



State of Alaska
Department of Transportation & Public Facilities
Statewide Equipment Fleet

Catalog of EMS Quick References
Accounting and Inquiry Users

2011

Table of Contents

	Page
<u>System Overview</u> -----	3
<u>Log on EMS</u> -----	4
<u>Log off EMS</u> -----	5
<u>Accessing EMS</u> -----	6
<u>Navigating EMS—Toolbars</u> -----	7-8
<u>Inquiring Asset Information</u> -----	9
<u>Inquiring Asset Billing Information</u> -----	10
<u>Reporting—Using the Record Selection</u> -----	11-13
<u>Reporting—Sorting</u>	
<u>Reporting—Disposition</u>	
<u>Reporting—Excel Documents</u> -----	12-13
<u>Reporting—PDF Documents</u> -----	14
<u>Reporting Examples - Fuel History</u> -----	15-17
<u>Reporting Examples - Asset Billing History</u> -----	18-20
<u>Reporting Examples - Vehicle Replacement Fees</u> -----	21-22
<u>Reporting Examples - Work Order</u> -----	23
<u>Reporting Examples - Billing Adjustment</u> -----	24-25

SYSTEM OVERVIEW

EMS stands for Equipment Management System

Most industries and large private sector companies have computerized systems to track their assets and inventory.

This tracking also provides cost information for budgeting and forecasting.

The State of Alaska uses EMS for the State Equipment Fleet and is used to identify vehicles and equipment, track costs, bill customers, maintain inventory, calculate rates, and store historical information about our equipment.

EMS data is divided into several main areas:

- Asset Management
- Work Orders
- Fuel
- Time Posting
- Parts inventory

Logging on to EMS

EMS is available as a download from the SEF website in a User Interface version called "GUI".

The GUI version allows users a "point and click" method of navigating the system.

1. Using your mouse,
Select the Appx Icon

2. Enter your Login ID; your SOA employee number preceded by a "u"

3. Enter your Password

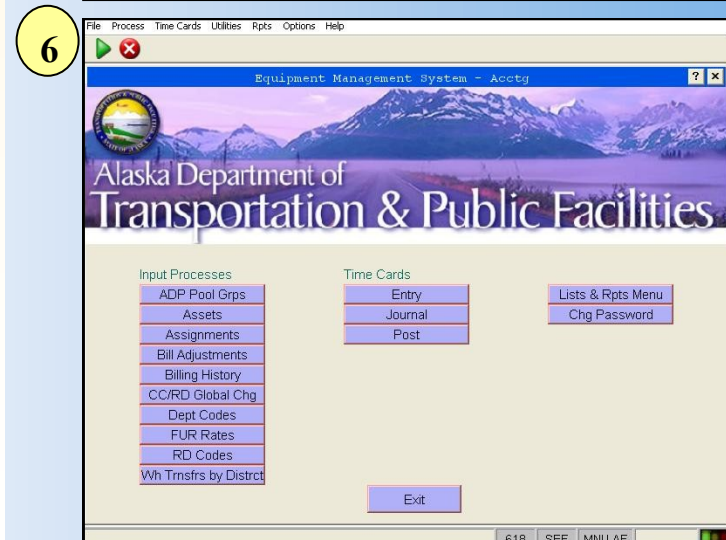
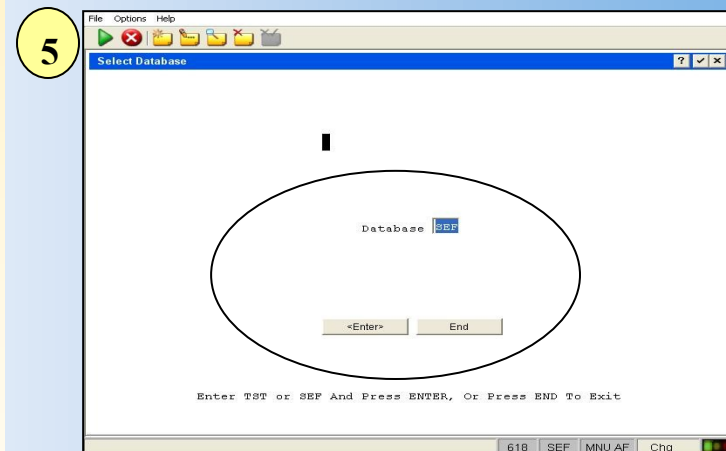
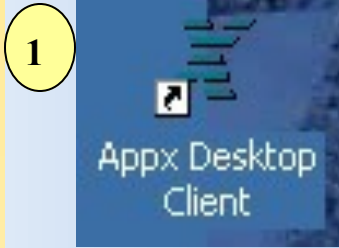
4. Server should default to *viper.dot.state.ak.us*

Server Port should default to "8060". Select "Connect"

5. The opening screen will be displayed. The Database will default to show "SEF". Select "Enter" to access additional menus.

6. Menus are assigned to EMS users based on their job descriptions. The example here is for the Accounting Menu.

State of Alaska Department of Transportation Statewide Equipment Fleet EMS



Logging off EMS

To log off EMS, an exit or Logoff button is available on all screens.

1. An example from the Inquiry Users Menu. The Exit button is located at the bottom.

2. An example from the Accounting Users Menu. The Exit button is located at the bottom.

3. Exit or Logoff until you reach the main screen. At this point, when you select "End", you have properly ended your session.

State of Alaska Department of Transportation Statewide Equipment Fleet EMS



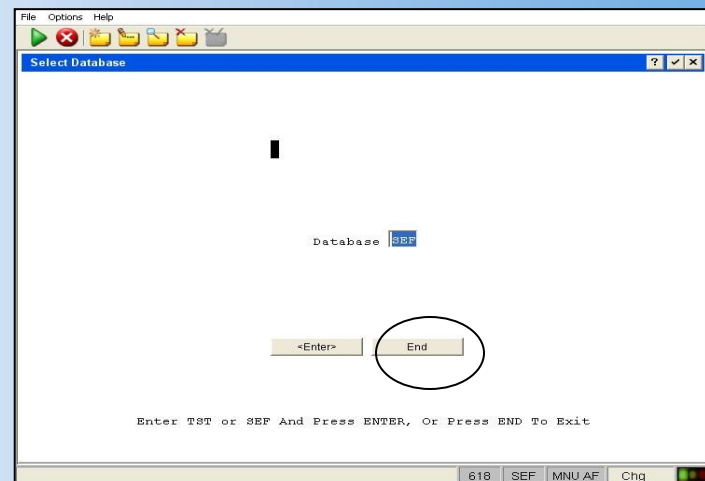
1



2



3



State of Alaska
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Statewide Equipment Fleet
EMS



Accessing EMS

Menus

EMS is available as a download from the SEF website in a User Interface version called “GUI”.

The GUI version allows users a point and click method of navigating the system.

EMS has different “modules” or “sections” that manage Maintenance, Inventory, Accounting and Administrative Functions.

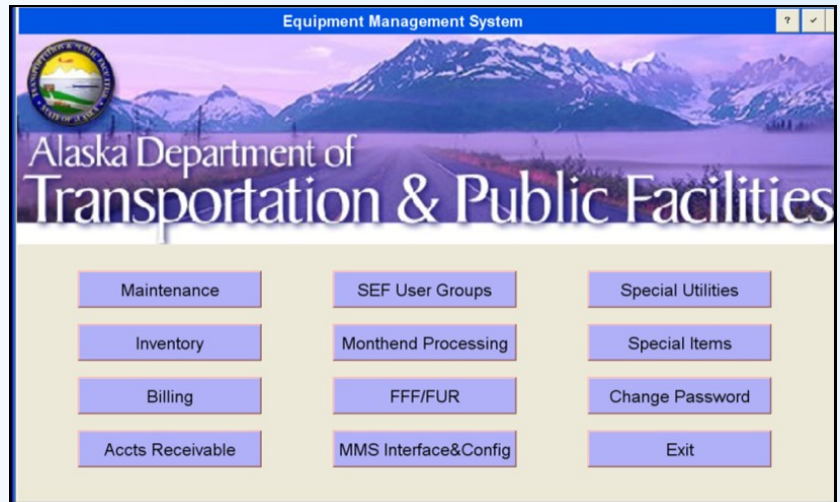
The Main Menu can be customized for specific groups. For instance, Main Menus are customized for Superintendents, Office Managers, and Warehousing.

The Main Menu for Accounting Staff is intended to provide you with the options you frequently require.

By placing your cursor over the text and clicking, you’ll find the new menu and screens displayed.

The Main Menu also contains the selection for changing your password.








Sub-menus are available by selecting the navigation button on the Main Menu.






Navigating in EMS Standard Tool Bars

The screens within EMS often contain an action toolbar under the top menu. Each icon will represent an action as shown on this translation.

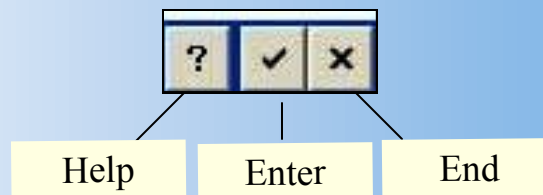
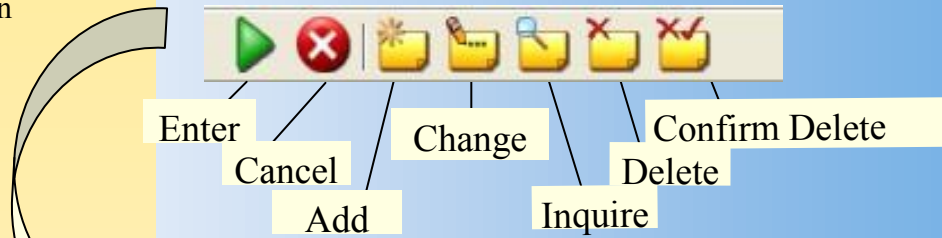
-  ENTER
-  CANCEL
-  ADD MODE
-  CHANGE MODE
-  INQUIRE MODE
-  DELETE MODE
-  CONFIRM DELETE

Under the top menu on the right side, you'll find the HELP key which provides field specific definitions. To use, click on the question mark, and then click on the field you need information.

 HELP (click Help icon, then click on field or Option button for text)

 ENTER

 END



Navigating in EMS Reporting Screen Toolbar



When displayed, reports will provide scrolling capabilities through use of a toolbar at the bottom of the screen.



Pan to Left Margin



Pan Screen Left 1 block



Pan Screen Left 1 character



Pan Screen Right 1 character



Pan Screen Right 1 block



Pan to Right Margin



Scroll to Top of Current Page



Scroll Up 1 block



Scroll Up 1 character



Scroll Down 1 character



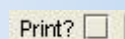
Scroll Down 1 block



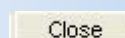
Scroll to Bottom of Current Page



Search (allows user to enter page number or text string)



Allows the user to toggle the Print? flag from Y to N.



Close the Report Viewer (return to EMS menu and process report based on Disposition screen settings).

Inquiring
Asset Information

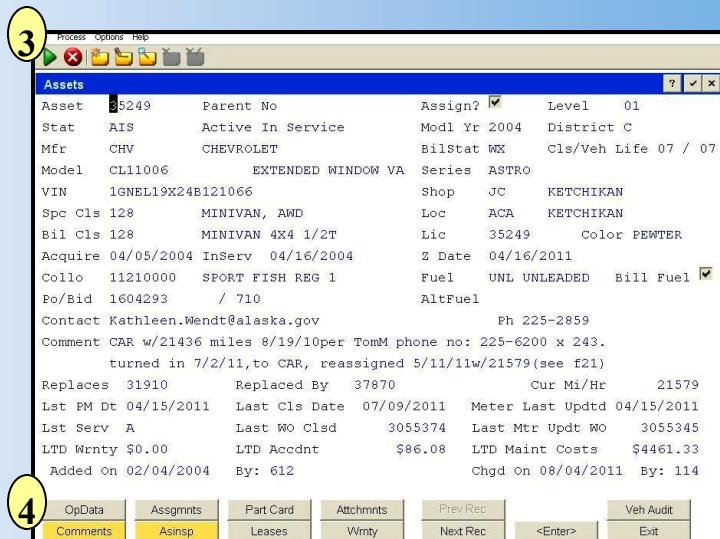
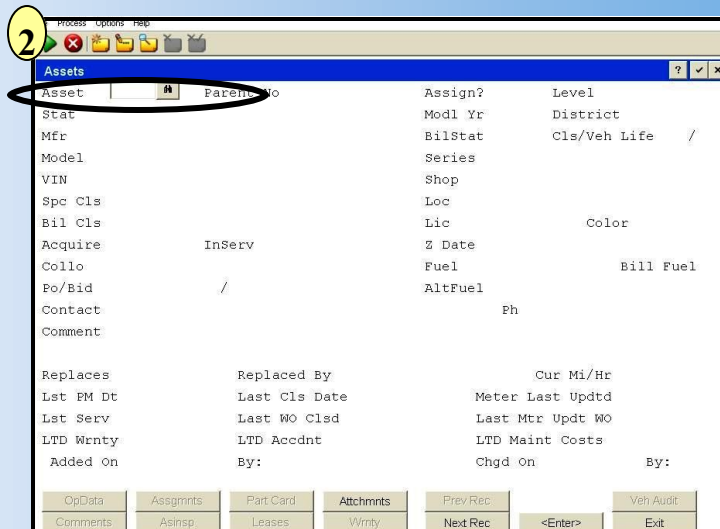
1. To find out information about an asset number, Select the “Assets” button by the “point and click” method.

2. Enter the asset number within the field and hit the “Enter” button. The keyboard “Enter” key will also work.

3. Detail information about the Asset will display. The information includes Status, Manufacturer, Model, and VIN information.

4. Lower level tabs display which will navigate you to additional information such as Operational Data, Audit Data, and Assignment information.

State of Alaska
Department of Transportation
Statewide Equipment Fleet
EMS

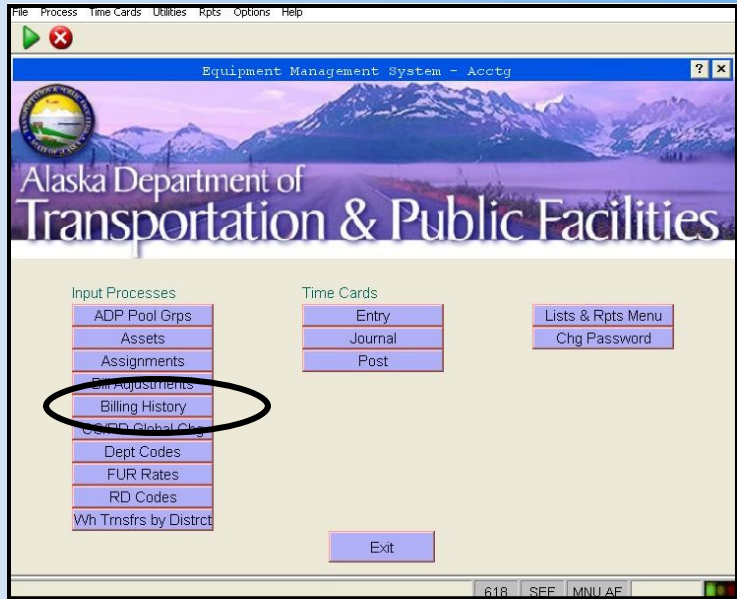


Inquiring
Asset Billing History

1. To find the Billing History of an Asset, Select the Billing History button.

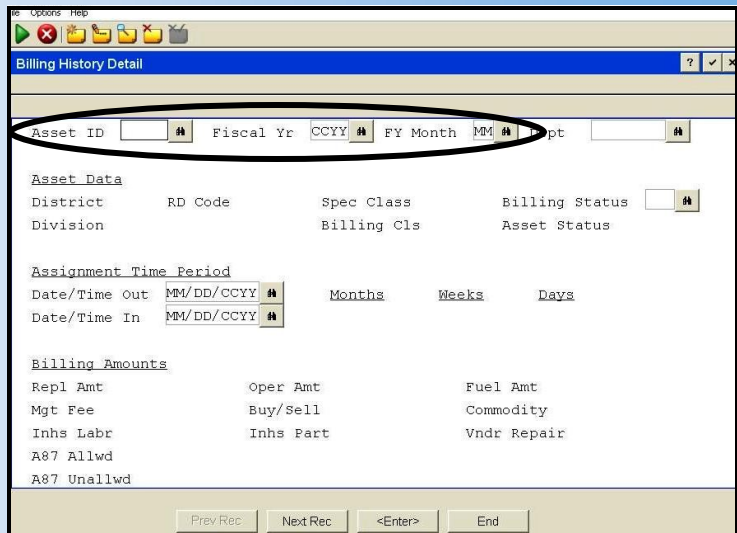


1



2. Enter the asset number ,the Fiscal Year and FY Month. If a FY is not entered, the system will default to the beginning of the Billing History. Use the Page down key on the keyboard or the “Next Rec” button to scroll through to your desired FY -Month/Year.

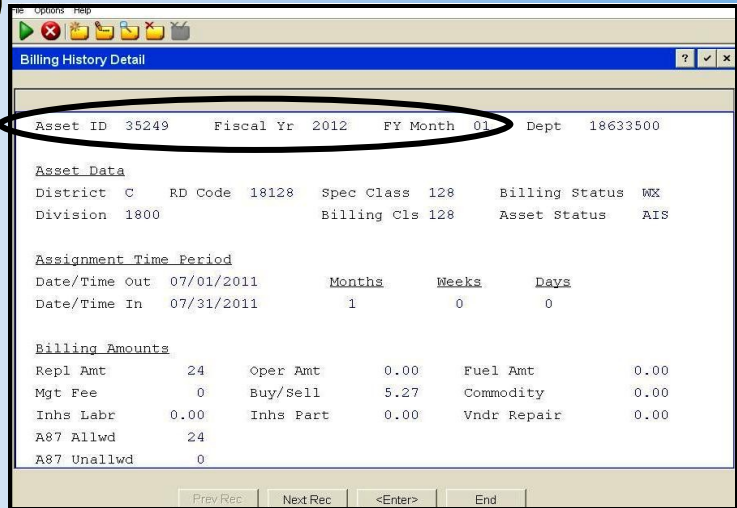
2



3. Billing History will give you specific information, by Asset Number , year and month of charges incurred.

Select “End” to return to your main menu.

3



Printing Reports Record Selection

Similar to searching on the Web, EMS allows users to narrow their search by entering in criteria at the “RECORD SELECTION” screen. This screen will display when navigating through report screens. The field name displays on the left. The center column allows for parameters or conditions to be selected. The “Field name or Constant” is what your comparing.

1. The Field Name in the first column is derived from the database fields of the report. To display additional fields available, scroll down by selecting the “Page Down” key. The text “(more)” will display at the bottom if more fields are available. The Field Names cannot be changed. These fields have been identified for the report and are programmed.

2. The parameters in the center column are displayed by scanning (F2) or by typing the parameter desired. Scanning is preferred to ensure the correct text is entered.

Parameter Translations

EQ—Equals

EX—Excludes

GE—Greater than or equal to

GT—Greater than

IN—Includes

LE—Less than or equal to

LT—Less than

NE—Not equal to

RI—Regular expression, case insensitive

RS—Regular expression, case insensitive

State of Alaska Department of Transportation Statewide Equipment Fleet EMS



Field Name within EMS

Parameter or Condition

Field definitions

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Status Category	EQ	A	
2	Billing Type	NE	N	
3	Vehicle Status	NE	AAA	
4	Vehicle Status	NE	CAR	
5	Vehicle Status	LE	...	
6	District	GE	.	
7	District	LE	.	
8	Shop ID	GE	..	
9	Shop ID	LE	..	
10	AK Dept ID	GE	..	
11	AK Dept ID	LE	..	
12	Dept Id	GE	
13	Dept Id	LE	
14	Inspection ID	SE	

(more)
1) Selection Expression 2) Value/Blank 3) Copy

Database: SEF Appl: UMS AF User: 618 Jul 15th, 10:11 am
Keymap: DATA ENTRY Mode: Add

1

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	.	
2	District	GE	.	
3	Shop ID	GE	..	
4	Status Category	LE	C	
5	Vehicle Status	GE	...	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	
9	AK Dept ID	EQ	..	
10	Mgr Code	GE	...	
11	CC Mgr Name	GE	
12	SEP Mgr	GE	..	
13	Mgr Name	GE	
14	Division Id	GE	

(more)
1) Selection Expression 2) Value/Blank 3) Copy

Database: SEF Appl: UMS AF User: 618 Oct 4th, 2:04 pm
Keymap: DATA ENTRY Mode: Add

2

Seq	Field Name	Occ	Field Name or Constant	Occ
1	EQ	GE		
2	EX	GE		
3	GE	GE		
4	GT	LE	C	
5	IN	GE		
6	LE	GE		
7	LT	GE		
8	NE	GE		
9	RI	EQ		
10	RS	GE		
11		GE		
12		GE		
13		GE		
14	2) Paths	GE		

(more)
1) Selection Expression 2) Value/Blank 3) Copy

Database: SEF Appl: UMS AF User: 618 Oct 4th, 2:05 pm
Keymap: DATA ENTRY Mode: Inq

Reporting
Exporting to Excel

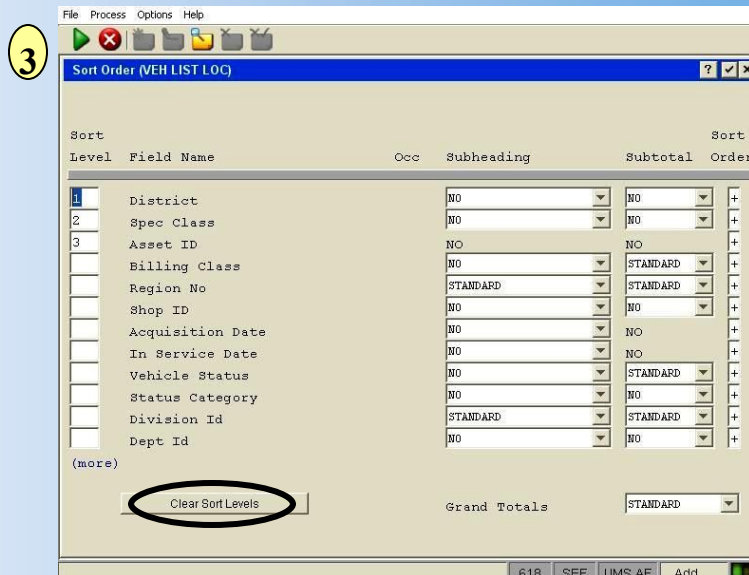
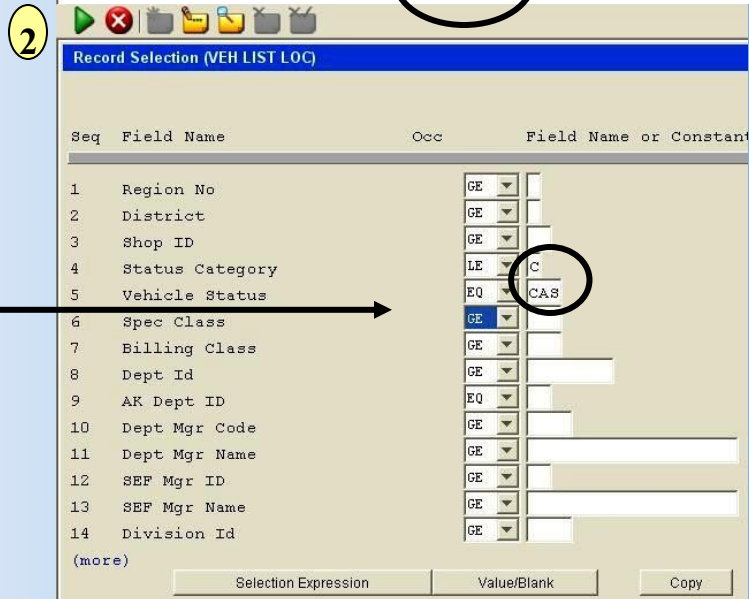
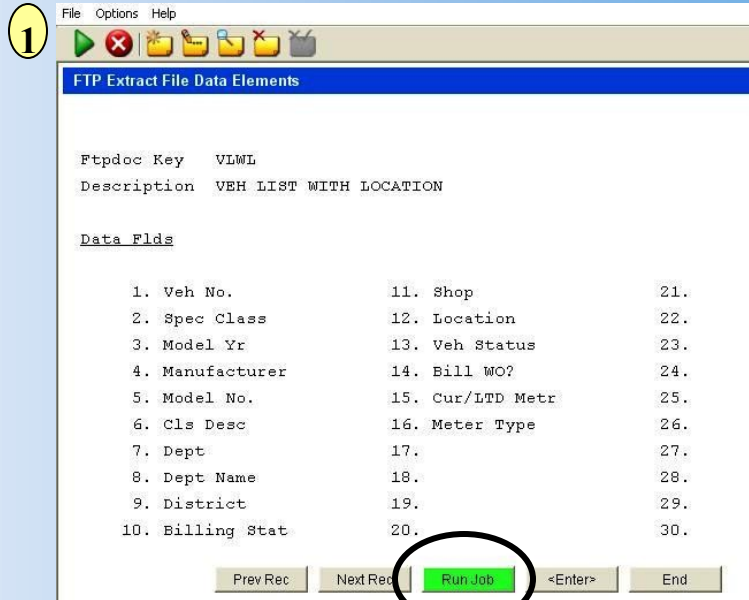
Rpts Available in Excel Menu
Vehicle List with Location

1. Select “Run Job” for the report actions to begin.

2. At the Record Selection, enter the parameters for your report. In this example, I’ve asked for Vehicle Records whose status equal “CAS” or awaiting sale.

3. At the Sort Order screen, determine how you want your records to display. Select the button, *Clear Sort Levels*, if you want to input your own sorts. Hit enter for the changes to be accepted to the system.

Once you’ve selected the repport and gone through the RECORD SELECTION and SORT ORDER screens, Hit the “Enter” button and the Report Options will display.



Reporting

Exporting to Excel

Rpts Available in Excel Menu Vehicle List with Location

Once you've selected the report and gone through the RECORD SELECTION and SORT ORDER screens, select "Enter" and the Report Options will display.

1. Select "FTP Data File" and hit the "ENTER" button.

Note: Even though you've selected FTP, APPX will not export to an FTP file. It is simply the method in which the system will export to Excel.

2. The report will run and display on your screen. Dependent on the size of the report, it may take a few seconds.

When you hit the "Close" button, the system will go through a series of steps and Excel will open with a dialogue box.

3. After you select "Yes", Excel will open and display the report. When the report is first run, it will be named with a temporary file name. Save and re-name the file to your desired location. Reformat as desired.

1

File Process Options Help

Disposition

Report Options

Display on Screen? Prt Hardcopy? Totals Only?
 Print Query Options? Browsable? Format: TEXT
 FTP Data File? Record Limit:
 Report Subheading:

Printer/Queue Options

Printer: SEFHQ Print Mode: SPOOL
 Form Id: LANDSCAPE Disposition: SCRATCH
 Copies: 1

Select Disposition Save Disposition <Enter> End

2

File Process Options Help

Page 1 of 3 Veh List w/ Location Print? N >

Statewide Equipment Fleet

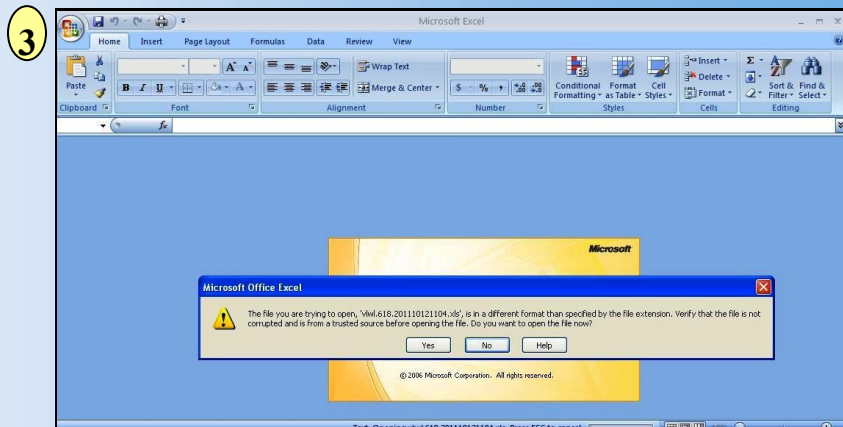
10/12/2011 10:59

Veh List w/ Location

Veh No.	Cls	Yr	Mfr.	Model	Class Desc	Collo Code	Collo Desc
32922	108	1998	FORD	P52	SEDAN MID	06663117	DJJ PROB
32923	108	1998	FORD	P52	SEDAN MID	06663117	DJJ PROB
33525	108	1990	FORD	P52	SEDAN MID	41000616	Fiscal O
35333	108	2004	FORD	P52	SEDAN MID	06663701	MATSU PR
35387	108	2004	FORD	P52	SEDAN MID	06311316	C&L MEDI
34247	109	2002	CHEVROLET	1WH19	SEDAN STD	06663117	DJJ PROB
34596	109	2003	DODGE/CHRY	LHDH41	SEDAN STD	12200104	FWP STAT
35321	115	2004	FORD	P71	POLICE INTERCEP	12700041	Support
35368	115	2005	FORD	P71	POLICE INTERCEP	12706117	BHP SPEC
35473	115	2006	FORD	P71	POLICE INTERCEP	12610041	A8T B DE
30504	122	1992	CHEVROLET	CC10903	FU XCAB 4X2 1/2	11100041	COMM FIS
30702	122	1993	CHEVROLET	CC10903	FU XCAB 4X2 1/2	11220000	SPORT FI
30715	122	1993	CHEVROLET	CC10903	FU XCAB 4X2 1/2	25861172	SOLDOTNA

Print? Close

Press HELP To View Display Options



Reporting Printing PDF Report

Once you've selected the report and gone through the RECORD SELECTION and SORT ORDER screens, select "Enter" and the Report Options will display.

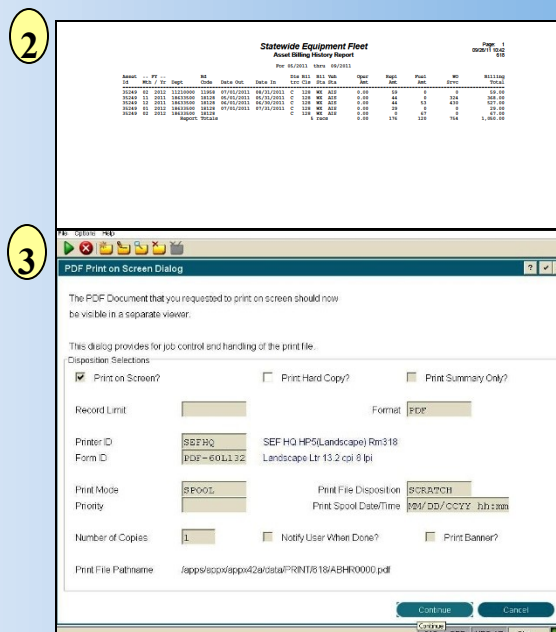
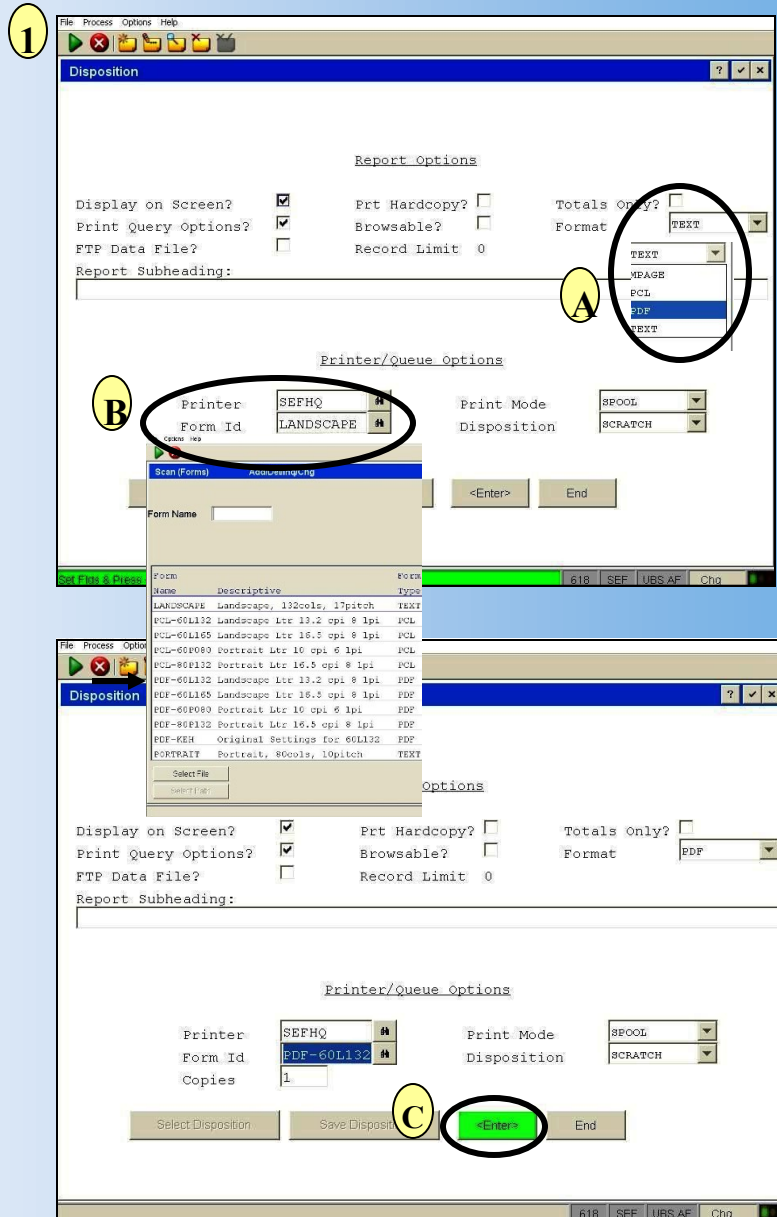
Note: Users can have these settings default by contacting SEF.

1. Determine Printing Options. To Print to a .pdf document, follow three steps—

- A. Change the format from text to PDF by using the drop down box selection
- B. Change the printer to the PDF printer name.
- C. Select the "Enter" button.

2. Adobe Reader opens and the report is displayed in PDF format. Save or email as desired. Depending on the size of the report, it may take a few seconds.

3. In addition, a Screen Dialog will appear through EMS. Always select "Continue" and the screen will return to the Report Menu.



Reporting
Fuel History Report
Customer Inquiry Menu

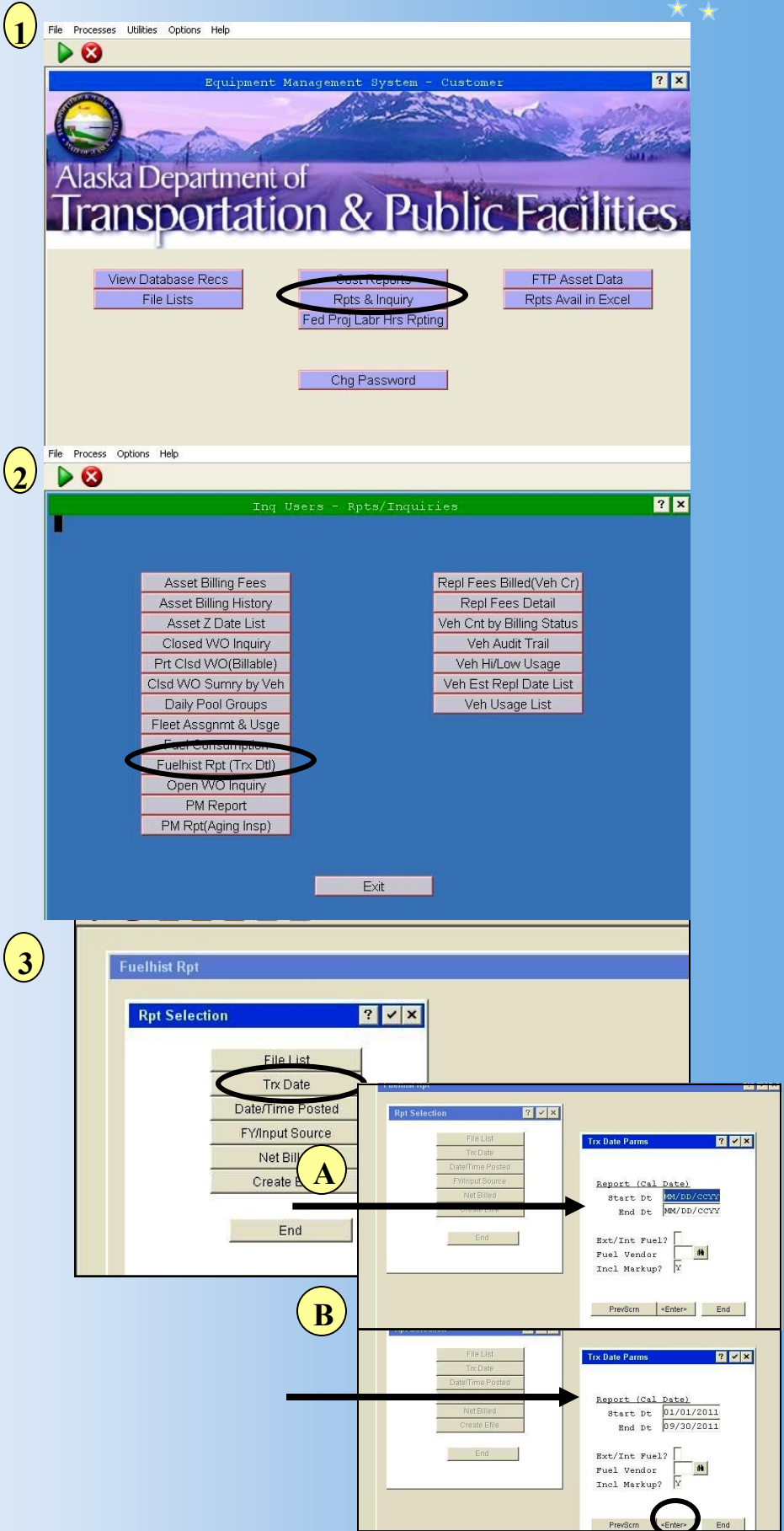
1. To report on the fuel purchased for an Asset, Select the Reports & Inquiry button from the Customer Inquiry Menu.

2. Select the Fuel History Rpt Button. The history will give you information based on the parameters you select. The report will allow a selection of “File List, Transaction Date, Date/Time Posted, etc”.

3. In this example, we will select the Rpt by Transaction Date. Once the “Trx Date” button is selected, a dialogue box will appear and will allow you to enter the dates. Figure “A” shows the dialogue box as it first appears, Figure “B” is with the dates entered.

Select “Enter” to continue

State of Alaska
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 EMS



Reporting
Fuel History Report
Accounting Menu



4. The Report **Disposition** screen will appear. In this example, I've chosen the options for a PDF output.

Select "Enter" to continue

5. The **Record Selection** screen will appear next. In this example, I've chosen to select by Asset Number. The Asset ID field is on the next page of this window. Page Down for (more) field options.

6. At Asset ID, I've entered in the Parameter of "EQ" for equals, and the Asset ID number.

Select Enter to continue.

4

Disposition

Report Options

Display on Screen? Prt Hardcopy? Totals Only?
Print Query Options? Browsable? Format: PDF
FTP Data File? Record Limit
Report Subheading:

Printer/Queue Options

Printer: PDF-601132 Print Mode: SPOOL
Form Id: PDF-601132 Disposition: SCRATCH
Copies: 1

Select Disposition Save Disposition <Enter> End

5

Record Selection (FUELHIST RPT)

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Operator	GE		
2	Operator	LE		
3	Veh Card No	GE		
4	Veh Card No	LE		
5	District	GE		
6	District	LE		
7	SEF Acctg District	GE		
8	SEF Acctg District	LE		
9	AK Dept Id	GE		
10	AK Dept Id	LE		
11	Dept Id	GE		
12	Dept Id	LE		
13	RD Code	GE		
14	RD Code	LE		
(more)				

Selection Expression Value/Blank Copy

6

Record Selection (FUELHIST RPT)

Seq	Field Name	Occ	Field Name or Constant	Occ
15	Warehouse	GE		
16	Warehouse	LE		
17	Asset Id	EQ	35249	
18	Asset Id	LE		
19	Fuel Type	GE		
20	Fuel Type	LE		

Selection Expression Value/Blank Copy

State of Alaska
 Department of Transportation
 Statewide Equipment Fleet
 EMS



Reporting
Fuel History Report
Accounting Menu

7. The Sort Order screen will display allowing you to determine sorting requirements. I've left the default selections for this example.

Select "Enter" to continue

7

Sort Level	Field Name	Occ	Subheading	Subtotal	Sort Order
1	Operator	NEW PAGE ONLY	NO	NO	+
2	Veh Card No	STANDARD	STANDARD	STANDARD	+
	District	NO	STANDARD	STANDARD	+
	SEF Acctg District	NO	STANDARD	STANDARD	+
	AK Dept Id	NO	NO	NO	+
	Dept Id	NO	NO	NO	+
	Warehouse	NO	STANDARD	STANDARD	+
	Asset Id	NO	NO	NO	+
	Fuel Type	NO	NO	NO	+
	Date	NO	NO	NO	+
	RD Code	NO	NO	NO	+
	Date/Time Posted	NO	NO	NO	+

(more)

Clear Sort Levels Grand Totals: STANDARD

8. The report will display in the PDF format requested.

8

Page: 1
11/02/11 13:02
618

Statewide Equipment Fleet
Fuel Ticket History Report

Report Period 01/01/2011 thru 09/30/2011
 Fuel Source (All Trxs) Vendor: All

Oper ID	Veh	Trx Date	Time	Fuel Type	Inp Src	Qty	Fuel PPG	Fuel Cost	w/ MU Cost	Other Cost	Total Cost
Veh Card No. 1000067383											
USM	35249	06/17/2011	11:00	UNL	DM	13.0	3.92	52.74	0.00	0.00	52.74
USM	35249	07/04/2011	13:50	UNL	DM	17.0	3.92	66.73	0.00	0.00	66.73
USM	35249	07/28/2011	11:12	UNL	DM	13.1	3.92	51.34	0.00	0.00	51.34
USM	35249	08/18/2011	15:51	UNL	DM	14.0	3.92	58.48	0.00	0.00	58.48
USM	35249	09/02/2011	12:10	UNL	DM	16.1	3.93	63.13	0.00	0.00	63.13
USM	35249	09/15/2011	09:10	UNL	DM	9.2	3.93	36.23	0.00	0.00	36.23
Card No. 1000067383 Totals: 6 Trxs						83.8		\$328.65	\$0.00	\$0.00	\$328.65
Report Totals:						6 Trxs		83.8	\$328.65	\$0.00	\$328.65

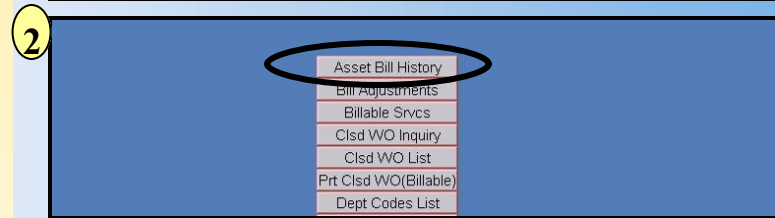


Reporting
Asset Billing History

1. To report on the Billing History of an Asset, Select the Lists & Rpts Menu button.



2. Select the Asset Bill History Button. Billing History will give you specific information, by Asset Number , year and month of charges incurred.



3. Enter the Asset Number and the date parameters in which you'd like to report.



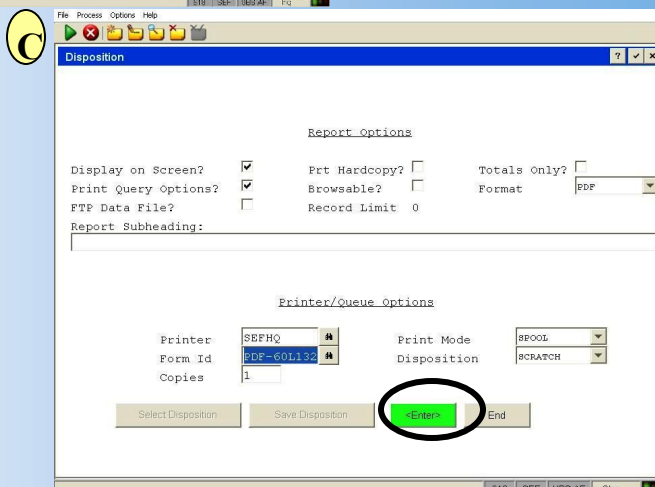
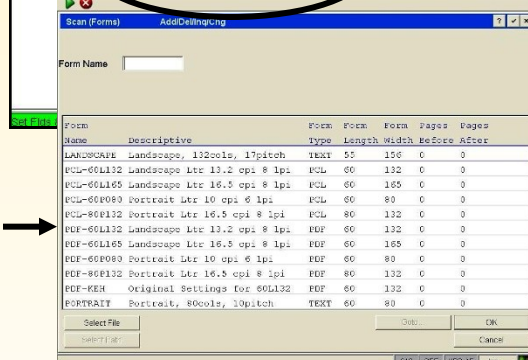
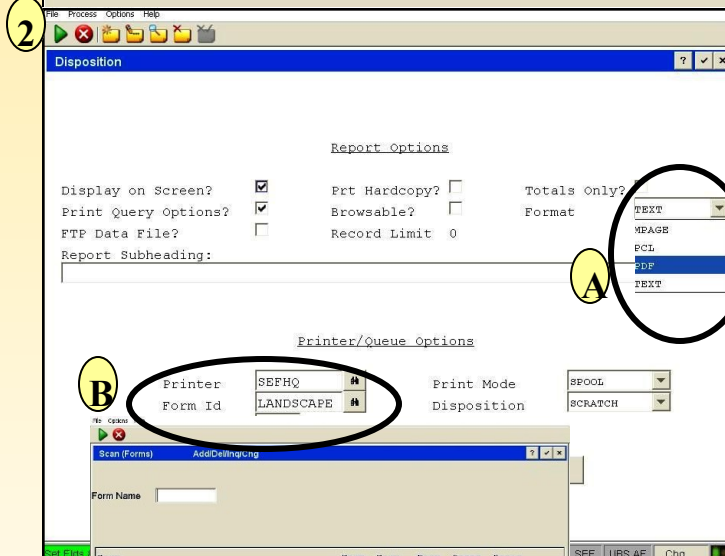
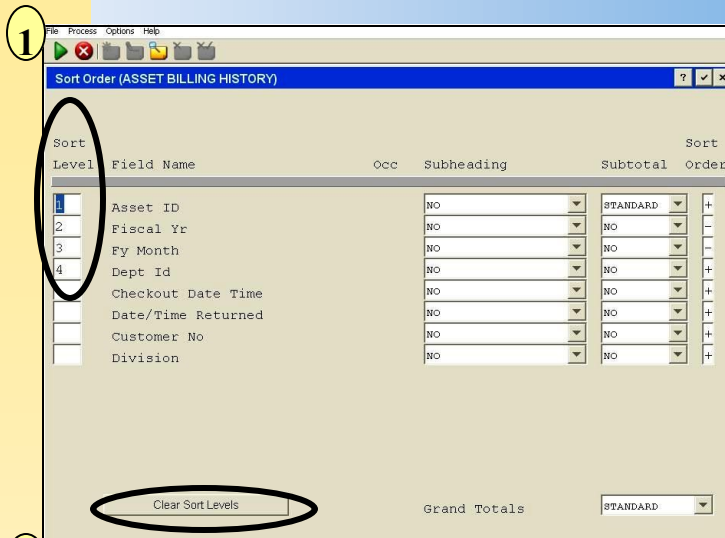


Reporting Asset Billing History

1. EMS will bring forward a number of screens to customize your report. First is to determine the Sort Order of your report. A default by Asset ID will display. If you wish the report to default by Dept ID (Collocation Code), Enter a 1 in the Sort level column and clear the others. You can also clear all the selections by hitting the “Clear Sort Levels” button. Hit the “Enter” key for EMS to accept the changes.

2. Determine Printing Options. To Print to a .pdf document, follow three steps—

- A. Change the format from text to PDF by using the drop down box selection
- B. Change the printer to the PDF printer name.
- C. Select the “Enter” button.



Reporting Asset Billing History

Once you select "Enter", the PDF will display.

1

2

2. In addition, a Screen Dialog will appear through EMS. Always select "Continue" and the screen will return to the Report Menu.

3

3. Adobe Reader opens and the report is displayed in PDF format. Save or email as desired.

**Statewide Equipment Fleet
Asset Billing History Report**

Page: 1
09/26/11 16:42
SIS

For 06/2011 thru 09/2011

Asset	..	PT	..	BS	Chg	Date	Chg	Date	Chg	Dis	Bill	Bill	Yrb	Oper	Regt	Fuel	WO	Billing
ID	MS	/	St	Dept	Code	Date	Chg	Date	Chg	Chg	Chg	Chg	Chg	Am	Am	Am	Am	Total
30249	02	2011	11230000	1186	07/01/2011	06/30/2011	C	128	WO	ALS	0.00	59	0	0	0	0	0	59.00
30249	11	2011	18623000	18128	06/01/2011	06/30/2011	C	128	WO	ALS	0.00	44	0	0	0	0	0	44.00
30249	12	2011	18623000	18128	06/01/2011	06/30/2011	C	128	WO	ALS	0.00	44	0	0	0	0	0	44.00
30249	01	2012	18623000	18128	07/01/2011	07/31/2011	C	128	WO	ALS	0.00	29	0	0	0	0	0	29.00
30249	02	2012	18623000	18128			C	128	WO	ALS	0.00	0	0	0	0	0	0	0.00
Report Totals																		
														5	176	120	764	1,060.00

Regt Am: Includes Regt Fee and all Asset Fees WO Serv: Includes Labor, Parts, Commodities, and Vendor Repairs

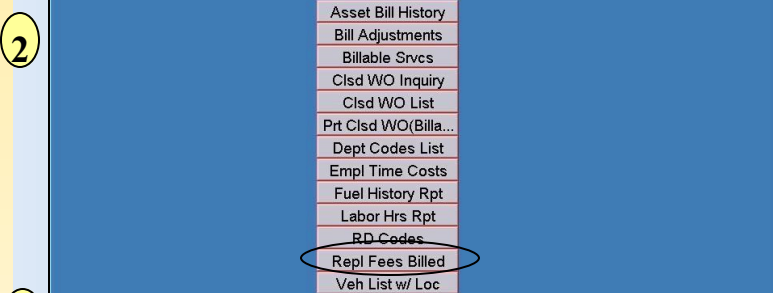


Reporting Replacement Fees

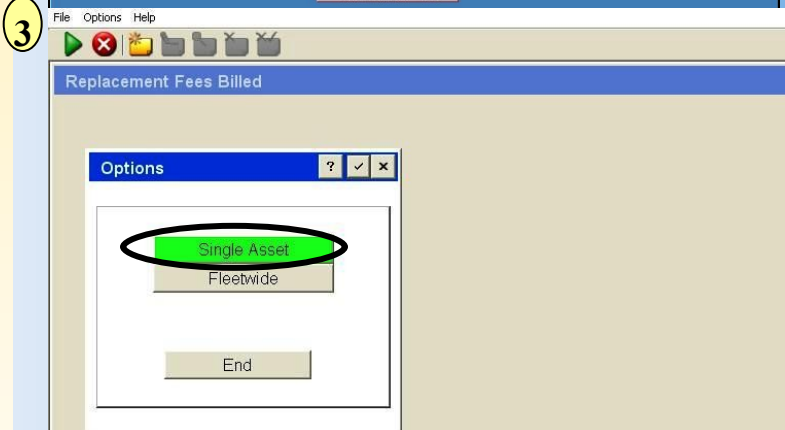
1. To report on the Vehicle Credits of an Asset, Select the Lists & Rpts Menu button.



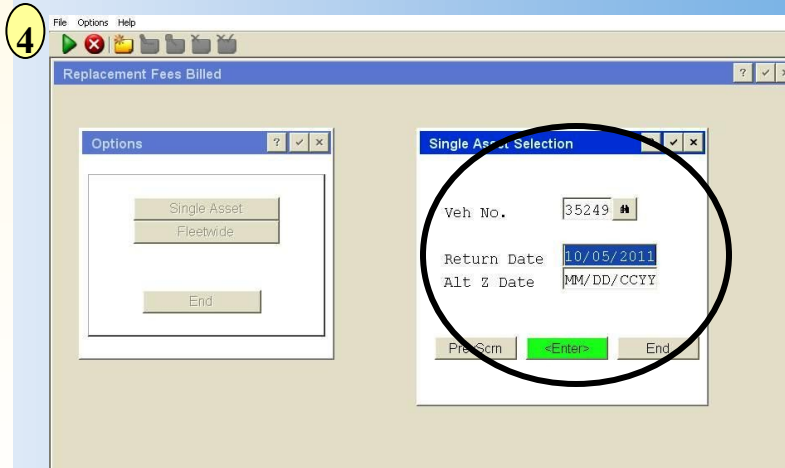
2. Select the Repl Fees Billed (Replacement Fees Billed) Button.



3. A dialogue box will open and ask if you'd like to report on a Single Asset or Fleetwide. Select Single Asset.



4. A dialogue box will open and allow you to enter the Asset number you'd like to report. The date will default to the current date. Select Enter. The Veh. No. field is also searchable—note the binoculars indicating a searchable field.



Reporting Replacement Fees

1. The report options screen will appear. The format and other fields should default to your preferred settings. Select Enter.

1

File Process Options Help

Disposition

Report Options

Display on Screen? Prt Hardcopy? Totals Only?
 Print Query Options? Browsable? Format PDF
 FTP Data File? Record Limit
 Report Subheading:

Printer/Queue Options

Printer SEFHQ
 Form Id PDF-60L132
 Copies 1

Print Mode SPOOL
 Disposition SCRATCH

Select Disposition Save Disposition <Enter> End

2. The report will display with a great deal of information. The vehicle credits are totaled at the bottom right hand corner.

2

Statewide Equipment Fleet
Replacement Fees Billed

Page: 1
10/05/11 09:29
618

Veh No. 35249 MINIVAN, AMD Billing Status RE Veh Life (Yrs) 7 LTD Usage 21,579
 Dept. 11210000 SPORT FISH REG 1 Veh Status ACA KETCHIKAN Orig Cost \$20,118.00
 Class 128 MINIVAN, AMD Attachments NONE Cap Costs \$0
 Salvage Value \$3,420

Acquis Dt 04/05/2004 Model Yr 2004 Z Date (by life) 04/16/2011 Return Date 10/05/2011
 In Surv Dt 04/16/2004 Z Date (actual) 04/16/2011

Calendar Dates	No. Wchs	No. Days	Tot Wchs	FY	-- FY Rep: Actual	Fee -- Adjusted	OR %	FF Fee	Total Billed
2 15 2 2004					2.53	0.1		\$498	\$498
12 14 2005					-2.05	0.1		\$2,548	\$3,046
12 26 2006					-1.09	0.1		\$2,667	\$5,713
12 38 2007					-1.31	0.1		\$2,792	\$8,505
12 59 2008					-1.69	0.1		\$2,917	\$11,422
12 62 2009					-2.28	0.1		\$3,095	\$14,517
12 74 2010					1.51	0.1		\$3,700	\$18,217
1 19 75 2011					1.06	0.1		\$477	\$18,694
0 75 2012					3.74	0.1		\$0	\$18,694

Total Assignment Period: 75 Months Total Fees Billed ----- \$18,694
 34 Days EMS Bill Adjustmt ----- \$0
 Cap Costs(-) ----- \$0
 Subtotal ----- \$18,694

Other Adjustments:
 Veh Credits 0
 Payment Value(*) 3,420
 V15249 Grand Total ----- \$22,114



WO Reporting

By selecting these buttons, displays or reports are made available.

1. Clsd WO Recs—Displays WO Individually

Clsd WO Inquiry—Reports

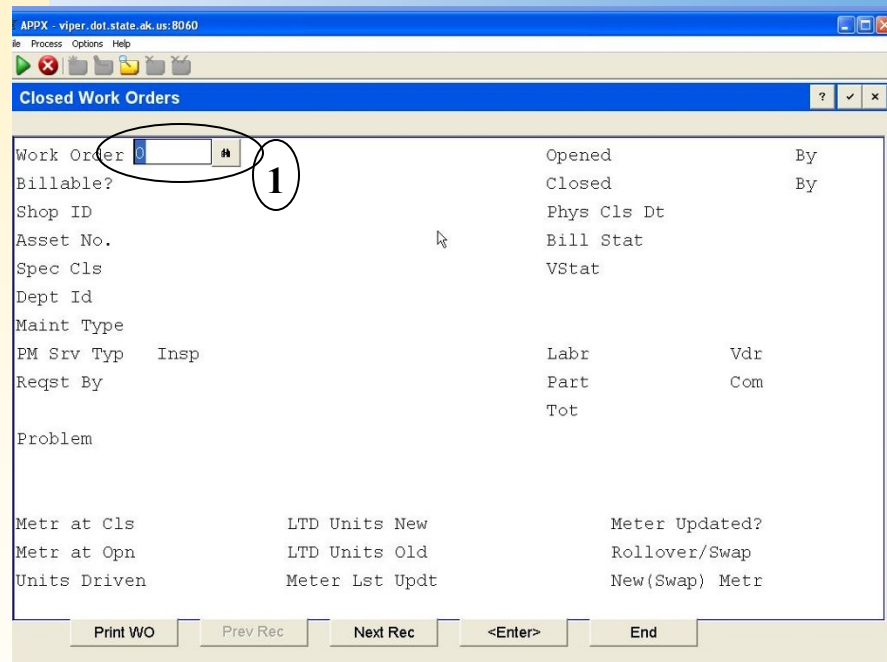
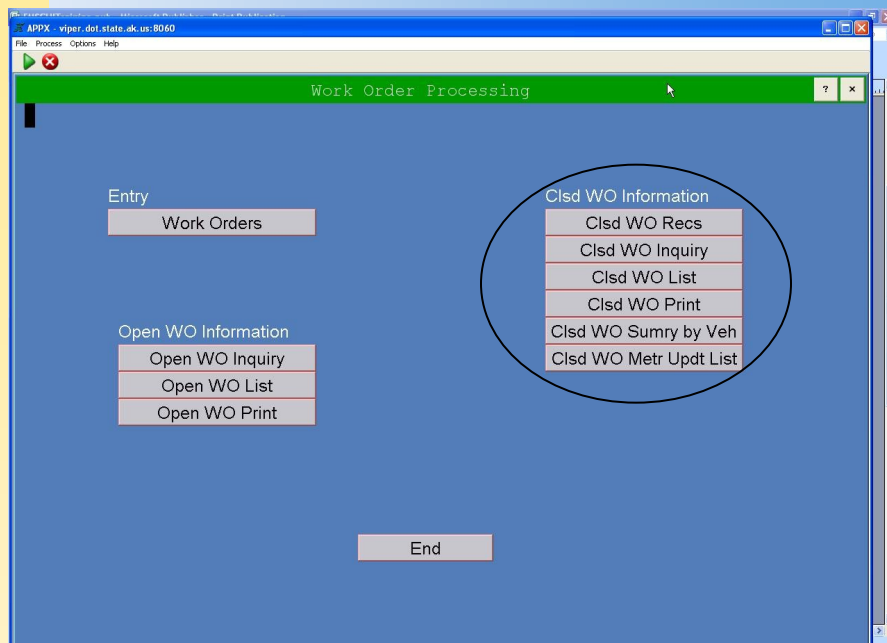
Closed WO based on parameters given

Clsd WO List—Prints listing of WO numbers in a spreadsheet view

Clsd WO Print—Allows a range of Work Orders to be printed. Full WO is printed

Clsd WO Summary by Veh—Report by Asset in a spreadsheet view

Clsd WO Metr Update List—Reports by Asset in a spreadsheet view of meter reading history



1 Clsd WO Recs—Displays WO Individually—Enter WO or select to search for number. Select “ENTER” to display





Billing Adjustments

Prior to adding a Billing Adjustment, you must have documentation determining what costs are being adjusted.

1. Print the Billing History for the Asset you are adjusting. This will show the detail of the charges. Enter the Asset ID, FY & FY month to display.

The Billing History detail will show the billing amounts associated to their category. In this example, the ReplAmt is \$32; Buy/Sell Fee is \$3.57. If an adjustment is made, you have the details for the change.

1

Equipment Management System - Acctg

Alaska Department of Transportation & Public Facilities

Input Processes: ADP Pool Grps, Assets, Assignments, **Billing History**, CC/RD Global Chg

Time Cards: Entry, Journal, Post

Lists & Rpts Menu: Chg Password

Billing History Detail

Asset ID	33791	Fiscal Yr	2011	FY Month	06	Dept	11100031
<u>Asset Data</u>							
District	B	RD Code	11958	Spec Class	155	Billing Status	WX
Division	1110	Billing Cls	155	Asset Status	AIS		
<u>Assignment Time Period</u>							
Date/Time Out	12/01/2010	Months		Weeks		Days	
Date/Time In	12/31/2010	1		0		0	
<u>Billing Amounts</u>							
Repl Amt	32	Oper Amt	0.00	Fuel Amt	0.00		
Mgt Fee	7	Buy/Sell	3.57	Commodity	0.00		
Tnhs Labr	0.00	Tnhs Part	0.00	Vndr Repair	0.00		

2

Equipment Management System - Acctg

Alaska Department of Transportation & Public Facilities

Input Processes: ADP Pool Grps, Assets, Assignments, **Bill Adjustments**, CC/RD Global Chg, Dept Codes

Time Cards: Entry, Journal, Post

Lists & Rpts Menu: Chg Password

3

Asset No.

Bill Date MM/CCYY FY Date

Dept.

Bill Stat

Bill Cls

District

RD Code

Expense	Amt Billed	Adjustments
Operating		
Replacement		
Work Order		
Fuel		
Asset Mgt		
Buy/Sell		

2. Select Bill Adjustments from the Main Menu. Add new Adjustment (Change to "Add" mode) if you are adding a new adjustment.

3. Enter the Asset number, the bill date, Dept and Bill Status.



Billing Adjustments

Prior to adding a Billing Adjustment, you must have documentation determining what costs are being adjusted.

4. If adding a credit adjustment, the amount billed will show in the “Amt Billed” column. The credit adjustment should offset the Amt Billed. Hit the “ENTER” key for the change to be accepted. Enter comments as needed.

4

Expense	Amt Billed	Adjustments
Operating	0.00	0.00
Replacement	32.00	-32.00
Work Order	0.00	0.00
Fuel	154.57	-154.57
Asset Mgt	0.00	0.00
Buy/Sell	3.57	-3.57

Comments:
 Add On: 01/06/2011 By: 606 Chg On: 01/06/2011 By: 606

5. If Adding a negative Bill Adjustment, Enter in Asset, Bill Date, Collocation Code and Asset Bill Status, Hit the “ENTER” key. Enter adjustments and hit the “ENTER” key for the change to be accepted. Enter comments as needed.

5

Expense	Amt Billed	Adjustments
Operating	0.00	0.00
Replacement	0.00	24.00
Work Order	0.00	0.00
Fuel	0.00	0.00
Asset Mgt	0.00	0.00
Buy/Sell	0.00	5.27

Comments: Per correction request RD18128/DEC
 Add On: 09/27/2011 By: 618 Chg On: 09/27/2011 By: 618

6. If a Billing Adjustment needs to be edited, select the “Change” mode icon and make changes as required.

6

Expense	Amt Billed	Adjustments
Operating	0.00	0.00
Replacement	32.00	-32.00
Work Order	0.00	0.00
Fuel	154.57	-154.57