posted using **Home Location Transfer Post**. The Batch Type will automatically default to 'Home Location Transfer Batch'.

Company

Company code; defaults to user's default Company. This company code is for the company that owns the equipment.

Batch

Enter Batch number or select from the LOV.

Post Date

Enter Post Date. This field defaults to the current date but can be updated as required.

Journal

Select a Journal Code from the LOV. The system default's the journal code indicated on the Equipment Costing Control File (standard Treeview path: *Equipment Costing > Setup > Local Tables > Control – Control tab*).

Click on the [**Post**] button to post the transfer transaction(s).

Setup

Setup Considerations and Checklist

Prior to using the Equipment Costing module, decisions regarding desired functions must be made.

- q   Small Tools - such as generators or ladders - Will these be included in the equipment module? Does this equipment usually stay on the job site for the duration of the job?

- q   Heavy Machinery – Does this move from job to job as required by the hour?

   - o   You will want to earmark these for 'time' charges (charge out). These will be hour to hour and entered manually; via the payroll, job costing or equipment system. Otherwise, set it up as automatic charge.

- q   Bulk Equipment – Quantities of same equipment such as Props, Fences, Ladders, etc. Will these be transferred all or partially to different job locations?

- q   General Ledger Detail – Do you want all your detail on the equipment reports or is the general ledger enough?

   - •   Who will be looking at these reports?

   - •   Where do you want your cost breakdown? Do you want it in equipment costing? Do you want it in general ledger?

- q   Owner Billing Rates - Is there an equipment piece needing a billing rate entered against it?

   - •   You will want to earmark this equipment and note the billing rate.

- q   Budgeting the Equipment - Is budgeting a piece of equipment important to your operation?

   - •   Do you want to cost details (i.e. fuel, insurance or maintenance)?

   - •   Do you want to cost the piece of equipment only?

   - •   Will you apply depreciation through the Fixed Asset module?

   - •   Will your budget come through from the Preventive Maintenance System?

   - •   Will you enter your cost (hours used) through the Payroll module?

   - •   Will you want to set owner billing rates?

   - •   Will there be charge caps on a piece of equipment? You will want to record the value and percentage for each piece.

System Data Module

System Options – Assets Tab

The System Options screen (standard Treeview path: *System > Setup > System Options*) is used to set defaults related to options that affect more than one application as well define system level parameters such as job queue intervals, print servers, and Login paths.

For more information, please refer to the System Data reference guide.

Fields Relevant to the EM Module

Use Equipment Revenue Rate Types – Checkbox

If checked, equipment costing will look to 'Rates By Type' for the equipment costs, revenue and potentially the billing rates. If unchecked, equipment costing will look to the standard Rate tables for the revenue and billing rates.

NOTE: Sliding Scale will be ignored when 'Use Equipment Revenue Rate Types' is used.

Use Auto Charge Cycle – Checkbox

This functionality gives CMiC the ability to generate equipment rental transactions using a similar method as equipment rental companies do.

By default, the 'Use Auto Charge Cycle' flag is un-checked.

How Many Days = 1 Week = a number 2 thru 7. The number entered represents the **minimum** number of days that will be considered as a week for the purposes of auto-charging. It is the number of days before the charge rate is switched to weekly rate.

How Many Weeks = 1 Month = a number 2 thru 3. The number entered represents the **minimum** number of weeks that will be considered as a month for the purposes of auto-charging. It is the number of weeks before the charge rate is switched to the monthly rate.

How Many Days in a Billing Cycle = a number 18 thru 31. The number entered represents the **minimum** number of days that will be considered as a month for the purposes of auto-charging. It is the number of days that define the billing cycle.

Create $0 Over Charge Cap Transaction – Checkbox

Indicate if $0 transactions are to be created for amounts over the Charge Cap., by checking the '**Create $0 Over Charge Cap Transaction**' checkbox (by default, this is un-checked). Zero dollar transactions will also be created if there are transactions with dates outside of the valid date range for the equipment charge rates.

NOTE: When "Use Auto Charge Cycle" flag is switched to ON, the system will apply the relevant charge out procedure directly for all equipment regardless of the existing charge status of those equipment. That means if there are some previously uncharged or missed gaps the auto-charge will not be charged for them if there is an existing charge out after those gaps.

Override Auto Charge Phase and Cat From The Last Posted Auto Charge Transaction – Checkbox

The default value is unchecked.

When checked, the auto charge-out generation program will use phase/category values for the same equipment/job combination from the previously posted auto charge-out transactions, if available.

When there are no previously posted auto charge-out transactions for the same equipment/job combination, then the system would use the phase/category combination from equipment location history table.

NOTE: This functionality applies to '28 Day Auto Charge-Out Cycle' feature as well.

Allow Days In Future To Transfer Equipment

The system will allow transfer of equipment in future by number of days indicated in this field.

Security

System Privileges

Sample of User Maintenance screen, showing System Privileges relevant to EM module.

The following System Privileges are available for the EM module:

Privilege	Description
EMACTRATE	EM: Allows the user to activate or inactivate equipment rates
EMAUREPLVL	EM: Allows the user to update replacement value for equipment
EMPB	EM: Allows the user access to EM batches belonging to other users
GEIMPUSRIV	EM: Allows the user to see and edit the imported GE Fleet data by other users

For further details about the EM module's security privileges, please refer to the System Data reference guide.

Set User Defaults

Pgm: EMSET – Set User Defaults screen; standard Treeview path: Equipment Costing > Setup > Set User Defaults

The Set User Defaults screen is used to specify the default company for the user. You also have the option of entering a home location. When setting up equipment, this location will default into the home location field. However, as this is a mandatory field and cannot be changed after the initial setup, you may opt to leave the field empty in your Defaults and enter the home location at the time of equipment setup.

Control File

Control – Tab

The equipment costing company control is set up to "default" the correct weight measure code as the user enters transactions. Auto-Charge Out will use the WM code for Daily Rate only.

Pgm: EMCTRL – Equipment Costing Control; standard Treeview path: Equipment Costing > Setup > Local Tables > Control

Default Journal

Select a journal code from the LOV.

The journal code (originally created in general ledger) will default to reports throughout the system for entry identification.

WM Code for Hourly, Daily, Weekly and Monthly Rate

For the correct default into equipment costing screens, use the LOV to select the Unit of Measure for Hourly Rate, Daily Rate, Weekly Rate or Monthly Rate.

WM for Equipment Status Inquiry

Enter or select from the LOV a default Weight Measure Code for the Equipment Status Inquiry screen. Should be either Hourly, Daily, Weekly or Monthly WM.

NOTE: When 'Use Equipment Revenue Rate Types' is checked in System Options (standard Treeview path: *System > Setup > System Options – Assets tab*), an Equipment Status Query becomes available in forms for calculating equipment revenue (standard Treeview path: *Equipment Costing > Queries > Equipment Revenue/Cost Analysis Query*). This query is only available when the System Options flag is checked.

Default Transaction Code

Select a default revenue type transaction code from the LOV. This code will default into the Equipment Entry screen.

Define Month – Checkbox

Check the box if determining a set number of days for a month. When the box is checked, the "Days" field becomes enabled to enter the number of days that will be considered as a month.

This checkbox indicates whether days in a month will be fixed or not for autocharge purposes. If checked, (or fixed), the Working Days calendar will be ignored.

NOTE: When using this option, the days set as working, not working or holidays in the Working Days Maintenance screen are ignored during auto charge calculations (standard Treeview path: *Equipment Costing > Setup > Local Tables > Working Days*).

Allow All Transaction Codes in Journal Entry – Checkbox

Check the box if "E" type journal entries will be able to access both Cost and Revenue transaction codes in the line detail "Transaction" code field. With the flag set, the LOV will show both Cost and Revenue transaction codes no matter if entering a Cost transaction batch or a Revenue transaction batch.
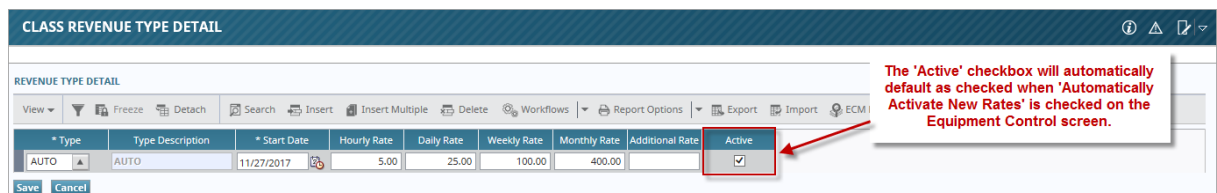
Automatically Activate New Rates – Checkbox

For the **Automatically Activate New Rates** checkbox to be available, the system option 'Use Equipment Revenue Rates Types' must be checked (standard Treeview path: *System > Setup > System Options – Assets tab*), otherwise it will be greyed out.

If **Automatically Activate New Rates** is checked, the 'Active' checkbox in Equipment Rates By Type screens will automatically default as checked. If left unchecked, the 'Active' checkbox in Equipment Rates By Type screens will automatically default as unchecked.

The 'Active' checkbox is located on the pop-up screens which are launched by clicking on the [**Revenue Types**] button on the Rates by Type screens (standard Treeview path: *Equipment Costing > Setup > Local Tables > Rates By Type*).

The 'Active' checkbox will be greyed out if you do not have the privilege (EMACTRATE) to activate or inactivate a rate (standard Treeview path: *System > Security > Users > User Maintenance – System Privileges tab*).

*Example of 'Active' checkbox on pop-up window launched from [**Revenue Types**] button on Equipment Rates by Type screens.*

Current Year and Period

This field sets the Current Year and Current Period for the Equipment Costing application. The Current Year and Current Period for Equipment is independent of the General Ledger in that it can be ahead of the GL. This year and period cannot be earlier than the GL.

These are not mandatory fields but if set then every application that allows an 'E' distribution will check if equipment costing is using a current period and if the transaction being posted falls within the period rules.

Although these are not mandatory fields, when used in conjunction with the 'Allow to Post to Future Periods' flag (on this EC Control File screen) and the 'Open Periods' feature in the GL system, it does help to minimize the number of postings with incorrect dates and therefore speed up month end.

Allow To Post To Future Periods – Checkbox

This field determines if any Equipment Transaction posted from anywhere within CMiC software is allowed to be in a period that is ahead of the EC Current Year and Period. This is only utilized if the Current Year and Period are not blank. The future period must be an 'Open' GL period.

Equipment Transfer Number Is Required – Checkbox

If checked, any Equipment Transfer transaction will require an Equipment Transfer Number be entered. If unchecked, the Equipment Transfer Number is optional.

The Transfer Number field appears on Actual Location Transfers and Actual Location Adjustment screens.

The Transfer Number will appear on the Actual Location Transfers and Actual Location Adjustment Edit and Posting Reports. The Transfer Number will also be included in the Location Tracking Query and the Equipment/Location Query (standard Treeview path: *Equipment Costing > Queries*).

Pgm: EMALTR – Actual Location Transfer; standard Treeview path: Equipment Costing > Transactions > Enter Transfer Transactions

Post Auto-Charge In Hours – Checkbox

Indicates if auto-charges should be converted to HRs (hours) during posting.

If checked, the posting of the auto-charges will apply the WM conversion to HRs to the generated transactions (standard Treeview path: *System > Global Tables > Weight Measure*).

Show Zero Bill Rate Warning On EM Time Entry – Checkbox

If checked, shows "Bill Rate is Zero" warning message if the Bill Rate is Zero in Equipment Time Entry screen.

Mobilization Charges – Tab

Pgm: EMCTRL – Equipment Costing Control; standard Treeview path: Equipment Costing > Setup > Local Tables > Control – Mobilization Charges Tab

This tab applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Working Days

Pgm: EMDAYOFF – Working Days; standard Treeview path: Equipment Costing > Setup > Local Tables > Working Days

Working Days need to be entered for each month of the year enabling the company to specify holidays or change working days. Defaults are Monday to Friday as working days and Saturday and Sunday marked as non-working days. Holidays may be specified by selecting 'No' from the Work LOV and entering a description for the holiday. Auto charge-out will look to this table for billing days.

Year and Month

> Enter the year and month. This step must be repeated for each month of the year. The system automatically enters the 'Days' and 'Working Days' fields, which are display only.

[**Refresh**] – Button

> If you make any updates to the Selection Criteria, use the [**Refresh**] button to update the information displayed in the Working Days section.

Working Days

Use the Work LOV to select 'Yes' or 'No' for the days that should or should not be available for charges. Mondays and Fridays default with 'Yes' selected and Saturdays and Sundays default with 'No' selected. Holidays and events will have to be selected individually.

NOTE: 'No' indicates this date will not be considered a billable working day for 'Automatic Charge Out' of equipment.

[Check Weekends] – Button

Click on the [**Check Weekends**] button to select Saturdays and Sundays to make them available for charges. The Work column field will indicate 'Yes'.

[Clear Weekends] – Button

Click on the [**Clear Weekends**] button to change Saturdays and Sundays that were previously considered working days back to non-working days. The Work column will indicate 'No'.

Equipment Classes

Pgm: EMCLASS – Equipment Classes; standard Treeview path: Equipment Costing > Setup > Local Tables > Equipment Classes

Equipment classes are mandatory when entering equipment. Classes are used for setting up a group for specific reporting and charge-out rates.

Code

Enter a user-defined code to be used in a reporting group. The code may consist of a maximum of 10 characters.

Name

Enter a description or name to be associated with the code. The name may consist of a maximum of 30 characters.

Controlling Class

(*Optional*) Enter a controlling class. A hierarchy may be used. Tasks assigned to the Controlling Class may be inherited by items of this class dependent on the **Inherit** checkbox.

Inherit – Checkbox

Checking this checkbox will force the Tasks assigned in the Control Class to be assigned to items in this class. Accumulators will also be inherited as defined for the Controlling Class.

Cost Code and Cost Code Name

Cost code is assigned to the class. When the equipment using this class is entered, the job must have the cost code assigned.

Trade and Trade Name

The Trade code is used by the Crew timesheet entry application. If the equipment is assigned to an employee and the pay rate for the trade is higher than the employee trade rate of pay, the trade assigned in Crewtime will change to that of the equipment and the employee will receive the higher pay rate. However, if the pay rate of the trade assigned to the equipment is lower than the employee trade rate, the trade rate will not change and the employee will receive his/her normal trade pay rate.

Payroll Pay Codes (Normal, Overtime, Double OT, Other)

The Payroll pay codes fields become enabled after a Trade is selected. Payroll pay codes are used by both the crew and timesheet entry to determine if the Premium Per Hour from payroll, local tables, rate codes, assigned to the equipment class should be paid when the equipment is assigned to the employee. This will work in conjunction with the system options preferred rate determining if this will be for unionized employees only or both unionized and trade personnel.
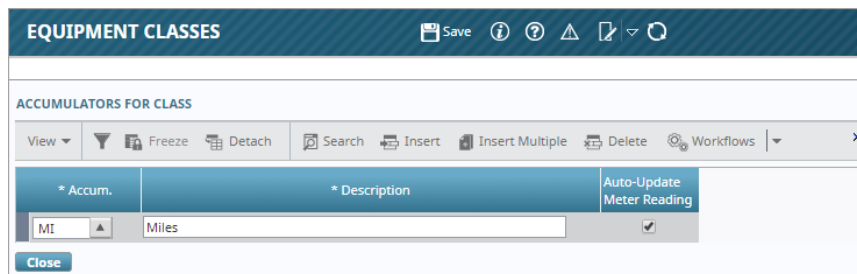
Truck Class and Name, MOB Rate

These fields apply only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Available in RP – Checkbox

When checked, available for selection in Resource Planning.

[Accumulator] – Button

*Sample of Accumulators for class pop-up window launched from the [**Accumulator**] button on the Equipment Classes screen*

The [**Accumulator**] button is used in conjunction with the Preventative Maintenance module (standard Treeview path: *Preventative Maintenance > Accumulators*). If preventive maintenance is not being used, this button can be ignored. Otherwise, accumulators can be entered at initial setup or left for entry at a later time.

Accumulators are used to track usage of equipment so that maintenance can be scheduled based on usage. For example, to schedule maintenance on an automobile every 20,000 miles, an accumulator would need

to be defined for the automobile's mileage on a periodic basis. Once set, responsibility will need to be assigned for the duty of manually updating the value of this accumulator with the automobile's latest odometer reading.

Select the Accumulator code from the LOV. The "Auto-Update Meter Reading" checkbox is available for Hourly accumulators. It specifies whether the meter readings for the piece of equipment will be updated at the time of equipment and payroll posting. If checked, the meter reading will automatically be updated when the accumulator WM code matches the transaction WM code. If left unchecked, the accumulator will not automatically update. The check will automatically default to the accumulator assigned to the equipment in the Preventive Maintenance module.

[**Template**] – Button
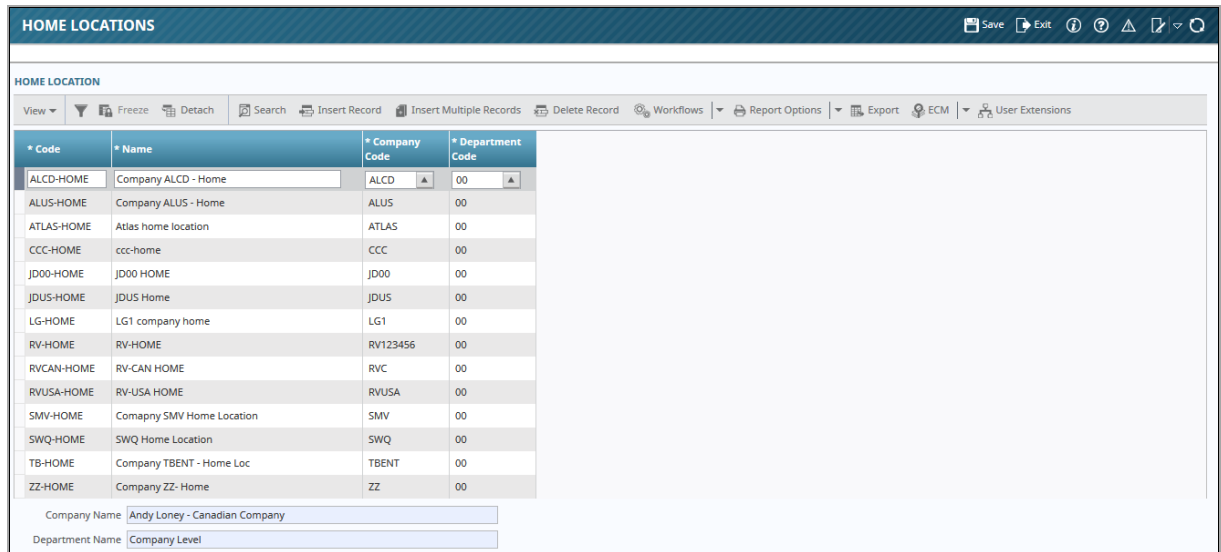
*Sample pop-up window launched from [**Template**] button on the Equipment Classes screen*

Clicking on the [**Template**] button launches a pop-up window where you can create templates to simplify setting up an equipment item. Many transaction codes can be associated to a category via a template.

Use the [**Apply To All Equipment In Class**] button to apply the template to all equipment in a specified class.

For more information, see Templates in this guide.

Home Locations

Pgm: EMHOMLOC – Home Location Maintenance; standard Treeview path: Equipment Costing > Setup > Local Tables > Home Locations

Home location codes indicate the original location of the equipment. Home locations define the company and department that the piece of equipment belongs to. During auto charge-out, location and duration of stay of equipment are essential in calculating the Revenue amount.

Code

Enter a user-defined home location code. This code may consist of a maximum of 10 characters. Multiple codes/locations may be entered on this page.

Name

Enter the name of the home location. The name may consist of a maximum of 30 characters.

Company Code

Enter or select from the LOV the company code, which will be the controlling company.

The LOV – Company List will show only the companies the user has access to.

Department Code

Enter or select the department code from the department list. The department code will be the controlling department.

The LOV- Department List will show only the departments set up for the company code entered in the previous field.

Actual Locations

Pgm: EMACTLOC – Actual Location Maintenance; standard Treeview path: Equipment Costing > Setup > Local Tables > Actual Locations

Actual locations may be set up initially or later as the information becomes available. The actual locations determine the appropriate job cost allocations when billing from auto charge-out. Actual Locations may also be automatically generated from Job creation in Job Costing through a JC Control Flag or by manual entry in the Job Maintenance screen – Equipment Locations tab.

Code

Enter a user-defined Actual Location code. The code may consist of a maximum of 10 characters. Multiple codes/locations can be entered on this screen.

Name

Enter a user-defined actual location name or description. The name may consist of a maximum of 30 characters.

Active – Checkbox

Check the 'Active' checkbox to indicate the location is available. Active is the system default for the checkbox.

Uncheck the 'Active' checkbox to indicate the location is not available. When the checkbox is unchecked, a search will be made for any location transfers or location adjustments for a future date, if found, an error will be given and the location will not be marked as inactive. When no location transfer or location transfer adjustments are found, the location will be marked as inactive and will not be available for a location transfer or for a location adjustment transfer.

Changing the location to inactive will not impact any report or posting program to allow viewing of previously posted transactions against the location and/or to allow for any unposted transactions.

Company Code

Enter or select the company code that will default when creating auto charge-out.

Customer

(*Optional*) Enter or select from the customer list a customer code only if an actual location is associated with one customer.

Job

(*Optional*) Enter or select the Job code that will default when creating auto-charge out.

Cost Code

(*Optional*) Enter or select the Cost code that will default when creating auto-charge out.

Category

(*Optional*) Enter or select the Category code that will default when creating auto-charge out.

Exclude In Target Utility Calculation – Checkbox

This field applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Retire – Checkbox

If checked, quantity on this location will be ignored when calculating total Bulk Quantity.

Category Codes

Pgm: EMCOMPON – Equipment Category Codes; standard Treeview path: Equipment Costing > Setup > Local Tables > Category Codes

Category codes are used to identify cost elements against specific equipment items or types of equipment. This is an *optional* feature. The system will default 'ALL' which represents the processing of transactions against the equipment item. The Category 'ALL' *must* be used by the auto charge-out feature for processing of the revenue transactions.

Category Code

Enter a category code, if required. A category code may consist of a maximum of 8 characters.

When category codes are not needed, 'ALL' has been defaulted by the system and can be used as the category for every transaction to be processed.

NOTE: 'ALL' must be used if using auto charge-out.

Name

Enter a category name. Category name may consist of a maximum of 20 characters**.**

Controlling Category

Enter a controlling category. A two-level hierarchy is allowed.

If a controlling category is not entered in this field, the system will default 'ALL'.

Active – Checkbox

This checkbox is applicable to 'Cost' categories only. Category 'ALL' will always be active and cannot be changed to inactive. The checkbox will default as Yes (checked).

If you un-check the checkbox, you will be prompted with a message "Do you want to inactivate this category on all pieces of equipment?" If the answer is 'Yes', it will inactivate the category on all existing and future category assignments to equipment. If the answer is 'No', the change will be made at the Master level only and only affect future category assignments to equipment. All existing pieces of equipment with this category already assigned will have the category left as active. The category will not be available to be assigned to existing or future pieces of equipment. If the answer is 'Cancel', no change will be made.

If you check the checkbox, the opposite will occur, 'Yes' will activate the category on all existing or future equipment. 'No' will activate the category on all new entries and 'Cancel' will do nothing.

When the Active checkbox is activated or inactivated, the change will take effect immediately. Any existing unposted transactions where the category has been used may still be posted; however, you will not be able to apply the category to the unposted transaction after it has been inactivated.

Queries and reports and report LOVs will show all categories whether active or inactive.

The checkbox can be overwritten for a specific equipment code in the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment – Transaction Codes tab*).

NOTE: A category may not be inactivated globally if the category is being used as default in any company fixed asset control. When a piece of equipment is also a fixed asset, any category used for depreciation, insurance, interest or license against the fixed asset may not be inactivated. If a category is inactivated globally and you want to inactivate the category at the equipment level if the piece of equipment is a fixed asset, this may be done only if the category is not used on the fixed asset for depreciation, insurance, interest or license.

Transaction Codes

Pgm: EMTRNCDE – Transaction Code Maintenance; standard Treeview path: Equipment Costing > Setup > Local Tables > Transaction Codes

Transaction Codes are used throughout the system for both revenue and cost transactions. Transaction codes record equipment item activity whether entered in equipment costing, payroll, accounts receivable, etc. The weight measure codes and general ledger accounts associated with the transaction code will default at posting. A general ledger account is assigned to each revenue and cost entered in the transaction code.

Code

Enter a code to reflect either a revenue transaction or a cost transaction. The code may consist of a maximum of 4 characters. It is recommended that a separate revenue transaction code be created for auto charge-out and manual charge-out.

NOTE: The Fixed Asset module requires a cost transaction code for insurance.

Description

Enter a description for the transaction code. The description may consist of a maximum of 15 characters.

Controlling Code

Allow the system to default 'ALL' or enter a controlling transaction code. A 2-level hierarchy is allowed.

Type

Select the correct Type attribute for the transaction code. The choices are Revenue or Cost.

WM (Weight Measure Code)

Enter the WM code or select it from the LOV.

When auto charge-out will be used, enter or select the same 'Daily' WM code used when setting up the control account.

Account

Enter either a cost or revenue general ledger account. The LOV will be the general ledger account list.

This account will be picked up when an equipment transaction is posted in equipment costing as well as the various modules in the system (i.e. Accounts Receivable, Accounts Payable, etc.).

Cost Transaction Code Use (AP, JC, CI, PY, EM, WO) – Checkboxes

These checkboxes are applicable to Cost transaction codes only; they are not available for Revenue transaction codes. Cost transaction code use allows you to restrict the transaction code from being used in a transaction in a particular application. This restriction is to cost transactions only. Revenue transaction codes will default as null and be considered as Yes with the field protected against update. Cost transaction codes will default as 'Y' checked and may be overwritten. The applications where the restrictions can be made are Accounts Payable, Job Costing, Inventory, Payroll, Equipment Costing and Preventive Maintenance Work Order.

Restrict Accumulators Update – Checkbox

This checkbox can only be set on Revenue type transaction codes. When checked, the associated accumulator will not get updated when a time charge or payroll time is entered (i.e. meter reading will not be automatically updated when the WM code matches the Transaction WM code). Unchecked, the accumulator will get updated.

Include In Cost Analysis – Checkbox

When checked, indicates that this transaction code will be used for calculating cost in Equipment Status Query.

NOTE: When 'Use Equipment Revenue Rate Types' is checked in System Options (standard Treeview path: *System > Setup > System Options – Assets tab*), an Equipment Status Query becomes available in forms for calculating equipment revenue (standard Treeview path: *Equipment Costing > Queries > Equipment Revenue/Cost Analysis Query*). This query is only available when the System Options flag is checked.

Templates

Pgm: EMCOMTEM – Template Setup; standard Treeview path: Equipment Costing > Setup > Local Tables > Template

Templates are created to simplify setting up an equipment item. Many transaction codes can be associated to a category via a template.

Template Name

Enter a user-defined template name.

Category Codes

Select a category code using the LOV.

A new category cannot be created here. The category code was system defined as 'ALL' or set up in the local table 'Category Code' (standard Treeview path: *Equipment Costing > Setup > Local Tables > Category Codes*). When using auto-charge, select 'ALL'.

[**Transaction**] Codes – Button

*Sample of Transaction Codes pop-up window launched from the [**Transaction**] button on the Templates screen.*

Select transaction codes from the LOV to be associated with the category and click on [**Save**].

Target Utilization

Pgm: EMTARGETUTILIZATION – Target Utilization; standard Treeview path: Equipment Costing > Setup > Local Tables > Target Utilization

This screen applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Truck Information Maintenance

Pgm: EMTRUCKDET – Truck Information Maintenance; standard Treeview path: Equipment Costing > Setup > Local Tables > Truck Information Maintenance

This screen applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Ownership Reconciliation Setup

Pgm: EMRECONCILIATIONCTRL – Ownership Reconciliation Setup; standard Treeview path: Equipment Costing > Setup > Local Tables > Ownership Reconciliation Setup

This screen applies only to customers using the Dispatch module, which has been deprecated and will not be available in v10x.

Bulk Equipment – Additional Information

Restrictions on Bulk Equipment functionality

1. Any equipment that is marked as 'Bulk Equipment' cannot be marked as 'Fixed Asset' and vice versa.

2. Serial # and Location of the serial number are not applicable for bulk equipment.

3. Since bulk equipment cannot be treated as rented equipment, Vendor code is not applicable.

4. Bulk Equipment that has a current total quantity more than '1' cannot be marked as non-bulk.

5. Charge Cap cannot be specified for bulk equipment.

6. Bulk Equipment is not allowed to be associated with Production Item.

7. Crew / Mechanic Time Entry Programs are restricted from the use of bulk equipment.

8. Bulk Equipment is not allowed as Master / Slave in Unit Assembly Program.

9. Preventive Maintenance is restricted to regular equipment only and hence, bulk equipment cannot be used in preventive maintenance module.

10. Location adjustments are not allowed for Bulk Equipment.

11. Location Tracking Query is not applicable for Bulk Equipment because it identifies equipment from a single location point of view.

12. Payroll Employee Profile is restricted from the use of Bulk Equipment. This is true for both US and Canadian Payroll.

13. Payroll Employee History Profile is also restricted from the use of Bulk Equipment.

14. Payroll Time Sheet Entry is also restricted from the use of Bulk Equipment.

15. Material Sales Ticket Entry and Ticket Import Utility are not allowed to use Bulk Equipment.

16. Equipment Journal Transaction Entry screen (standard Treeview path: *Equipment Costing > Transactions > Journal Entry > Enter Transaction*) is restricted against transactions with Revenue Transaction Codes. There is no restriction for E lines with cost Transaction Codes.

Maximum Charge Cap %

Overview

Charge cap percentage can be set up at the equipment level and at the job level.

- Exceeding the cap amount will result in the Equipment Time Entry transactions not being posted.

- Time Entry will flag the amount as needing a 'Cap Reduction'. Users may have to return to the Time Entry program and manually correct any cap amount.

- Auto Charge will cap the amount. The reduced amount will be posted and flagged.

Hierarchy of Job Max Amount

The following hierarchy (lowest level takes the precedence) is used when determining the Maximum charge cap amount. The Job Level % value takes the highest precedence in calculation, if not found, then the next higher level value is used and so on.

Highest Level	Equipment Level	%
	Equipment / Job / Class Level	%
	Equipment / Job Level	Max. Amount
Lowest Level	Job Level	%

The following screens show the setup at these four different levels.

Equipment Level %

Pgm: EMEQUIP – Equipment Maintenance; standard Treeview path: Equipment Costing > Setup > Enter Equipment

The Charge Cap % and the equipment value on which the cap amount will be calculated, can be defined at the Equipment level. The maximum allowable percentage is 999.99. The charge cap maximum applies to equipment charges posted to every job. This is the highest level and the percentage defined here will be used to determine the charge cap, only when there are no definitions at lower levels.

Equipment / Job / Class Level %

Pgm: EMCLASSJOBRATE – Equipment Rates By Class/Job; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Job/Class

Enter the Job/Class level Maximum %, if required.

This is the second level of the hierarchy, which will be used to calculate the charge cap when the lower two levels do not have any charge cap defined.

You can set up the maximum percentage on Job/Class level. The percentage will be applied on all equipment for the specified class.

Equipment / Job Level Maximum Amount

Pgm: EMEQJBRT – Equipment Rates Job; standard Treeview path: Equipment Costing > Setup > Local Tables > Rates > Job

Enter the Job level charge cap amount, if required. This is the third level of definition for Charge Cap and note that, contrary to other levels, this screen allows for entry of a maximum $ amount and not as a % value.

Job Level %

Pgm: JCJOBFM – Job Setup; standard Treeview path: Job Costing > Job > Enter Job – Job Detail tab
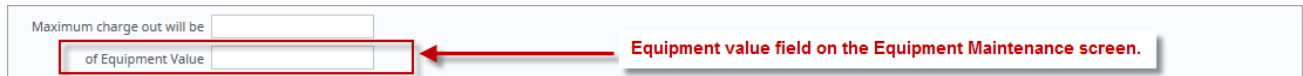
The Job level Equipment Max Charge Out % is the lowest in hierarchy and will take precedence over any other level when determining the Charge Cap Amount.

You can enter a percentage value of charge cap for each piece of equipment that may be charging the job. The maximum % allowed for entry is 999.99%. The field may be left null as well.

Controlling Jobs

The maximum charge cap % entered in this field will be used when determining the maximum amount for each of the equipment used to charge this job.

The Job Max Amount is calculated as Job Equipment Max. Charge out % * Maximum Amount as entered in the Equipment Value field in the Equipment Maintenance screen.

Pgm: EMEQUIP – Equipment Maintenance; standard Treeview path: Equipment Costing > Setup > Enter Equipment – General tab

Sub-Jobs

The maximum charge-out % entered against sub-jobs will be used to derive the maximum charge cap from the calculated maximum cap amount of the Controlling Job.

Controlling Job Max Charge Cap Amount (Calculated Value) * Sub-Job Equipment Max Charge Out %.

NOTE: The maximum amount applicable on a controlling job may be used up when required.

Jasper Report Parameters Customization – Quick Guide

Overview – Jasper Report Parameters Customization

Sample of ADF Enter Parameters popup for Jasper Reports

This documentation provides details about editing the report parameters on Enter Report Parameters screens (ADF only; sample shown above). To edit a report's parameters, the Report Definition screen launched via the [**Edit Defaults**] button is used.

Access to the [**Edit Defaults**] button is granted via a Configuration Privilege. For more information on this privilege, please refer to Security in this guide.

Security – Allow Users to Edit Report Parameters

To grant a user access to the [**Edit Defaults**] button, the user needs to be granted the **UIREPPRMMD** Configuration Privilege, as shown above.

The **UIREPPRMMD** Configuration Privilege can only be granted at the Site/Client Level, and it is not necessary to enter a Privilege Level in the **Edit Privilege Levels** section, as it is automatically set to the Site/Client Level.

Report Definition (Edit Report Parameters) – Screen

Shown above is a sample of the Report Definition screen used to edit the report parameters on Enter Report Parameters screens.

To launch the Report Definition screen for a report, click the [**Edit Defaults**] button on the report's Enter Report Parameters screen, as shown below:

NOTE: Any changes made to a report's Enter Report Parameters screen are saved at the Site/Client level.

Report Definition – Section

The following are details about the fields and buttons in this section.

[**Search**] – Button

This button's popup is used to select the desired report URI.

The **Customizatin Level** field should be set to **Site**, as changes to the report's parameters are always saved at the Site/Client Level.

Use the **Match**, **Report URI**, **Workspace** and **Application Code** fields, and the [**Search**] button to search for the desired URI. All matches will be listed under the **Report URI** column.

Once the desired URI is found, select it and click [**Select Report**].

Report URI

Uniform Resource Identifier (URI) for selected report. To select a different URI, use the [**Search**] button.

Workspace

Workspace in which report is stored (a Workspace is a container to group and store reports).

Application Code

Enterprise module (GL, AP, AR, JC …) in which report is available.

[**Populate Input Controls**] – Button

Click to populate the **Input Controls** section with the selected report's parameters.

Input Controls – Section

The following are details about the fields and buttons in this section.

Column/Field	Description
Name	Name of report parameter.
Visible	If checked, parameter is visible.
Required	If checked, parameter is required to run the report.
Letter Case Code	Select if text is to be lower or upper case.
Default Value Type	If **Literal** is selected, a literal value is entered in the **Default Value** field. If **SQL** is selected, an SQL statement is entered the **Default Value** field (result must be a single value).
Default Value	Default value for the parameter.
LOV Value Attribute	*advanced functionality: value should not be changed.*
LOV Display in List	*advanced functionality: value should not be changed.*
LOVE Display on Page	*advanced functionality: value should not be changed.*
LOV Column Header in List	 Column headers for parameter in LOV popup; use a comma to separate the titles for each column.

Company Logo on Jasper Reports

The URL for the company logo to use in Jasper reports is set in the Company Detail popup (program: COMPFRM), launched by clicking the [**Company Detail**] button at the bottom of the Company Setup screen (program: COMPSETUP; standard path: GL > Setup > Company Setup).

Frequently Asked Questions

Common Questions Regarding Equipment

Is there an easy way to apply fuel charges to multiple pieces of equipment at one time?

Yes, see Preventive Maintenance manual Quick Inventory Issue To Equipment utility.

A transaction code has been assigned to my piece of equipment. I cannot see the transaction code when entering an AP voucher. I can see the transaction code in all other applications. Why is it not available in the accounts payable application?

Transaction code maintenance allows for an application restriction. Check to see if the checkbox for AP has been unchecked, disallowing the use of this transaction code in accounts payable (standard Treeview path: *Equipment Costing > Setup > Local Tables > Transaction Codes*).

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