INFORMATION MANAGEMENT SERVICES, INC.

Inventory and Work Order System

User's Manual

First Edition, August 2001

Version 2.172

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Getting Started

This manual is best viewed at 100% magnification or higher for details on small screens

Welcome

Welcome to the **Inventory Work Order System**. Simplify record keeping for all your fixed assets. **Inventory Work Order System** allows you to maintain inventory records and work orders for a water and electric utility. It is also interactive with the IMS **Fixed Assets** program. Once capital work order projects have been closed they can be transferred directly to the **Fixed Assets** data files. This system is intended for tracking work orders done at a public utilities plant. Inventory is tracked for use and re-order. It also allows tracking of work orders by type. It will report project cost to **General Ledger** and handle project expenses. It also updates a work in process account for projects, and an inventory account and supports direct material purchases for work orders.

It is not interactive with the system chart of accounts and therefore cannot validate accounts numbers assigned to labor and materials. Invalid numbers will be rejected when attempting to transfer from **General Ledger**.

It does have the ability to print work orders and other reports. The 32 bit version will be installed on Windows 95, 98 and NT systems in the original program that your **Customer Support Representative** (**CSR**) provides.

If updating from version 1.X, utility program CVTIW20.EXE provided must be used to convert data files to the version 2.0 format before using this version of **Inventory Work Order System**. The programs with which **Inventory Work Order System** shares data (**Fixed Assets Manager, Accounts Payable, General Ledger**) must be updated to compatible versions.

See the AP-IW-FA-GL Connection for more details on the relationship between the programs. See also Accounting Issues Regarding Direct Purchases.

System Requirements

Hard disk with 10 MB free disk space
Microsoft Windows 32 bit environment - Windows 9x, Windows NT 4.0, 2000 or higher
General Ledger v 4.270 or later
Accounts Payable v 3.220 or later
Fixed Assets Manager v 3.04 (or 2.21 DOS)
Vehicle Maintenance Manager v 2.060
VGA graphics and monitor
Any pointing device supported by Windows

The new IMS demo and option control system works for existing users who have a license file containing installed options when version 6.168 is installed. If there is no license file, then certain options will not be installed on all systems. The Demo program expires 30 days after it is first used.

Installation of updates

This is where it all begins. The original program will be installed by your **Customer Support Representative (CSR).** You will need to periodically install updates as new information is added to the program. As long as your update is saved and installed into the correct directory it will be used by the original program.

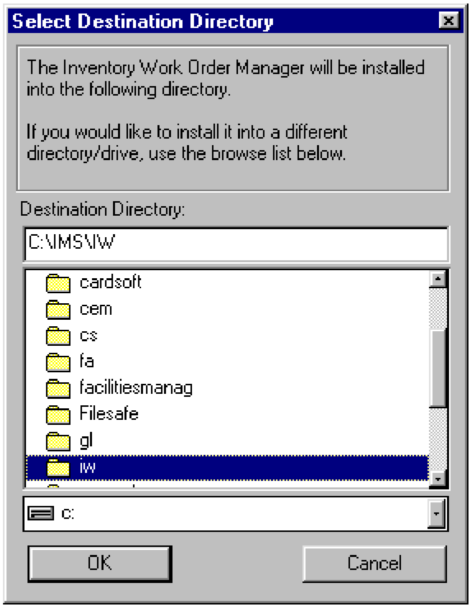
When installing, TYPE in the directory (ex. C:\IW, or D:\IMS\IW, or G:\IW): you want the program to go, otherwise it tends to default to a directory that it creates below the main directory C:\IW\InventoryWorkOrder).

This means the program will not be installed into the original IW directory, and consequently not work. You also do not want it installed into C:\Program Files\Inventory Work Order, (the Microsoft Windows default directory) if that is not the original IW directory. This will not allow the update to work in the right directory, either.

Windows Basics for 95/98/NT Users

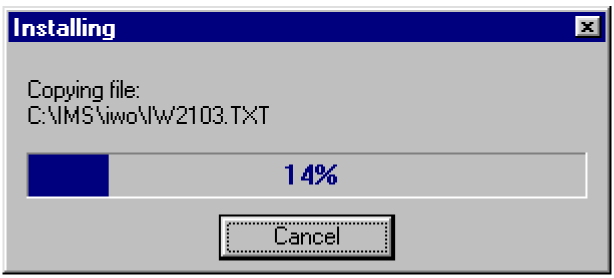
Start Windows if you've not already done so. Insert the Update disk into drive A (or drive B). You first need to find where your **Inventory Work Order System** program is installed. Find the icon on your main screen (Program Manager) and highlight the **Inventory Work Order System** icon, and right click with your mouse on the icon. Select File, Properties, and click on the Shortcut Tab. The line you want to look for will be labeled as Target. There you will be able to view the directory you need to place the update into. Once you have determined which directory to install into, you are ready to start the installation process. Left click on Start; Select Run from the File menu and then Browse, selecting the .exe file on the diskette in Drive A: and double click on the .exe file to begin the installation.

The program will start installing and you will see a blue screen, and then a welcome screen. It will ask you which directory you want to install the files into. Make sure it is exactly where it needs to be as the data for the program is located in the same directory as the program files (see above on how to locate your directory).



In Windows 95/98/NT the default is C:\Program Files\IW. You may **not want this directory,** so TYPE IN the location to the directory you found the program in (using the directions above).

Click OK when you've entered the desired location. It will ask you if you want to make backup copies and will backup the program files that the update replaces into the same directory, into a new folder called BACKUP. After this simply follow the instructions and it installs the update for you.



After it is complete, you will be given the opportunity to view the release documentation. This is a document containing information and explanation about what is new to this version of the **Inventory Work Order System**, including last minute changes since the manual was printed.

The release documentation for new release can always be viewed at the IMS website, http://www.ims-florida.com. The site will always have the latest release information. The release notes can also be viewed once the program is installed under **Help, Contents, Release Notes**.

Windows 95/98/NT Internet Users

Updating from email:

Your **CSR** will send you updates in the email if you request this method of updating. When you receive the emailed files (for example iw2103.exe, .w02, .w03) save them immediately into the directory that your program is running in. See the Windows update installation instructions above to see how this is done.

The examples show c: drive, but most users will have their program located on d, g, f, or some other drive.

Once you have saved all of the files you receive in the email from IMS, then you may go into My Computer by right clicking on it, and choosing Explore. From there, you simply locate the .exe file and double click on it to run the installation, following the instructions on the screen. Remember to TYPE in which drive and directory you want the program to install into, such as D:\IW.

Updating from a disk:

Insert the Update disk #1 into drive A (or drive B). In Win 95/98/NT right click on My Computer, select explore. Highlight the drive (A or B) that the disk is in. Find the file, Setup.exe and double click on it. (See the above installation instructions for Windows updates). Insert Disk #2 and #3 when prompted.

If you skip this step now, you may view the documentation later in the program itself.

In all of these installations you may choose to read the release notes, which are essentially the latest update information and changes to the program.

Windows Skills You'll Need

Because **Inventory Work Order System** runs under Windows, it is necessary for you to have certain Windows skills to be able to use it most effectively. What follows is a very brief explanation of some of the skills most useful in using your **Inventory Work Order System**. *This does not replace your Windows manual*. If any of these is not a skill you're comfortable with, you'll want to refer to your Windows manual for a complete explanation.

Entering information on a screen

When you are entering information into many fields on a screen, such as when adding an entry, use the Tab Key to move to the next field, and Shift+Tab to move to the previous field. **DO NOT** use the Enter Key. The Enter Key is the same as clicking on OK, and means you've completed your entries and are ready to move on to something else.

Control

If you don't have a good understanding of this concept, you'll spend way too much time trying to get the program to do what you want it to.

When you first see a screen the cursor is flashing in one of the fields. That means that if you press a letter (or number) on your keyboard it will appear in this field. However, if you click within the entry information portion of the screen, the control moves there. Then, when you press a letter, the program takes you to the first occurrence of that letter in the list.

You can tell where the control is on a particular screen by looking for the flashing cursor in a field, an outlined word on a button, or an outlined record in a list.

To move to a screen tab, simply click on it. That screen will be brought to the front.

Mouse vs. Keyboard

Throughout the manual, the mouse commands are given for procedures (e.g. "Click on OK"). If you prefer to use keyboard commands, you'll want to pay attention to the underlined letters in options throughout the program.

For example, to pull down the **File** menu, you may click on **File**, or you may press Alt+F. Then, when the menu is pulled down, you may click on your choice, or press the letter that is underlined in your choice.

Any time there is some information that could be looked up (on a calendar or in the business codes, for example), you'll click on your right Mouse Button to see it. But you can also press F3.

Using the scroll bars

Scroll bars are found at the right edge and bottom edge of the screen when the information for the screen won't all fit on at once. You may click on the Up and Down Arrow Keys to move incrementally through the display, or drag the box up or down to move more quickly.

Moving a window

There are times when you may need to move a window to another location on your desktop. To do this, click on the title bar of the window and drag it to the new location. Then release the Mouse Button.

Resizing a window

Occasionally, you may want to resize a window so you can see more of its contents. To do this, click on the window. Then, point to a corner or border of the window (the cursor will become a double-headed arrow). Drag the mouse until the window is the desired size and then release.

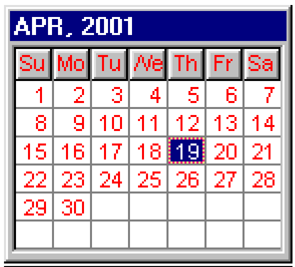
Window Setup

Go to **File, Work Orders** or any other main screen. Then go over to **Window** from the main list and open that at the same time. This allows you to customize your viewing capabilities.

On a drop list, press the first character of your selection to go directly to it.

Quick Tip Keys:

F1 brings up a **Help** menu for quick and easy explanation of terms. If you are in a date field, press. F3 which is invaluable in IMS programs will bring up a calendar in a date field or pop up list in many other fields. Always try it if you need to select from a list to see if it is available this way. Press the Escape Key to release it. Right clicking on the Mouse Button will also display selections if available.



Using the Clipboard

Go to **Edit**. This menu contains the standard Windows editing functions using the clipboard. It is active only when a document window is open.

Cut (^X)

Move the currently highlighted text to the Windows Clipboard.

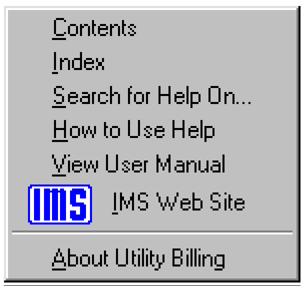
Copy (^C)

Copy the currently highlighted text to the Windows Clipboard.

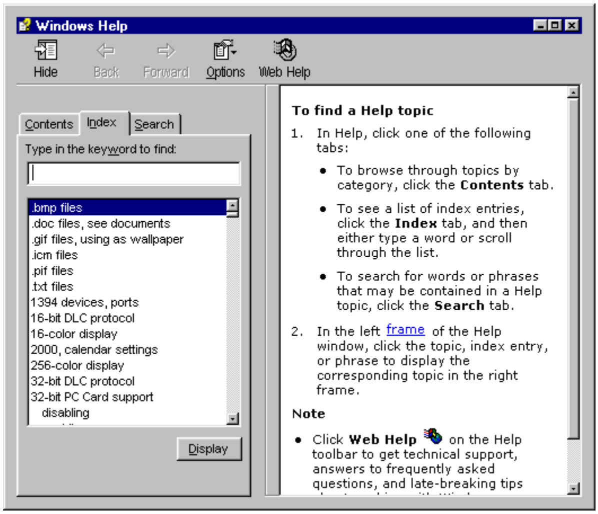
Paste (^V)
Copy the contents of the Windows Clipboard to the field where the cursor is currently located.

Reference Help/Contents
Your program has assistance under **Help** (press F1 at any time to take you to this section) or **Contents**. **Contents** has a better overview of the entire section. It is filled with explanations of almost every function and key in the program. You may want to familiarize yourself with some of the different items in there before beginning. This makes using the program much simpler. You may print the information you have entered at any time by selecting the appropriate item from the Print menu.

IMS Web Site
You may automatically link to the IMS web site if you are connected to the Internet by clicking within the **Building Permits Manager** program under **Help, IMS Web Site.**



Windows has its own section for assistance with questions about Windows topics **- How to Use Help** which is found within the program. Use it by looking through the Contents, the Index alphabetically, or by using the **Search for Help On….** capability to find the topic or keyword you need help with.



<u>**User's Manual**</u>

The manual is set up so that each main category is to the left side, each function of the program to the right is <u>**bolded and underlined.**</u> Fields of information and the path (i.e. **File, Setup**) are typically **bolded** so that you may recognize them easily. The explanation/steps are directly below it. The manual attempts to follow the natural progression of steps the user would normally take when running the program.

If in doubt always look to the <u>Index</u> for the topic and <u>hyperlink</u> (jump from one point of the document to another) from the page number to the item you seek. Use the Go Back Button to go back to where you were before hyperlinking. You may view the user manual from within the program under **Help, View User Manual** if you have Adobe Acrobat Reader.

<u>**First Steps**</u>

There are a <u>**few**</u> short, but important, first steps you will want to establish for the security and efficiency of your accounts. The first is to setup your program information which will include the security access to your system. This means that you need to decide who will be allowed access to the system. After this has been done you are ready to start using your **Inventory Work Order System** program.

Getting Organized

Security

If a user does not log in within one minute, the **Inventory Work Order System** will terminate. This standard IMS security system allows setting access to functions by menu item. All security profiles should be reviewed after each release is installed because of system setup changes.

It is a good idea to have an alternate who can add information into the system in case of emergency. Passwords should be in a secure location held only by a supervisor or alternate manager.

The **Inventory Work Order System** has features built-in to provide security for your occupational license records. This security is in the form of six levels of password protection. This system features individual procedure level access for an unlimited number of users. Each user may be assigned to any one of an unlimited number of security profiles. Security on entire menus may be set as well. Setting a menu automatically sets the access to all subordinate items and menus to the same access level.

You can also set items under a menu to a higher or lower access level than their parent menu. The only exception is if you set access to a menu to *No Access*. This disables all sensitive items on that menu including any sub-menus if any, regardless of their individual access levels. If you do not set up your security profiles, it will default to *No Access*. The *No Access* allows no access at all to the user.

Note: After installation the program will grant complete access without asking for a user name or password, until at least one user is added. This should be done first thing.. You should disable access to the Security functions for all security profiles but one, which should be set to the highest level (Supervisor).

The *View Only* level allows persons access to information, but does not allow it to be changed. It also prevents confidential information from being viewed by the user when *Data Entry* permits access to data only.

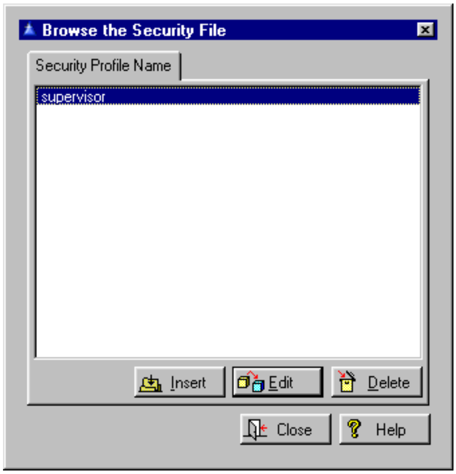
The *Update* level allows users to change individual work orders, but does not allow changes to be made affecting many orders

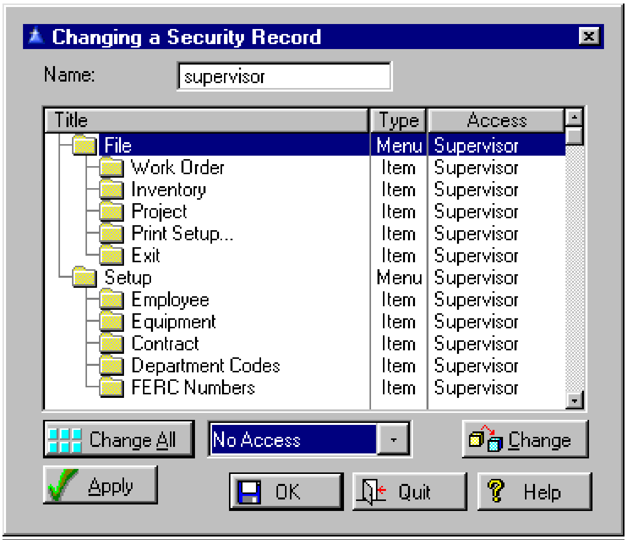
The *System Update* level permits access to all functions except security.

The *Supervisor* level password is the highest security level, permitting access to everything and be set up first, then you may add additional profiles. Once you have set up your security profile, you can begin adding users for the program.

Security Profiles

Go to **Setup, Security, Security Profiles**. To insert a new profile, press the Insert Button. To edit an existing profile either delete it with the Delete Button or press the Edit Button.

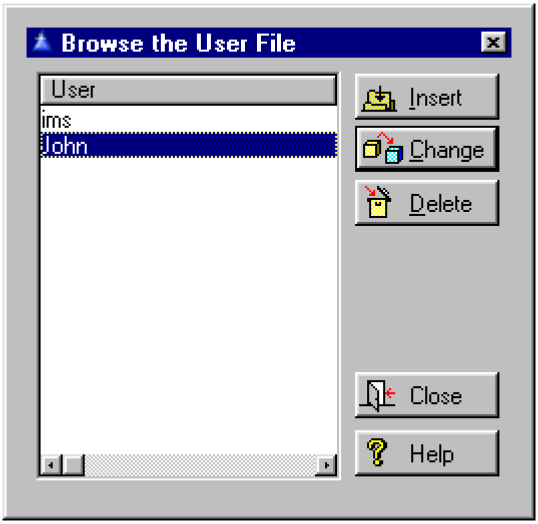




Press the Apply Button to apply the changes immediately.

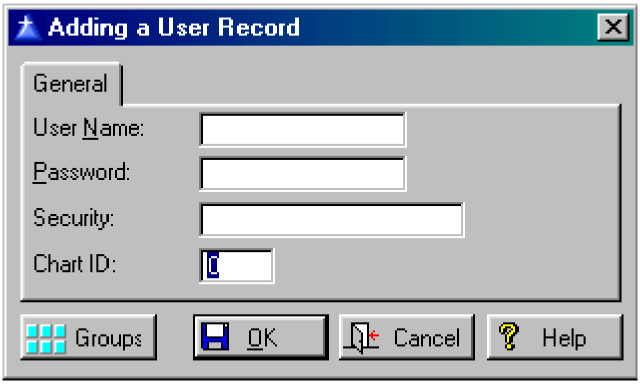
Users

Go to **Setup, Security, Users**. To insert a new user press the Insert Button. To edit existing users, highlight the name and press the Edit or Delete Button.



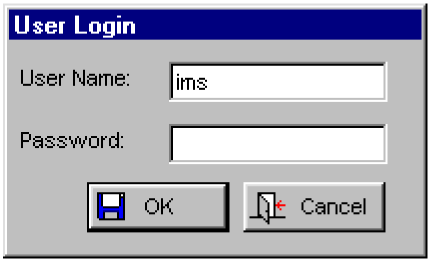
Enter the **User Name**, the **Password** they want to use, and the **Security** Profile. A list will pop up automatically for you to choose from. Use the Select Button. Press OK to finish.

It doesn't matter whether a password is entered uppercase, lowercase, or a combination of the two. The program considers them the same. If you fail to provide Supervisor access to the security functions for at least one security profile you will be unable to make any additions or changes.



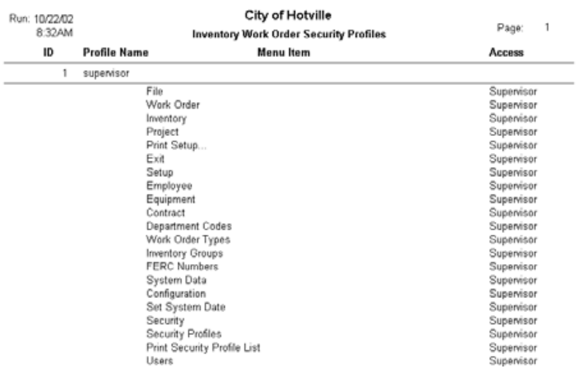
Once you have entered a password, the following screen will pop upon reentry into the **Inventory Work Order System** program. Just type in the password you chose and press OK. It is a good idea to have one person keep the password, with a possible backup person for security. In this system, once a person accesses the program he or she can make whatever changes they want. So you may want to limit access to only one or two people.

The Groups Button allows you to select which groups the user will belong to. When in the **Chart ID** section press F3 for a pop up list.



<u>Print Security Profile List</u>

Go to **Setup, Security, Print Security Profile List**. A report that lists all security profiles and the access for each menu item was added at This report requires *Supervisor* access to print. The security profile list report indents the items according to the menu hierarchy and indicates whether each is a menu or an item.



Run: 10/22/02 8:32AM

City of Hotville

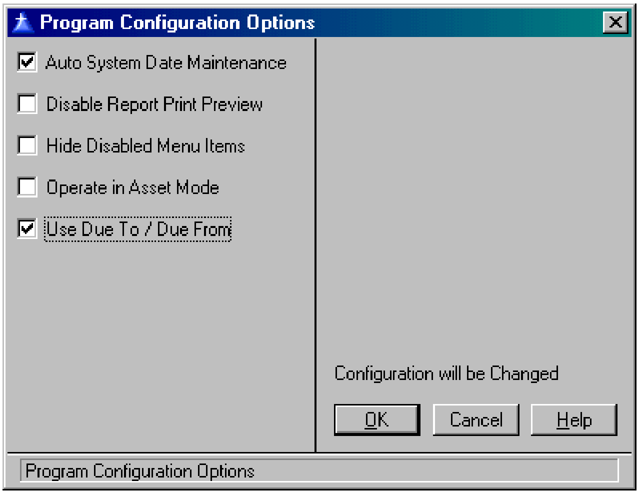
Inventory Work Order Security Profiles

Page: 1

ID	Profile Name	Menu Item	Access
1	supervisor		
		File	Supervisor
		Work Order	Supervisor
		Inventory	Supervisor
		Project	Supervisor
		Print Setup...	Supervisor
		Exit	Supervisor
		Setup	Supervisor
		Employee	Supervisor
		Equipment	Supervisor
		Contract	Supervisor
		Department Codes	Supervisor
		Work Order Types	Supervisor
		Inventory Groups	Supervisor
		FERC Numbers	Supervisor
		System Data	Supervisor
		Configuration	Supervisor
		Set System Date	Supervisor
		Security	Supervisor
		Security Profiles	Supervisor
		Print Security Profile List	Supervisor
		Users	Supervisor

Configuration

In order to set which mode you are going to operate in, you need to go to **Setup**, **Configuration Data** before you go any further. If you intend to operate in *Asset* mode, then check the box. Otherwise the program will assume you are operating in *Project* mode. See Project vs. Asset mode for further details.



Auto System Date Maintenance
If checked, the system date will be set to the computer clock date upon session startup.

Disable Report Print Preview
This option disables the print preview option of built-in reports.

Hide Disabled Menu Items
This option will hide anything that is currently disabled.

Operate in Asset Mode
Check this box if you want to operate in *Asset* mode as opposed to the current *Project* mode.

Use Due To/Due From
Whenever there is an interfund imbalance resulting from a work order transaction (such as labor or inventory from one fund and a work in process account from another fund), if the **Use Due To/Due From** box is checked, and the **General Ledger** database is available, balancing transactions will be created automatically, consisting of a debit to the due from account and a credit to the due to account.

If an account number is not available for either transaction, no balancing transactions will be added. The account numbers used follow a hierarchial system, starting with the work order type. If there is a due to and due from account associated with the work order type they will be used. If there are no accounts for the work order type, the account associated with the department will be used. If these fields are blank, the system wide defaults will be used (**Setup, System Data, Project Mode tab, Due From and Due To**).

If these fields are blank, due to and due from account numbers will be derived from the **General Ledger** Fund file and the funds involved in the out of balance transactions. To avoid confusion it is recommended that you use either the department accounts or the work order type accounts, but not both. The system will function according to the hierarchy described above if both are used, but the probability of user error is greater.

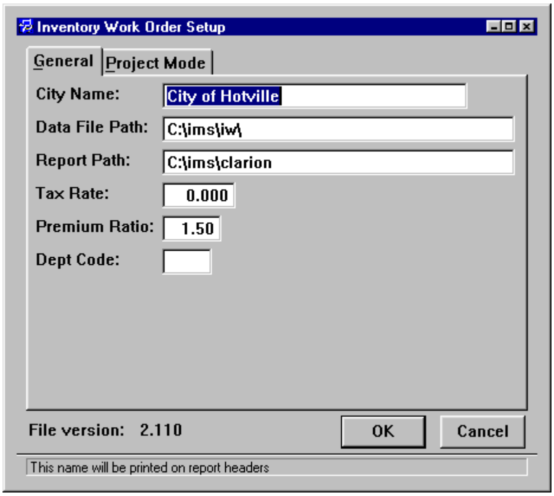
There is an important distinction between the due to & due from account numbers obtained from the work order type, department, system defaults, and from the **General Ledger** fund file.

If the accounts come from the **General Ledger** fund file (system, department and work order type accounts are blank), the account numbers will be derived from the funds involved in the out of balance transactions. This will assure interfund balance because the account numbers are computed dynamically using the standard IMS system. If the account numbers from any of the sources in **Inventory Work Order** are used they must be full account numbers including the fund, and will be used literally. In this case it is up to the user to make sure the funds of the accounts are appropriate for the work order. If they result in an interfund out of balance the system will not correct it.

When adjusting inventory for shrinkage, neither the work order type or department due to and due from accounts will be used, because there is no work order involved. The hierarchy in this case is the system default accounts will be used if available. If they are blank the account numbers computed from the General Ledger fund file will be used.

System Data

Go to **Setup, System Data**. This is where you set the **City Name, Data File Paths, Report Paths, Tax Rate,** the default **Premium Ratio** rate and the **Department Code**.



When in the **Dept Code** field, press F3 for a pop up list of department codes.

Project vs. Asset Mode

Inventory Work Order is a dual mode application. It can be set to run in either mode, but cannot run in both, nor should it be changed from one mode to the other once it is installed. In the *Asset* mode it is intended for use by a water and/or electric utility, where completed capital work orders become assets and are transferred to the IMS **Fixed Assets Manager** database.

In the *Project* mode it is interactive with **Accounts Payable** and **General Ledger** but does not transfer to **Fixed Assets Manager**, even if the work order is coded as capital. In each mode certain fields are displayed and certain others are hidden.

When *Project* mode is active (has **General Ledger** path but no asset path) the overall function of the system is as follows: **Accounts Payable** will periodically transfer paid inventory purchases to the **Inventory Work Order System** purchase file for each item and adjust the inventory count.

When a work order is created it must contain a project number which may be assigned from **Inventory Work Order System** or may be an existing project. When materials or labor is added to a work order it will add a record to a local transaction file.

The transaction record will contain a **General Ledger** account number, project number, and dollar amount. If there is no account number associated with the labor or material then no transaction will be added. **General Ledger** may transfer these transactions at any time as for other programs.

For each transaction transferred two **General Ledger** transactions will be created: a credit to the account number for the amount and a debit to the account number for the same amount except with the project number filled in.

This is based on the presumption that the actual dollar amounts for labor and materials have or will be reported to **General Ledger** from **Payroll** and **Accounts Payable**. The credit transactions are merely to reverse whatever was reported without a project number so overall totals will not be affected.

Enter the **Licensee** name, **City Name, Data File Path, Tax Rate** (electric). This is the tax rate in percent that will be applied to the cost of all inventory items coded as taxable.

On the Project Mode Tab are account number fields for labor, equipment, materials, work in process and inventory. These are default account numbers for convenience. Each work order may have its own account numbers for work in process and inventory, such as would be the case for different funds. Likewise, when employees, equipment, contracted services or inventory are added, they can each have their own account number, but will default to the appropriate account from the Program Setup window. Fill in the following fields:

General Ledger Data Path
All of the original features, including transfer to IMS **Fixed Assets** remain, but will function only when no path is specified in the **General Ledger** path field in the Setup window.

When a **General Ledger** path exists the FERC number fields and functions are hidden, and the project fields and functions are active. When there is no **General Ledger** path the project related fields are hidden and FERC number related fields and functions are active. See Transfer to General Ledger for more details. The **General Ledger** chart of accounts is available for account number lookup in all account number fields. For this capability the **General Ledger** path must be specified in **Setup, System Data, Project Mode, GL Data Path**. (The hot key will open a file dialog to locate the path).

Each user must be assigned to a chart of accounts in **Setup, Security, Users**, Change Button. Once a valid **General Ledger** data path has been set up, the next time **Inventory Work Order** is started the list of charts of accounts may be viewed using the hot key.

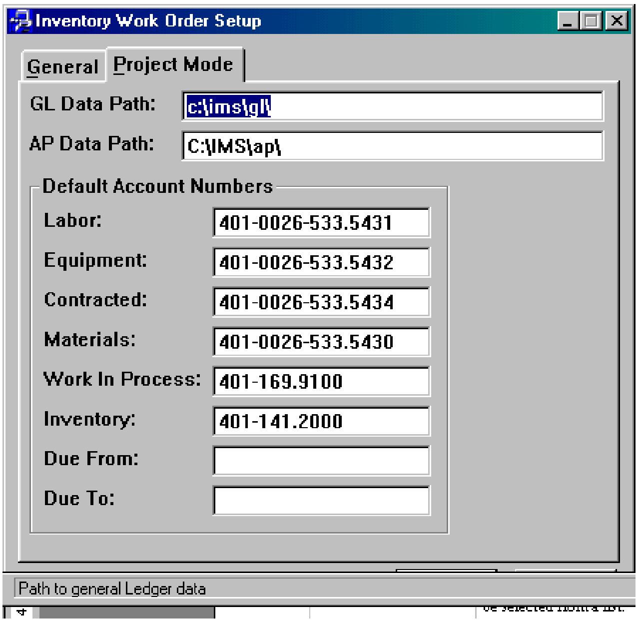
There is no provision for **Inventory Work Order** users adding, deleting, changing any **General Ledger** data. This is only for convenience in looking up accounts and to minimize entering invalid accounts. The available chart of accounts will always be the one for the current fiscal year set in **General Ledger**.

Accounts Payable Data Path

This allows you to purchase items for inventory or it can purchase items for a work order. See [Transferring to Accounts Payable] for more details.

Default Account Numbers

These are the account numbers for the program to transfer information from the other programs which are being used with **Inventory Work Order System**.

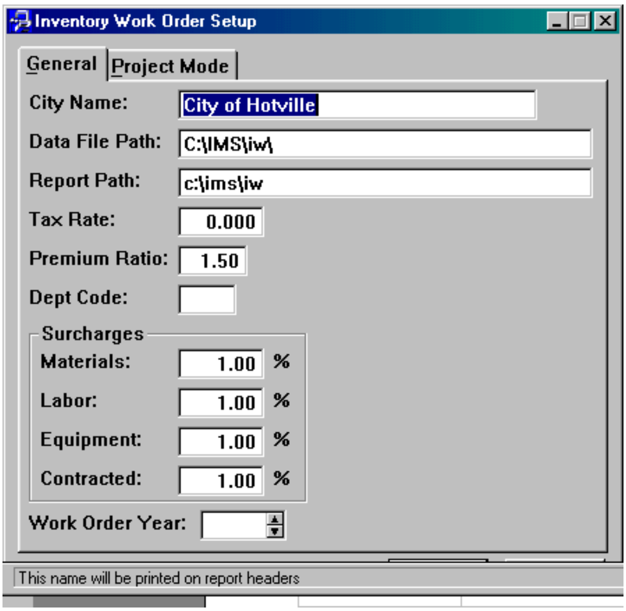


If you chose *Asset* mode, fill out the General Tab the same way, without the **Dept Code** field. The second tab, *Asset* mode will only have the **Fixed Assets Data Path** to fill out. See [Transferring Fixed Assets] for more details. Click OK when finished.

Work order expense amounts may be automatically adjusted by a surcharge percentage based on the type of cost (labor, materials, etc.). These surcharge percentages are set using **Setup, System Data, Surcharges**. Fill out the surcharge status and the total cost fields. You may add to the entry forms by selecting or deselecting surcharges. Both the taxable and surcharge appear as checkboxes on entry forms, but they function differently.

Using **File, Work Order** neither the tax amount nor the surcharge will show in the Rate or Price columns, but both will be included in the Cost columns and the work order total.

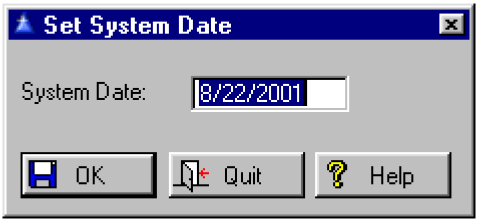
However, when viewing a work order employee, equipment, or material record the surcharge will be included in the total cost amount whereas the tax amount will not. This is so the tax may be tallied separately when work orders are printed rather than being included in the individual cost amounts by account number.



Work Order Year
If a value is placed in this field it will be used as the year for generating work order numbers. It allows work order numbers to start over for each fiscal year when it differs from the calendar year. If work order numbers are based on the calendar year the field may be left blank.

System Date

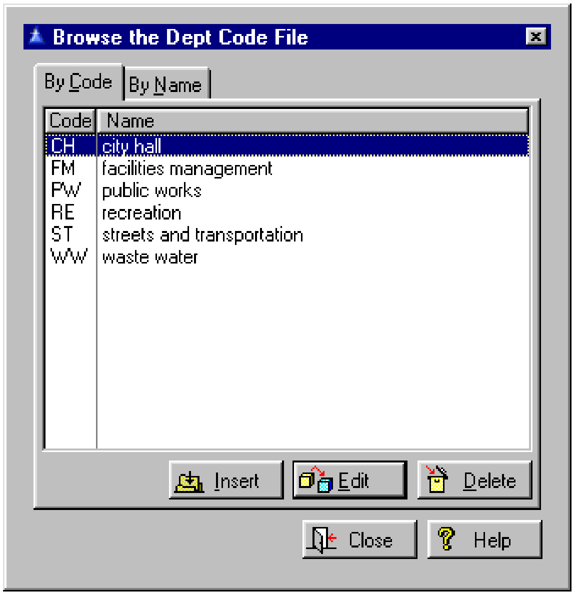
Go to **Setup, Set System Date**. Type in the date that you want your **Inventory Work Order System** to be set to. Click OK when finished.



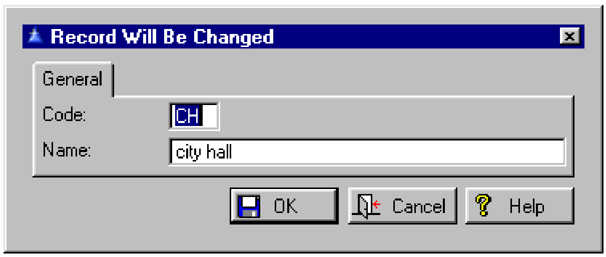
Department Codes

Go to **Setup, Department Codes**. These codes will appear on the top of the work order and the active one will be highlighted red. You may enter up to 160 department codes.

Each department code (the two character code used on work orders) may be associated with a default work in process account, due from account and due to account. When a work order is created the department account will be used as the work order WIP account if there is no work in process account associated with the work order type. If there is no account number associated with the department the system wide default WIP account will be used.



Enter the **Code** initials and the **Name** of the department. Press OK when finished.



FERC Numbers

Asset mode allows these to be active. Go to **Setup, FERC Numbers**, or you may go to **File, Work Orders** and edit your FERC numbers there. All labor, equipment and materials used in a work order must be coded according to a numbering system established by the Federal Energy Regulatory Commission.

All work order cost items must be assigned a FERC number when they are added. (There is no association between FERC number and inventory or labor item until it is added to the work order.

For example, a particular part may be assigned one of several different FERC numbers, depending on what it is used for.) Thus a FERC file must be built before work orders can be created.

A component record will be created for each different FERC number used by the work order. The FERC number will be placed in the model number field of the component. The description field from the FERC file will be placed in the component description field. The total cost of all equipment, labor and materials used in the work order for that FERC number will be placed in the component cost field. All other fields in the component record, particularly depreciation schedule, must be filled in via **Fixed Assets Manager** file maintenance.

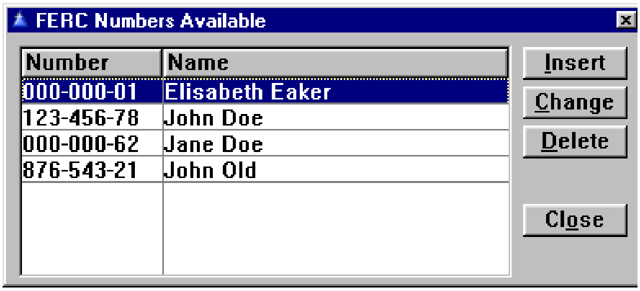
Adding an FERC Number

Go to **Setup, FERC Numbers**. Or you may add through **File, Work Orders**. To add new FERC numbers enter the number in XXX-XXX-XX format. The dash separators will be filled in for you, but you must enter leading zeros to fill out the full length if necessary. For example, a number of 12-34-56 may be entered as 12-34-56, or it may be entered as 01203456. If you enter it as 123456 it will be formatted as 123-456.

Changing FERC Numbers

Go to **Setup, FERC Numbers**. Or you may add through **File, Work Orders**. Select the work order, then select the employee, equipment, or inventory item for which the FERC number is to be changed. Click on the Change Button to the right of the browse. While in the FERC number entry field, enter the number you want to change to. (If the number exists, enter it exactly. If it is a number that does not exist, you may enter any number that is not in the file currently.) The FERC number browse will then appear. If you entered a valid number it will be highlighted.

Press the Enter Key and the new number will be transferred back to the work order window. If you are adding a new FERC number, enter the new number in the format ###-###-##. Then press the Tab Key to move to the description field and enter the description. Press the Enter Key when done and the new number will be transferred back to the work order window. When this window appears from another location you will press the Select Key to select the FERC number you choose.

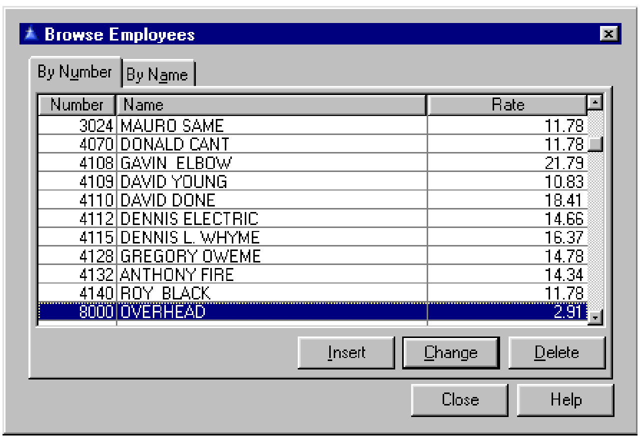


To print the FERC Number List, go to **Reports, FERC Number List**. Or see a sample of this list.

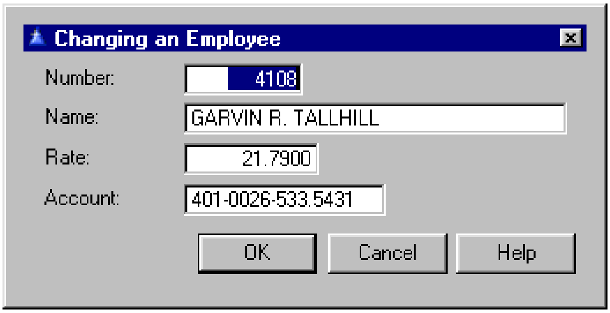
Employees

Go to **Setup, Employee** or alternately to **File, Work Order**, Change Button on Employees and Equipment.

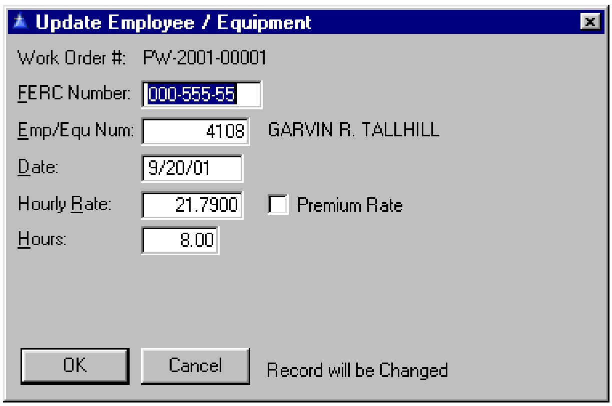
If you go through **Setup, Employees**, find this screen:



Press Insert to add a new employee, Change or Delete to edit an existing employee.



Alternately go to **File, Work Order**. You have more information to edit here. In the Employee section of the work order press the Add, Change, or Delete Button. The work order # is automatically entered for you here. Enter the FERC Number if you are in *Asset* mode. The FERC number screen will pop up. See Changing an FERC number . Assign the **Employee** or **Equipment** a **Number** different from the FERC number.



Note that because employees and equipment share the same data file, the same number cannot be used for an employee and equipment. Enter the **Date** this employee or equipment was used, the **Hourly Rate** that is paid to the employee or the rate that the equipment costs to use.

The convention used for storing the hourly rate for labor used on work orders is the base rate before premium is applied.

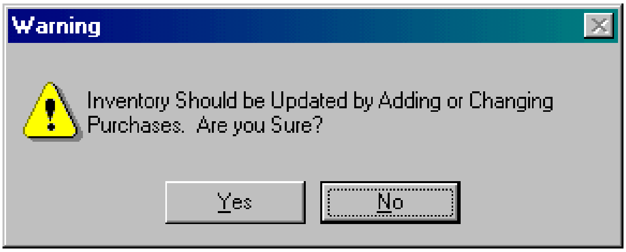
Premium Rate is the default premium rate. Enter the amount of hours this employee was in use. In *Asset* mode you will have no **Account** number to enter. Instead enter the **FERC** number at the top of the entries. You cannot manually override the hourly rate when adding to or changing a work order. The rate is recalculated each time from the base rate stored in the employee/equipment file. Press OK when finished.

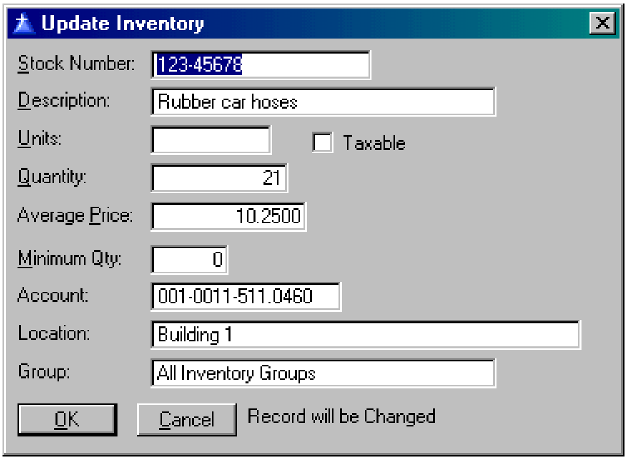
Inventory

<u>It is important to understand that the inventory record should not normally changed once it has been entered.</u> The quantity on hand and average price are automatically maintained as purchases are added and inventory is used. You may use negative quantities of inventory. When in the inventory browse screen, labels on the buttons at the bottom of the screen will change depending on whether you are browsing inventory or purchases. The correct way to update inventory when a purchase is made: press the Add Purchase Button and fill in the information about this purchase. When the record is saved it will update the quantity and average price in the associated inventory record. The program provides access by double clicking on the entry in the top portion of the main window mainly for adding new inventory items. In this case you will also have a **location** field. A warning window will appear trying to redirect you to the Add/Edit Purchase process.

When using a hot key to display a list of inventory items for selection for a work order, the locator type is incremental, not step. (A step locator scrolls the list to the first item beginning with the character typed in. If another character is entered the list scrolls to the first entry beginning with the new character.

An incremental locator works the same way after the first character, but subsequent characters entered cause the list to scroll to the first item beginning with all of the characters entered so far. This is really to discourage editing inventory with no audit trail. Compare with the other inventory window.





Stock Number
This is the stock number.

Description
This is the item description.

Units
Quantity measure

Taxable
Check if this is a taxable item.

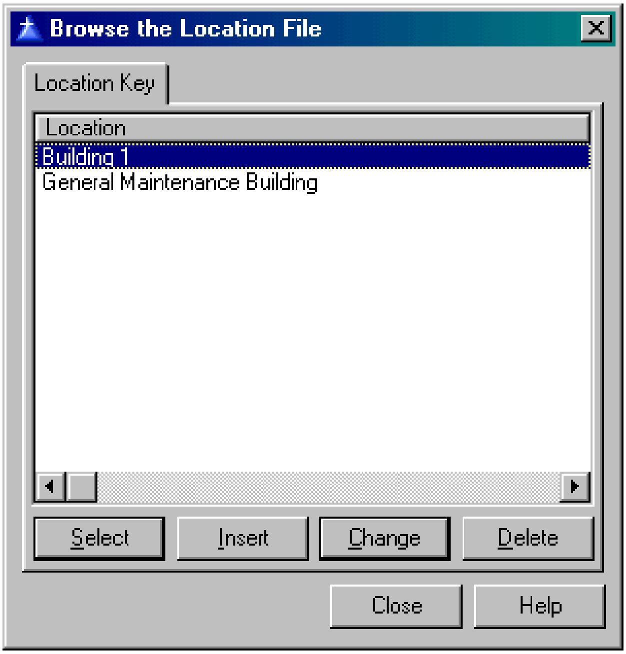
Quantity
Quantity in stock

Average Price
Average unit price paid

Minimum Quantity
Reorder quantity

Account
Account

Location
This is where the inventory is located. You may add new locations here by pressing the F3 key while in this field. A pop up list will allow you to edit.



Group
Inventory Group Name.

General Ledger and Inventory Work Order
The system for performing and documenting physical inventory consists of four components: an inventory worksheet, an adjustment procedure, a report of adjustments made, and a means of transferring the adjusting transactions to **General Ledger**.

The first component **Print, Reports, Inventory,** Worksheet prints a list of inventory items in location/stock number order, with a space for the actual inventory amount to be written. As with other reports, this worksheet will include only the items in the users inventory group and items not assigned to any group. If the user is not assigned to an inventory group it will include all items. This worksheet is intended for use when taking a year end physical inventory.

The second component Utility, Adjust Inventory is the procedure for adjusting inventory records to the actual quantities after physical inventory. It will initially ask for an account number to debit for inventory shrinkage (usually an expense account). If no account is entered then no adjusting transactions will be created for **General Ledger**. If a number is entered, for each inventory adjustment this account is debited for the value of shrinkage and the inventory account in the inventory record will be credited for the same amount. If the inventory account is missing no transactions will be created. For each inventory adjustment, regardless of whether or not adjusting transactions are created, an adjustment record will be added to the purchases file. An adjustment record is a specially coded purchase that documents the inventory adjustment. (Adjustments will appear in the purchases list for an inventory item, but will be grayed out.)

The third component is a report of adjustments made over a specified time period **Print, Reports, Inventory**, Adjustments Report.

This report may be printed for a single fund if the fund is specified at the start of the procedure; otherwise it will include all funds. The fourth component is the creation of adjusting transactions for transfer to **General Ledger**. (As in all IMS financial applications, transfer to **General Ledger** is initiated only by **General Ledger**. Corresponding applications create a transfer file which **General Ledger** reads while performing the transfer.)

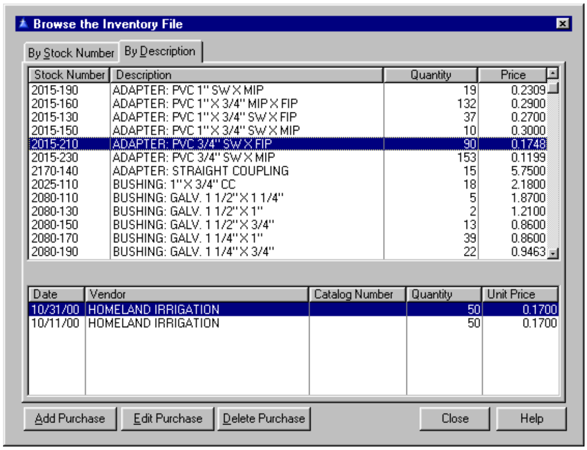
The transfer file created by **Inventory Work Order** will include a debit to the specified account and a credit to the inventory account for each shrinkage adjustment. No transfer transactions will be created if either the debit or credit account numbers are missing or they are both the same account.

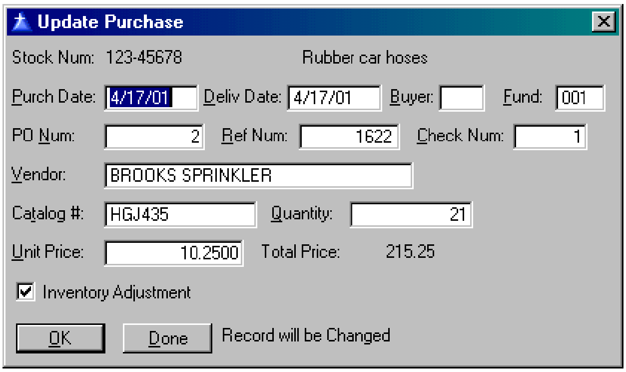
Because **Inventory Work Order** does not have direct access to the chart of accounts it cannot verify that the account number is valid, only that it exists and is of proper format. **General Ledger** will check each account number for validity before it accepts it. See **Setup, System Data, Project Mode,** GL Data Path for setup instructions.

Browse Inventory

Go to **File, Inventory**. Remember that inventory quantity should be maintained by entering purchases. The **Stock Num** field allows 20 characters. You may look up inventory by Stock number or Description Tabs. The lookup by description list is filtered by Inventory group as when browsing by stock number.

Press the Add Purchase to add new information, Edit Purchase to edit existing inventory, or Delete Purchase to completely delete that inventory item. Click on OK when finished. The inventory **Quantity** is updated immediately upon completion of entering an inventory purchase. You may enter negative quantities. When adding an inventory purchase, the entry form window will close after the purchase entry is completed.





Purch Date
Enter the date the purchase was made. The F3 Key may be used in this field and all other date fields to display a popup calendar to assist in selecting the date.

Deliv Date
This is an optional field that can be used for the date the purchased material was placed in inventory.

Buyer
This may be used for the initials of the person who made the purchase.

Fund
This field may be used for the fund number that paid the expense of this purchase. The value may be up to three digits.

PO Num
This field may be used for a purchase order number or any numeric value up to six digits.

Ref Num
Accounts Payable reference number.

Check Num
This may be used for the check number that paid for this purchase, or any other number that will fit in a six digit numeric field.

Vendor
Enter the name of the vendor from which this purchase was made. It may be up to 35 characters long.

Catalog#
Enter the vendor's catalog number for this item. Note that this is the vendor's number, and not necessarily the stock number used internally for this item.

Quantity
Enter the quantity, in units as defined in the inventory record, purchased this time.

Unit Price
Enter the price paid per unit for this purchase only. The average unit price in the inventory record will be automatically updated by the system.

Total Price
This is the total price of items on this purchase.

Inventory Adjustment
This will flag the entry for adjustment.

A system of segregating inventory into groups is an optional module. Its purpose is to segregate inventory when the inventory file is shared by multiple departments.

An inventory group field under **File, Inventory** is used as a filter device. When this release is installed all inventory items will initially be assigned to all groups. When viewing an inventory record the group will be "All Inventory Groups". Any number of inventory groups may be created using **Setup, Inventory Groups**. A user may have access to multiple inventory groups, but have only a single default inventory group.

To assign an inventory item to a group, use **File, Inventory**, Double Click, Yes, and press the hot key while in the **Group** field. Any number of inventory groups may be made available to each user individually. Initially all users will have access to all inventory groups. The assignment of inventory groups to a user may only be done while logged in at the highest access level.

Use **Setup, Security, Users**, Change, Groups Button to view or change the groups available to this user. Each user must have at least one inventory group. If none is assigned the user will default to all inventory groups. One inventory group must be flagged as the default. This is the group to which the user will be assigned when the program is started. The default group will be displayed in red.

To make a group the default, simply check the **Default** box in **Setup, Security, Users**, Change, Groups, Change. (If more than one group is checked as the default, the first one will be used.) After a user has logged in, reports and windows will show only inventory in their default group.

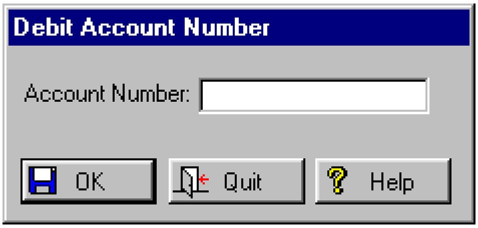
If more than one inventory group is assigned to a user, the user may change their inventory group to any of the groups available to them at any time. This may be done in either of two ways: In **File, Inventory** a drop list will appear at the top right of the window. (It will not appear if the user has access to only a single group.) Selecting a different group will cause the inventory list shown below to immediately switch to the new group. (Remember that at any time the inventory shown will be that in the user's current group and any inventory assigned to all groups.) Changing the inventory group in this window will not change the default inventory group that governs all other windows and reports.

To change the default group, use **Utility, Change Inventory Group.** When the OK Button is pressed the default group will be changed to the selection made from the drop list. This change will be in effect only for the current session. When the user logs in later the default will revert to as set in **Setup, Security, Users, Change, Groups**. If the inventory group option is not installed or no groups are created the program will function as before (all inventory will be available to all users). If an inventory item is assigned to a group it will be available to users assigned to the same group and users not assigned to a group. Stated in another way, inventory assigned to a group will not be available to users assigned to a different group. Inventory that is not available to a user will not appear in inventory selection and update windows nor in inventory reports.

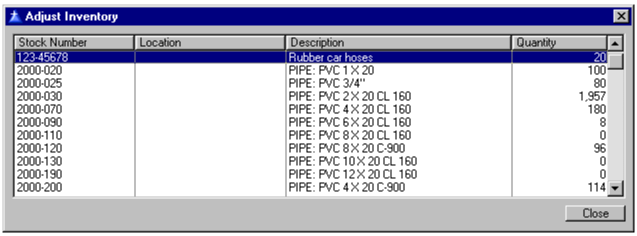
The exception is in viewing or printing work orders. If inventory was used on a work order from a group different from that of the current user it will still be shown.

Adjust Inventory

Go to **Utility, Adjust Inventory**. This utility is for use as a year end adjustment after physical inventory. Such adjustments appear grayed out in the inventory window. If you have flagged an entry under Add/Edit Purchase for adjustment it will be included in the list of inventory to choose from. Enter the **Account Number** you want to adjust. Press OK.

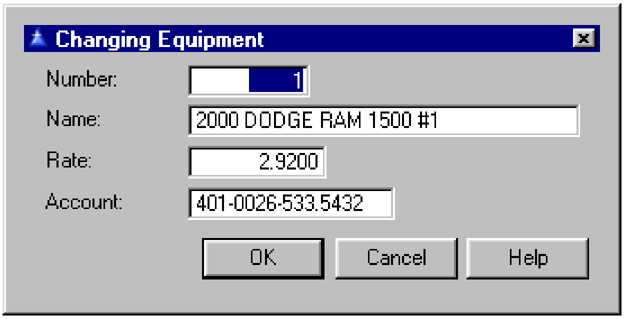


For each inventory shrinkage adjustment this account will be debited and the inventory account for the item will be credited for the dollar value of the loss. The next screen will display all the accounts.



Equipment

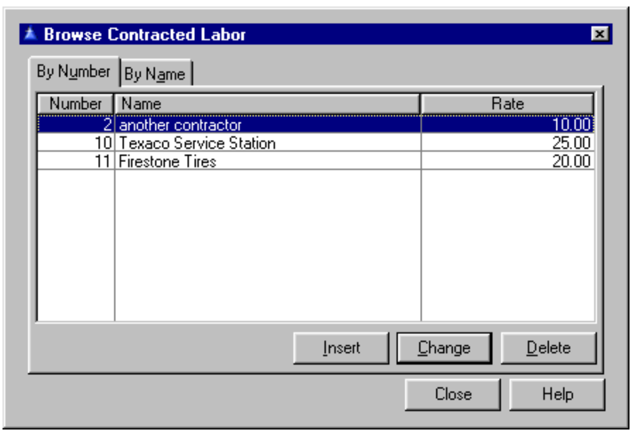
Go to **Setup, Equipment**. To add new equipment press the Insert Button. To edit existing equipment press the Delete or Edit Button. Enter the equipment **Number,** the **Name**, the **Rat**e at which the equipment is billed and the **Account** number it is billed to. You cannot manually override the hourly rate when adding to or changing a work order. The rate is recalculated each time from the base rate stored in the employee/equipment file.



Alternately you may go to **File, Work Order**. This contains more fields of information. See Employees for the same fields of information to fill out. Note that because employees and equipment share the same data file, the same number cannot be used for an employee and equipment.

Contract

Go to **Setup, Contract**. This is a list of the contract employees or equipment.



You may enter the employee or equipment **Number**, the **Name**, the **Rate**, and the **Account** number to which this is billed.

Work Order

Go to **File, Work Order**. A work order consists of a set of tasks to be accomplished. The costs of the tasks have three components: one or more employee's time at a particular hourly rate, the use of equipment at a particular hourly rate, and materials at a particular unit price. Before a work order can be created you must have an inventory file and an employee/equipment file so you can select the labor and materials used in completing the work order. So the initial use of the program should be in setting up the employees, equipment and inventory used by work orders. Work orders may be added by several users simultaneously while assuring each user has a unique assigned work order number.

All labor, equipment and materials used in a work order must be coded according to a numbering system established by the Federal Energy Regulatory Commission. All work order cost items must be assigned a FERC number when they are added. (There is no association between FERC number and inventory or labor item until it is added to the work order. For example, a particular part may be assigned one of several different FERC numbers, depending on what it is used for.) Thus a FERC file must be built before work orders can be created.

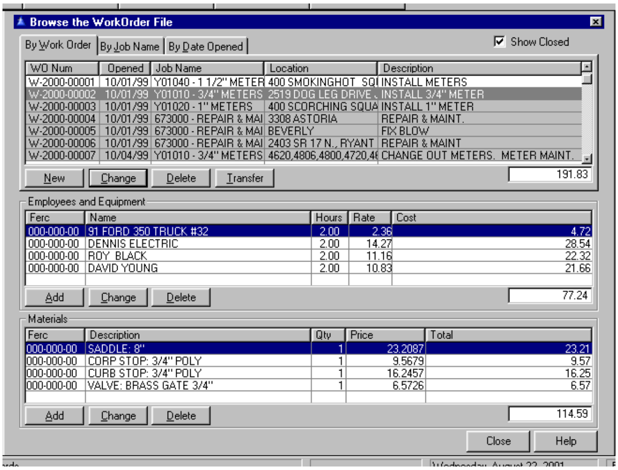
See Accounting Issues for Direct Work Order Purchases before you add purchases.

Using **File, Work Order** neither the tax amount nor the surcharge will show in the Rate or Price columns, but both will be included in the Cost columns and the work order total. However, when viewing a work order employee, equipment, or material record the surcharge will be included in the total cost amount whereas the tax amount will not. This is so the tax may be tallied separately when work orders are printed rather than being included in the individual cost amounts by account number. See also work order expenses.

Once those files are established, entering a work order is simply a matter of selecting what was used on the work order, and how long in the case of employees and equipment, and how many in the case of materials. The program will calculate and display the total work order cost. (Note that the program allows you to create employee, equipment, inventory and FERC records on the fly as work orders are created, but it is far better to create the support files first to be sure you have everything organized.)

The *Project* mode work order form allows for the combination of labor, equipment, contracted and materials. The column headers apply to all types of costs. This allows printing the second page form only if the total number of cost items exceeds 35.

Check the **Show Closed** box if you want to see the closed work orders. Closed work orders may be viewed but cannot be changed or deleted, nor can any materials or labor be added, changed or deleted unless the user has *Supervisor* access. Attempts to remove the date completed will be denied to all other users.



To add a new work order press the Insert Button in the top screen. To edit, press the Delete Button or Edit Button.

The minus sign will indicate negative quantities on the work order display window and work order form. Negative amounts are supported in the totals fields under each of the three browse boxes.

In *Asset* mode, the Transfer Button will transfer the currently selected work order to **Fixed Assets**. If the button is dimmed it means the transfer cannot be made for one of several reasons. Requirements for enabling transfer:

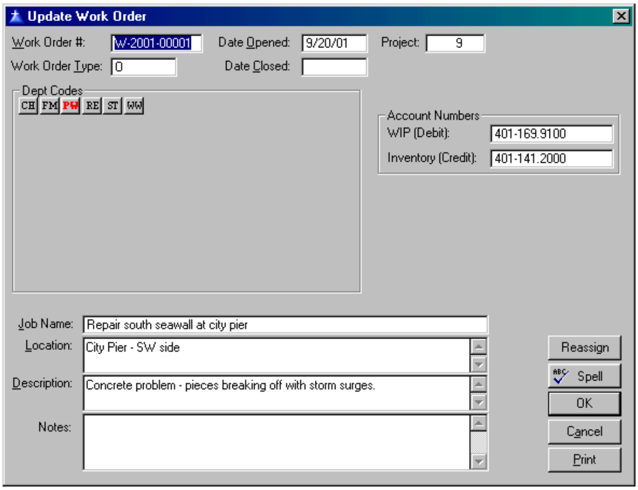
1. There must be a path in the **Fixed Assets Data Path** field in the Setup Screen.

2. **Fixed Assets** data files must exist in the path indicated above.
3. It must be a *Capital* work order.

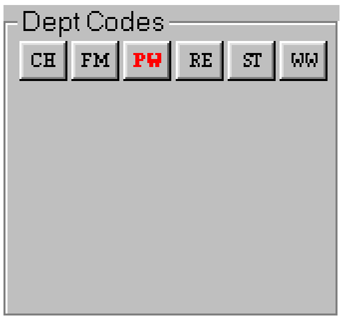
4. The **Date Closed** field must be filled in.

5. The work order has not been transferred before.

In addition, the transfer may still be denied if there is a duplicate key value created in the **Fixed Assets Manager** files as a result of the transfer.



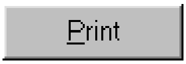
Department Codes are defined under **Setup, Department Codes**. So, what you select will appear on the work order form in the upper left hand corner as buttons. When a Department Codes Button is selected while entering a work order, the cursor moves immediately to the **Work Order #** field.



The Reassign Button will reassign the work order to another department. This button is available only when changing an existing work order, to users with *System Update* access or higher. When the reassign button is pressed the button text will display in bold red and the window will enter the reassign mode. In this mode, if any dept code button (other than the one shown in red) is pressed, a new work order number will be generated for the selected dept code.

The Reassign Button may be toggled off and on: If it is pressed and a new department selection is not made, pressing it again will exit the reassign mode and the work order number will remain unchanged. When a work order is reassigned the old number is discarded and will not be reused. Note that the numeric part of the work order number may change when it is reassigned because each department code has its own set of numbers.

Spell checking is available for users that have Microsoft Word installed on their computer. If a Spell Button appears on the window it means Word is present. If the button does not appear, either Word is not present or is an incompatible version.



Press this button to print a work order form. This requires a Windows compatible printer with graphics capability such as a laser or ink jet printer. The work order can be printed any number of times and is a minimum of two pages long. A work order may now be printed even if no labor or materials have been entered.

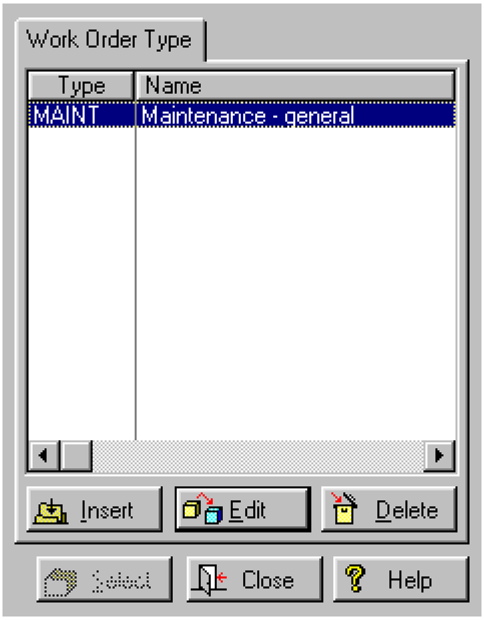
The first page contains the description and a list of employees and equipment used. The second page contains a list of materials used. You may also print a work order from **Reports, Work Order** where you can select a data range to print from. See a sample of a work order.

Work Order Number
Work Order Number is automatically assigned once the fund is selected. You may not override this number assignment. This is done to prevent reassigning a work order to another department by changing the department code part of the number, which could result in a duplicate key error if that number had already been used by the new department. The number consists of three parts: The prefix, the year and the serial. The serial part has five digits, and the order of the parts is prefix - year - serial so the numbers will be in order of serial number within each year.

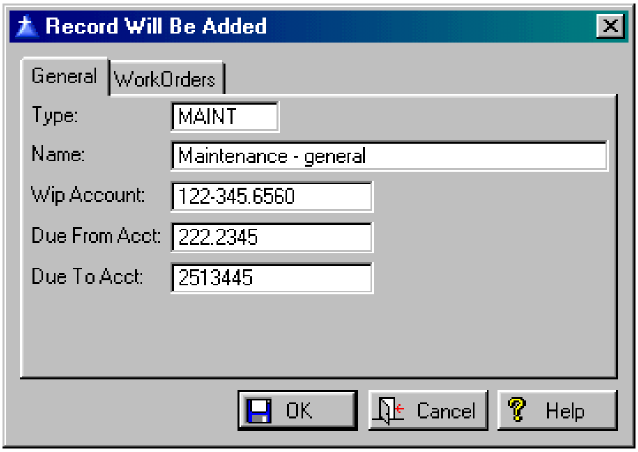
The prompts for the debit and credit account numbers on the project mode work order entry form indicate which account is debited and which is credited.

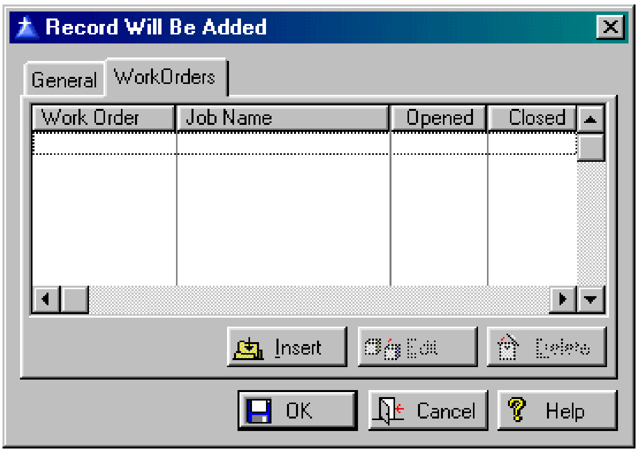
Work Order Type
For *Project* mode work orders a work order type may be selected from a list. The type code may be up to 8 characters long. Work order types are maintained using **Setup, Work Order Types**. There are three options: *Capital, Operating and Maintenance, and Quote*. Only *Capital* work orders can be transferred to **Fixed Assets Manager** when closed.

Quote is not really a type of work order, but a temporary state. A *Quote* will eventually become a *Capital or O & M* work order if executed, or otherwise deleted. For *Asset* mode work orders the old one character type codes are still used. Each work order type may be associated with a default work in process account, due from account and due to account.



When a work order is created the work in process account will be determined by the work order type. If there is no work in process account associated with the work order type the account will be determined by the department. If there is no account number associated with the department the system wide default WIP account will be used.





Print Work Order Types List

Go to **Setup, Work Order Types, Print Work Order Types List**. This is a report that prints a list of all work order types in the system.

Run: 2/20/03
5:50PM
Page: 1

City of Hotville

Complete List of Work Order Types

Type Code	Type Name	W.I.P Acct	Due From Acct	Due To Acct
MAINT	Maintenance - general	122-345.6560	000-222.2345	000-251.3445

GIS Index
This is an optional field for identifying the project location on a map in the Geographical Information System. This field may be up to 6 characters long. It shows up only in *Asset m*ode.

Date Opened and **Closed**
The date the work order was created. It is usually the current date. The F3 Key will cause the display of a popup calendar to aid in selecting a date. **Closed** is initially left blank. When the work order is completed this date should be filled in. The F3 Key may be used to aid in selecting the date. *Capital* work orders cannot be transferred to **Fixed Assets Manager** until this date is filled in.

Project
In *Project* mode, this is the Project Number. If you want to select another project number press F3 and the Project window will pop up. The system requires that the IMS **General Ledger** and **Accounts Payable** applications be installed, because data is shared and transferred between these applications. The project number is the key to segregating costs within the same **General Ledger** account number. Project numbers are system wide, regardless of the application used to create a project. Each work order must be assigned to a project. A project may contain multiple work orders, although it is not necessary. Once a work order number has been assigned, many other steps are possible. If a work order has no project number the project name is cleared.

Work in Process
In *Project* mode, this is the Work in Process Account Number. This is shortened to WIP. The account number debited (work in process) for a work order is will print in the header of the work order form.. The default account number for the debit account for a work order is determined by one of several sources depending on how the system is set up. When a work order is created the work in process account will be determined by the work order type. If there is no work in process account associated with the work order type the account will be determined by the department. If there is no account number associated with the department the system wide default WIP account will be used.

Inventory
In *Project* mode, this is the Inventory Account Number. If there is no account number associated with an inventory item used on a work order, the default inventory account for the work order will be used.

Job Name
Enter the name of the job, up to 35 characters.

Location
Enter the location of this job. The field may be up to 64 characters long. A two part key allows access to the file in location/stock number order. This key is used to print the physical inventory worksheet described below. The **location** field is optional, but can be used different ways. It can be used as a general area such as "Building 2", or could be a specific location code that is different for each stock number, such as "Bldg 04 Room 12 Rack 101 Shelf 3 Position 15", etc.

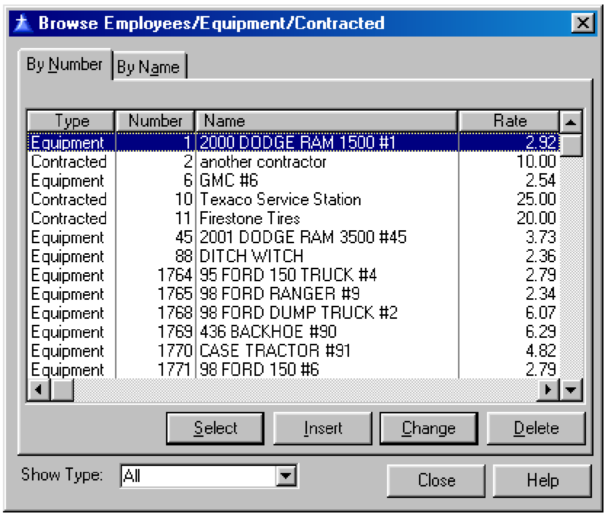
Description
This is a description of the work order. Enter a description of up to 80 characters.

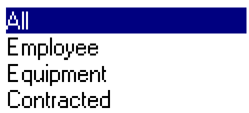
Notes

In *Project* mode, this is where you can make notes about the work itself. The Notes field will print when printing individual work orders or work orders by date. This will hold up to 2500 characters.

Insert, Change, or Delete Employees or Equipment

See the details under Employees or Equipment which are essentially the same. Under Work Orders you may select from a Show Type drop list when adding an employee or equipment.

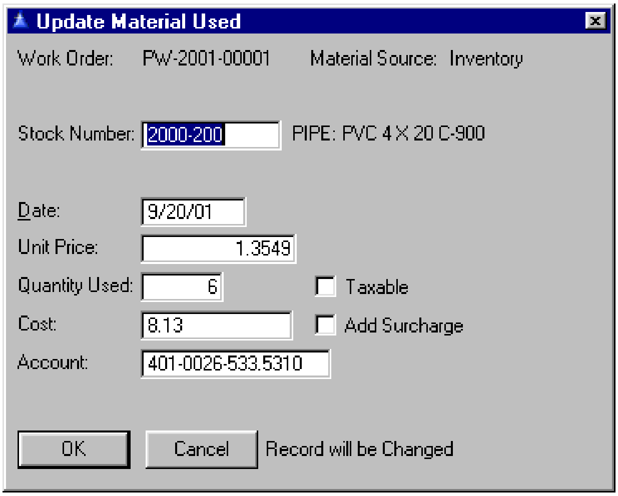




Materials

Insert, Change, or Delete Materials

See the main materials screen up close! To add new or change existing materials press the appropriate Add, Change, or Delete Button.



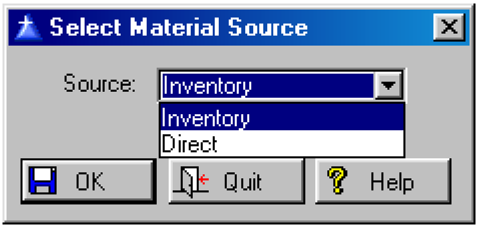
When adding material costs to a work order, the material source (direct or inventory) must be selected initially and cannot be changed once selected. When existing data is converted, all materials records will be dated with the work order opening date. Entering direct materials on a work order is available only to users with *Supervisor* access.

These fields are almost the same as updating the employees and equipment, but they contain **Type** (*Inventory* or *Direct)* when in Project Mode, **Stock Number, Unit Price** and **Quantity Used**. Check the **Taxable** box if this item is taxable.

If this box is checked the tax rate shown in the setup screen will be applied to the cost of this inventory item whenever it is used in a work order. This is a default setting that can be changed at the time the work order is created.
In *Asset* mode there is no **Type** or **Account** number to select. You must also add a **FERC Number**.

Inventory means that it has been taken from existing inventory: The inventory account associated with the work order.

When adding material costs to a work order, the material source (direct or inventory) must be selected initially and cannot be changed once selected. Entering direct materials on a work order is available only to users with *Supervisor* access.



Direct means that this is an item purchased directly from **Accounts Payable**: The expense account from **Accounts Payable**.

Transferring - to Other IMS programs

Transferring Fixed Assets

Go to **Setup**, System Data. You must be in *Asset* mode. The requirements for a work order to be transferred to **Fixed Assets Manager** are that the work order type be "C" (capital as opposed to operating and maintenance, which cannot be capitalized), it must be closed, and it must not have been transferred before. In the work order browse screen, the Transfer Button will be enabled only for work orders that meet these requirements.

When the work order is transferred the following information is moved: An asset record is created for the work order, with the asset number as defined above. The fund number is filled in according to the same convention. The job name field from the work order record is placed in the description field of the asset. The job location field will become the asset location. The date the work order was closed will be put in the date acquired field.

A component record will be created for each different FERC number used by the work order. The FERC number will be placed in the model number field of the component. The description field from the FERC file will be placed in the component description field.

Transferring Accounts Payable
Go to **Setup**, System Data. You must be in *Project* mode. The system requires that the IMS **General Ledger** and **Accounts Payable** applications be installed, because data is shared and transferred between these applications.

The one step that does not require a project or work order number is purchasing of materials for inventory in **Accounts Payable**. The only differences between inventory purchases and regular purchases:

1. The distribution account number should be an inventory account rather than an expense account.

2. Distribution should not be to any other accounts on the same activity.

3. The inventory box must be checked on each item, and the stock number, quantity, and unit price filled in.

When the activity is paid, **Accounts Payable** will update the inventory file residing in the **Inventory Work Order System** database. The cost of inventory purchases should be distributed to an inventory account (asset). **Inventory Work Order System** will credit back the inventory account for any inventory used on a work order. The expense account associated with inventory items is no longer used.

The second use of **Accounts Payable** requires that a work order exist. If materials are purchased for a specific work order, the following must be done:

1. Cost distribution must be to a single expense account for each activity.

2. For each item, the **Work Order** box must be checked and the work order number entered. The standard hot key will allow looking up the work order in the **Inventory Work Order System** database, but will not allow creating the work order.

3. The item description, quantity and unit price must also be filled in.

4. Neither the activity nor the cost distribution should not have a project number. If they do they will be erased when the activity is saved or updated.

(Assigning a work order number also defines the project. It should not be specified here to minimize in/out transactions for the project, because the expense will be reversed later. When the activity is paid **Accounts Payable** will transfer the item to Inventory Work order where it will become part of the materials used by the work order. **Inventory Work Order System** will credit the expense account used for the material and debit the work in process account for the work order. Direct materials display on the work order materials list in gray.

To summarize the part that **Accounts Payable** plays: It can purchase items for inventory or it can purchase items for a work order.

When a work order is created, it is assigned a project number and accounts added for work in process and inventory. The inventory account would normally be an asset account, while the work in process account could be an asset for capital work orders, or an expense for operations and maintenance work orders. Once the work order exists, labor, equipment, contracted services and inventory may be added to the work order, and direct purchases may be sent from **Accounts Payable**.

In the case of all local additions to the work order, a set of transactions is created each time anything is added, changed or deleted.

In the case of direct purchases (not inventory) sent from **Accounts Payable**, the necessary transactions are created each **time Inventory Work Order System** is started. All transactions are coded to the accounting period containing the current system date. Each item added to a work order results in a pair of transactions being created. The first of the pair is a debit to the work in process account for the work order.

This transaction will always be coded with the project number associated with the work order so it will appear in project reports. The second of the transaction pair will be a credit to an expense or inventory account, depending on the type of item added. This transaction will not have a project number assigned, since it is only to reverse an expense or reduce inventory. The credit will be as follows:

1. Labor and equipment: The expense account associated with the labor or equipment.

2. Parts used from inventory: The inventory account associated with the work order.

3. Direct purchases from **Accounts Payable**: The expense account from **Accounts Payable**.

Transferring to General Ledger

Go to **Setup**, System Data. You must be in *Project* mode. The system requires that the IMS **General Ledger** and **Accounts Payable** applications be installed, because data is shared and transferred between these applications. The project number is the key to segregating costs within the same **General Ledger** account number. Project numbers are system wide, regardless of the application used to create a project.

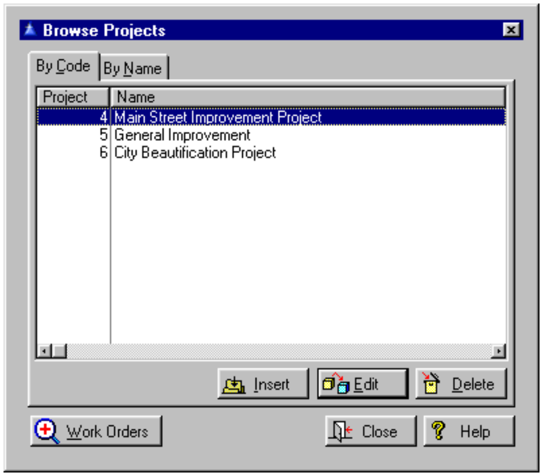
Each work order must be assigned to a project. A project may contain multiple work orders, although it is not necessary. Once a work order number has been assigned, many other steps are possible. The final step in the process is the transfer of the transactions from **Inventory Work Order System** to **General Ledger**. In **General Ledger**, use **File, Transactions, Transactions, Inventory Work Order**. Transfers may be made periodically while a work order is in process. Only activity not previously transferred will be picked up.

Two transactions are created for each labor, equipment or inventory item. The first is a debit to the work in process account for the work order. For labor, equipment and direct materials the expense account will be credited. For materials drawn from inventory the inventory account will be credited. The project number appears only in the debit transactions.

The accounting period of record for the purposes of transfer to **General Ledger** will be determined from the date the transaction is created. Transactions are not created when a work order is created or a project opened or closed. Instead they are created when either employee, equipment, contracted or inventory is added to a work order. The reason for this distinction is to support transfer of work order expenses as they are incurred into the accounting period in which they occurred. Since a work order or project may have an active life of months it is appropriate to maintain a current tally of expenditures so they will reflect in management reports.

Project

Go to **File, Project**. Projects may be viewed or added from the main menu if you have **Operate in Asset Mode** disabled under **Setup, Configuration**. Work orders for a selected project may also be viewed.

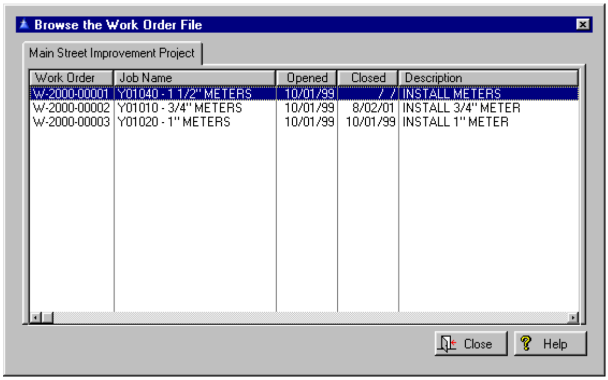


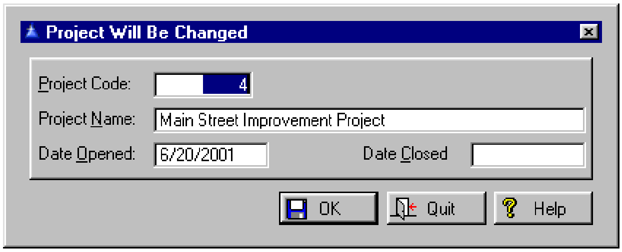
To print, go to **Print, Reports, Project Cost Summary** when in *Project* mode. See a sample of this report.

The system requires that the IMS **General Ledger** and **Accounts Payable** applications be installed, because data is shared and transferred between these applications. The project number is the key to segregating costs within the same **General Ledger** account number.

Project numbers are system wide, regardless of the application used to create a project. Each work order must be assigned to a project. A project may contain multiple work orders, although it is not necessary. Once a work order number has been assigned, many other steps are possible.

The Work Orders Button will show all of the work orders associated with this particular project. This is a view only screen. To edit the work orders go to **File, Work Orders**. To insert new information or edit existing information about a project press the appropriate button.





Enter the **Project Code,** the **Project Name,** the **Date Opened,** and the **Date Closed**. Press OK.

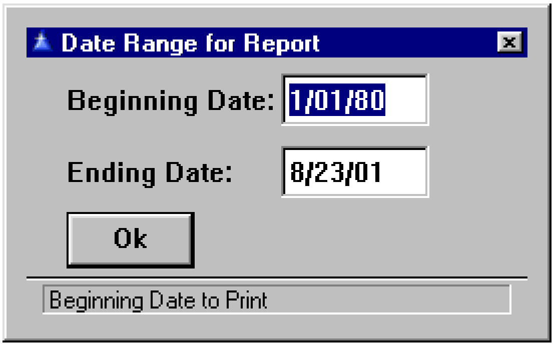
Day to Day Use

Standard Reports

Work Orders
Go to **Print, Reports, Work Orders**. You will not be able to preview this report, but can cancel during printing by pressing the Cancel Button. You may print whatever is the **Notes** field on the work order if you are printing individual work orders or work orders by date. Select the **Beginning and Ending Dates.** On reports that allow entering a date range (open work order report, closed work orders by date, purchases report, work orders by date, closed work order list, inventory adjustments) the default beginning date is the first day of the month of the current system date.

Printing by department
If there is no default department code set in the system file a range of departments may be selected. Otherwise it will include only the department set in **Setup, System Data, Dept Code**. A subtotal is printed for each department printed. One report prints a list of open work orders, while the other prints a list of closed work orders. A range of date closed is offered for the closed work order report.

When work orders are printed the rate shown in the **Rate/Unit Cost** column includes the surcharge, if any. This applies to inventory materials, labor, equipment and contracted work. All reports and windows that include hourly rate or unit cost also have this.



Open Work Orders

Go to **Print, Reports, Work Order, Open Work Order List**. This will print a list of all open work orders by either Date, Type, or **Department**. You will be able to choose a **Beginning** and **Ending Date** and preview the list before printing. See a sample of this report. The font size is small to allow room for the full work order type code and more white space between fields. Some fields are truncated for the same reason.

Closed Work Orders

Go to **Print**, **Reports, Work Order, Closed Work Order List**. The reports listing open and closed work orders include a total cost at the end of the report and can be printed in work order type as well as date or department order. You will be able to choose a **Beginning** and **Ending Date** and preview the list before printing. See a sample of this report.

Work Order Detail List

Go to **Print, Reports, Work Order, Work Order Detail.**. This report prints closed work orders in department order for a selected range of departments and a range of completion dates. The basic report prints a list of work orders by department. Options include printing all of the detail items used in each work order, the total by work order and department of labor, materials, equipment and contracted, and a breakdown by account number. It prints the description for direct materials as well as inventory materials.

Project Cost Summary

Go to **Print, Reports, Project Cost Summary**. This report prints a breakdown of work order costs and subtotal by category for a specified range of projects. It is available only in Project Mode. You will be able to preview this report. See a sample of the Summary Report.

Inventory Report

Go to **Print, Reports, Inventory**. You may print Inventory by **Purchases, Stock Number**, **Description**, **Worksheet, Adjustment Report, or Reorder Report**. A fund number may be specified for the purchases report. If a fund number is entered the report will include only purchases for that fund. If left blank the report will include all funds as before. You have the option to print for a specific location or for all locations on all of these inventory reports except the Inventory Reorder List. This report is filtered by inventory group as are the other inventory reports. The reports will include only items that either are not assigned to an inventory group or assigned to the current inventory group selected by the user.

See a sample of the Inventory Purchases.

See a sample of the Inventory by Stock Number.

See a sample of the Inventory by Description.

See a sample of the Inventory by Worksheet.

See a sample of the Adjustment Report.

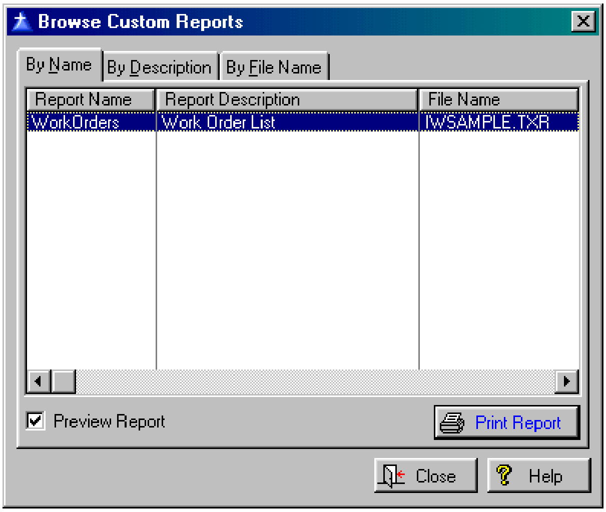
See a sample of the Inventory Reorder List. This may be printed by Stock Number or Description.

FERC Number List

Go to **Reports, FERC Number List**.. This report lists all FERC numbers defined and their description which will typically be either the name of the employee or the name of the inventory item. It is available only when you are in *Asset mode*. See a sample of the list.

Custom Reports

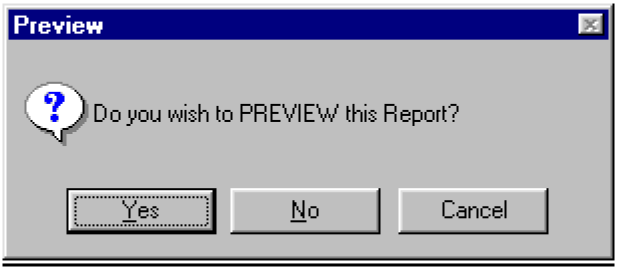
Go to **Reports, Custom Reports**. Select from **Print Report** or **Create Report**. A very basic sample report is included with this release. Custom reports may also be created if the Clarion Report Writer is installed.



See the sample of the custom report that is included. Go to **Reports, Custom Reports, Print Report**.

Print Preview

The **Inventory Work Order System** has a feature which allows you to see your reports on the screen before they print. This is useful when you only want to see the information on the screen, but it also gives you the opportunity to fine-tune the appearance of reports you will be sending to the printer.



See each of the Print Preview Buttons individually in the Glossary, to explain how they'll affect your report.

APPENDIX A

IMS Technote 1

The AP - IW - FA - GL Connection

January 15, 2001

Accounts Payable

<u>Assets</u>

When items are coded as assets and the asset information filled in, it will be added to the **Fixed Assets Manager** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Asset Update**). Otherwise it may be done explicitly using **Utility, Update Fixed Assets**.

For an asset to be transferred the activity must be marked as paid. It also must have the **Asset** box checked on the activity, and/or at least one item must have the asset or **Component** box checked. The item list may include items that are not to be part of the asset, but those that are to become components of the asset must have the **Asset** or **Component** box checked.

If the **Asset** box is checked on one or more items in an activity that does not have the asset attribute, each checked item will become an asset rather than a component.

If the asset or **Component** box is checked on an item, an info button will be available that displays a window where you may enter information that will be needed for the fixed assets database after the activity is paid. The information includes manufacturer, model number and serial number.

When the information is transferred to **Fixed Assets Manager**, the activity description will become the asset description, and the components will be all items of the activity with the asset attribute. Each component will have the appropriate manufacturer, model and serial information. Items that have no asset record, or have all blank fields, will not be transferred.

It is very important to remember that if you want multiple items on the same activity to be components of the same asset you must check the asset box for the activity. Otherwise each item will be added as a separate asset. If for, example a vehicle is purchased, and options such as engine, transmission, etc. are listed in separate items, each option will become a separate asset if the asset box is not checked for the activity.

A utility is available in the event that items were incorrectly transferred as assets rather than components (**Utility, Restore Transferred Assets**). It will restore all assets transferred during the current accounting period. (It is highly recommended that this menu item, and similar ones that should only be used in extraordinary situations, be given the highest security level to prevent casual use.) After the asset items are restored they can then be corrected and transferred once again.

Be aware that restoring an asset as untransferred does not remove it from the **Fixed Assets Manager** database. You must also delete restored assets and their components from **Fixed Assets Manager** before transferring again, or the assets will be in the database twice.

When assets are added to the **Fixed Assets Manager** database, the asset number is generated from the current system date in YYMMDD format followed by a sequence number from 0001 to 9999. The asset type, class and group will be the default values in the system file. The fund and department of the asset will be taken from the cost distribution account. If the cost was distributed to multiple funds or departments the first will be used.

The default asset number, type, class and group for transferred assets may be changed in **Fixed Assets Manager**. It is recommended that you use a special value for the group number so transferred assets may be easily located for filling in additional information not available from **Accounts Payable**.

Inventory

When items are coded as inventory and the inventory information filled in, it will be added to the **Inventory Work Order System** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Inventory Update**). Otherwise it may be done explicitly using **Utility, Update Inventory**.

<u>Work Order Direct Purchases</u>
When items are coded as for a work order and the work order specified, it will be added to the **Inventory Work Order System** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Inventory Update**). Otherwise it may be done explicitly using **Utility, Update Inventory**.

Items coded to a particular work order will appear in list of materials for the specified work order after transfer to **Inventory Work Order System**. The description appearing in the work order materials list will be the item description. When purchasing for a work order, the cost distribution account should be the standard expense account for such purchases. The **Inventory Work Order System** program will reverse the expense and move it to the work order asset account.

There are certain restrictions that must be observed for successful operation. An activity item may be either material for inventory or direct materials for a specific work order, not both. A single cost distribution account should be used for the activity. This account number will be sent to **Inventory Work Order System** for direct purchases. No project number should be specified for inventory or direct purchases. If one is entered, it will be erased.

Inventory Work Order

When in the *Asset* configuration, **Inventory Work Order System** will transfer closed capital work orders to the **Fixed Assets Manager** database when the Transfer Button is pressed (**File, Work order**, Transfer). When in the *Project* configuration, work order information needed by General Ledger is saved in a transaction file.

This information consists of the account number, amount, work order, project, month and year for each item of a work order. Each item of a work order (employee, contracted, inventory, direct purchases) will generate one debit and one credit transaction. These transactions are created whenever an item is added to a work order or a change is made to an item in a work order.

(Note that the **Inventory Work Order System** transaction file is *not* the file that receives the transfers from **Accounts Payable**. **Accounts Payable** directly updates the inventory and purchases file for inventory, and the work order materials used file for direct purchases.)

As in all IMS applications, **Inventory Work Order System** cannot transfer this information to **General Ledge**r. **General Ledger** must initiate the transfer from all interactive applications.

Inventory Work Order

Transfer from **Inventory Work Order System** is initiated using **File, Transactions**, Transfer **Transactions, Inventory Work Order**. Transfer is from the **Inventory Work Order System** transaction file to the **General Ledger** transaction file.

Parent/Child Relationship Rules

June 2001

All of the IMS program databases have parent-child relationships. It is generally bad practice to allow a database to accumulate orphans, which are child records whose parent has been deleted. Parent deletions can be done in one of two ways depending on the individual situation: either you delete all children when the parent is deleted (cascade) or deny if the parent has any children. The relationships and dependencies are shown as in the excerpt from the data dictionary summary below:

```
WTask
FILE,DRIVER('TOPSPEED'),RECLAIM,NAME(wtaname),
PRE(WTA),BINDABLE !Work order task
By_Task
KEY(WTA:Task),DUP,NOCASE,OPT
!Task Key
By_Order
KEY(WTA:WorkOrder),DUP,NOCASE,OPT
!Work Order Key

WTA:By_Task <<--> TAS:By_Task  Update=CASCADE
Delete=RESTRICT
WTA:By_Order <<--> ORD:By_ID  Update=CASCADE
Delete=RESTRICT
```

The double arrow is on the side of the "many" file in a many to one relationship. So the single arrow points to the parent key and the double arrow to the child. The *Update* and *Delete* indicate what happens when a parent is updated and deleted. A blank means it is allowed and no action is taken. *Restrict* means it is not allowed (the user will get a warning message). *Cascade* means all children will be deleted. In the case of an update action, if a key value in a parent is changed, cascade means all children will be changed likewise.

Accounting Issues Regarding Direct Purchases

March 2002

Changes were made in this release to the accounting procedures for direct work order purchases. In the prior version direct material purchases were supported for Inventory Work Order only. Accounts Payable would debit the expense account(s) specified in the distribution list and erase the project number if present, and transfer the material to the specified work order. Inventory Work Order would create a pair of transactions for each direct material item, consisting of a debit to the work in process account specified for the work order and including the project, and a credit to the expense account used by Accounts Payable with a blank project number. The net effect of this pair of transactions was to reverse the original debit by Accounts Payable and debit the correct account, and to post it to the project for the work order.

Beginning with this release (AP 3.200, IW 2.140, VM 2.050, GL 4.252) the transfer from IW is no longer required, and direct purchases may be made for VM as well. The procedure now works like this: When AP purchases direct materials for IW it will collect the work in process account and the project number from the work order. It will distribute the cost to the work in process account and to the project, and then transfer the material to the work order when received. When AP purchases direct materials for VM it will collect the debit account from the work order. It will distribute the cost to this account with no project number (since VM does not support project numbers). Neither IW or VM will create any transactions for direct purchases because the information will be sent directly from AP when the purchase is paid.

Note that this applies only to direct purchases for a work order. Inventory purchases are handled as follows: AP will distribute the cost to the account specified in the inventory file, with no project code. (If purchasing inventory for a new stock number, the account number must be entered manually.) When IW uses inventory for a work order, transactions will be created to debit the work in process account for the work order and the project code and credit the inventory account. When VM uses inventory it will do similarly: It will debit the debit account for the material (which defaults to the debit account for the work order) and credit the credit account for the material (which defaults to the inventory account).

Appendix B

Large Screens

Materials Screen

Materials

Ferc	Description	Qty	Price	Total
000-000-00	SADDLE: 8"	1	23.2087	23.21
000-000-00	CORP STOP: 3/4" POLY	1	9.5679	9.57
000-000-00	CURB STOP: 3/4" POLY	1	16.2457	16.25
000-000-00	VALVE: BRASS GATE 3/4"	1	6.5726	6.57

Add Change Delete 114.59

Work Order

Hotville

Printed: 8/22/01

Work Order

Work Order W-2000-00001

Capital ____ Water _______ O & M _____ Electric
Date Started 10/01/99 Date Finished 10/03/99

Project Description	Map or Project
Y0140 - 1 1/2" METERS 400 SMOKINGHOT SQUARE INSTALL METERS	

Tax(Electric)	0.00
Cost of Contract Labor	0.00
Cost of Material	155.04
Cost of Labor	110.46
Cost of Equipment	0.00
Total Cost of Project	265.50

F.E.R.C. #	Date	Name or Equipment	Hours	Rate	Total Cost
000-000-02	10/01/99	David Done	6.00	18.41	110.46
					Total 110.46

Open Work Order Report

Hotville
Open Work Orders
8/23/01 Page 1

Number	Job Name	Opened	Quote	Type	Location	Description	Cost
W-2000-00001	Y01040 - 1 1/2" METERS	10/01/99		O	400 SMOKING SQUARE	INSTALL METERS	494.97
W-2000-00002	Y01010 - 3/4" METERS	10/01/99		O	2519 DOG LEG DRIVE J & J PAI	INSTALL 3/4" METER	191.83
W-2000-00003	Y01020 - 1" METERS	10/01/99		O	400 SMOKING SQUARE	INSTALL 1" METER	70.6
							757.4

Closed Work Order Report

Hotville
Closed Work Orders
8/23/01 Page 1

Included in this report: Work orders Closed from 1/01/99 to 8/23/01

Number	Job Name	Closed	Type	Location	Description	Cost
W-2000-00004	673000 - REPAIR & MAINT.	10/01/99	O	3308 ASTORIA	REPAIR & MAINT.	88.37
W-2000-00005	673000 - REPAIR & MAINT.	10/01/99	O	BEVERLY	FIX BLOW	48.06
W-2000-00006	673000 - REPAIR & MAINT.	10/01/99	O	2403 SR 17 N., RYANT ROAD & 2	REPAIR & MAINT	215.91
W-2000-00007	Y01010 - 3/4" METERS	10/04/99	O	4620,4806,4800,4720,4610,4600	CHANGE OUT METERS. METER MAI	1,030.02
W-2000-00008	Y01010 - 3/4" METERS	10/04/99	O	1501 STENEWAHEE	CHANGE OUT 3/4" METER	66.35
W-2000-00009	673000 - REPAIR & MAINT.	10/04/99	O	DAHOMEY ST.,141 NE LAKEVIE\	REPAIR & MAINT.	414.76
W-2000-00010	673000 - REPAIR & MAINT.	10/04/99	O	PUSHUNDER	PUSHUNDER, WELLPOINT & SHOP	72.06
W-2000-00011	673000 - REPAIR & MAINT	10/05/99	O	CIVIC CENTER	HUNT WATER LINE	467.52
W-2000-00012	Z255140 - TURN ON METERS	10/05/99	O	210 NORTH COMMERCE AVENU	AFTER HOURS METER TURN ON	58.88
W-2000-00013	673000 - REPAIR & MAINT	10/05/99	O	643 FERNLEAF	AFTER HOURS - LEAK	58.88
W-2000-00014	Y01010 - 3/4" WATER METERS	10/05/99	O	SMITH - 5318 OAK ROAD, BUCH/	CHANGE OUT METERS	326.71
W-2000-00015	673000 - REPAIR & MAINT.	10/05/99	O	1543 KILLARNEY, 5330 LAKEWO	REPAIR & MAINT.	57.86
W-2000-00016	673000 - REPAIR & MAINT.	10/06/99	O	CIVIC CENTER	NEW WATER LINE	775.96
W-2000-00017	Y01010 - 3/4" METERS	10/06/99	O	2111 GARDENVIEW ROAD BOB E	NEW INSTALL - 3/4" METER	246.55
W-2000-00018	673000 - REPAIR & MAINT.	10/06/99	O	200 S. MANGO, 152 S. COMMER	REPAIR & MAINT.	274.54
W-2000-00019	Z255140 - TURN ON METER	10/06/99	O	3603 KEARLY AVENUE	TURN ON METER	47.00
W-2000-00020	Z255140 - TURN ON METER	10/06/99	O	1437 STENEWAHEE AVENUE	TURN ON METER	47.00
W-2000-00021	673000 - TURN ON METER	10/06/99	O	1912 FERNWAY	TURN ON METER	47.00
W-2000-00022	Z255140 - TURN ON METER	10/06/99	O	721 9TH AVENUE	TURN ON METER	47.00
W-2000-00023	673000 - REPAIR & MAINT.	10/07/99	O	CIVIC CENTER, US 17, GEORGE	CLEAN UP, SPOT LINES, FIX LEAK.	519.39
W-2000-00024	Y01010 - 3/4" METERS	10/07/99	O	HIGHLANDS AND ALHAMBRA	METER MAINT.	492.77
W-2000-00025	Y01010 - 3/4" METER	10/07/99	O	4503 & 4525 ALHAMBRA AVENU	METER MAINT.□□	233.97
W-2000-00026	Z255140 - TURN ON METER	10/07/99	O	NAGEL - 2302 ANDALUSIA	TURN ON METER	58.88
W-2000-00027	673000 - REPAIR & MAINT.	10/07/99	O	PUTTERS COURT, 1319 EUCALY	REPAIR & MAINT.	144.65
W-2000-00028	673000 - REPAIR & MAINT.	10/08/99	O	FIREMAN'S FIELD	REPAIR & MAINT. MATERIAL ONLY.	51.87
W-2000-00029	Z255140 - TURN ON METER	10/08/99	O	2030 NW LAKEVIEW DRIVE	TURN ON METER	58.88

Project Cost Summary Report

Run: 8/23/01
5:37PM
Page: 1

Project Cost Summary

Included in this report: Projects 4 to 6

Project	Description	Date Opened	Date Closed
4	Main Street Improvement Project	6/20/2001	

Work Order: W-2000-00001 Y01040 - 1 1/2" METERS	Opened: 10/01/99	Closed:
Labor:	310.53	
Equipment:	29.40	
Materials:	155.04	
Total Work Order Cost:	494.97	
Work Order: W-2000-00002 Y01010 - 3/4" METERS	Opened: 10/01/99	Closed:
Labor:	72.52	
Equipment:	4.72	
Materials:	114.59	
Total Work Order Cost:	191.83	
Work Order: W-2000-00003 Y01020 - 1" METERS	Opened: 10/01/99	Closed:
Labor:	42.73	
Equipment:	2.36	
Materials:	25.52	
Total Work Order Cost:	70.61	
Total Project Labor:	425.78	
Total Project Materials:	295.15	
Total Project Equipment:	36.48	
Total Project Contracted:	0.00	
Total Project Cost:	757.41	
Total Labor All Projects Listed:	425.78	
Total Materials All Projects Listed:	295.15	

Inventory Purchases Report

Hotville

Purchases by Stock Number

8/23/01 Page 1

Purchased Between 1/01/95 And 8/23/01, Stock Numbers 2000-020 thru 2301-101

Stock #	Description	Date	Vendor	Catalog Number	Quantity	Unit Price
2000-020	PIPE: PVC 1 X 20	3/28/00	HOMELAND IRRIGATION	2000-020	100	0.21
2000-030	PIPE: PVC 2 X 20 CL 160	8/10/00	FERGUSON UNDERGROUND		2,000	0.50
2000-030	PIPE: PVC 2 X 20 CL 160	8/10/00	FERGUSON UNDERGROUND		2,000	0.50
2000-030	PIPE: PVC 2 X 20 CL 160	4/13/00	SEMSCO		1,000	0.53
2000-030	PIPE: PVC 2 X 20 CL 160	3/10/00	HUGHES SUPPLY-LAK		1,000	0.50
2000-070	PIPE: PVC 4 X 20 CL 160	4/13/00	SEMSCO		100	2.65
2000-090	PIPE: PVC 6 X 20 CL 160	4/13/00	SEMSCO		100	1.23
2000-210	PIPE: PVC 6 X 20 C-900	3/28/00	HUGHES SUPPLY-LAK	2000-210	200	3.12
2005-070	ELL: PVC 2 X 90 SW	8/22/00	SUNSTATE METER AND SUPPLY-INC.		24	0.98
2005-170	ELL: PVC 3/4 X 90 SW	10/31/00	HOMELAND IRRIGATION		100	0.13
2005-170	ELL: PVC 3/4 X 90 SW	8/08/00	HOMELAND IRRIGATION		50	0.13
2005-170	ELL: PVC 3/4 X 90 SW	8/08/00	HOMELAND IRRIGATION		50	0.13
2015-090	ADAPTER: 2" SW X MIP	5/16/00	SEMSCO		24	0.51
2015-210	ADAPTER: PVC 3/4" SW X FIP	10/31/00	HOMELAND IRRIGATION		50	0.17
2015-210	ADAPTER: PVC 3/4" SW X FIP	10/11/00	HOMELAND IRRIGATION		50	0.17
2015-230	ADAPTER: PVC 3/4" SW X MIP	10/11/00	HOMELAND IRRIGATION		50	0.12
2015-230	ADAPTER: PVC 3/4" SW X MIP	8/08/00	HOMELAND IRRIGATION		100	0.12
2015-230	ADAPTER: PVC 3/4" SW X MIP	8/08/00	HOMELAND IRRIGATION		100	0.12
2040-070	COUPLING: PVC 3/4" SW	10/31/00	HOMELAND IRRIGATION		100	0.11
2055-090	PIPE: GALV. 2" X 21	8/29/00	HOMELAND IRRIGATION		21	1.76
2055-112	PIPE: DUCTILE IRON 4"	5/16/00	SEMSCO		20	6.77
2060-030	ELL: GALV. 2" X 90	8/22/00	SUNSTATE METER AND SUPPLY-INC.		12	4.06
2080-010	BUSHING: GALV. 2 1/2" X 2"	12/27/00	FERGUSON UNDERGROUND		6	4.14
2090-010	COUPLING COMP: GALV. 2"	8/22/00	SUNSTATE METER AND SUPPLY-INC.		36	18.21
2090-010	COUPLING COMP: GALV. 2"	5/05/00	SUNSTATE METER AND SUPPLY-INC.		36	13.80
2090-030	COUPLING COMP: GALV. 1 1/2"	8/22/00	SUNSTATE METER AND SUPPLY-INC.		12	11.22
2090-070	COUPLING COMP: GALV. 1"	11/08/00	SUNSTATE METER AND SUPPLY-INC.		50	9.80
2090-090	COUPLING COMP: GALV. 3/4"	8/08/00	FERGUSON UNDERGROUND		48	6.00
2090-090	COUPLING COMP: GALV. 3/4"	8/08/00	FERGUSON UNDERGROUND		48	6.00
2095-010	NIPPLE: GALV. 2" X 6"	5/16/00	SEMSCO		24	1.70
2095-030	NIPPLE: GALV. 2" X 3"	5/05/00	SEMSCO		24	0.93

Inventory by Stock Number

Hotville

Current Inventory by Stock Number

8/23/01

Page 1

Stock #	Description	Units	In Stock	Avg. Price	Total Cost
2000-020	PIPE: PVC 1 X 20	FT.	100	0.20	20.39
2000-025	PIPE: PVC 3/4"	FT.	80	0.11	9.10
2000-030	PIPE: PVC 2 X 20 CL 160	FT.	1,957	0.50	975.17
2000-070	PIPE: PVC 4 X 20 CL 160	FT.	180	1.48	265.50
2000-090	PIPE: PVC 6 X 20 CL 160	FT.	8	1.54	12.34
2000-110	PIPE: PVC 8 X 20 CL 160	FT.	0	2.96	0.00
2000-120	PIPE: PVC 8 X 20 C-900	FT.	96	3.57	342.62
2000-130	PIPE: PVC 10 X 20 CL 160	FT.	0	3.65	0.00
2000-190	PIPE: PVC 12 X 20 CL 160	FT.	0	6.75	0.00
2000-200	PIPE: PVC 4 X 20 C-900	FT.	120	1.35	162.59
2000-210	PIPE: PVC 6 X 20 C-900	FT.	386	2.82	1,088.52
2000-215	PIPE: PVC 10 X 20 C-900	FT.	1,380	6.15	8,481.48
2000-220	PIPE: PVC 12 X 20 C-900	FT.	200	6.93	1,386.00
2005-005	ELL: PVC 6 X 90 SW	EA.	4	16.50	66.00
2005-010	ELL: PVC 4 X 90 SW	EA.	0	4.13	0.00
2005-011	ELL: PVC 4 X 90 SW-FIP	EA.	0	14.00	0.00
2005-030	ELL: PVC 4 X 45 SW	EA.	0	5.87	0.00
2005-050	ELL: PVC 2 X 90 SW X FIP	EA.	1	1.08	1.08
2005-070	ELL: PVC 2 X 90 SW	EA.	35	0.96	33.59
2005-090	ELL: PVC 2 X 45 SW	EA.	18	0.80	14.38
2005-091	ELL: PVC 1 1/2 X 45 SW	EA.	0	1.15	0.00
2005-110	ELL: PVC 1 X 90 SW	EA.	69	0.26	17.91

Inventory by Description Report

Hotville

Current Inventory by Description

8/23/01

Page 1

Stock #	Description	Units	In Stock	Avg. Price	Reorder
2170-050	ADAPTER: 1" X 3/4" POLY X MIP	EA.	23	4.14	0
2170-070	ADAPTER: 1" X 3/4" X POLY X FIP	EA.	16	5.82	0
2235-010	ADAPTER: 10" AC TO MJ	EA.	7	27.78	0
2235-020	ADAPTER: 12" AC TO MJ	EA.	7	36.48	0
2015-110	ADAPTER: 2" SW X FIP	EA.	26	0.46	0
2015-090	ADAPTER: 2" SW X MIP	EA.	14	0.47	0
2170-110	ADAPTER: 3/4" POLY X FIP	EA.	28	4.75	0
2170-090	ADAPTER: 3/4" POLY X MIP	EA.	57	4.37	0
2015-030	ADAPTER: 4" SW X MIP	EA.	5	1.57	0
2015-070	ADAPTER: 4" X 2" SW X FIP	EA.	14	2.74	0
2170-130	ADAPTER: LEAD 1"	EA.	68	12.95	0
2170-120	ADAPTER: LEAD 3/4"	EA.	40	14.50	0
2170-115	ADAPTER: LEAD 5/8"	EA.	24	5.48	0
2170-114	ADAPTER: POLY X FIP 1 1/2"	EA.	3	15.50	0
2170-030	ADAPTER: POLY X FIP 1"	EA.	42	6.97	0
2170-112	ADAPTER: POLY X FIP 2"	EA.	5	19.50	0
2170-113	ADAPTER: POLY X MIP 1 1/2"	EA.	4	12.95	0
2170-010	ADAPTER: POLY X MIP 1"	EA.	26	5.59	0
2170-111	ADAPTER: POLY X MIP2"	EA.	1	18.34	0
2015-170	ADAPTER: PVC 1" SW X FIP	EA.	49	0.25	0
2015-190	ADAPTER: PVC 1" SW X MIP	EA.	19	0.23	0
2015-160	ADAPTER: PVC 1" X 3/4" MIP X FIP	EA.	132	0.29	0

Inventory by Worksheet

City of Hotville

Current Inventory by Location, Stock Number

Location/Group	Stock #/Description	Units	In Stock
All Inventory Groups	123-45678 Rubber car hoses		21
All Inventory Groups	2000-020 PIPE: PVC 1 X 20	FT.	100
All Inventory Groups	2000-025 PIPE: PVC 3/4"	FT.	80
All Inventory Groups	2000-030 PIPE: PVC 2 X 20 CL 160	FT.	1,957
All Inventory Groups	2000-070 PIPE: PVC 4 X 20 CL 160	FT.	180
All Inventory Groups	2000-090 PIPE: PVC 6 X 20 CL 160	FT.	8
All Inventory Groups	2000-110 PIPE: PVC 8 X 20 CL 160	FT.	0
All Inventory Groups	2000-120 PIPE: PVC 8 X 20 C 900	FT.	96

Inventory Adjustment Report

City of Hotville

Inventory Adjustments by Stock Number 3/28/0

Adjusted Between 1/01/99 And 3/28/02

Stock #	Description	Group	Date	Note	Qua
123-45678	Rubber car hoses	All Inventory Groups	4/17/01	BROOKS SPRINKLER	

Grand Total Adjustme

Inventory Reorder Report

Hotville

Low Stock Reorder Report

8/23/01

Page 1

Stock #	Description	Units	In Stock	Avg. Price
2025-091	BUSHING: PVC 1 1/2" X 1"	EA.	0	0.56
2025-090	BUSHING: PVC 2" X 1" SW	EA.	0	0.42
2025-010	BUSHING: PVC 6" X 4" SW	EA.	0	4.21
2121-190	CAP: CI MJ 6"	EA.	0	0.00
2121-080	CAP: CI MJ 8"	EA.	0	0.00
2100-010	CAP: GALV. 2"	EA.	0	0.00
2035-040	CAP: PVC 1" SW	EA.	0	1.00
2160-050	CORP STOP: 1 1/4"	EA.	0	7.59
2090-005	COUPLING COMP: GALV. 2 1/2"	EA.	0	7.53
2210-060	COUPLING: MAXI STEP 6" AC-PVC	EA.	0	92.00
2040-040	COUPLING: PVC 1 1/2" SW	EA.	0	0.27
2115-180	CROSS: CI MJ 12" X 6"	EA.	0	253.70
2110-080	ELL: CI MJ 12" X 11 1/4	EA.	0	120.00
2110-050	ELL: CI MJ 12" X 22 1/2	EA.	0	119.18
2110-030	ELL: CI MJ 12" X 45	EA.	0	125.62
2110-010	ELL: CI MJ 12" X 90	EA.	0	123.26
2110-290	ELL: CI MJ 4" X 11 1/4	EA.	0	42.90
2110-160	ELL: CI MJ 8" X 11 1/4	EA.	0	71.17
2060-200	ELL: GALV. 1 1/4" X 3/4" X 90	EA.	0	0.86
2005-091	ELL: PVC 1 1/2 X 45 SW	EA.	0	1.15
2005-030	ELL: PVC 4 X 45 SW	EA.	0	5.87
2005-010	ELL: PVC 4 X 90 SW	EA.	0	4.13

FERC Number List

Hotville

FERC Number List

8/24/01

Page 1

Number	Description
000-000-01	Elisabeth Eaker
123-456-78	John Doe
000-000-62	Jane Doe
876-543-21	John Old

Custom Reports - sample

WO Num	*Job Name*	*Description*
PW-2001-00001	Repair south seawall at city pier	Concrete problem - pieces breaking off w
PW-2001-00002	Fix curb	Curb damaged - possibly from large truck
W--2000-00001	Y01040 - 1 1/2" METERS	INSTALL METERS
W--2000-00002	Y01010 - 3/4" METERS	INSTALL 3/4" METER
W--2000-00003	Y01020 - 1" METERS	INSTALL 1" METER
W--2000-00004	673000 - REPAIR & MAINT.	REPAIR & MAINT.
W--2000-00005	673000 - REPAIR & MAINT.	FIX BLOW
W--2000-00006	673000 - REPAIR & MAINT.	REPAIR & MAINT
W--2000-00007	Y01010 - 3/4" METERS	CHANGE OUT METERS. METER MAINT.
W--2000-00008	Y01010 - 3/4" METERS	CHANGE OUT 3/4" METER
W--2000-00009	673000 - REPAIR & MAINT.	REPAIR & MAINT.
W--2000-00010	673000 - REPAIR & MAINT.	PUSHUNDER, WELLPOINT & SHOP
W--2000-00011	673000 - REPAIR & MAINT	HUNT WATER LINE

Glossary

Asset An item that has value and is owned by a city, government or private individual or business.

General Buttons Listed below are standard pushbuttons used throughout **Inventory Work Order System**. Some buttons will not be visible due to the security access level of the user.

Apply Button
Apply the change immediately.

Change Button
Change the access level for the highlighted item.

Change All Button
Change the access level for all items.

Close Button
Close this window.

Delete Button
Delete selected entry.

Edit Button
View or change selected entry.

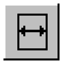
Help Button
Help on this window.

Insert Button
Add a component to this asset.

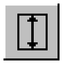
OK Button
Save changes and close window.

Quit Button
Abandon changes and close window.

Print Preview Buttons

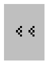


This button allows you to change the report so it uses the full available page width.

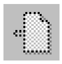


This button allows you to change the report so it uses the full available page height.

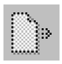
This box shows you what current percentage of full size the report is displayed in. You may enter a new percentage to change the size, or click on the down arrow to choose 25, 50, 75, or 100 percent.



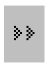
This button takes you to the first page of the report.



This button takes you to the previous page of the report.

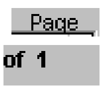


This button takes you to the next page of the report.

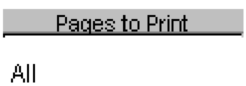


This button takes you to the last page of the report.

This prints the current page only.

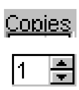


This box allows you to move to any page of the report. You may enter the desired page number, or use the up and down arrows to change the page number (the current page number is displayed.)

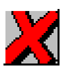


This box allows you to choose which pages to print. You may choose All, or enter ranges of pages such as 4-5,8,10-12,15.

This button sends the report as is to the printer.



This box allows you to print any number of copies you wish. Use the up and down arrows to change the number of copies.



This closes the report preview window without printing.

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