USER GUIDE

Microsoft Dynamics NAV

FIXED ASSET
PLANT & EQUIPMENT

Table of Contents

1 Fixed Assets Transactions

1.1 Creating a FA Requisition

1. Navigate to Departments -> Projects -> Asset Management -> FA Requisitions.
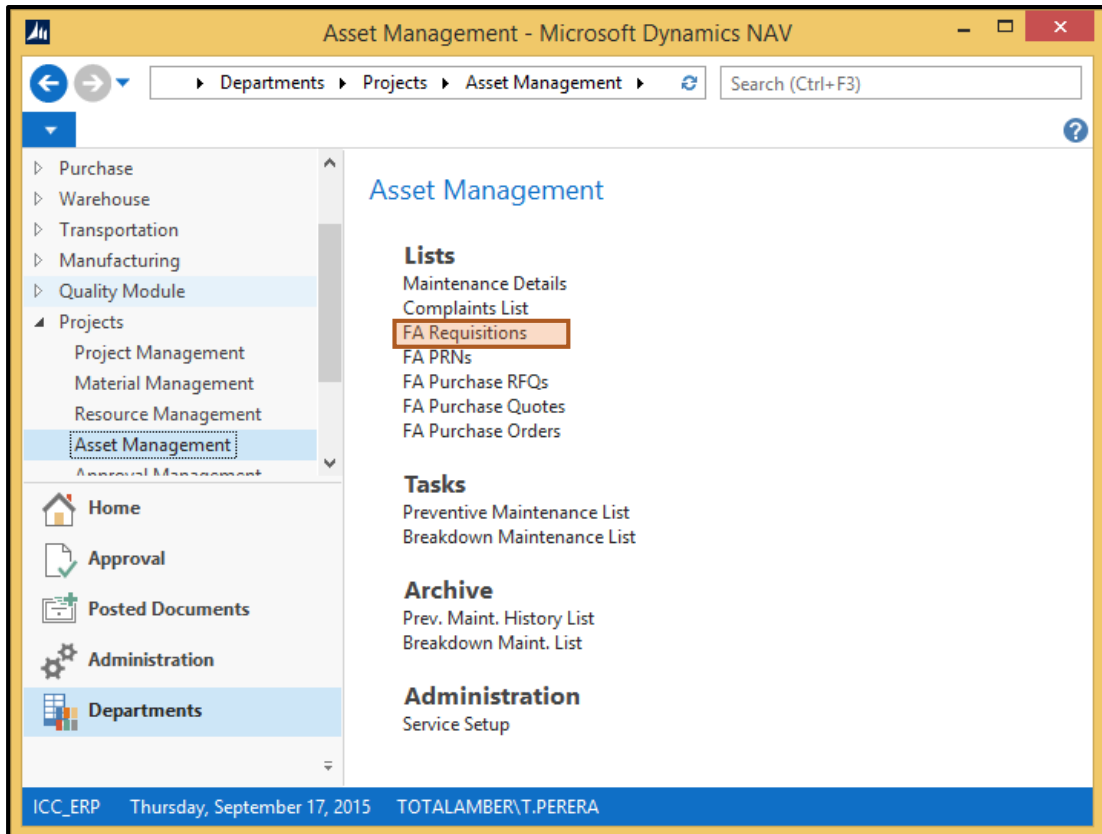
2. Create a new request entry by clicking "New" ribbon function.

3. Insert the required parameters to header.

- Only the permitted "Project No" and "Locations" will be visible in the drop down and if user enters a project or a location which has not been allocated, an error message will be popped up.
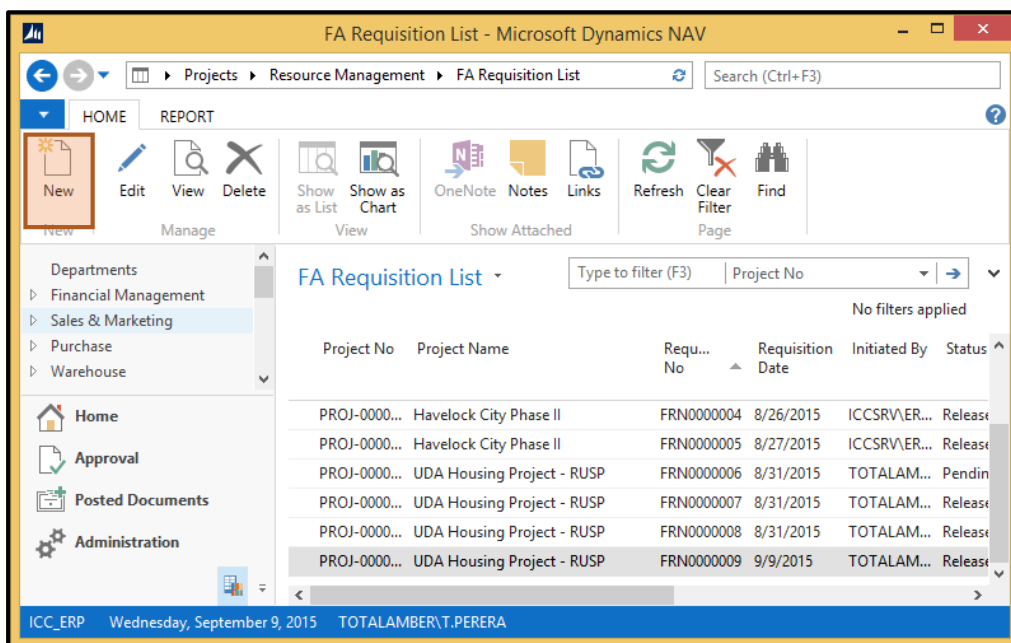
- "Sbu code" and "Project Code" which are assigned to the project will be copied to FA Requisition entry.

- "Request Location Code" denotes the location which the Fixed Asset Requirement is raised.

- "Supply Location" denotes the location which the Fixed Asset is received after the requisition.

- "Delivery Location" is the location which the Fixed Asset should be delivered to perform the tasks. Most often the request and delivery locations would be the same.

4. Insert the Fixed Asset Requisition Lines. When inserting the lines it is not mandatory to enter a fixed asset number. Users can enter a description as shown below.
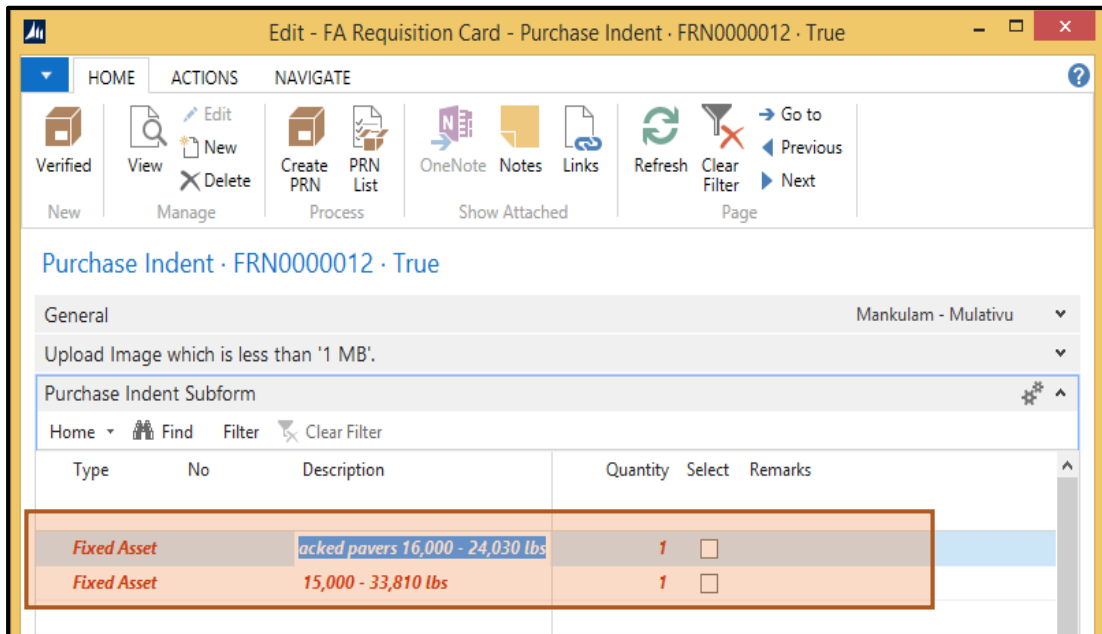
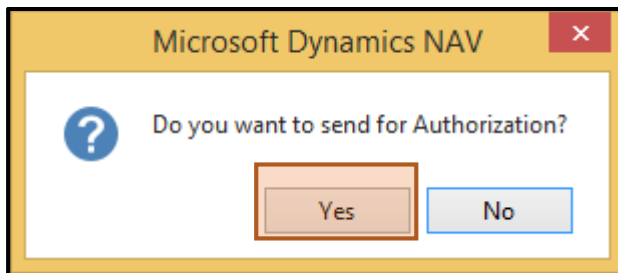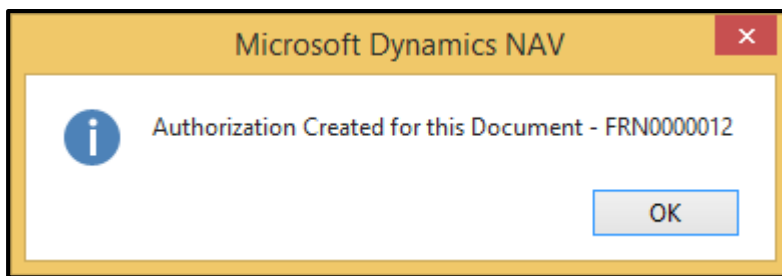## 1.2   Sending FA Requisition for Approval

1. After inserting the fixed asset description line, the document should be sent for approval. Click "Authorization" in Actions ribbon bar.
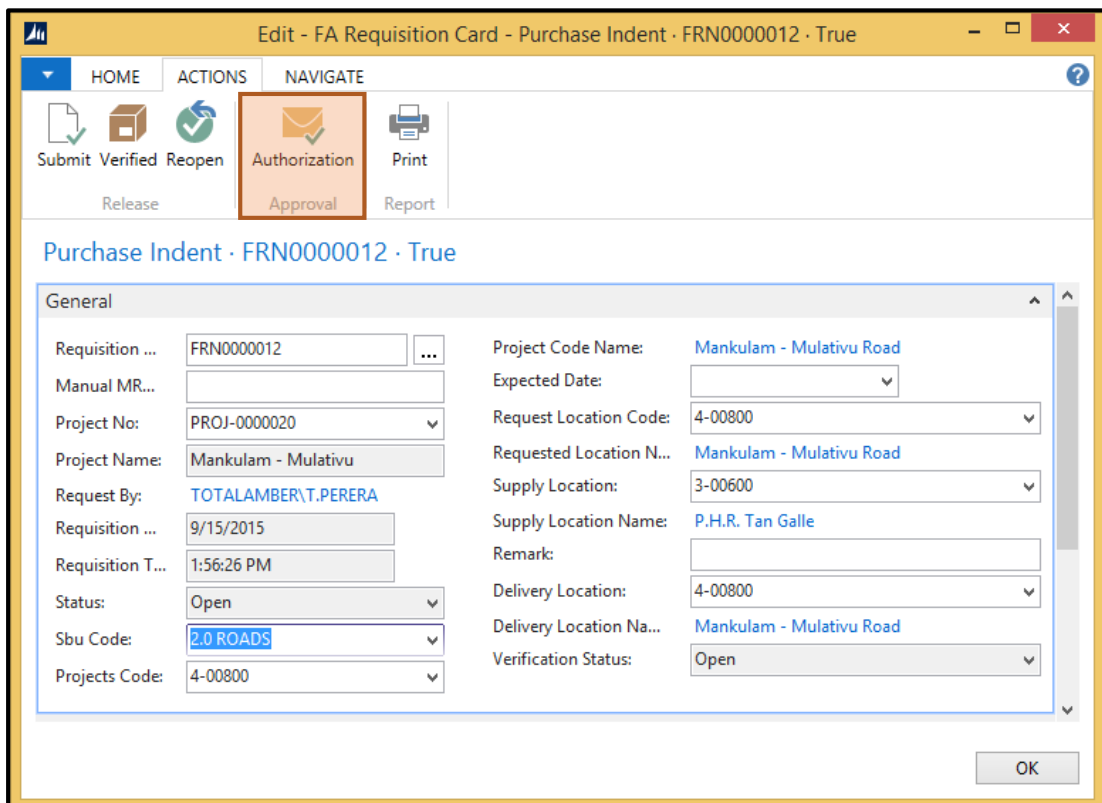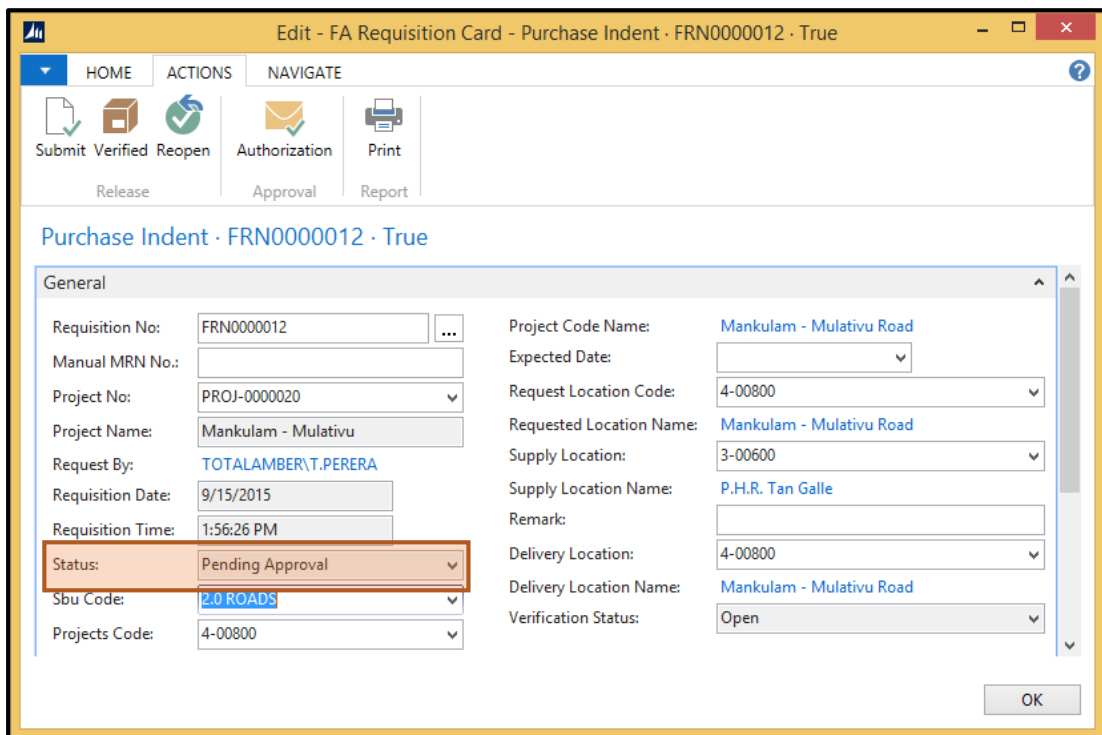
2. Click "Yes" for confirmation message.

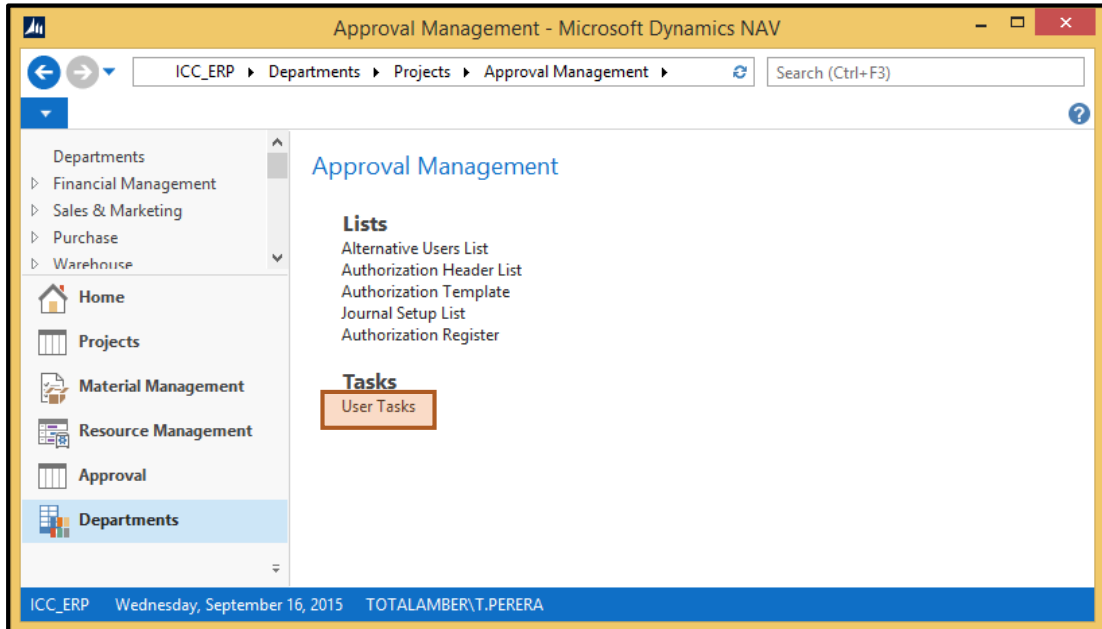3. Confirmation message will be displayed after creating the approval entries.

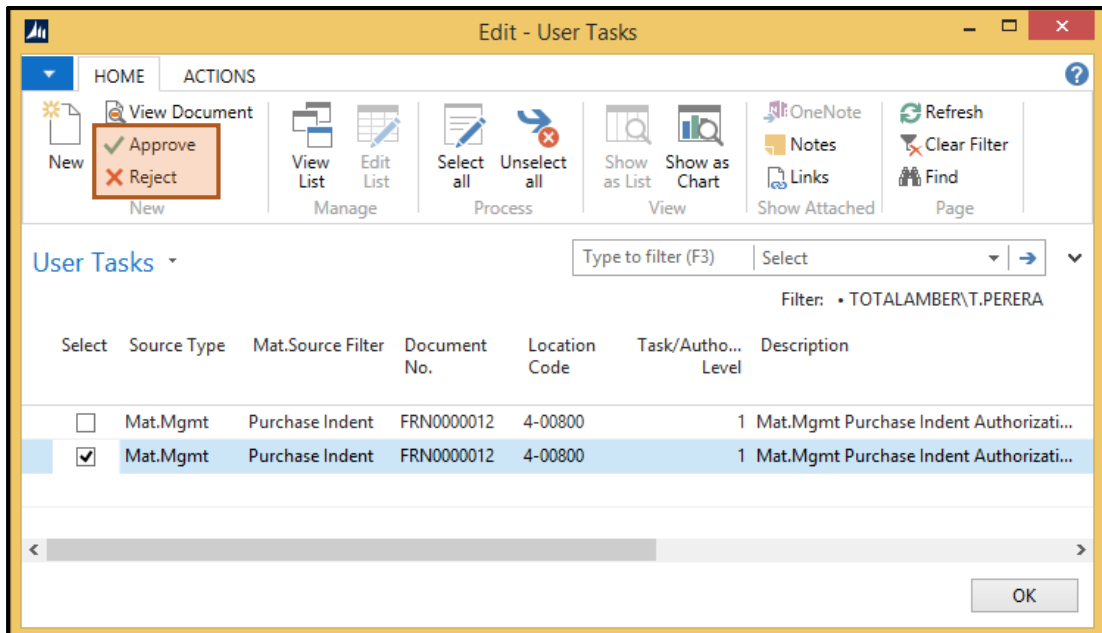4. Status of the document will be changed to "Pending Approval".
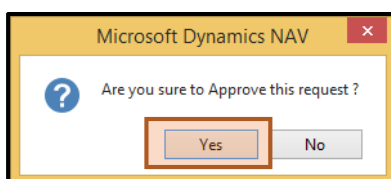
1.3 Approving FA Requisitions

1. Navigate to Departments -> Projects -> Approval Management -> User tasks to view the approval request entry. Only the entries open for the logged in user will be displayed.
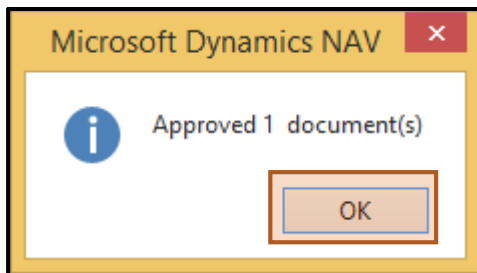

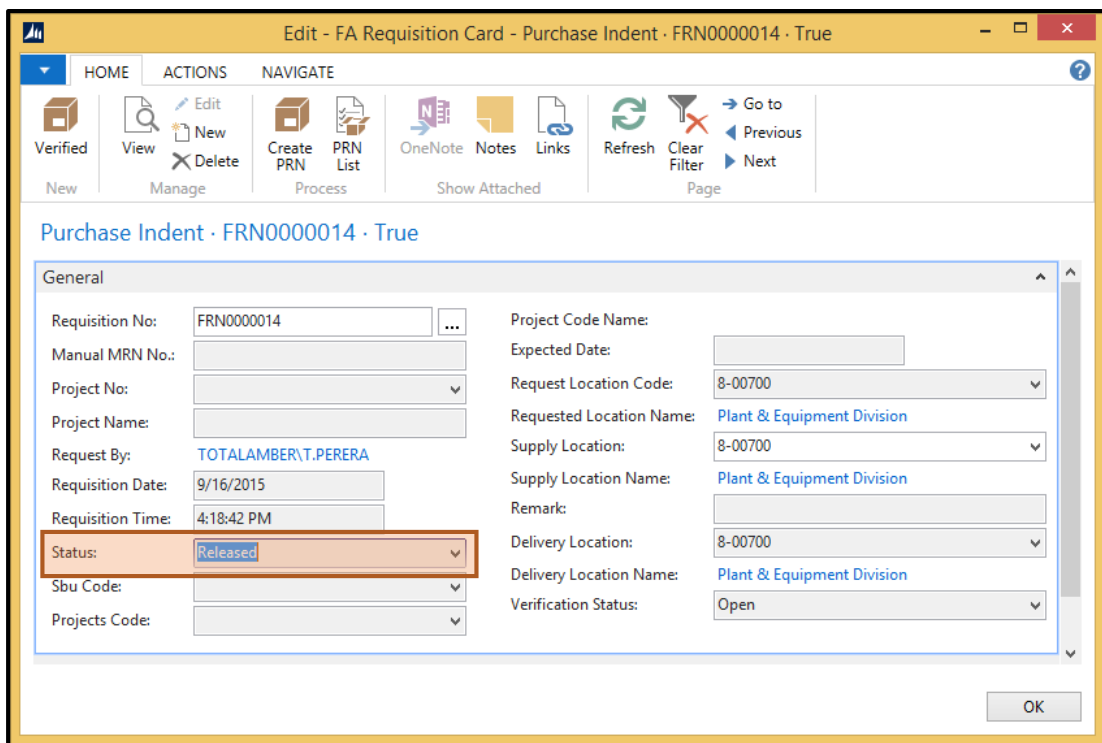2. Authorized users can "Approve" or "Reject" the orders.

3. Confirm the message.

4. Confirmation of the approval will be displayed. Click "Ok".
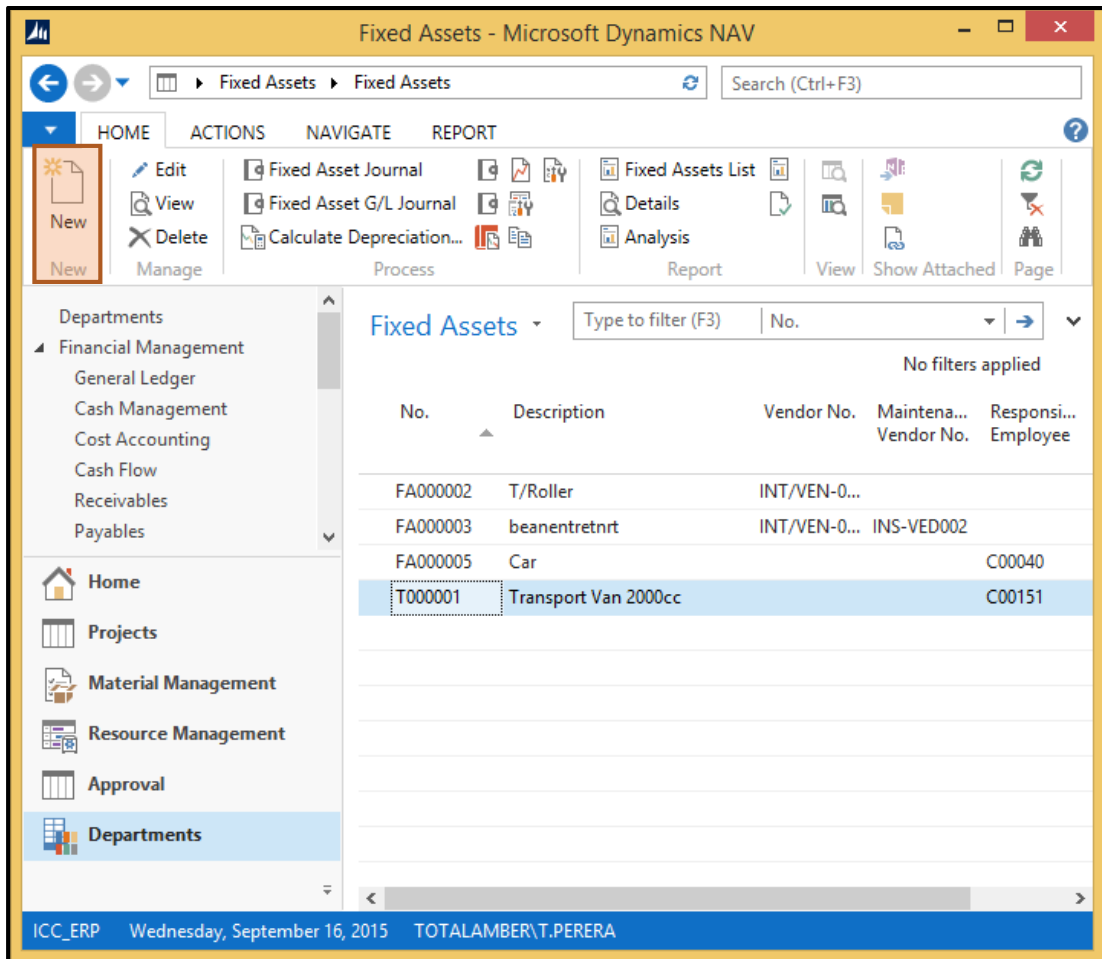

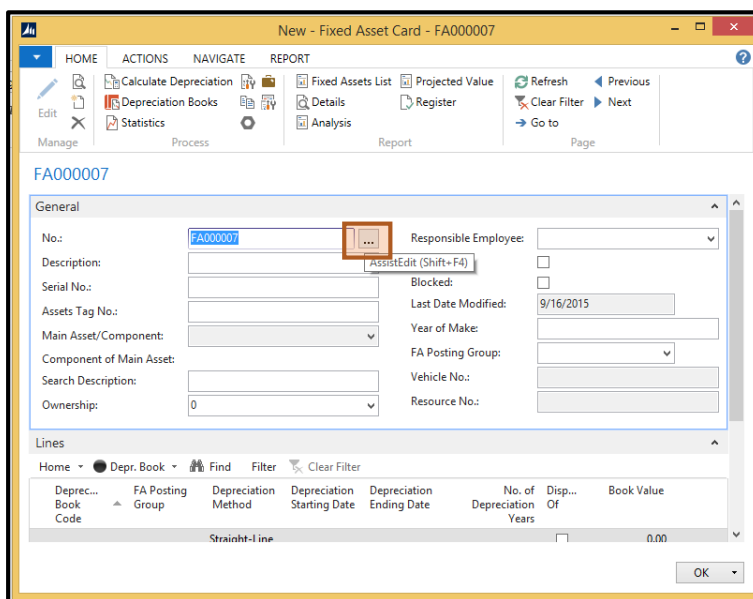5. The status of the FA Requisition will be changed to "Released".
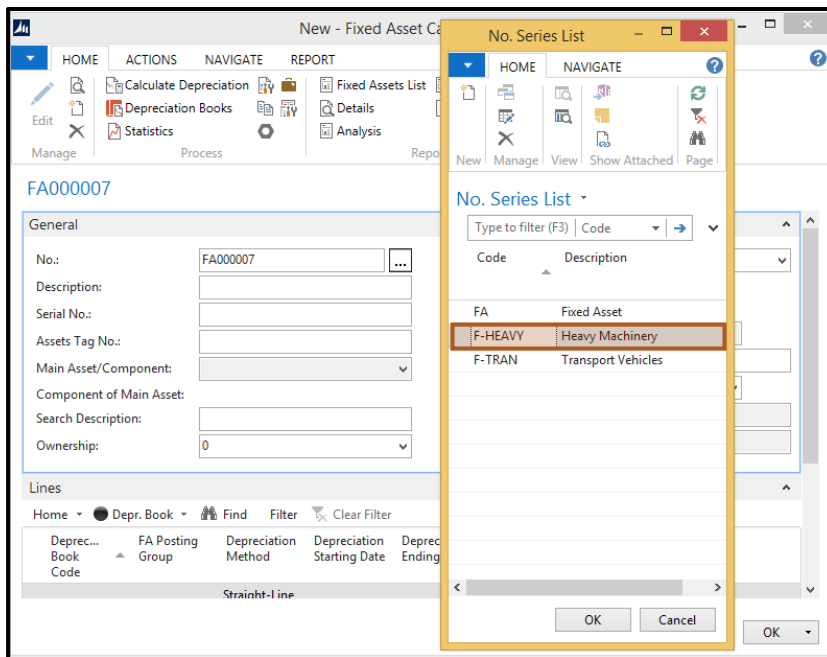
1.4   Creating a Fixed Asset Master

1. Navigate to Departments -> Financial Management -> Fixed Assets -> Fixed Assets and using the list page, click "New" to create a new fixed asset.
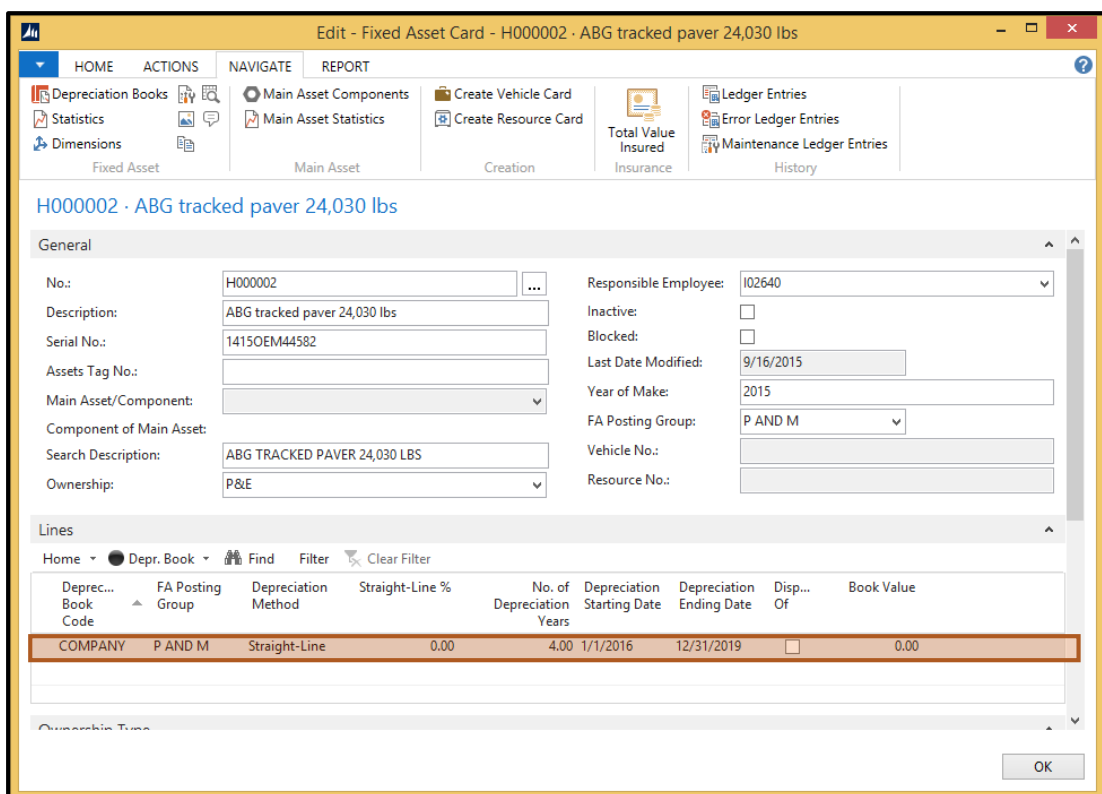

2. Click the AssistEdit in the "No." field.

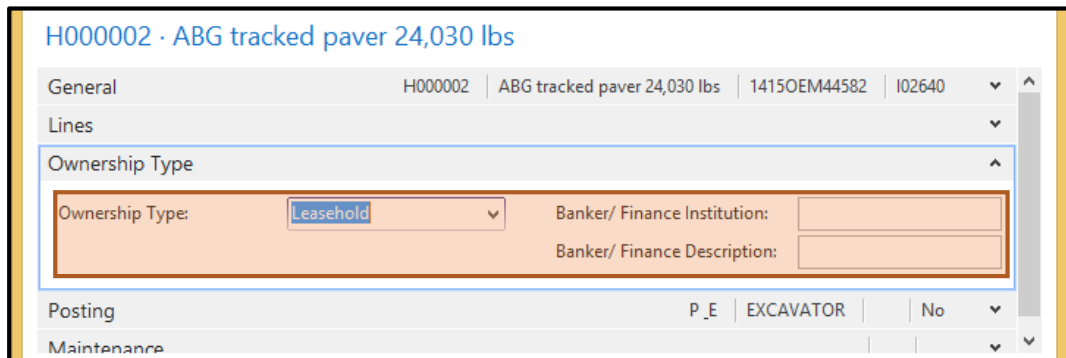3. Select the number sequence that the fixed asset is attached to.

4. After the record is created fill the parameters of the fixed asset as required.

- Ownership: Select P&E if the Fixed Asset is used as a resource and select "Transport" if the Fixed Asset is used for staff transport. The consequence of selecting this field is, if user selected P&E a resource with the type of "Machine" will be created and else a vehicle card will be created. However, internally all these

are treated as resources with different types. For instance, if the ownership is "Transport" a vehicle card will be created.

- Responsible Employee: Allow to specify an employee who will be responsible for this particular fixed asset

- FA posting Group: Specifies the G/L account mapping for different types of transactions such as Acquisitions, Depreciation, Gain/Loss on disposals and etc.

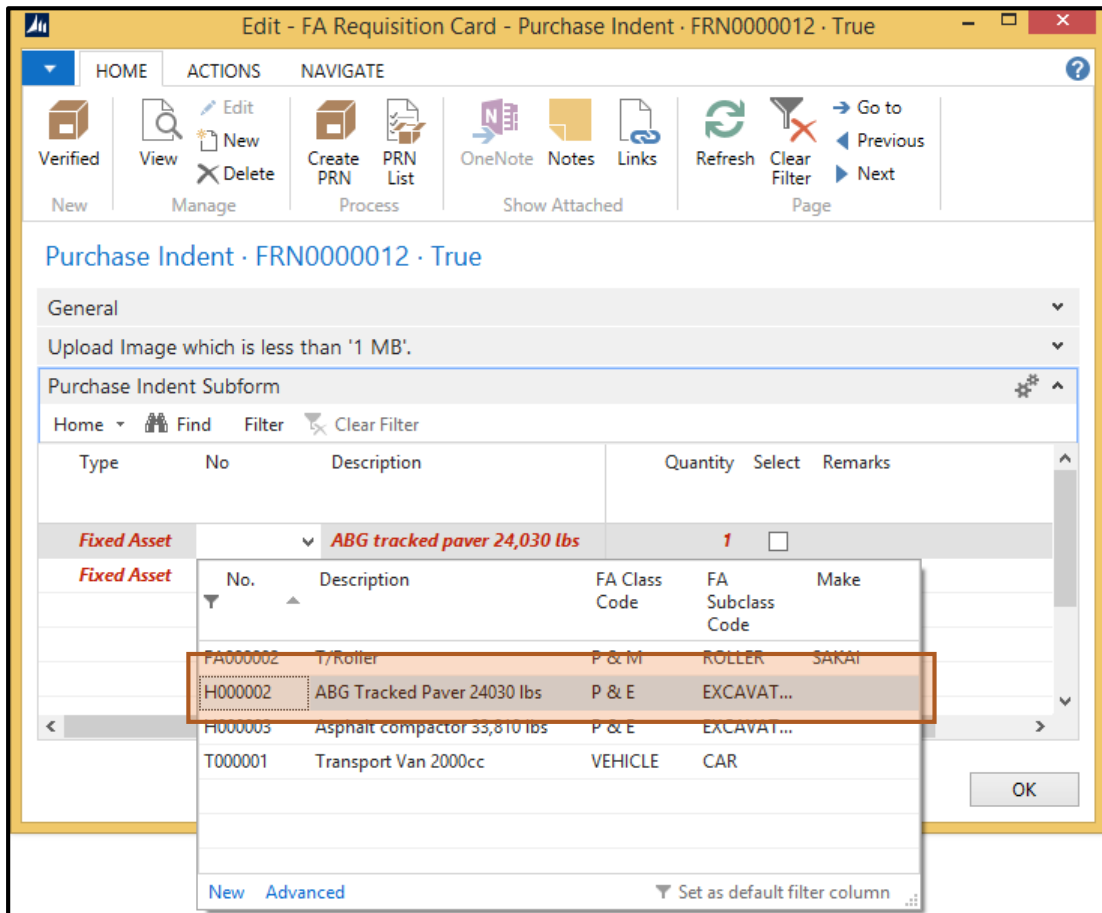- Ownership Type: Select one of Freehold, Leasehold, Investment Property, and Mortgage. Depending on the selection, some fields will be displayed as highlighted below.
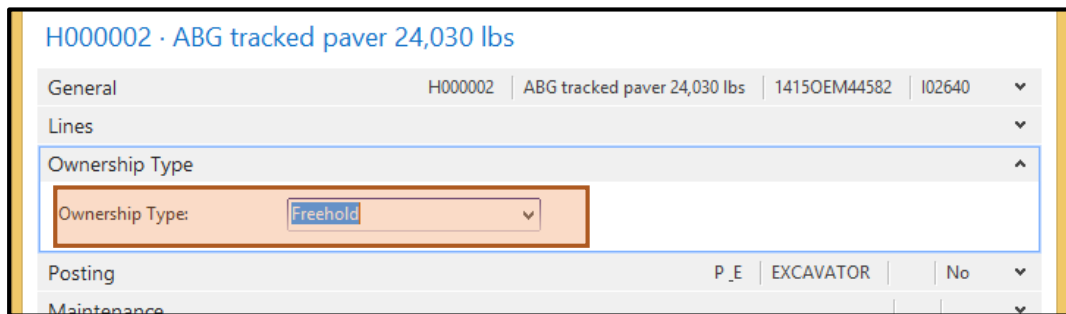
- Fill FA Class Code, FA Sub Class code and other reporting parameters as required.

- Enter the warranty expiry date in the Warranty Date.

1.5 Mapping the Fixed Asset to FA Requisition

1. Navigate to "FA Requisition" and open the lines tab.

2. Select the appropriate Fixed Asset master record from the drop down.

- *Note: Only the users with "Control" permit type for the respective supply location are able to map the fixed asset to the requisition line.*
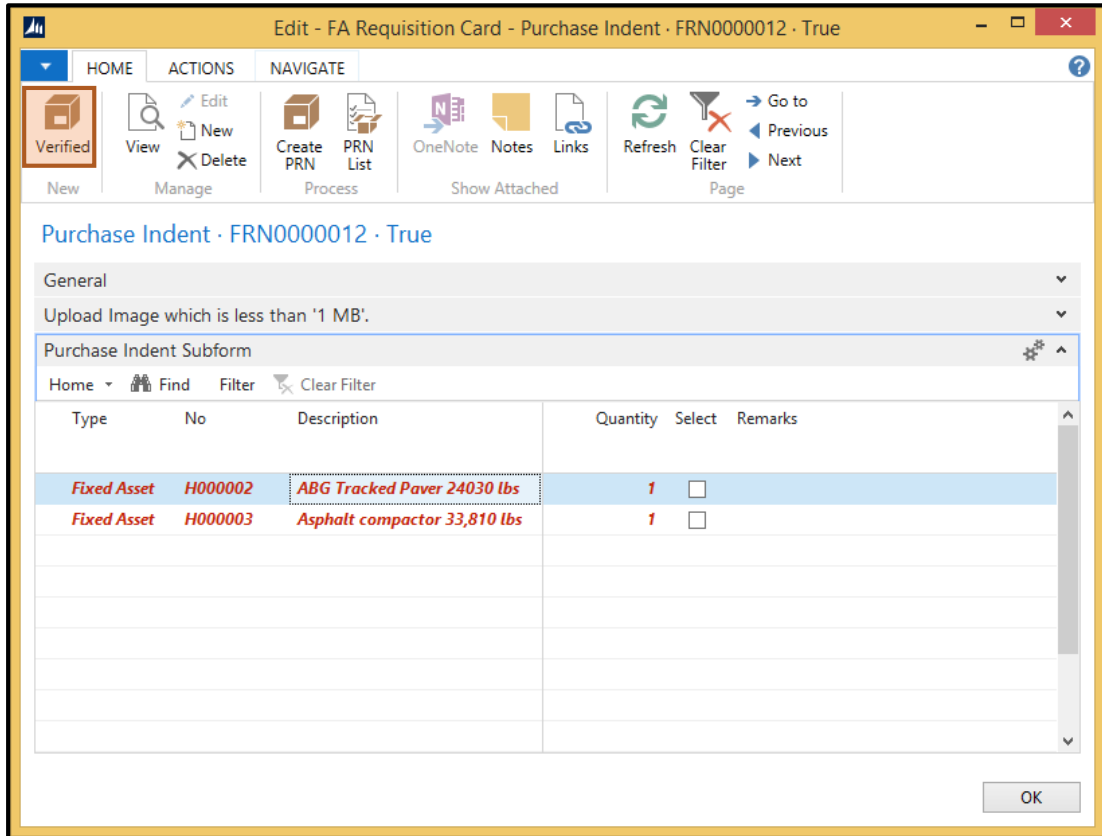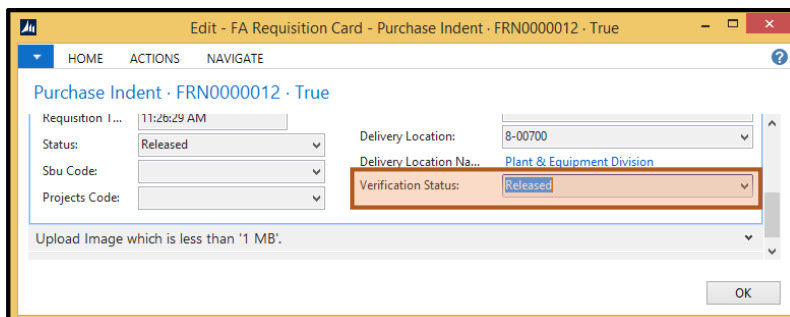
1.6   Verifying the FA Requisition

1. Navigate to "FA Requisitions"

2. Click "Verified" in the ribbon bar.
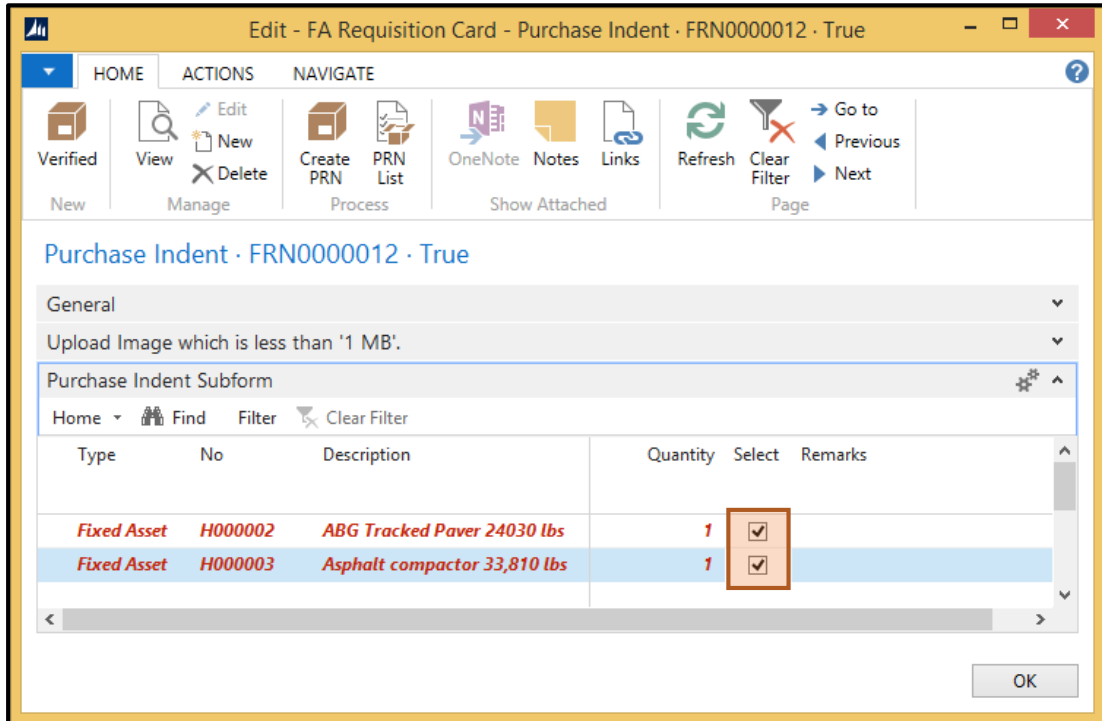

3. Document will be verified.
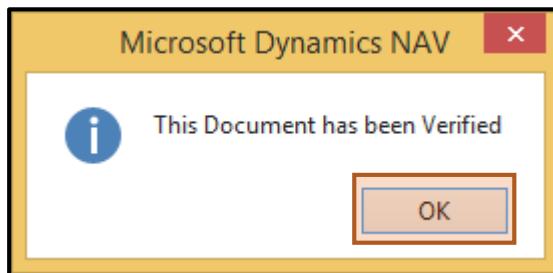
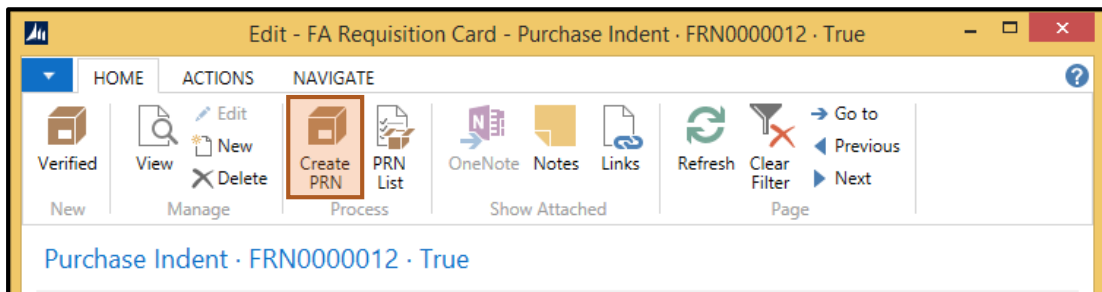4. Verification status will be changed to "Released" from "Open".

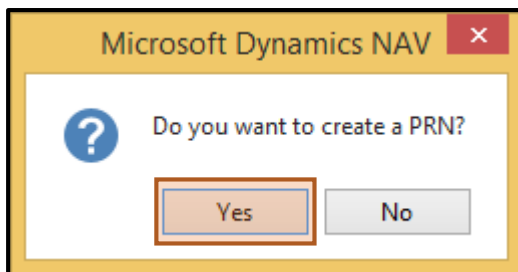## 1.7 Creating Purchase Requisition Note (PRN)

1. Navigate to "FA Requisitions"

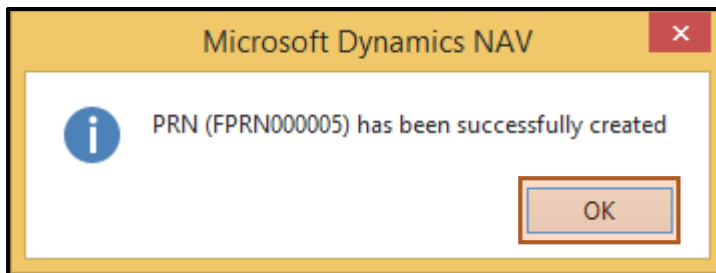2. Select the lines that should be transferred to "PRN".

3. Click "Create PRN" in the Ribbon Bar.

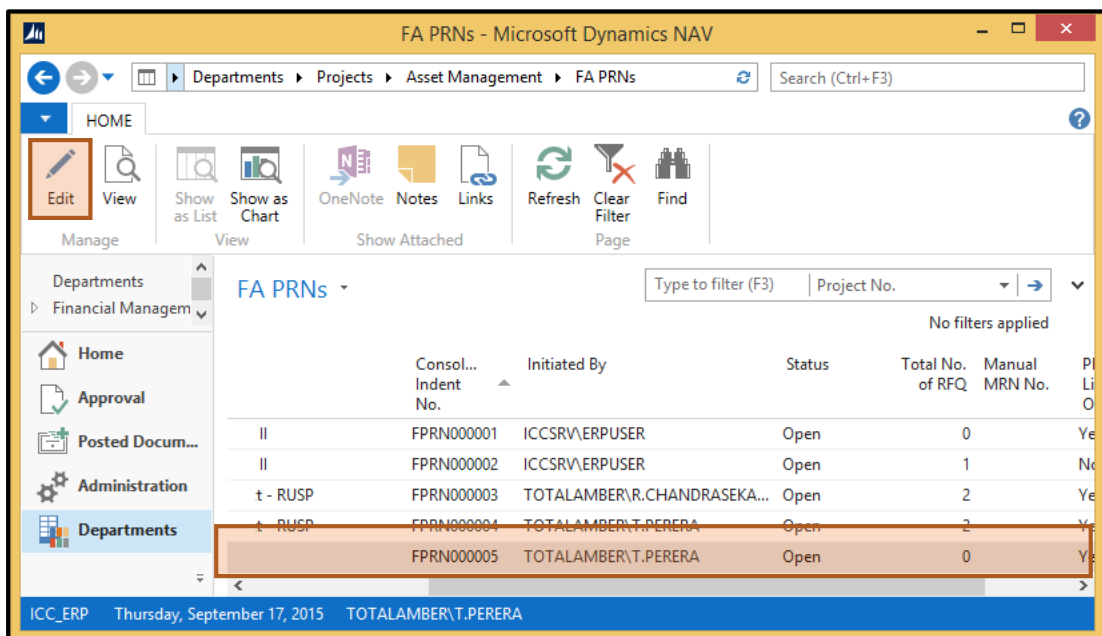4. Confirmation message will be displayed.

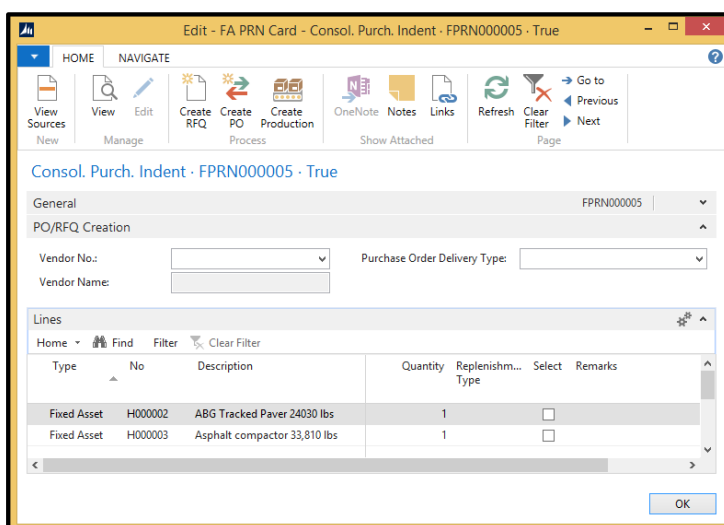5. Verification message after creating the PRN will be displayed.

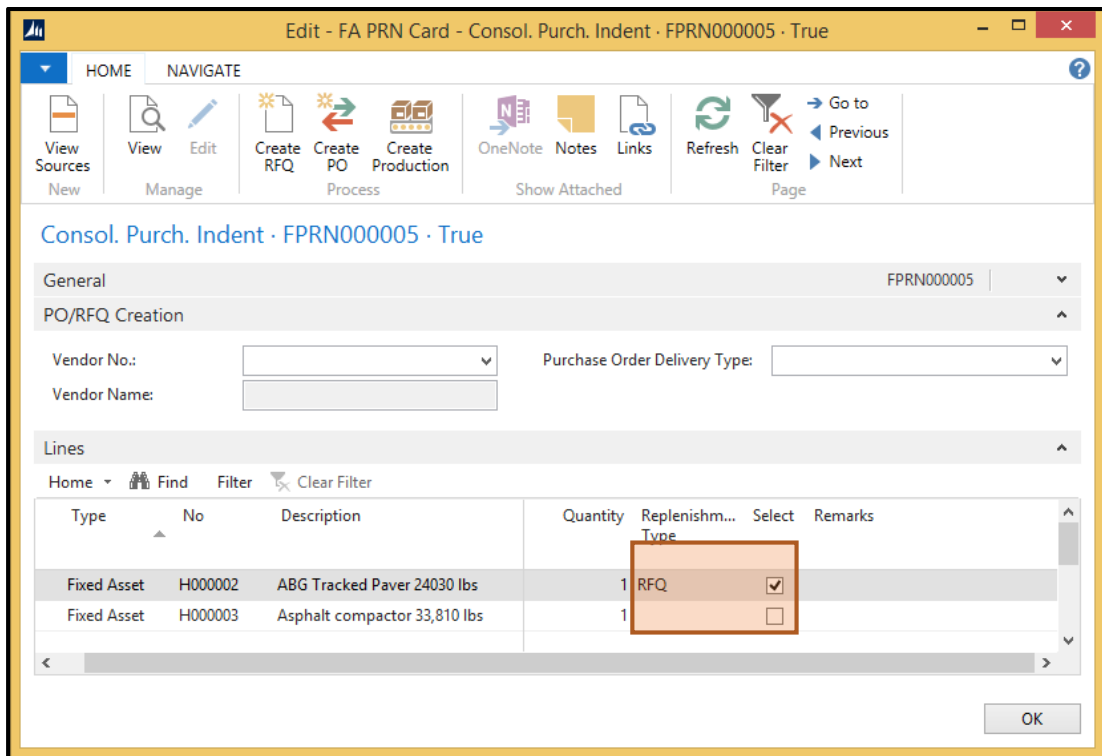## 1.8 Creating Request for Quotes (RFQ) through PRN

1. Navigate to Departments -> Projects -> Asset Management -> FA PRNs and select the relevant PRN.

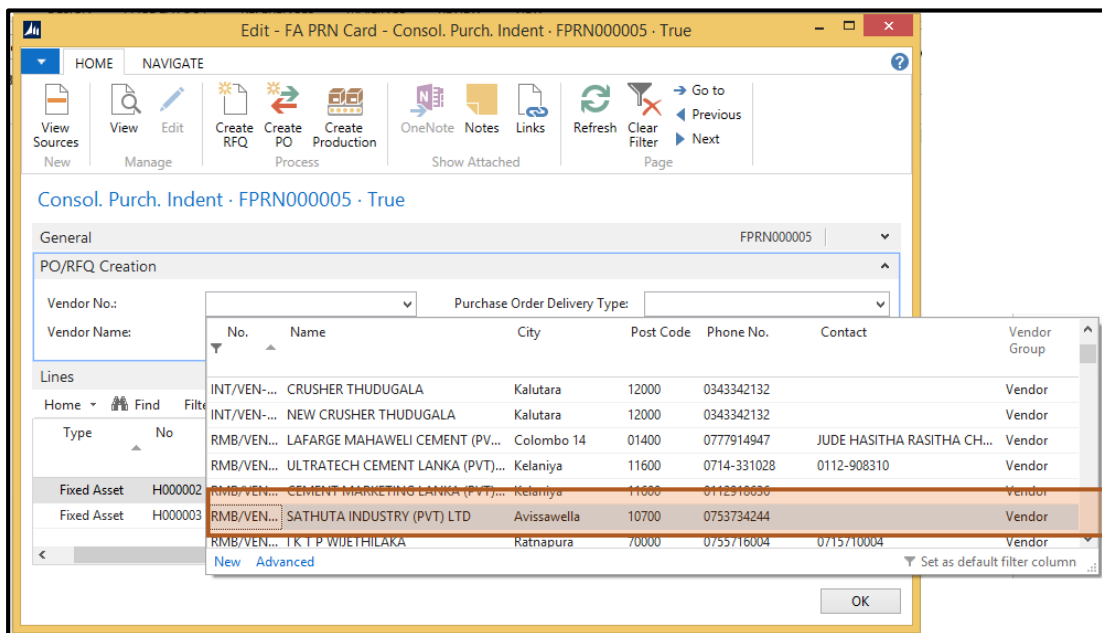2. Click "Edit" or double click the selected line.

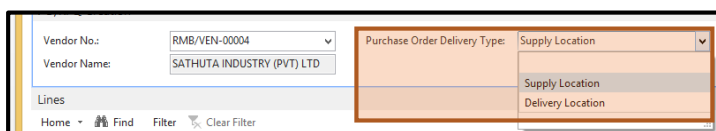3. Select the line(s) to create RFQ and select the Replenishment Type as "RFQ".

4. Select the vendor for the RFQ.

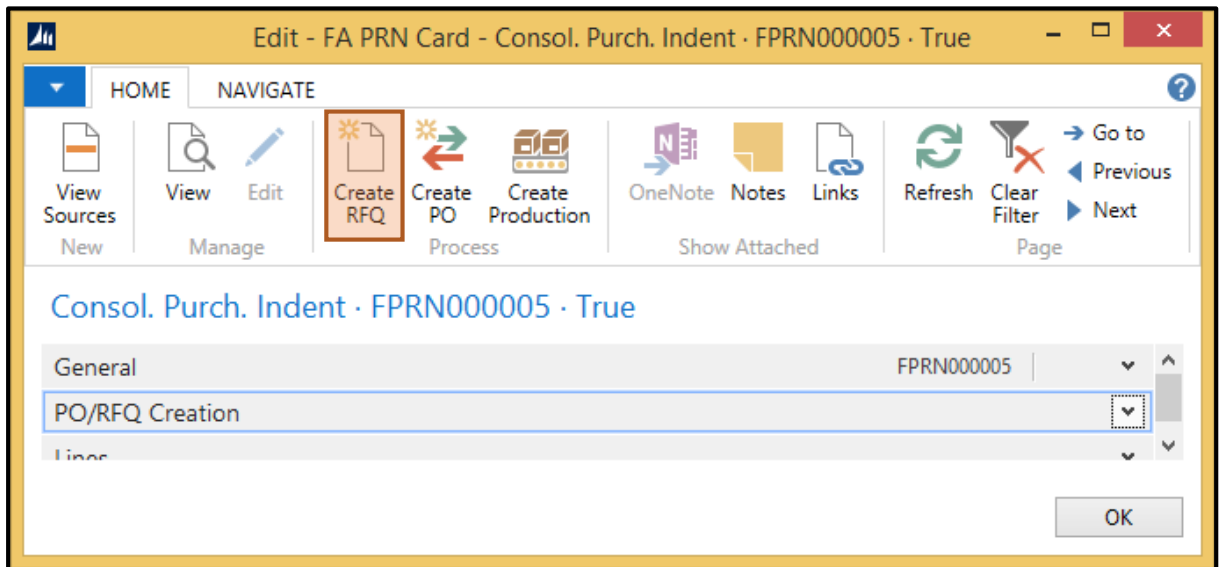- *Note: Users can create multiple RFQs for different vendors.*

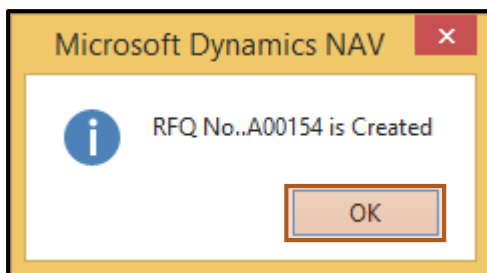5. Select the Purchase Order Delivery Type.

6. Click "Create RFQ" in Ribbon Bar.

- *Note: If there is a specific vendor or RFQs are not required, directly a purchase order can be created by clicking "Create PO" located in the Ribbon Bar.*
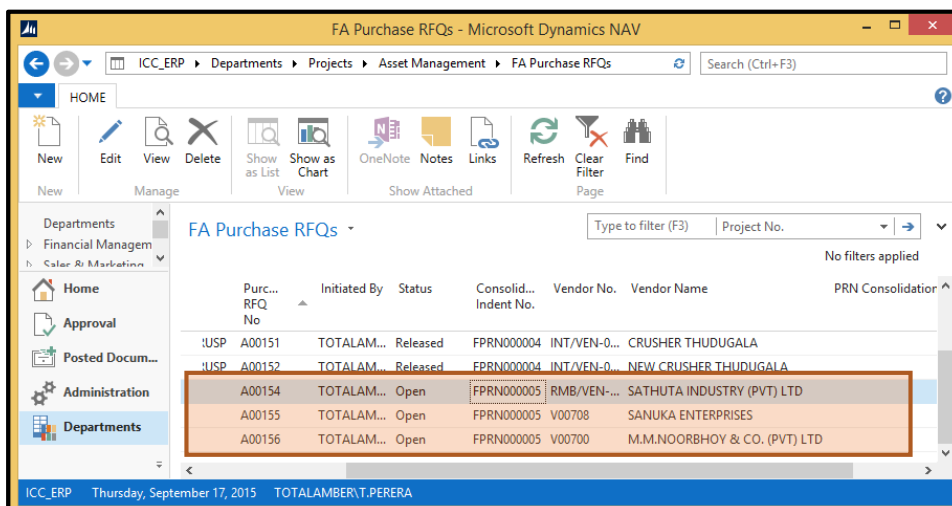

7. Verification message will be displayed with the RFQ number created in the system.
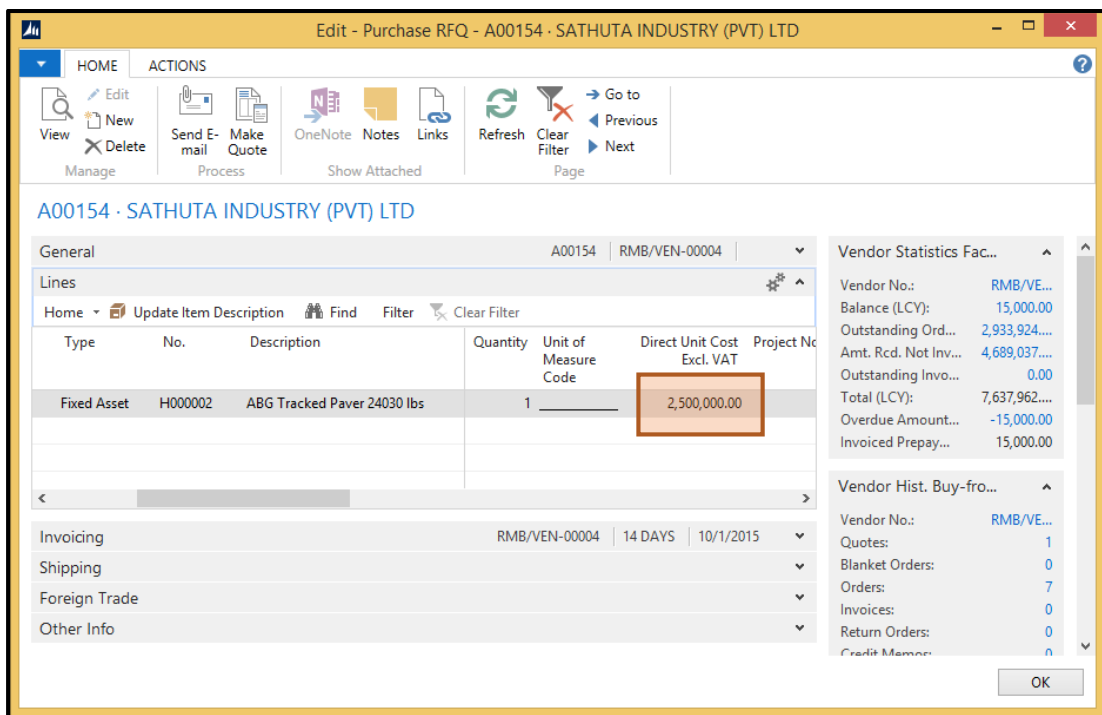

1.9   Entering quoted prices from vendors

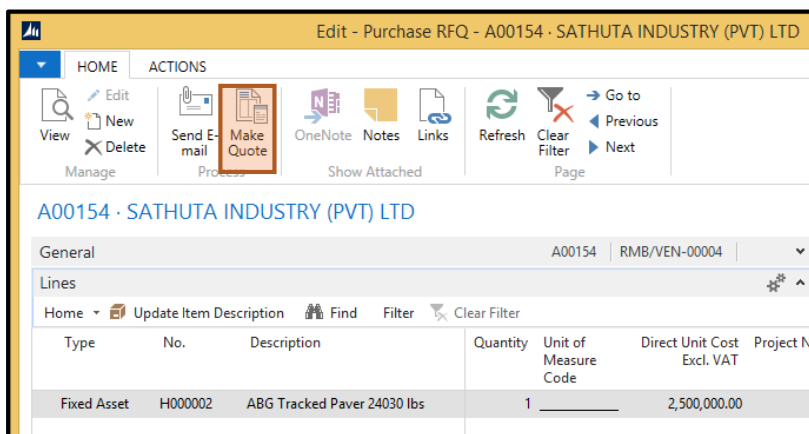1. Navigate to FA purchase RFQs through Departments -> Projects -> Asset Management -> FA Purchase RFQs.

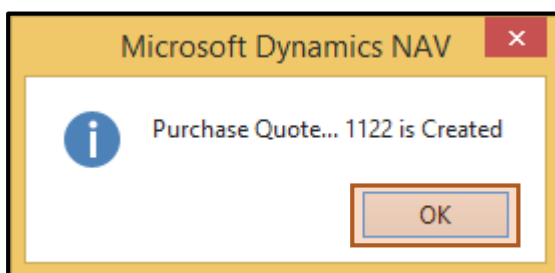2. Open each purchase quote and insert the price quoted.

1.10   Converting RFQ to Purchase Quote

1. Navigate to Purchase RFQs created against a PRN and Click "Make Quote" in the Ribbon Bar. Continue this step for the number of quotes to be created.
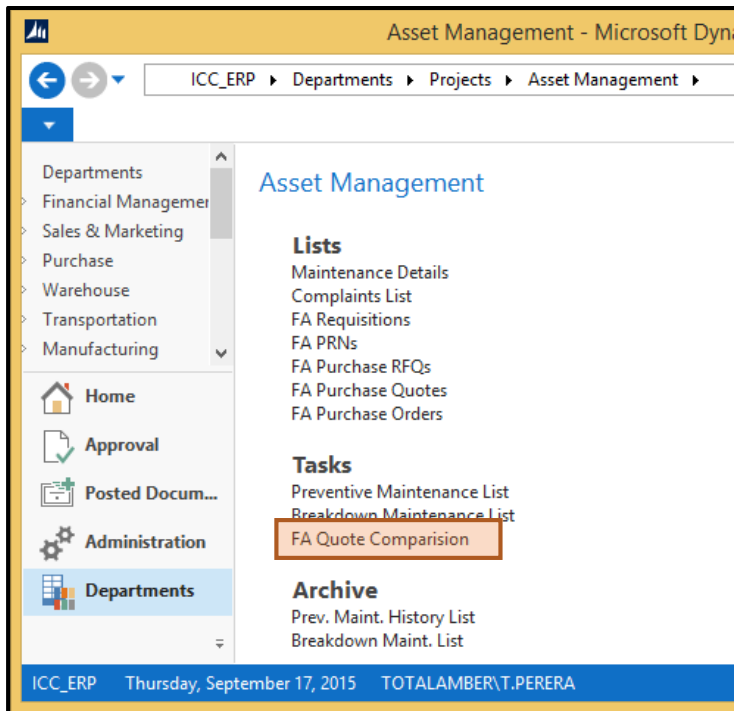

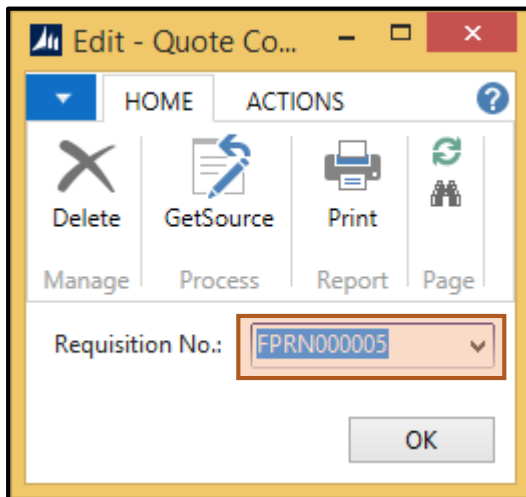2. Verification message will be created with a new quote number assigned.
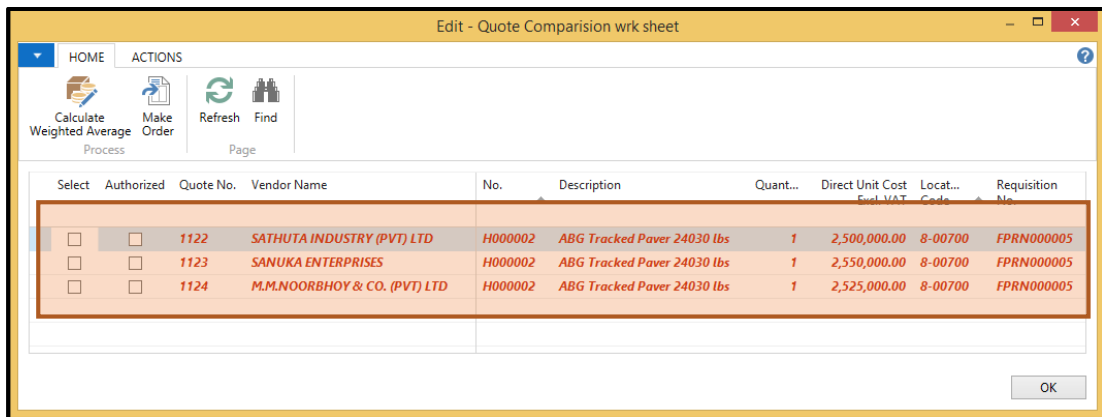
1.11 Comparing Purchase Quotes

1. Navigate to "Departments -> Projects -> Asset Management -> Tasks -> FA Quote Comparison.

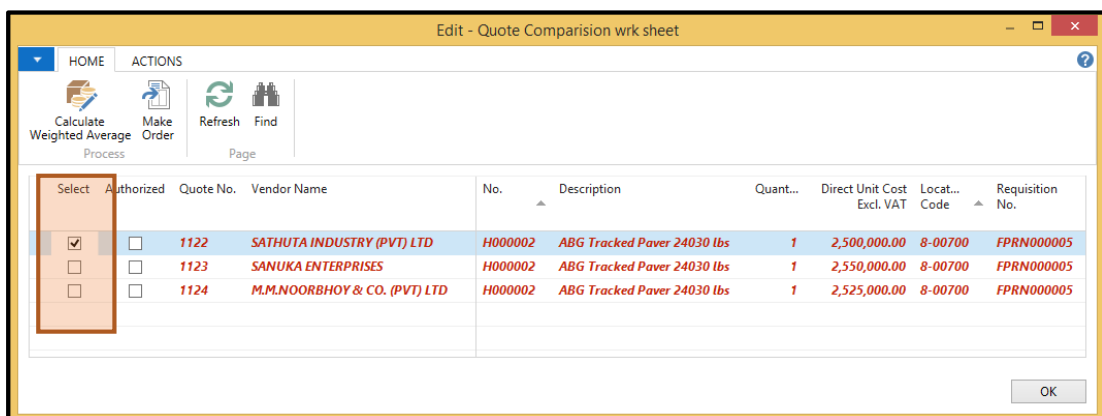2. Select the PRN number from the selection page and click "Get Source" in the Ribbon bar.

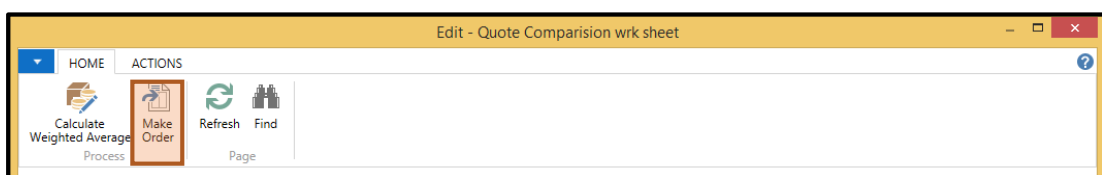3. A summary of the quotes will be displayed.

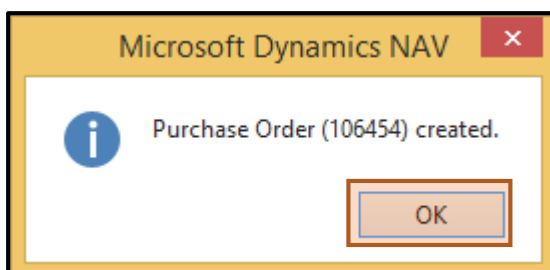## 1.12 Creating Purchase Order from a Quote though Quote Comparison.

1. Navigate to "FA Quote Comparison" and select the quote that needs to be converted to a purchase order.
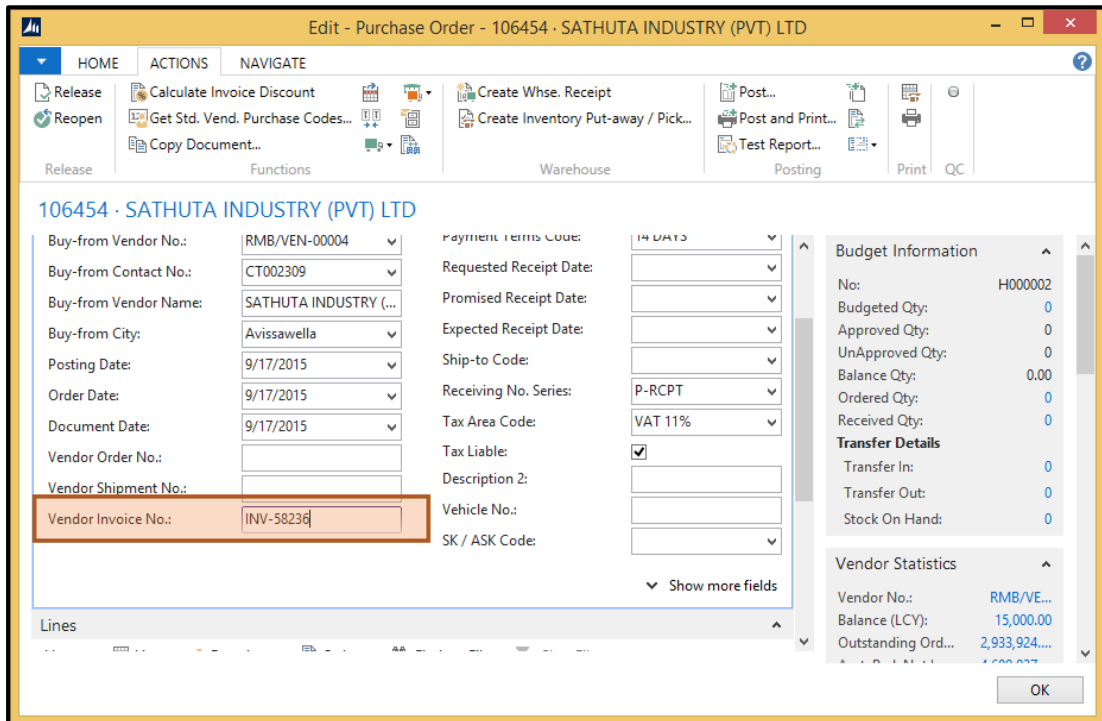

2. Click "Make Order" in the Ribbon Bar.

3. Verification message will be displayed with the purchase order number generated.

1.13 Updating the Book Value of a Fixed Asset through a Purchase Invoice

1. Navigate to Purchase Order created from the above process.

2. Insert the "Vendor Invoice No."

3. Post the Purchase Order.

4. Navigate to Fixed Asset to check the book value.

1.14 Calculating Fixed Asset Depreciation

1. Navigate to Departments -> Financial Management -> Fixed Assets -> Periodic Activities -> Calculate Depreciation...
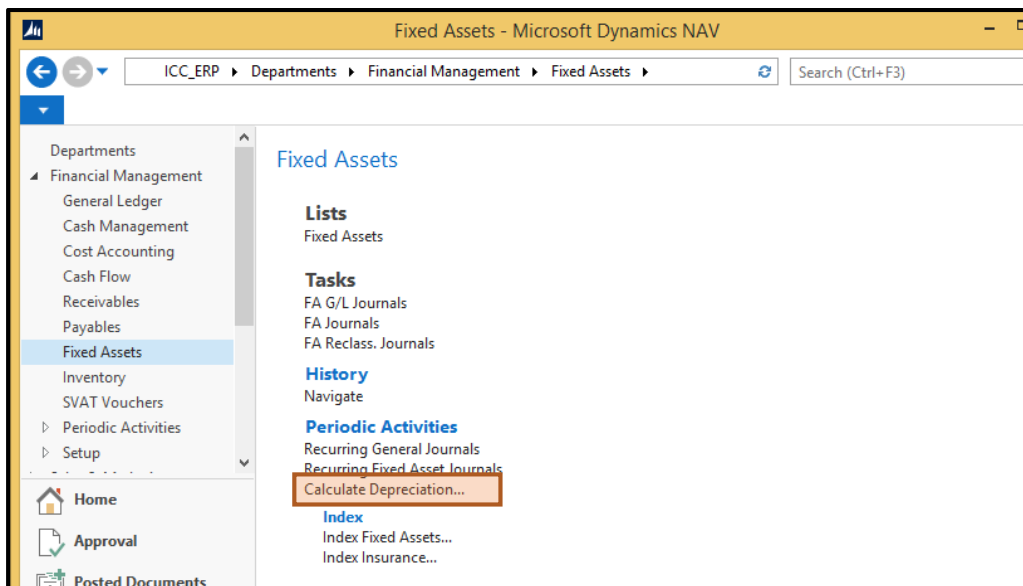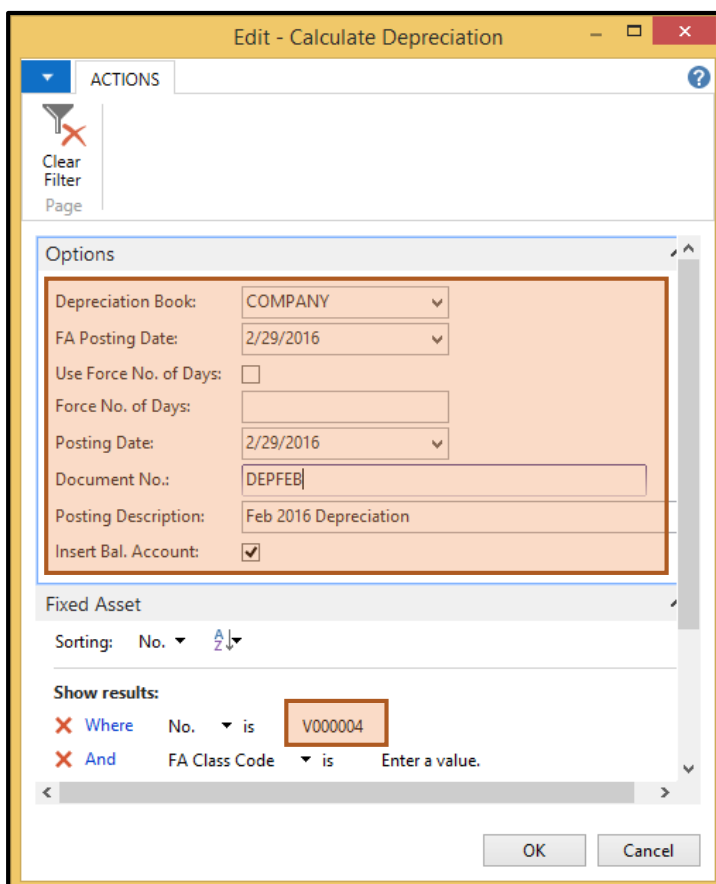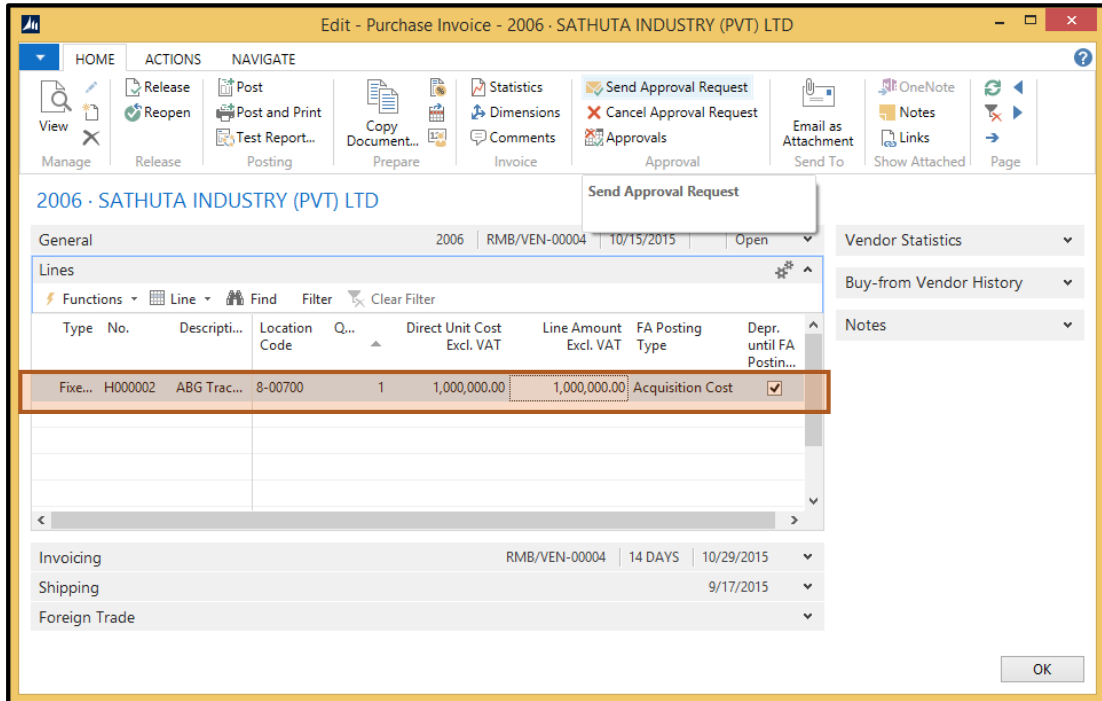

2. Insert the depreciation parameters.

1.15 Fixed Asset Additions

1. Create a New Purchase Order or New Purchase Invoice.

2. Add the Fixed Asset No. to Purchase Line.

3. For accurate depreciation calculation, users can check the "Depr. Until FA Posting Date". Then the system will calculate and post the depreciation value up to that number of days.

4. Navigate to Fixed Asset card and check the book value has been updated correctly.
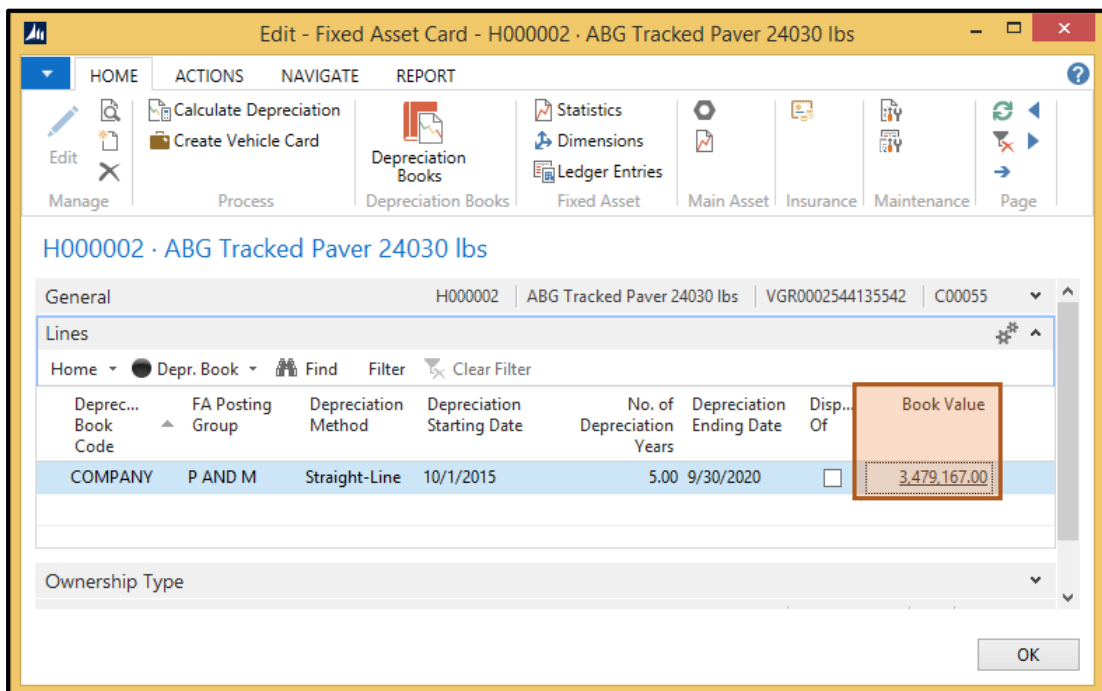
5. Navigate to FA Ledger entry to view the automatic depreciation entries posted in the system due to "Depr. Until FA Posting Date" check box.
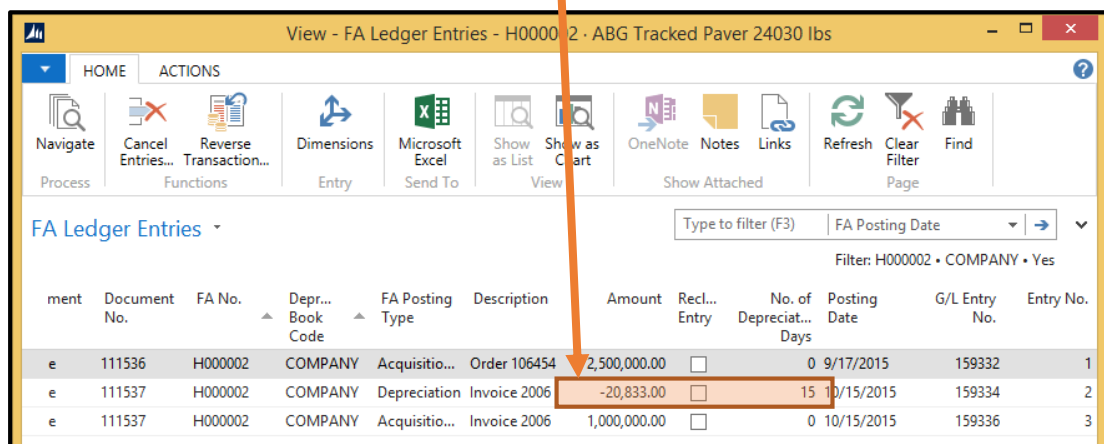
- *Note: The highlighted record depicts the depreciation amount and the number of depreciation days. The calculation is:*

Total Cost Incurred   *= 2,500,000*

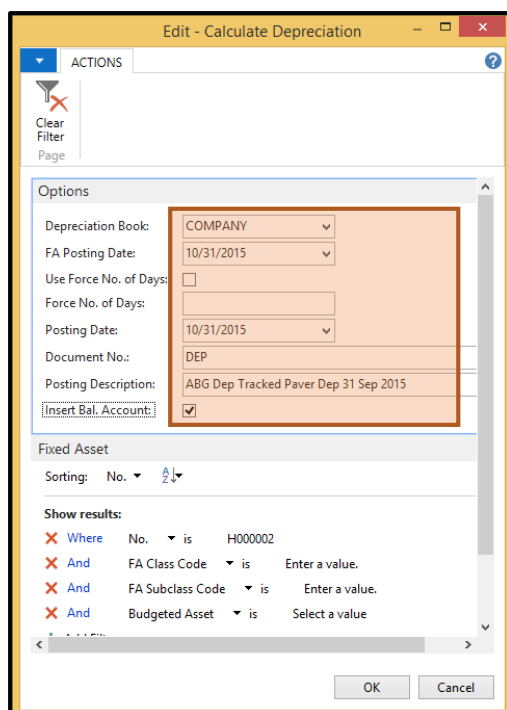*Depreciable Days*   *= 1800 (5 Years * 12*30)*

Per Day Depreciation   *= 2,500,000 / 1800*
                                        = 1388.89

15 Day Depreciation   *= 1388.89 * 15*
                                        = 20,833.00

6. Execute depreciation in the month end.

7. Check the FA ledger entries.

8. Depreciation for next 15 days have been calculated.

Total Cost Incurred = 3,500,000

Accum. Depreciation = 20,833.00
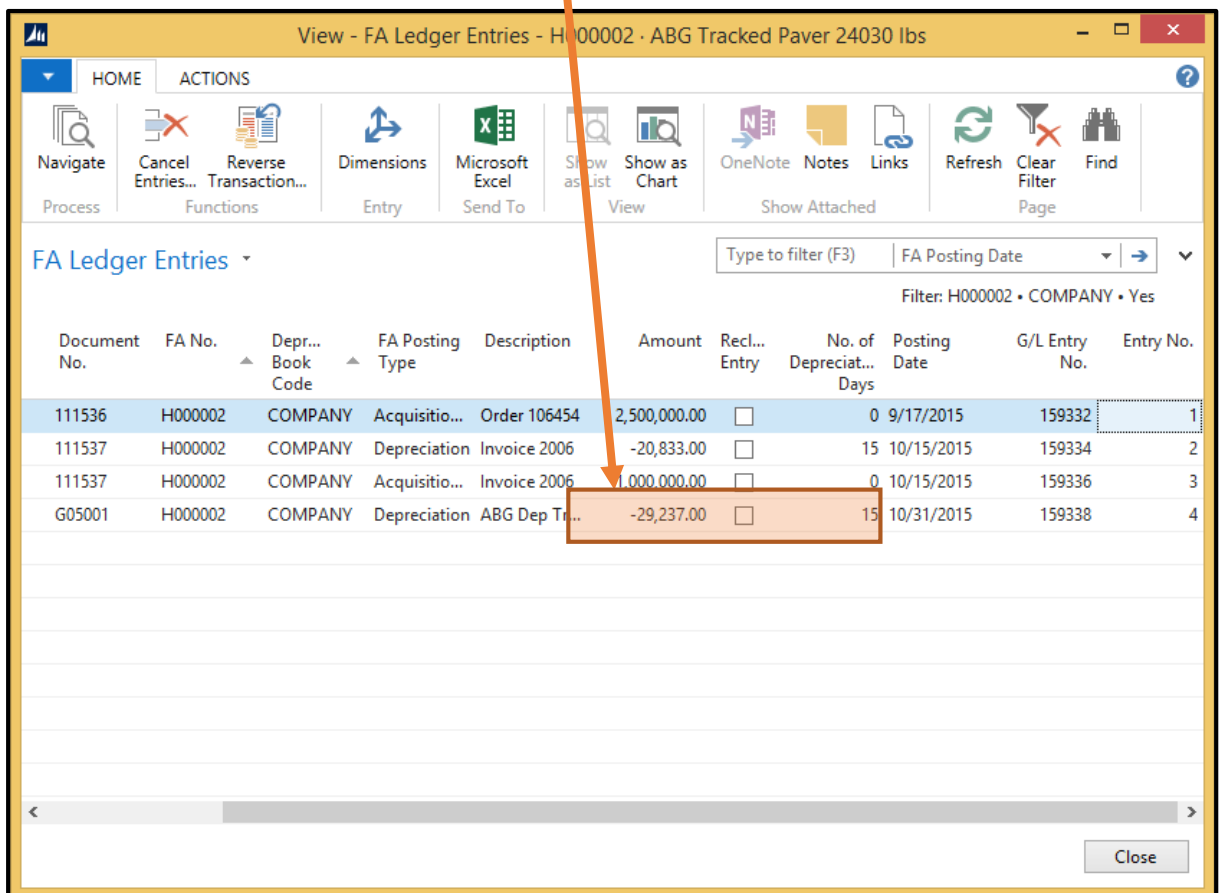
Remaining Bal. for Depr. = 3,479,167.00

Depreciable days = 60 * 30
= 1800 Days

Depreciated days = 15 Days

Remaining Depr. Days = 1800-15
= 1785 Days

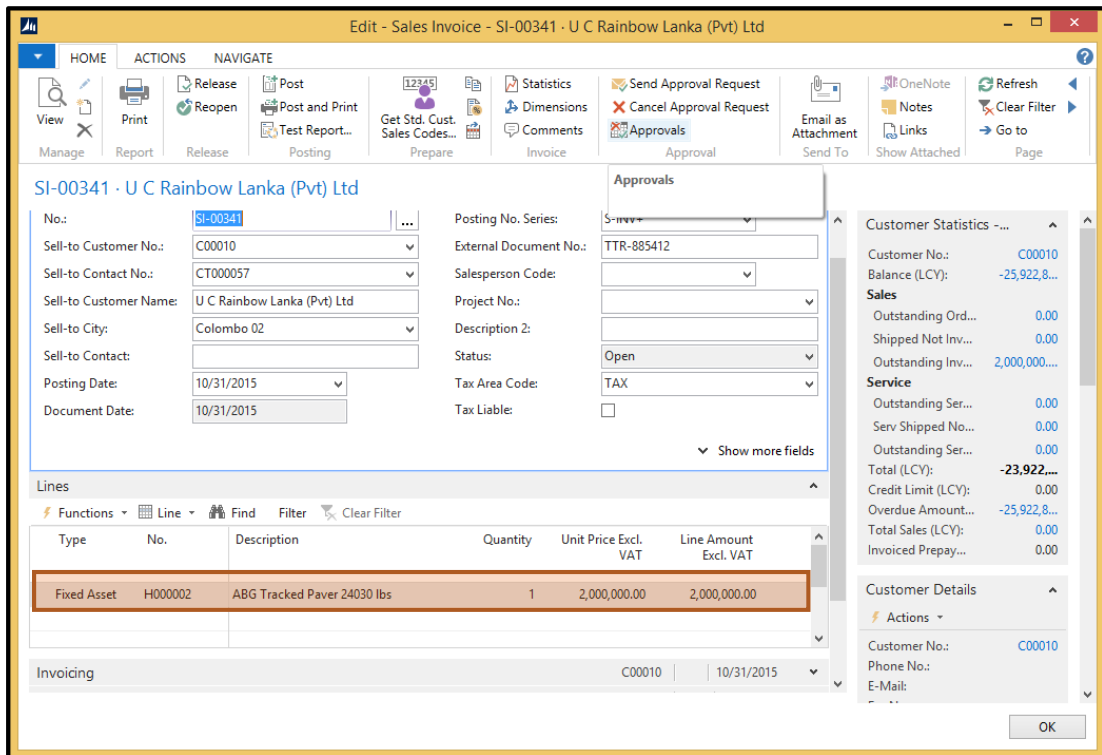*Per day Depreciation* = 3,479,167.00/ 1785
= <u>1949.11</u>

15 Day Depreciation = 1949.11 * 15
= <u>29,237.00</u>

1.16 Fixed Asset Disposals through Sales Order or Sales Invoice

1. Create a Sales Order or Sales Invoice and fill the sales line.

2. Post the Sales Invoice.

3. Navigate to Fixed Asset Card and check the ledger entries.
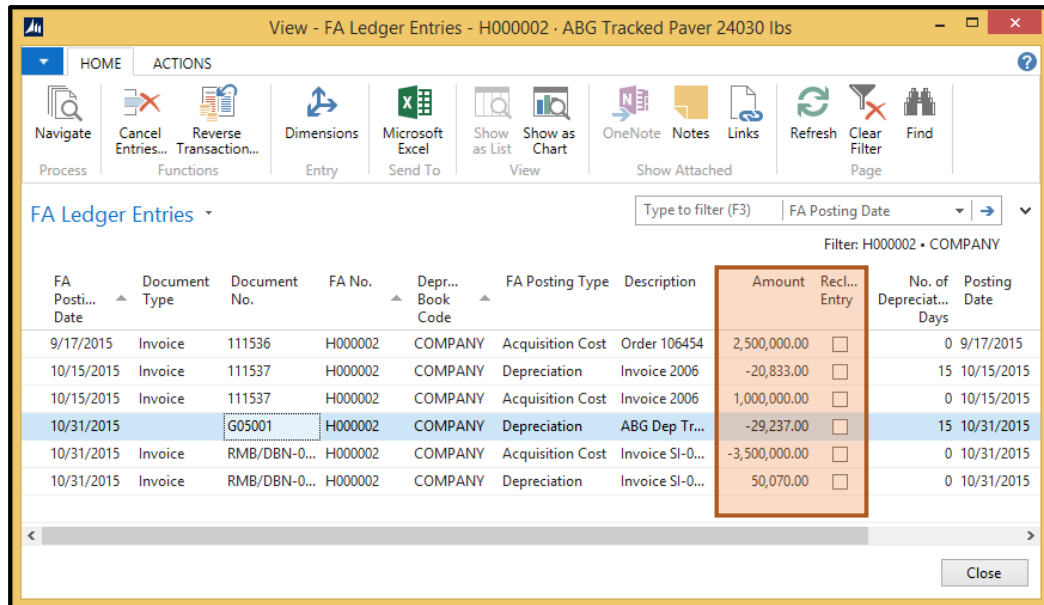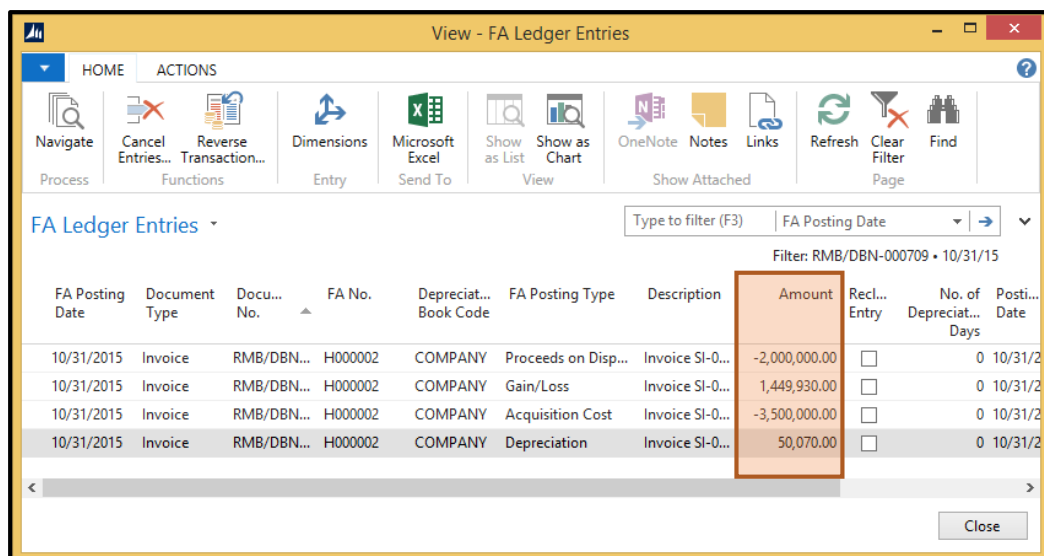
4. Fixed Asset Gains or Disposal has been transferred to the specified account.

- *Note: Disposed Of check box has been checked*

- *Book Value has become "0".*

2 Fixed Asset transactions through FA G/L Journals

2.1 Update the Fixed Asset Acquisition Cost through journal

1. Navigate to "FA G/L journals".

2. Fill the journal line with the Fixed Asset Details and specify a balancing account.

3. Specify the "FA Posting Type" as "Acquisition Cost".

4. Post the journal and verify the balance is updated in the fixed asset master.

2.2 Update the Fixed Asset Appreciation through journal

1. Navigate to "FA G/L journals".

2. Fill the journal line with the Fixed Asset Details and specify a balancing account.

3. Specify the "FA Posting Type" as "Appreciation".

4. Post the journal and verify the balance is updated in the fixed asset master.

2.3 Update the Fixed Asset Write-down through journal

1. Navigate to "FA G/L journals".

2. Fill the journal line with the Fixed Asset Details and specify a balancing account.

3. Specify the "FA Posting Type" as "Write-down".
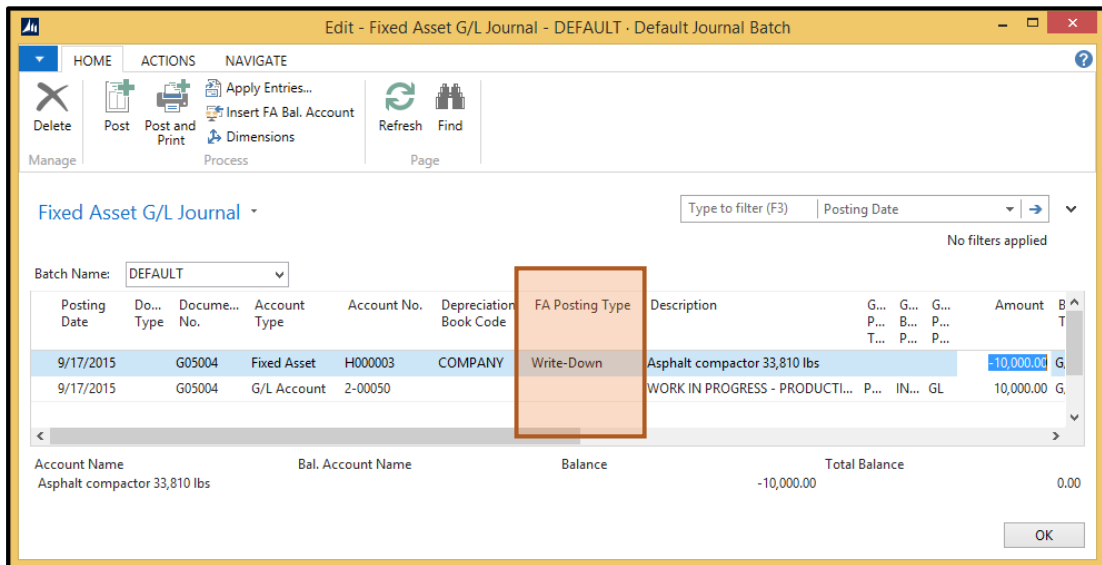
4. Post the journal and verify the balance is updated in the fixed asset master.
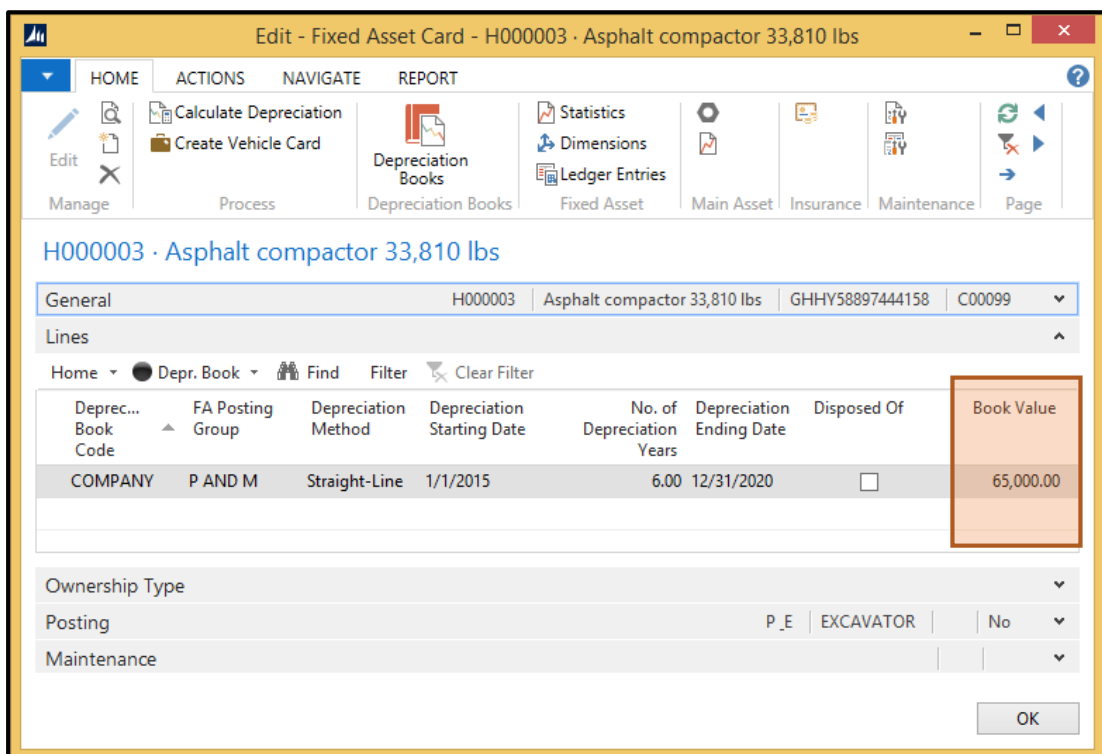
2.4 Update the Fixed Asset Depreciation through journal

1. Navigate to "FA G/L journals".

2. Fill the journal line with the Fixed Asset Details and specify a balancing account.
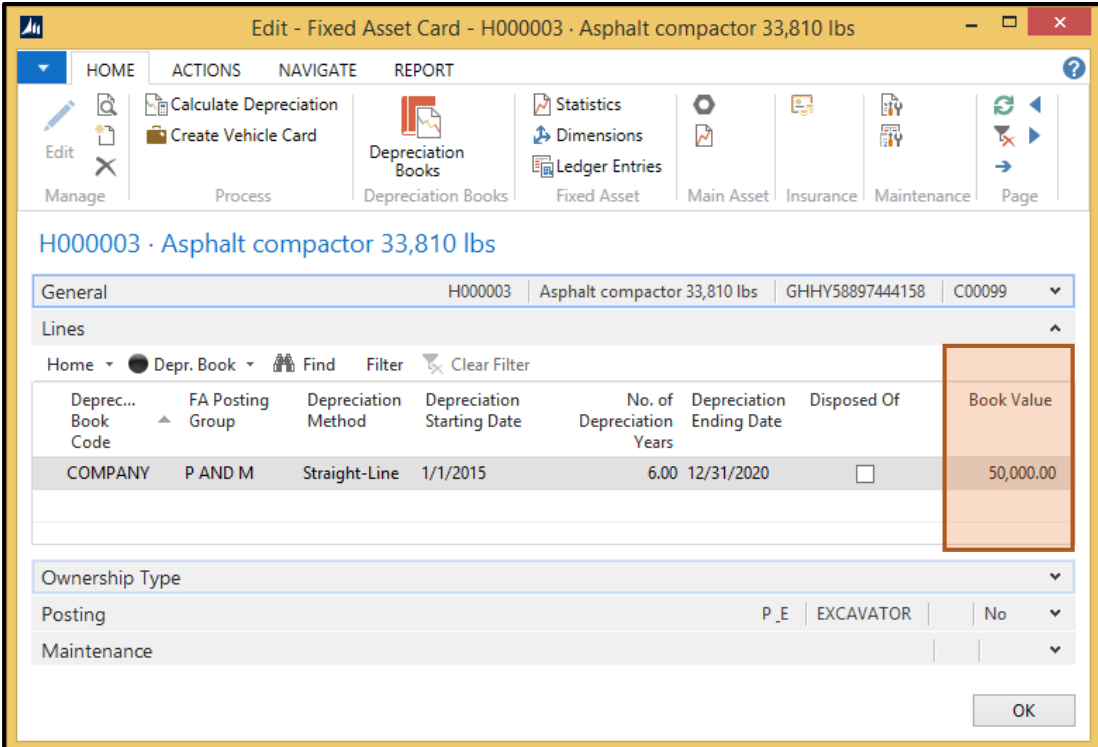
3. Specify the "FA Posting Type" as "Depreciation".
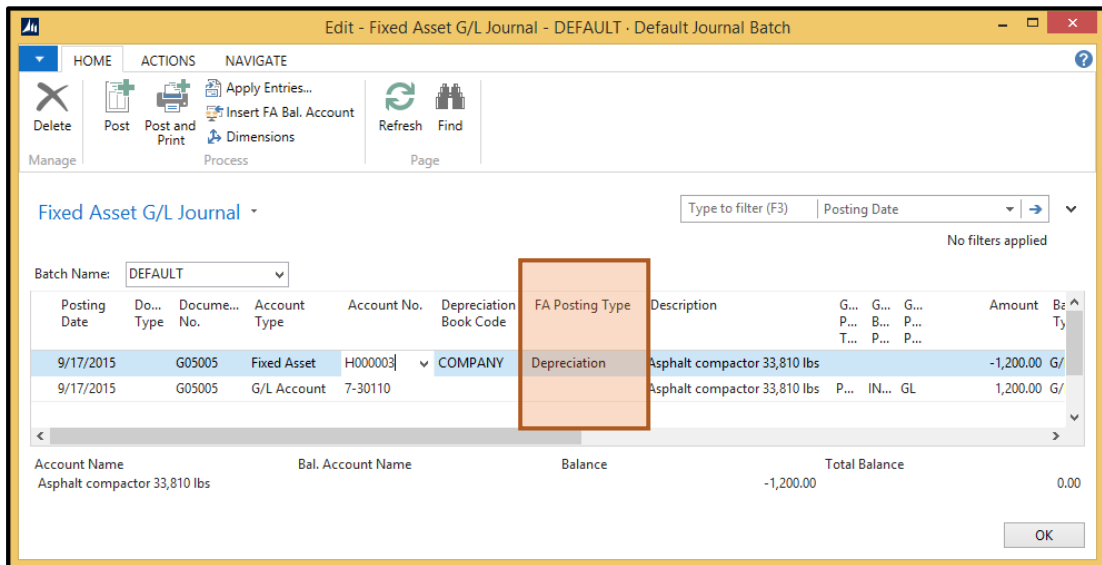
4. Post the journal and verify the balance is updated in the fixed asset master.
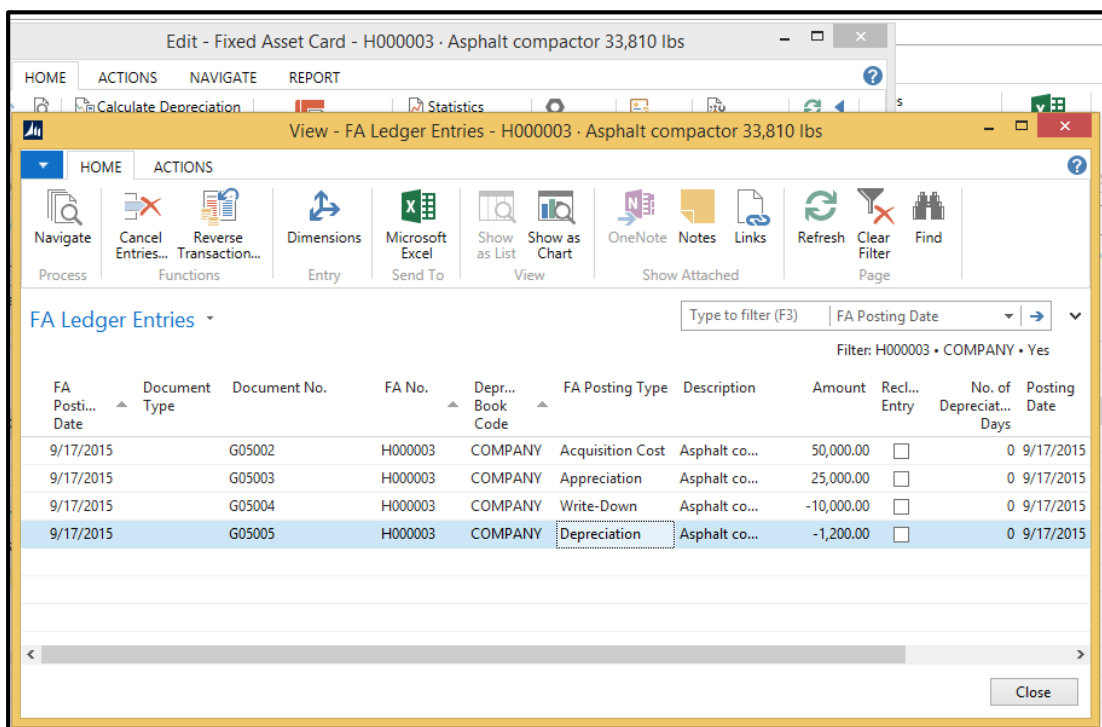
2.5 Update the Fixed Asset Disposal through journal

1. Navigate to "FA G/L journals".

2. Fill the journal line with the Fixed Asset Details and specify a balancing account.

3. Specify the "FA Posting Type" as "Disposal".

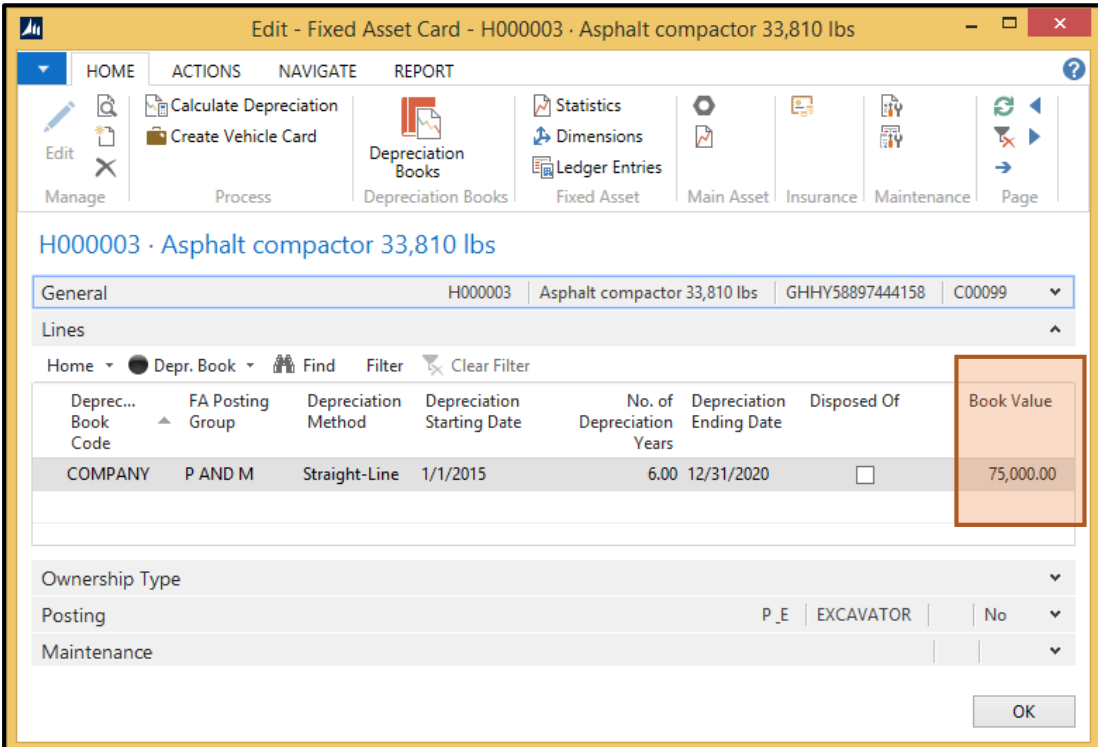4. Post entries.

3 Resources Transactions

3.1 Register Resources / Resource Groups for a won Project

1. Navigate to Won Project list via "Departments -> Projects -> Project Management -> Won Project List.
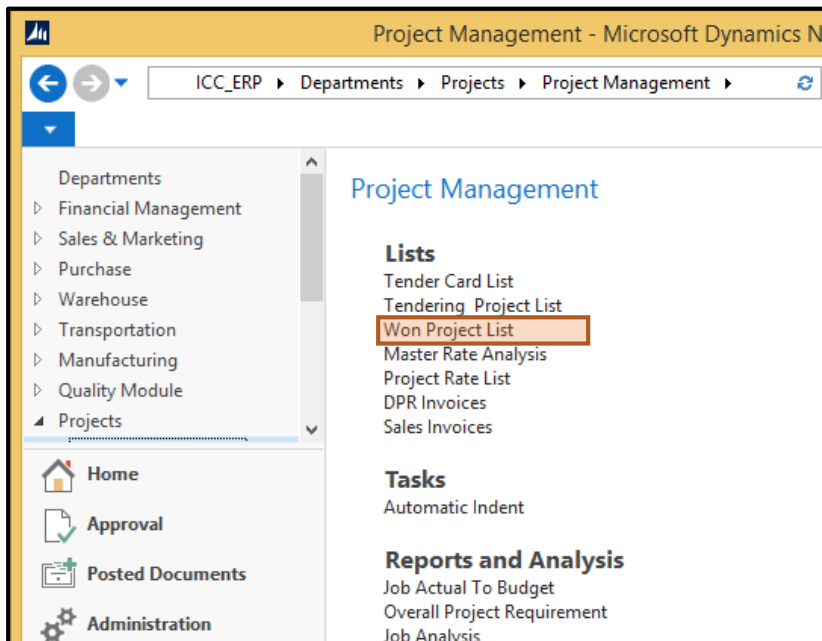
2. Open the corresponding card and click Resources Summary to insert the total estimated resources/ resources groups.
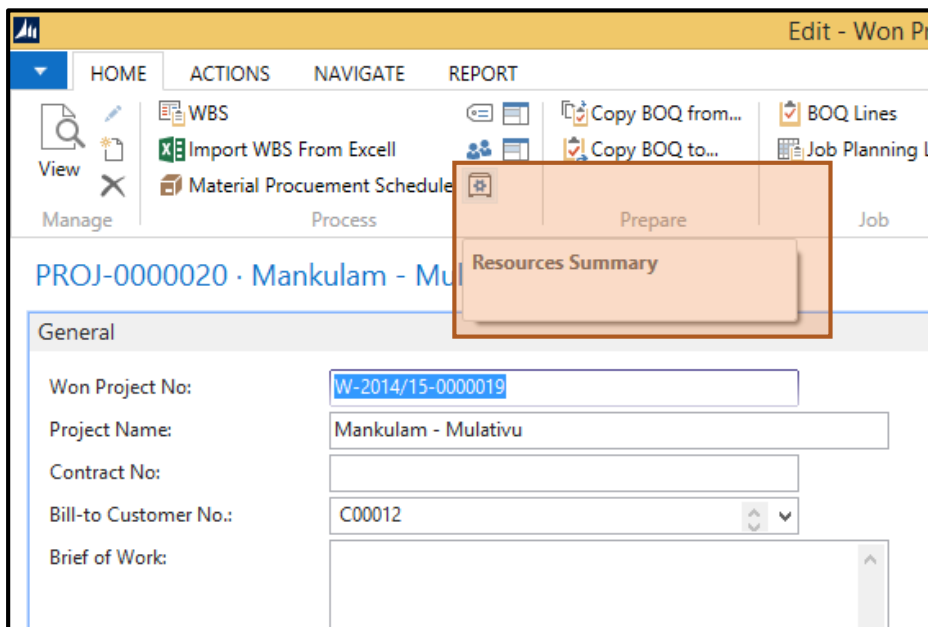
3. Insert the estimated resource requirements.
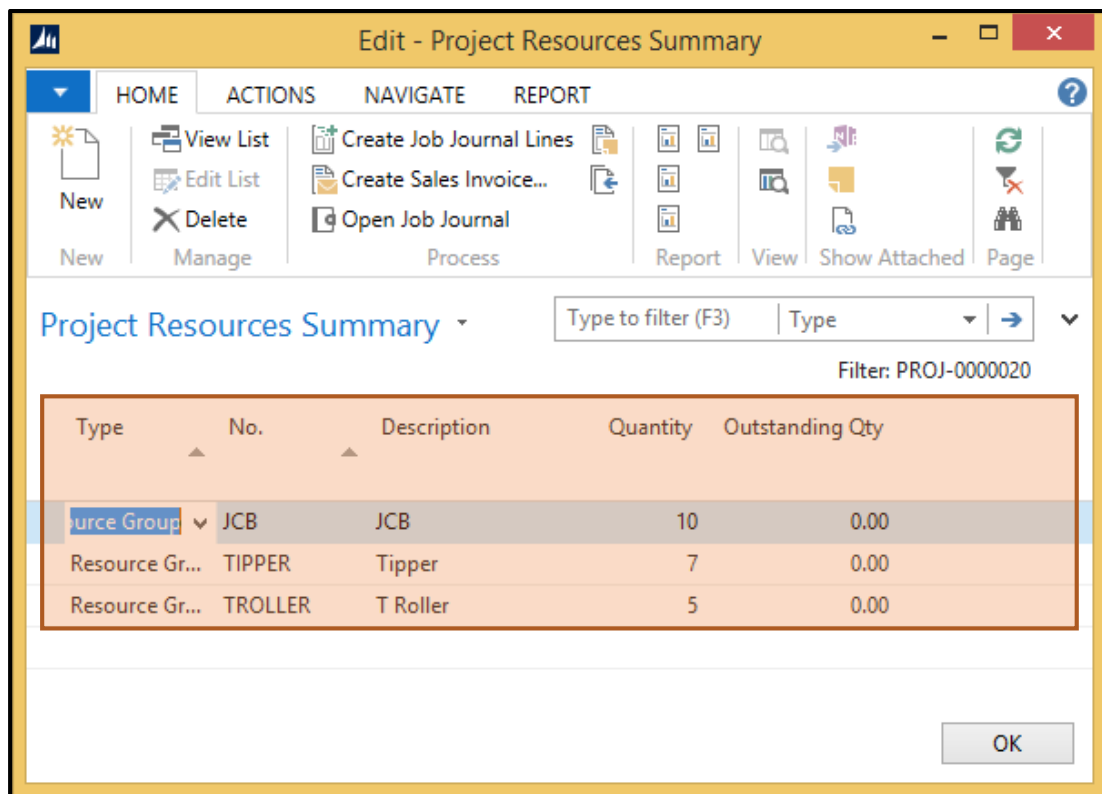
3.2 Convert Fixed Asset to a Resource

1. Create a fixed asset.

2. Select "FA Type" from the list. This will determine the main category of the fixed asset and will be using this parameter for Plant and Equipment reports.

3. Select the "Ownership". If the fixed asset is used as a resource in the system, select "P&E".

4. Select the dimensions as required. Fill other reporting parameters where necessary.

5. After filling all the parameters click "Create Resource Card" in the navigate tab.
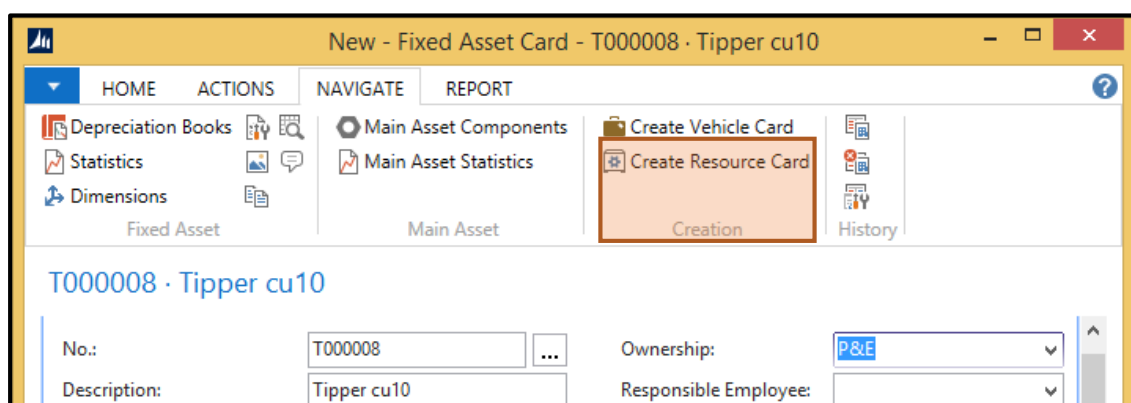
6. The Created "Resource No." will be stored in the Fixed Asset Card

3.3 Navigating to the Resource/Machines List

1. Navigate to Departments -> Projects -> Resource Management -> Machines

2. Click "Machines" to view the created Resource/Machines List

3. Select the Relevant Machine. Double Click or Click "Edit" in the Ribbon to Open the Machine Card

4. Select the correct "Unit of Measure" by clicking the drop down.

- *Note: "Unit of Measure" cannot be changed later if any ledger entries have been created for the Machine/Resource.*
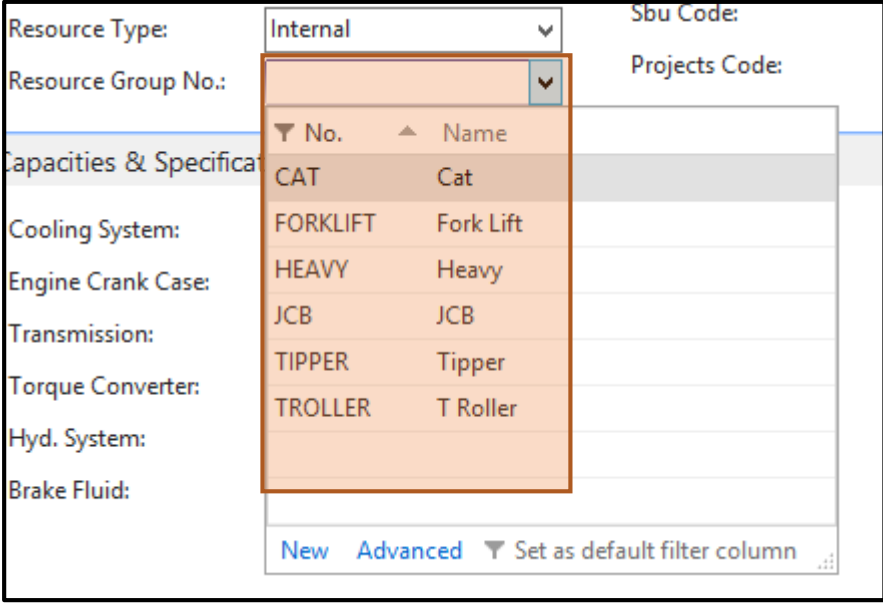
5. The Dimensions (SBU Code & Projects Code) will be inserted as specified in the Fixed Asset Card.

6. Select the relevant "Resource Group No." depending on the Resource/Machine by clicking the drop down.
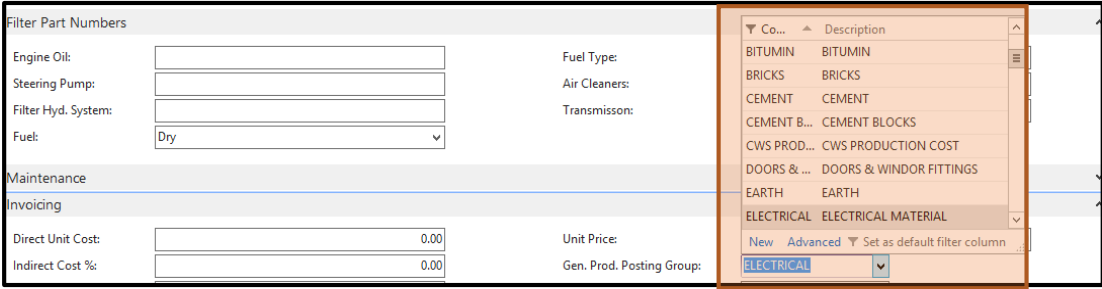
7. Select the "General Product Posting Group" of the Machine by clicking the drop down.
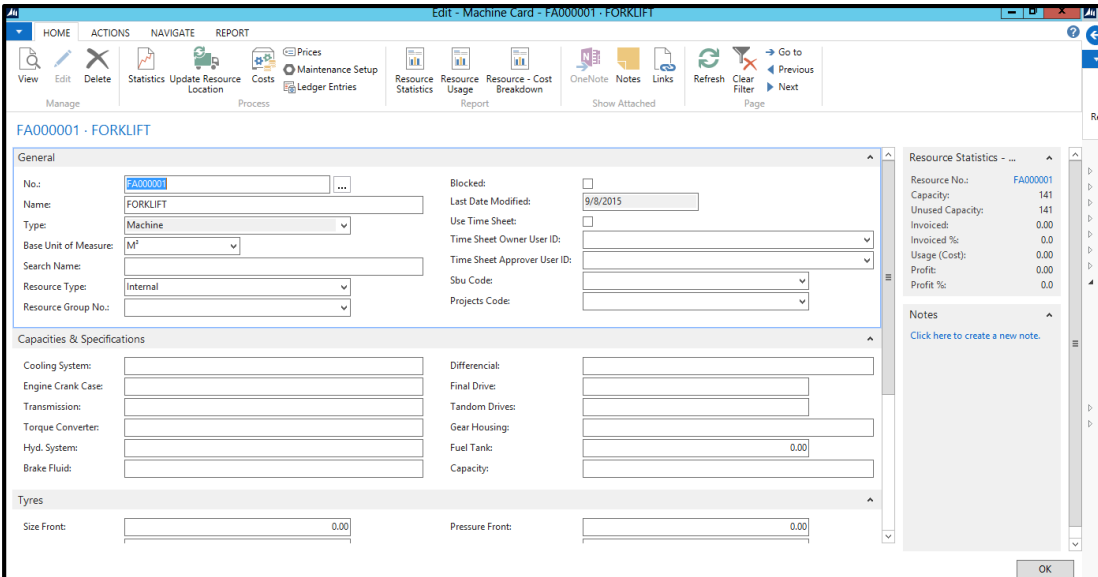
8. Fill all other relevant information as required.

3.4 Updating the Location in the newly created Machine

1. Click "Update Resource Location" in the Ribbon to Update the location in the newly created Machine/Resource
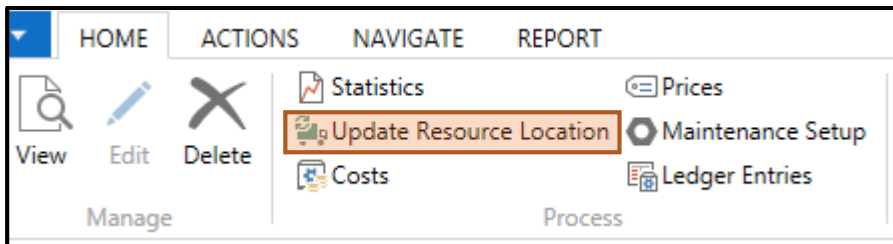
2. Click "Yes" in the screen shown below
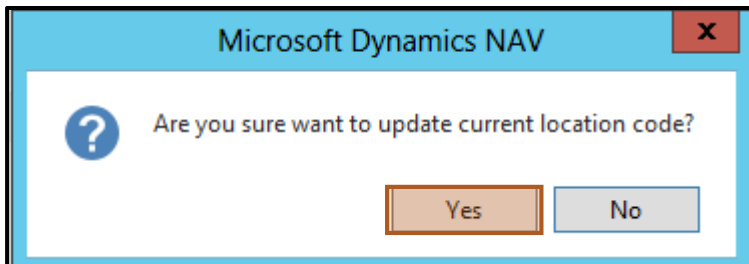
3. Select the "Location Code" from the drop down.

4. Select the "Posting Date" from the drop down.
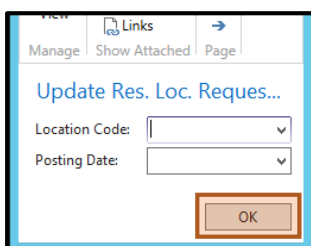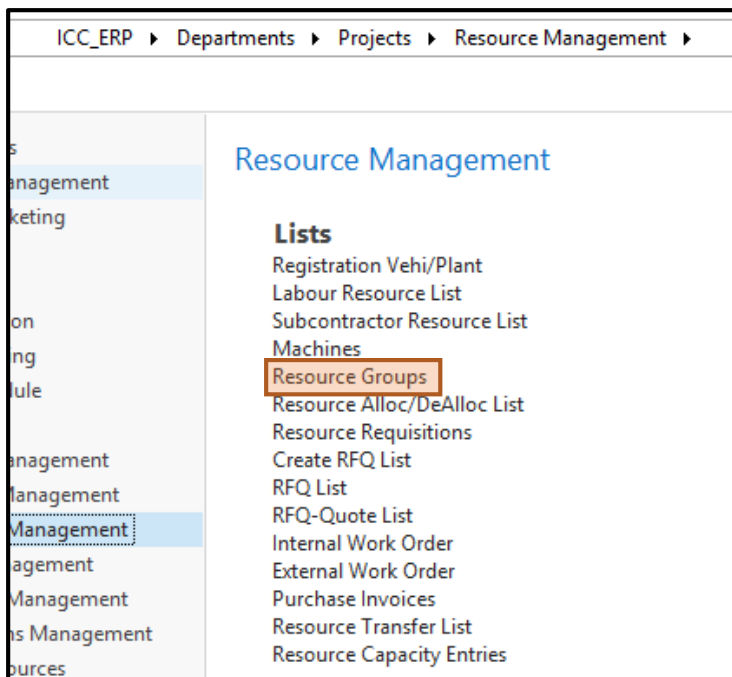
5. "Location Code" will be updated as shown below.

3.5 Creating a Resource Group

1. Navigate to Departments -> Projects -> Resource Management -> Resource Groups.

2. Click "Resource Groups" to create or view Resource Groups.

3. Click "New" in the Ribbon to create a new Group
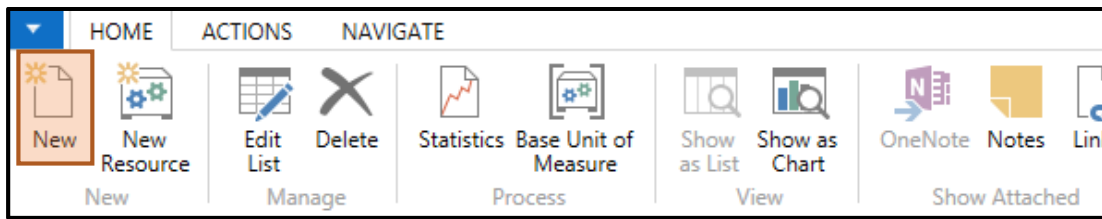
4. Enter Resource Group details in the "New-Resource Groups" window.
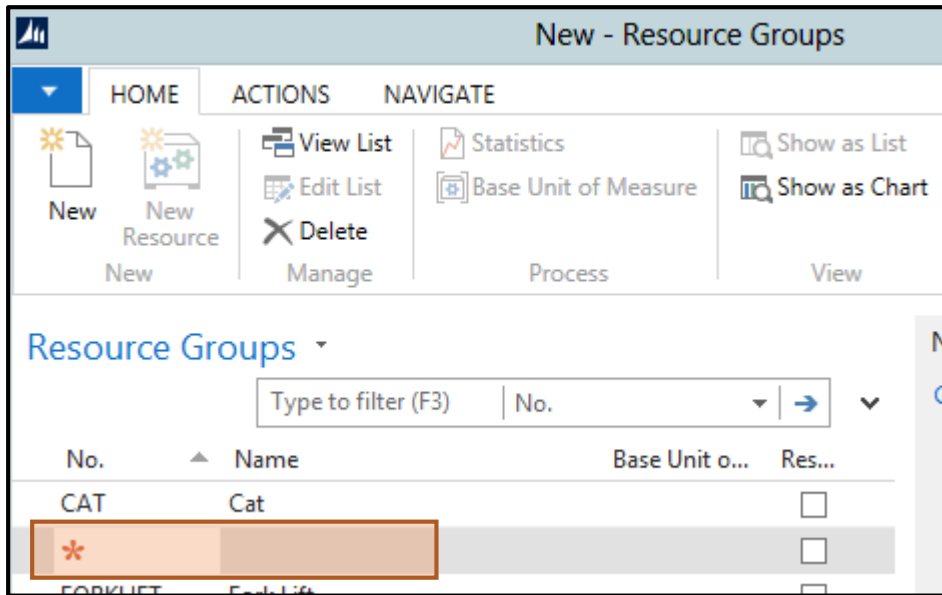
3.6   Entering Resource Capacity

1. Click "Resource Capacity" in the Ribbon of the Machine.
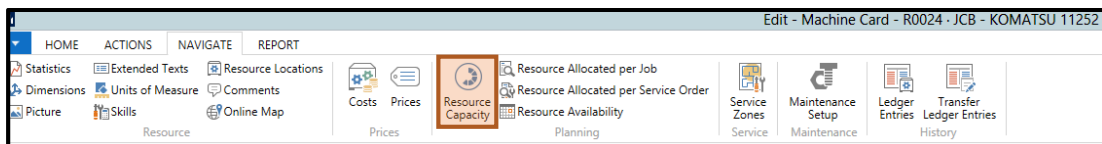
2. The screen shown below will be displayed.
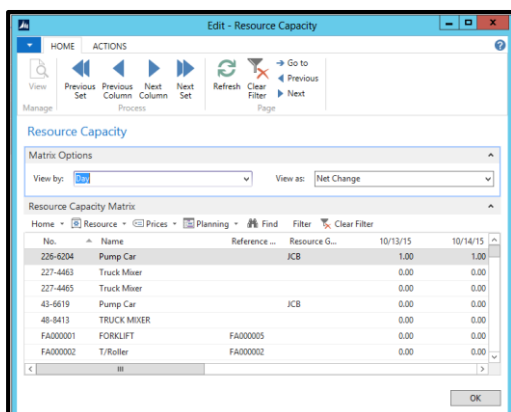
3. Use the Ribbon Buttons shown below to Navigate to relevant periods. Navigate to the Required Period for which you want to add Capacity.
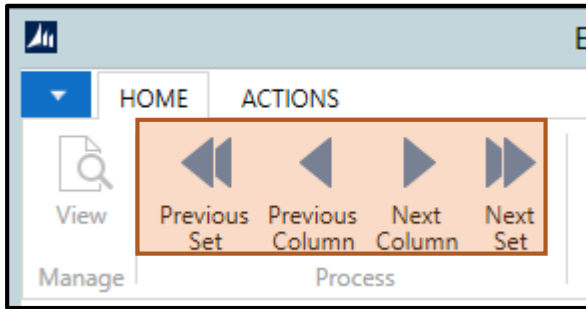
- Previous Set, Next Set- Click to view different Time frames.

- Previous Column, Next Column- Click to view the next/previous column.
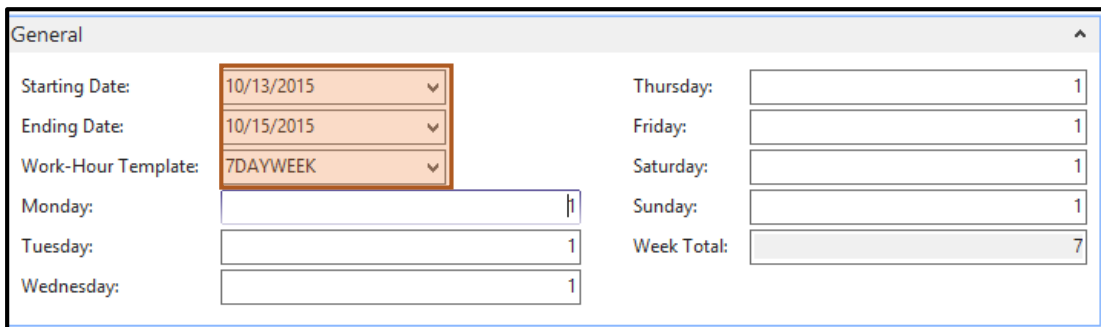
4. Select the Resource you need to Add Capacity.

5. Click "Set Capacity" in the "Planning" drop down as shown below.

6. Enter the Required Parameters as shown below.

- Starting Date: Beginning date to add capacity.

- Ending Date: Last day to add capacity.

- Work-Hour Template: Template to be used to add capacity.

7. Click "Add Capacity" in the ribbon to add capacity.
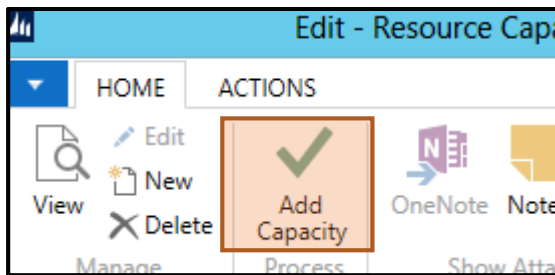
8. Capacity entries can be viewed in the screen below.
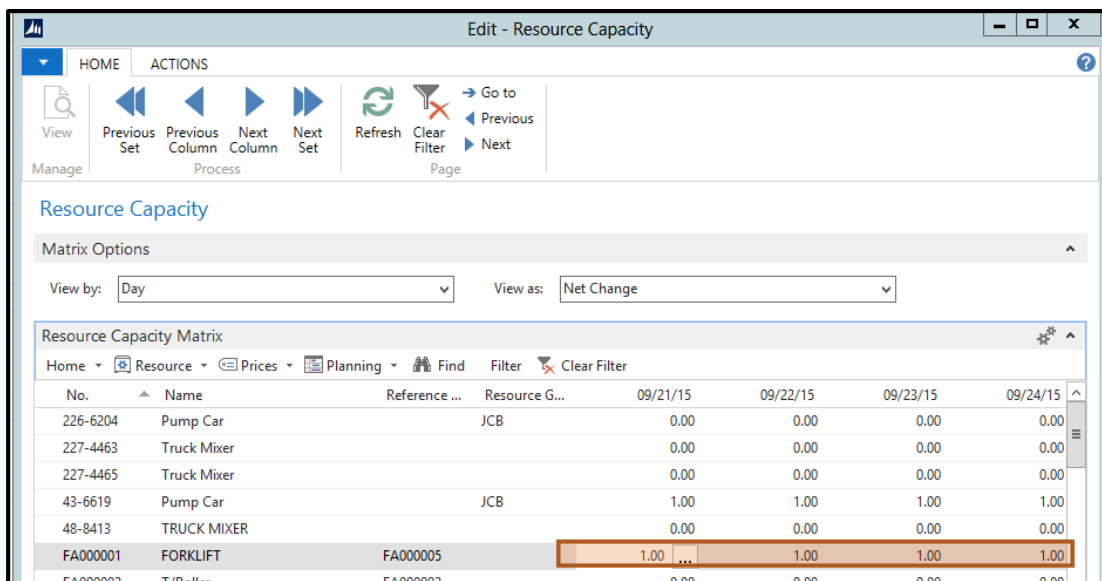
3.7   Viewing Availability of a Resource

1. Click "Resource Availability" in the Ribbon.
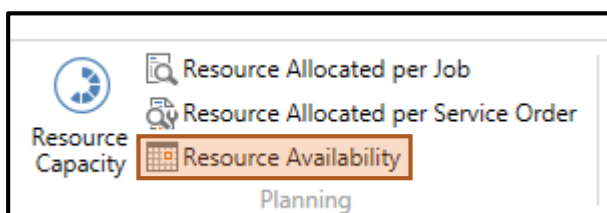
2. Select the Period from the "View by" drop down.
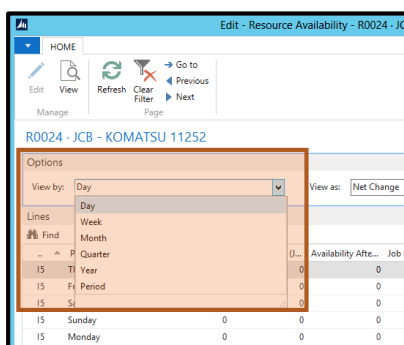
3. The User can view the availability in the matrix shown below.

Period ...	Period Name	Capacity	Qty. on Order (Job)	Availability After Orders	Job Quotes Allo...	Availability After Quotes	Qty. on Service Order	Net Availability
11/27/2015	Friday	1	0	1	0	1	0	1.00
11/28/2015	Saturday	1	0	1	0	1	0	1.00
11/29/2015	Sunday	1	0	1	0	1	0	1.00
11/30/2015	Monday	1	0	1	0	1	0	1.00
12/1/2015	Tuesday	1	1	0	0	0	0	0.00
12/2/2015	Wednesday	1	1	0	0	0	0	0.00
12/3/2015	Thursday	1	1	0	0	0	0	0.00

- Period- Period will be displayed depending on the "View by" filter.

- Period Name- Name of the period.

- Capacity- Total Capacity of the Resource depending on the period.

- Qty on Order(Job)- The Quantity allocated on Jobs.

- Availability after Orders- Quantity remaining after being allocated to Jobs.

- Net Availability- Net Quantity available after being allocated to jobs.

3.8 Viewing Resources allocated per Job

1. Click "Resource Allocated per Job" in the Ribbon section of the Resource Card.
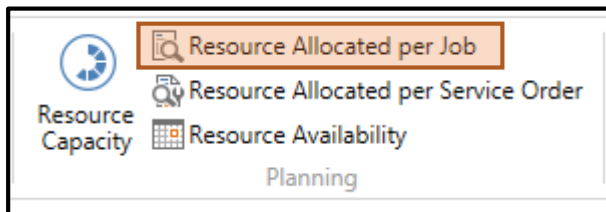
2. Use "Next Set" & "Previous Set" to navigate to the required period.
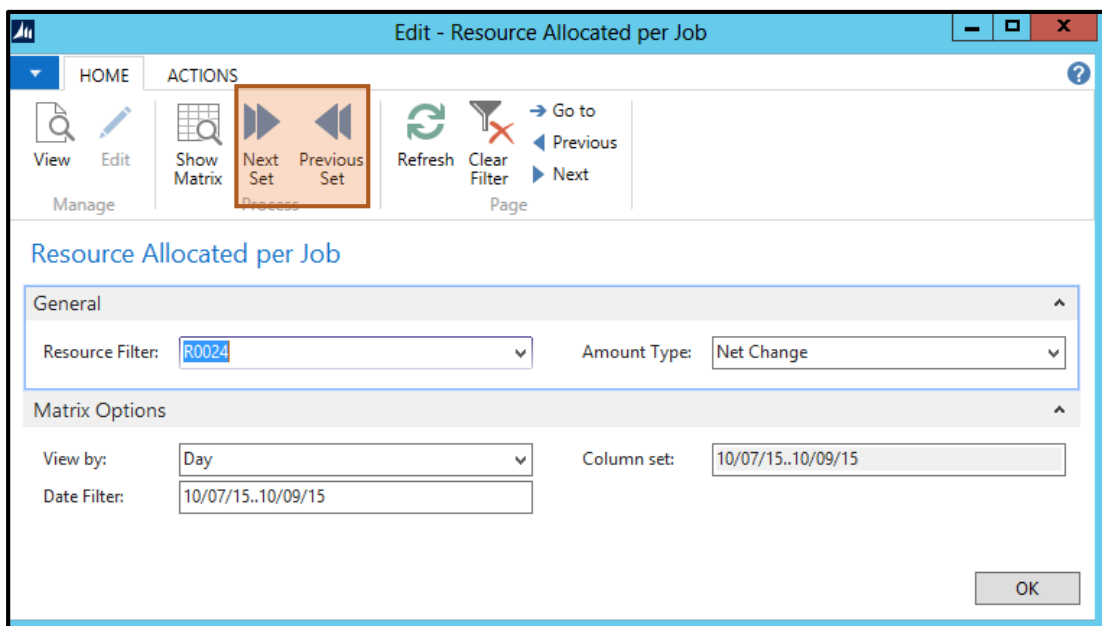
3. Apply filters for the Resource and Period as Required.
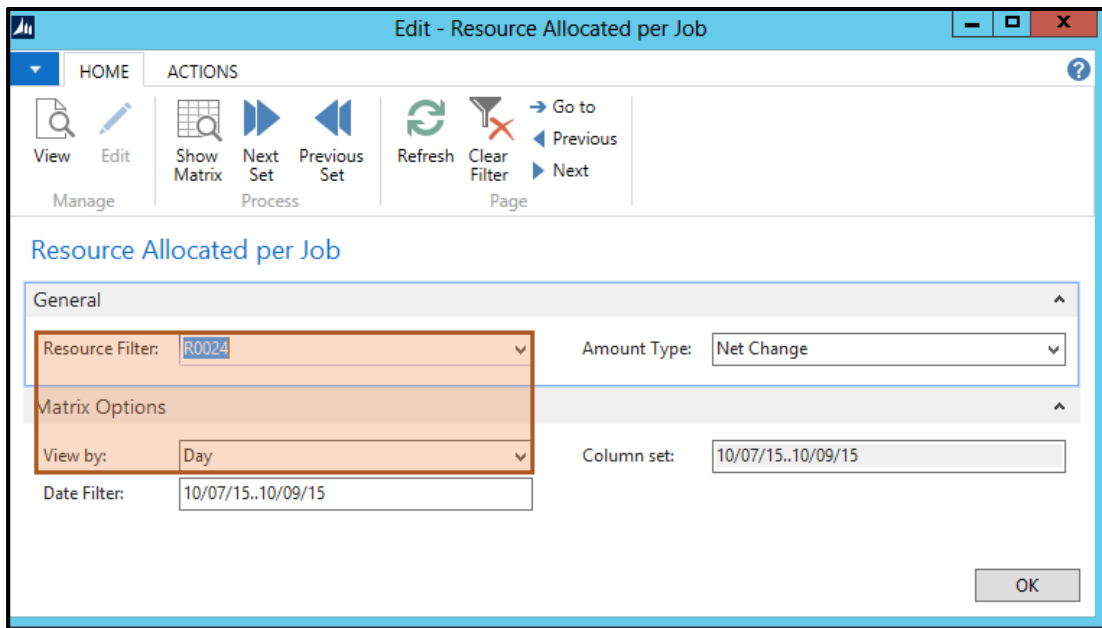
- *Note: Not Selecting a Resource will show total resources allocated per job.*

4. Click "Show Matrix" in the Ribbon. This shows how the selected resource has been allocated on projects in the given date range.
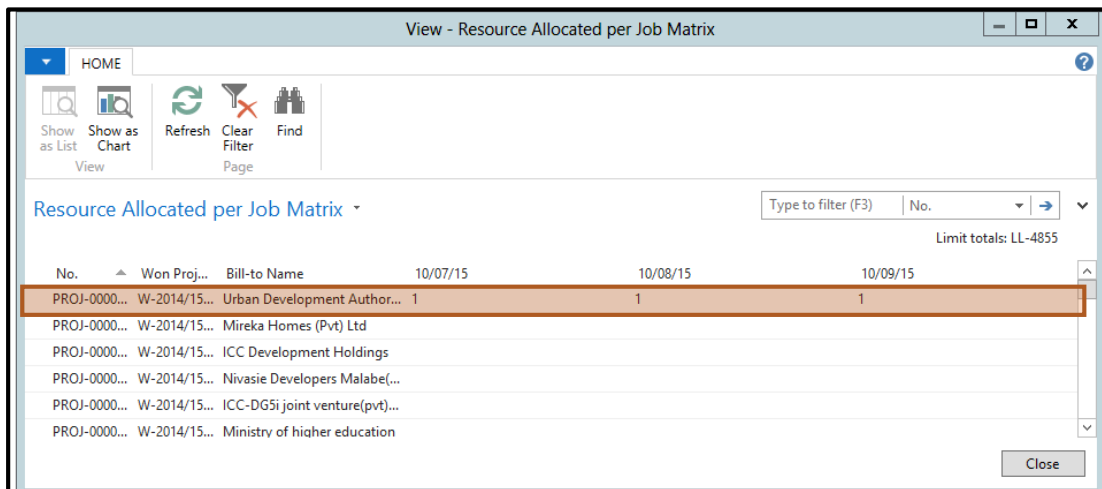
3.9 Creating a Resource Requisition

1. Navigate to Departments -> Projects -> Resource Management -> Resource Requisitions.
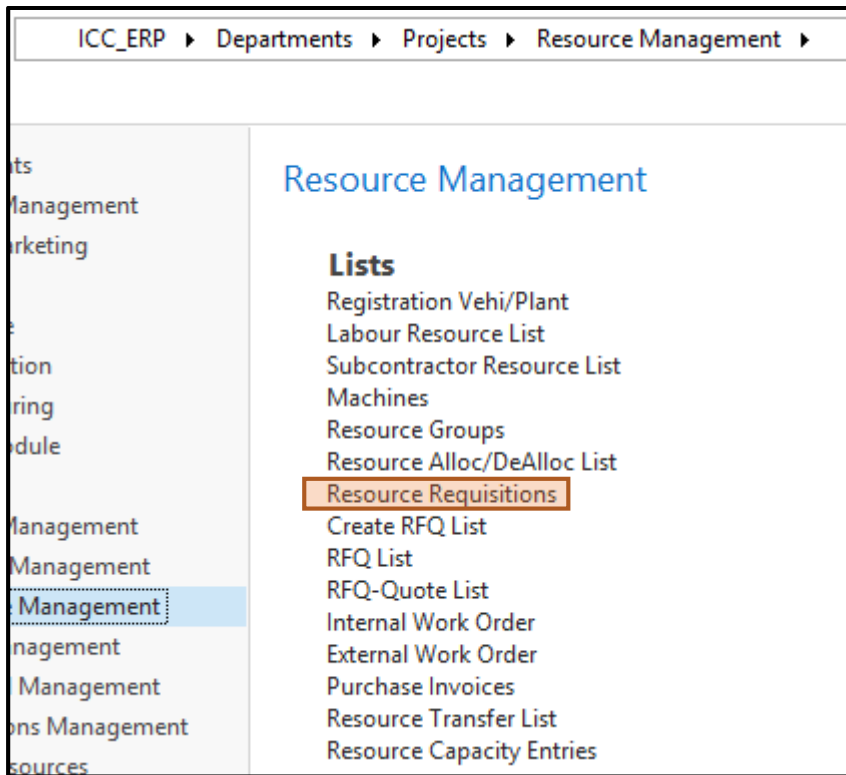
2. Click "New" in the Ribbon to open a new Resource Requisition.
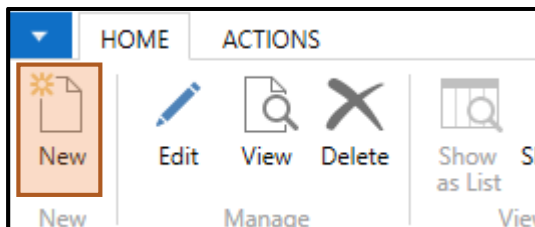
3. The Requisition No. will be Auto-generated.
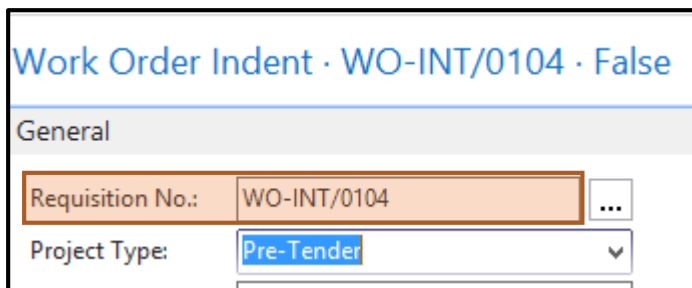
4. Insert the required parameter to the header.

- Project No: Projects assigned will be shown in the drop down.

- (Dimensions) SBU Code, Projects Code: Will be Auto-populated according to the selected Project.

- Location Code: Will be Auto-populated according to the selected Project.

- Supply Location:

- Delivery Location: Will be Auto-populated according to the selected Project.

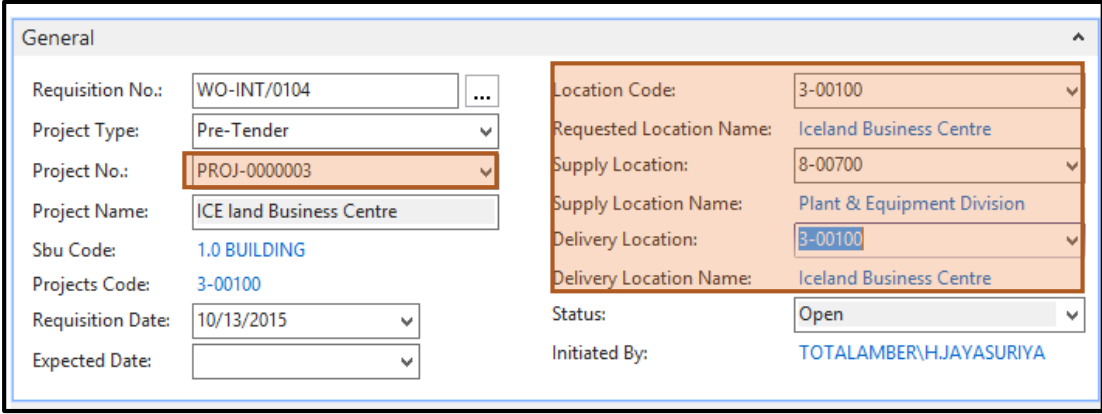5. Insert Resource Requisition Lines.

- Type: Can be "Resource" if the user requires a specific resource or "Resource Group" if the user requires any resource of the specified Category.

- No. : Can be the Resource No. or the Resource Group No.

- Unit of Measure: Will be UOM specified in the resource.

- Description: Description of the Resource or Resource Group.

- Quantity: If Type is "Resource" then the maximum quantity the user can enter is one. If the type is "Resource Group", then the user can any amount.

- Start Date: Enter the beginning date for resource allocation

- End Date: Enter the last date the Resource is required.

3.10 Sending Resource Requisition for Approval

1. Click "Authorization" to send Requisition for approval.
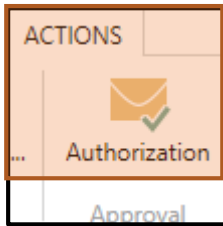
2. Click "OK" in the message shown below.
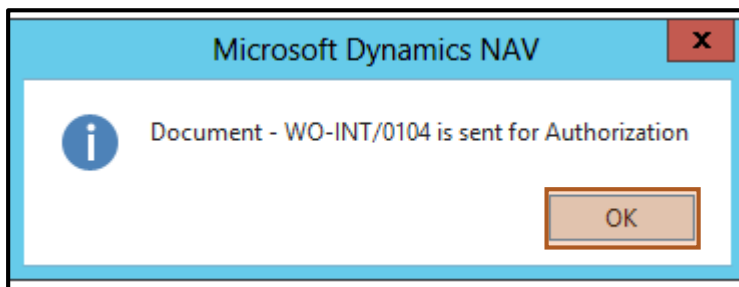
3. Status of the document will change to "Pending Approval"
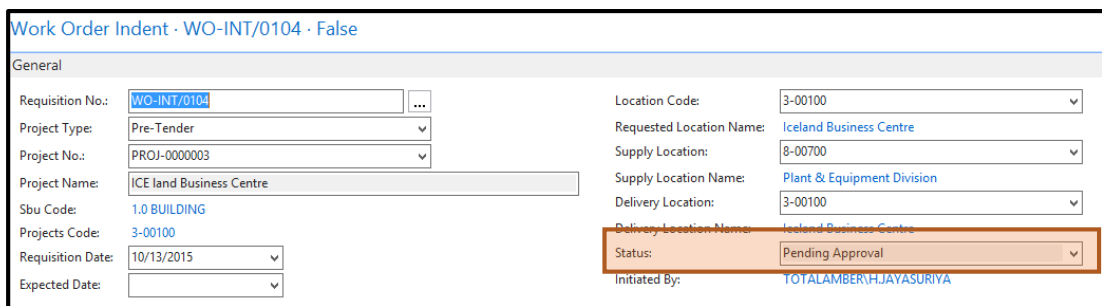
3.11 Approving a Resource Requisition

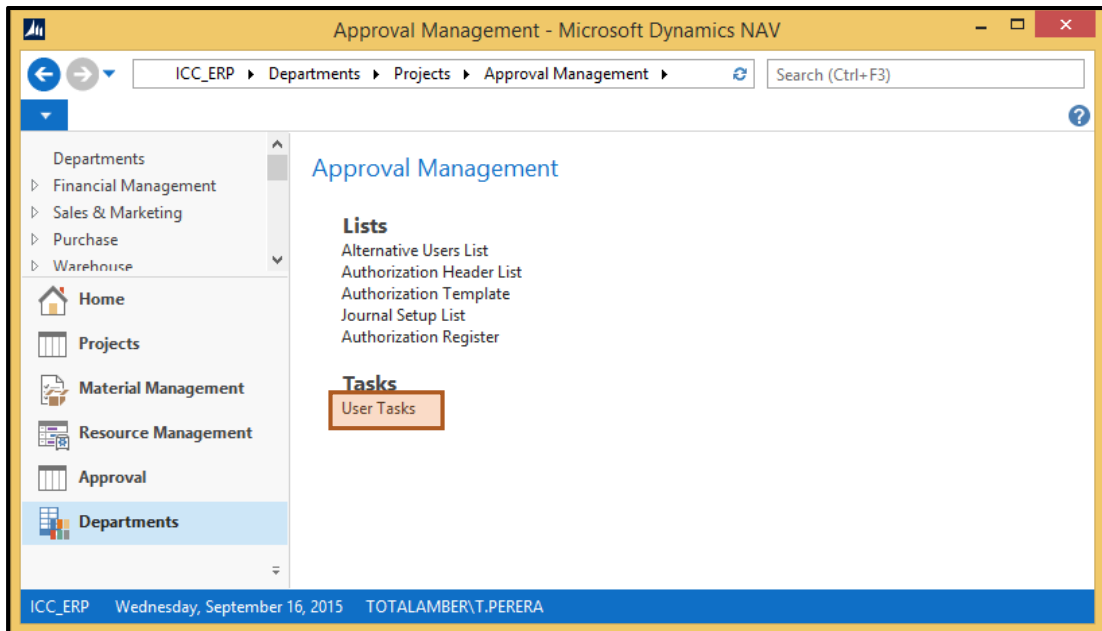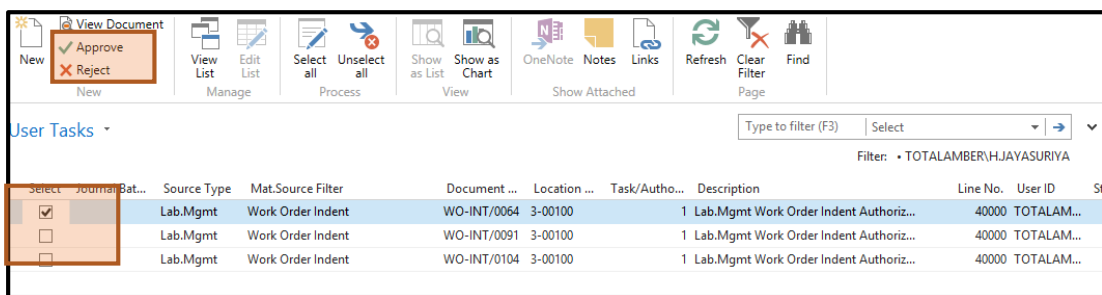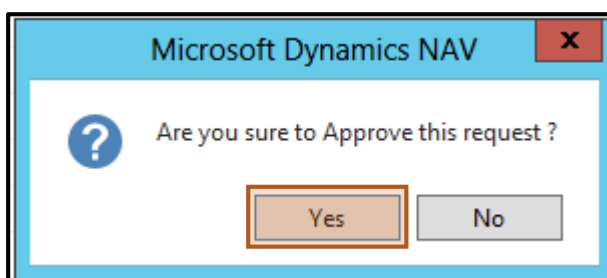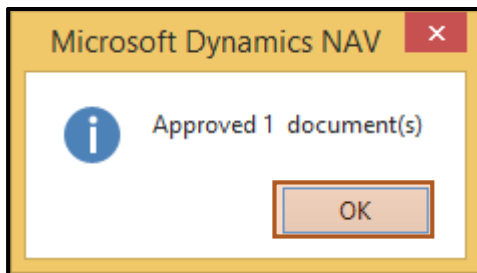1. Navigate to Departments -> Projects -> Approval Management -> User Tasks to view approval request entries.

2. Authorized User can "Approve" or "Reject" Requisitions by selecting the line.

3. Click "Yes" in the Confirmation message.

4. Confirmation of the approval will be displayed. Click "Ok".

5. The status of the Resource Requisition will be "Released"

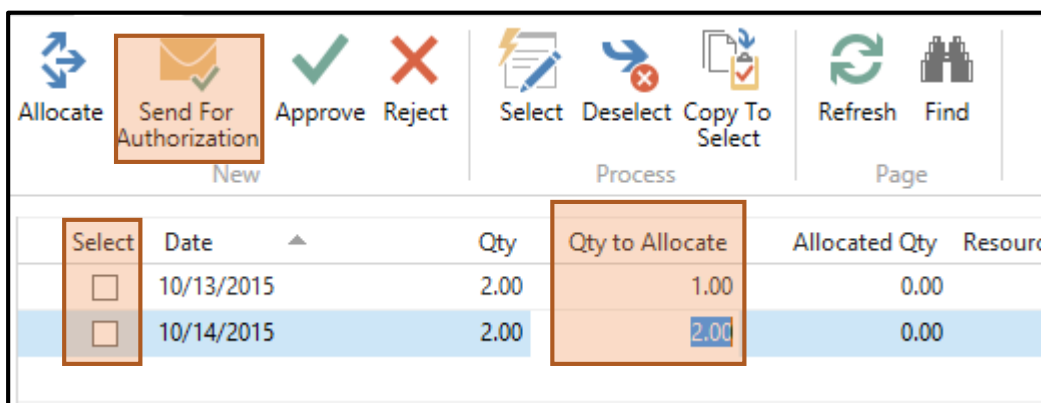*Note: The Status will change to "Rejected" if the Document was rejected.*

3.12 Allocating Resource(s)

1. Select Resource Requisition line and click "Allocation".
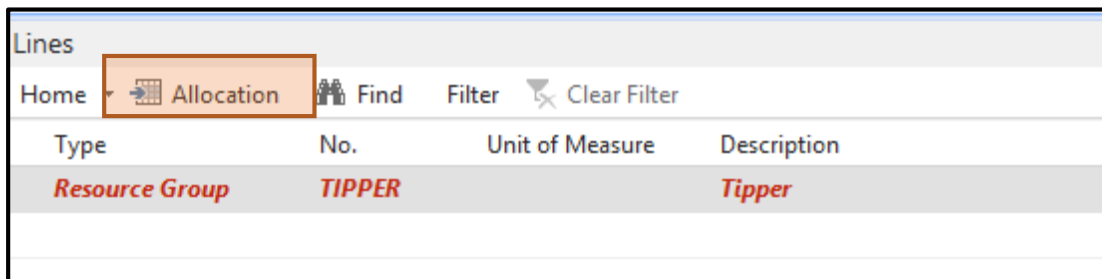
2. Enter "Qty to Allocate", Select lines and click "Send for Authorization"
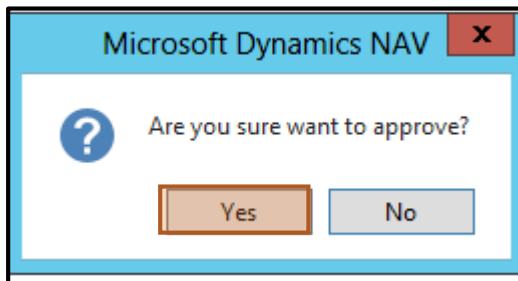
3. The "Sent for Authorization" Column will be updated as shown below.

Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description	Sent for Authorization	Aut...	Reje...
☐	10/13/2015	2.00	1.00	0.00			☑	☐	☐
☐	10/14/2015	2.00	2.00	0.00			☑	☐	☐

4. The Authorized User can select the lines and "Approve" or "Reject" them.

Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description	Sent for Authorization	Aut...	Reje...
☑	10/13/2015	2.00	1.00	0.00			☑	☐	☐
☑	10/14/2015	2.00	2.00	0.00			☑	☐	☐

5. Click "Yes" in the confirmation message shown below.

Microsoft Dynamics NAV

Are you sure want to approve?

Yes   No

6. The "Authorized" Column will be updated as shown below.

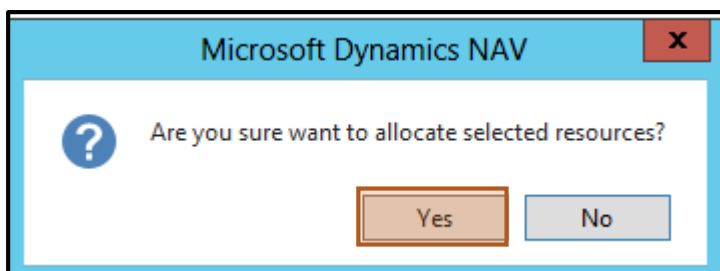| Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description	Sent for Authorization	Aut...	Reje...
☐	10/13/2015	2.00	1.00	0.00			☐	☑	☐
☐	10/14/2015	2.00	2.00	0.00			☐	☑	☐

7. The User can now select resources for allocation. Click the "Resource No." drop down.

Resource No.	Description	Sent for Authorization
		☐

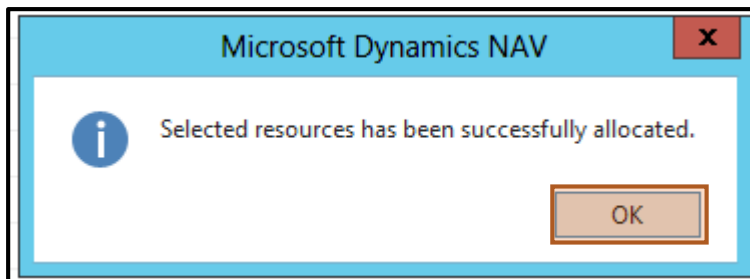| No.	Internal/External Reference No.	Name	T.. B.
FA000016		My Car	M. D..

8. Select lines and click "Allocate" in the Ribbon to Allocate the Resource.
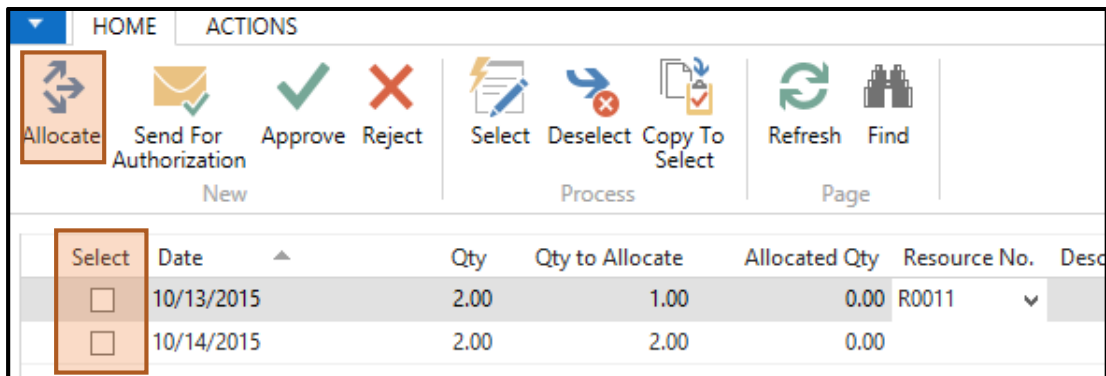
9. Click "Yes" in the confirmation message.
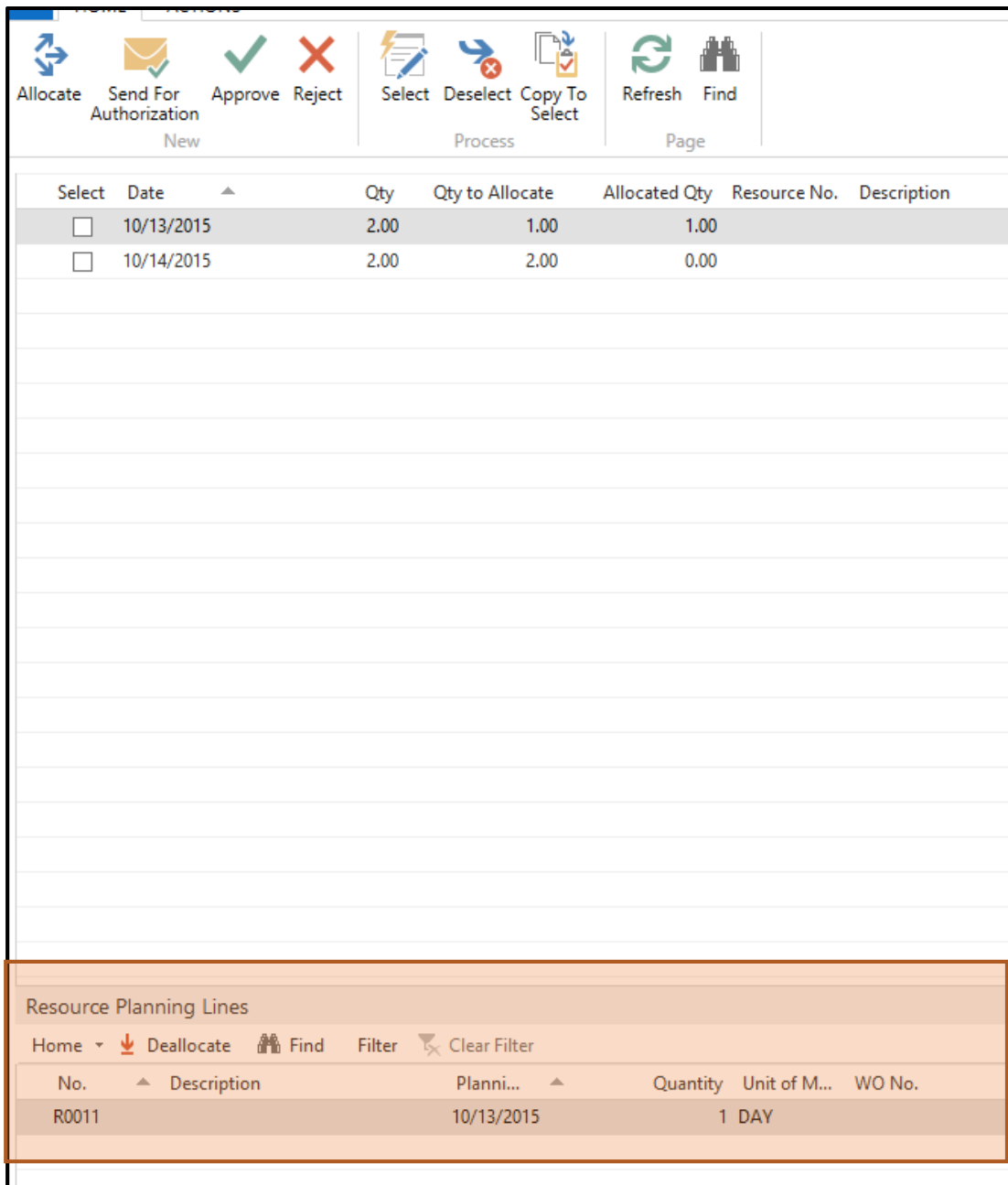

10. Confirmation message will be shown. Click "OK".

11. "Allocated Qty" will be updated as shown below.

12. The User can allocate resources until "Allocated Qty" equals "Qty to Allocate".
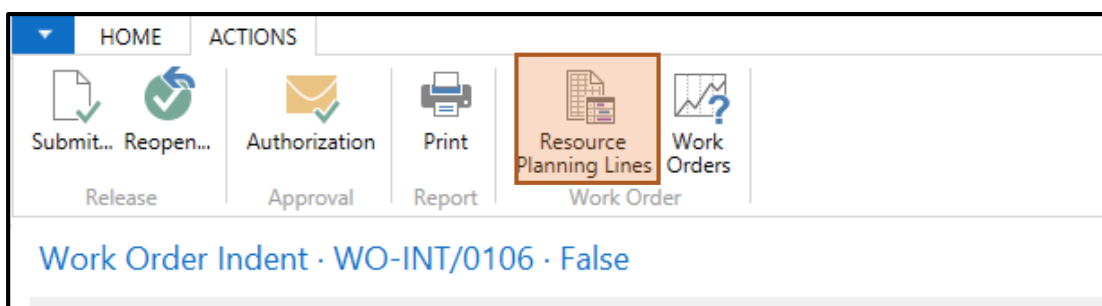
13. "Resource Planning Lines" will be added for the allocated resources.

14. "Resource Planning Lines" can also be viewed from the Ribbon Section of the Requisition card.

3.13 Deallocating a Resource

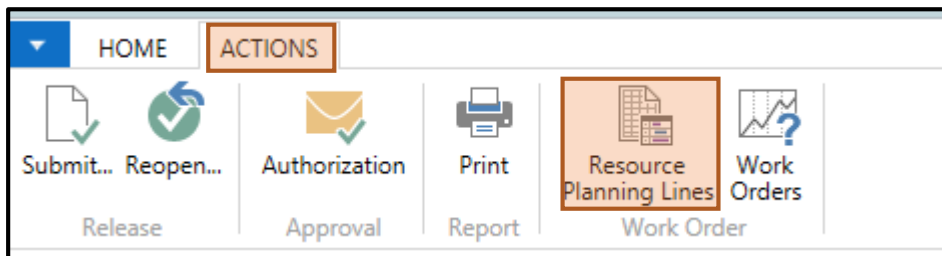1. Select the line and click "Deallocate" as shown below in the Resource Date Allocation screen.
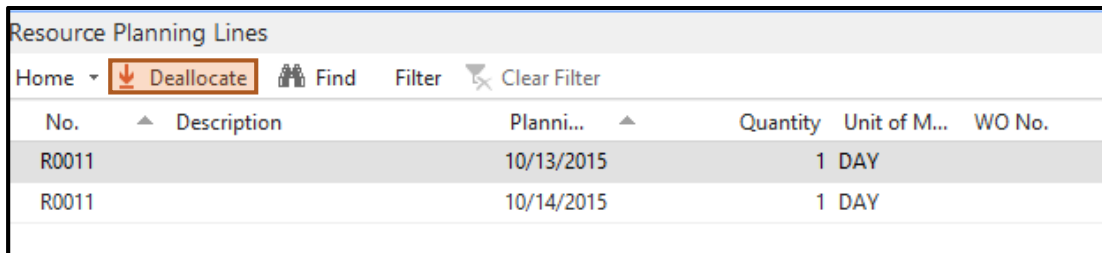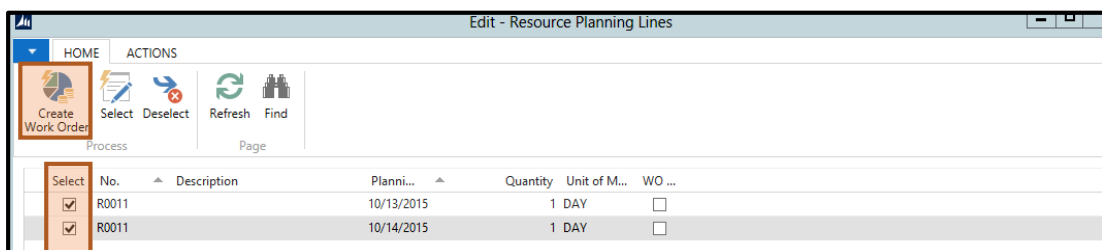

2. Click "Yes" in the confirmation message.
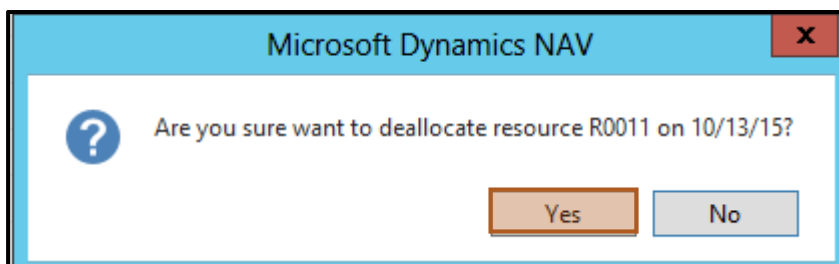
3. "Qty to Allocate" of the relevant resource on the particular day will reduce.
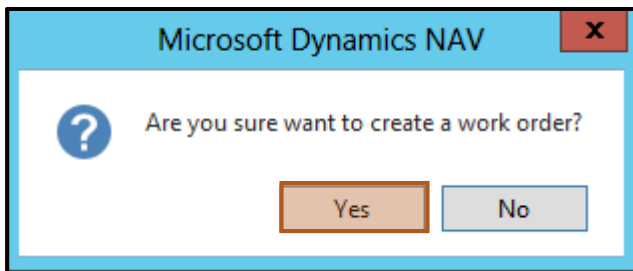
3.14 Creating Work Orders

1. Click "Resource Planning Lines" in the Ribbon Section of Requisition Card.

2. User can select single/multiple lines and create "Work Orders" by clicking "Create Work Order" in the ribbon.

3. Click "Yes" in the confirmation message shown below.

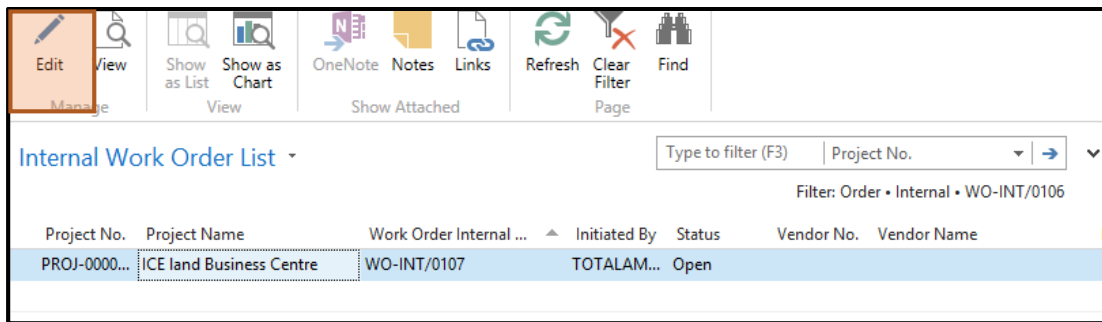4. The Columns shown below will be updated
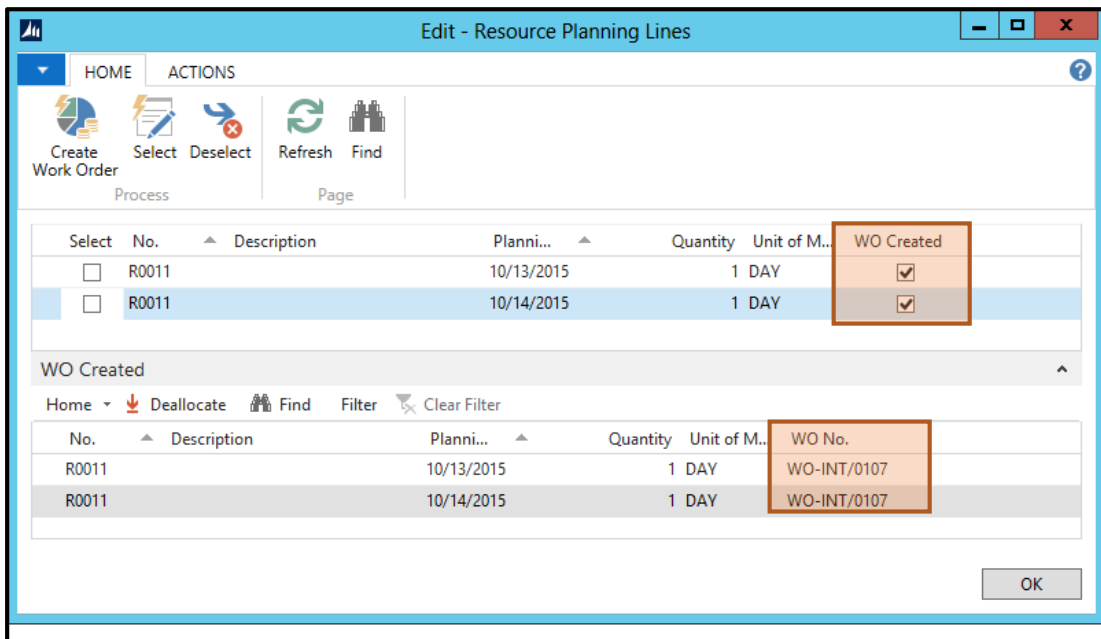
3.15 Accessing the Work Orders

1. Click "Work Orders" in the Ribbon section of the Resource Requisition card.
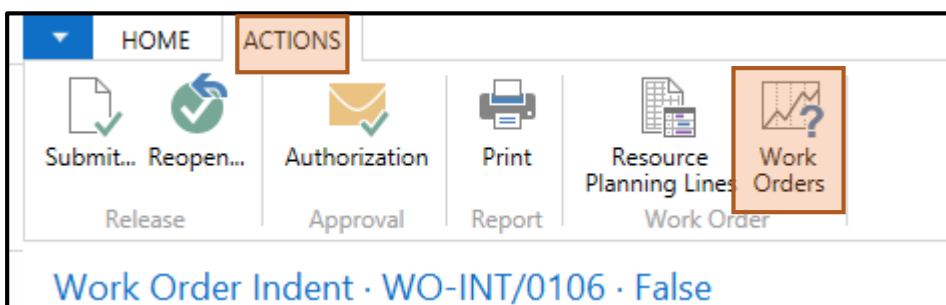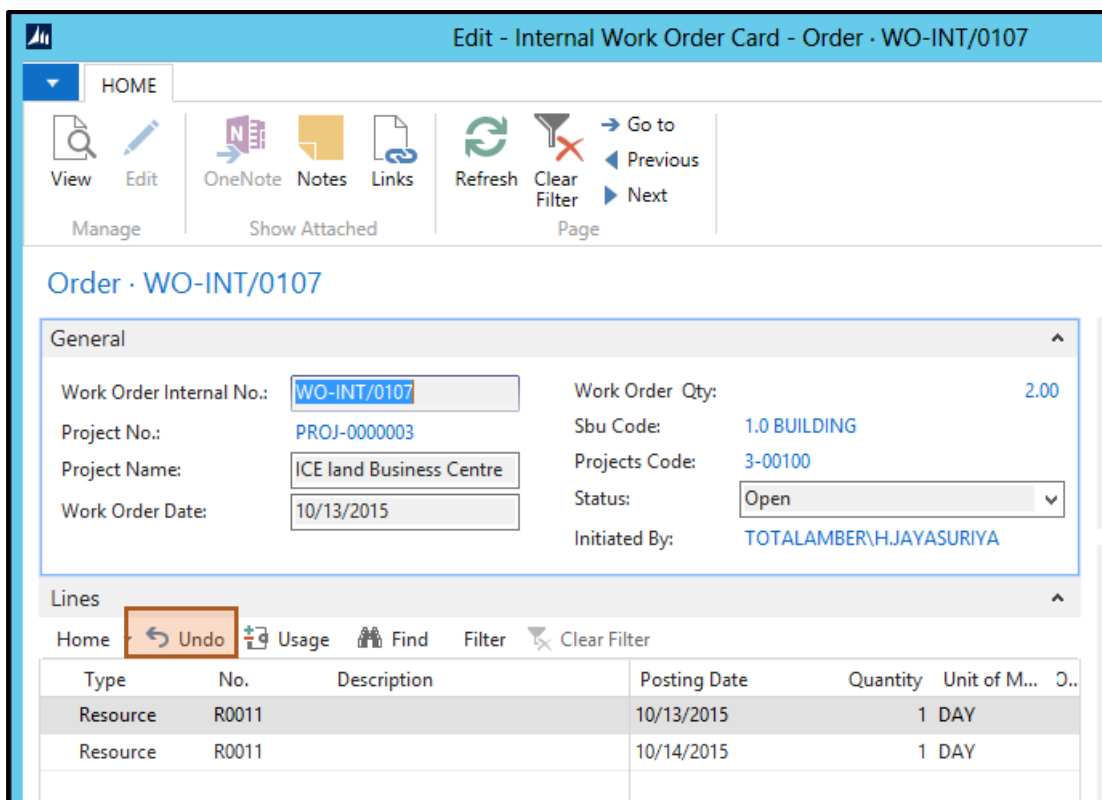
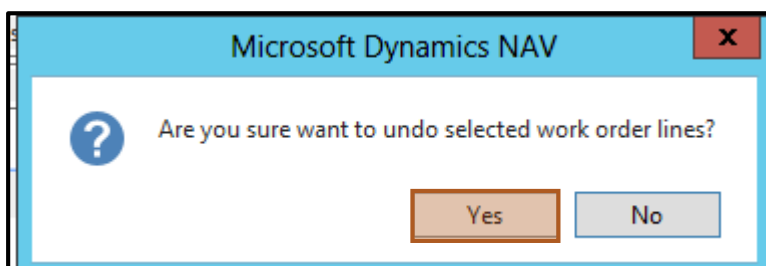2. Select line and Click "Edit" or double click on line to open the Work Order Card.

3.16 Undoing a Created Work Order
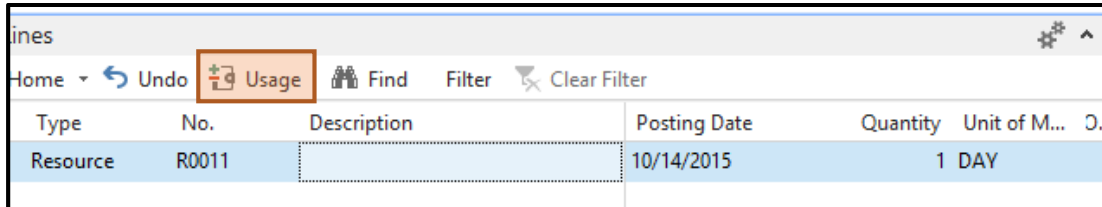
1. Select line in the Work Order card and click "Undo".
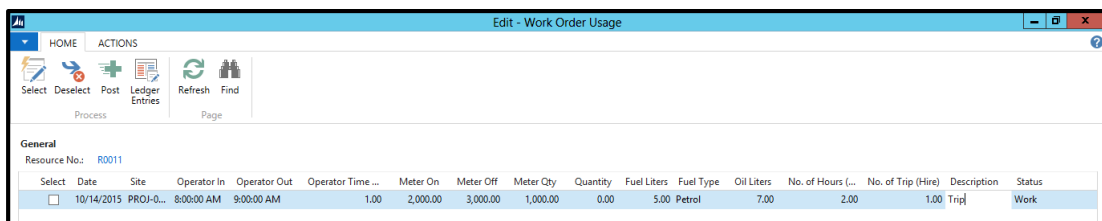

2. Click "Yes" in the Confirmation message as shown below.

3. The selected line will then be deleted from the Work Order card

3.17 Posting Usage Entries
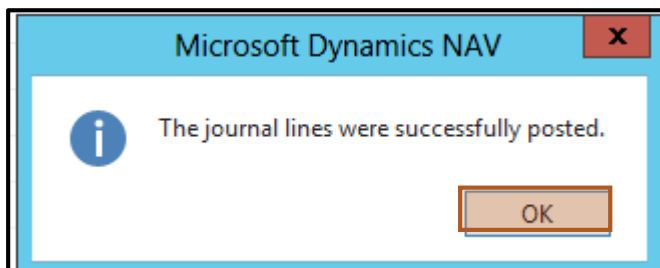
1. Select line and click "Usage" in the lines.

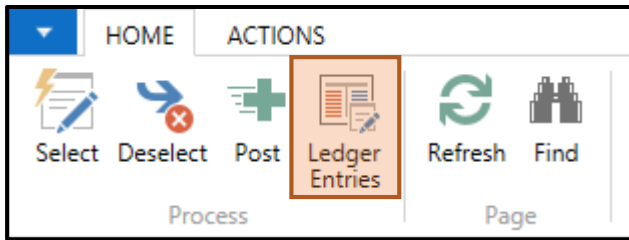2. Enter the Required parameters as shown below

3. Select Lines and click "Post" in the Ribbon. Click "Yes" in the confirmation message.
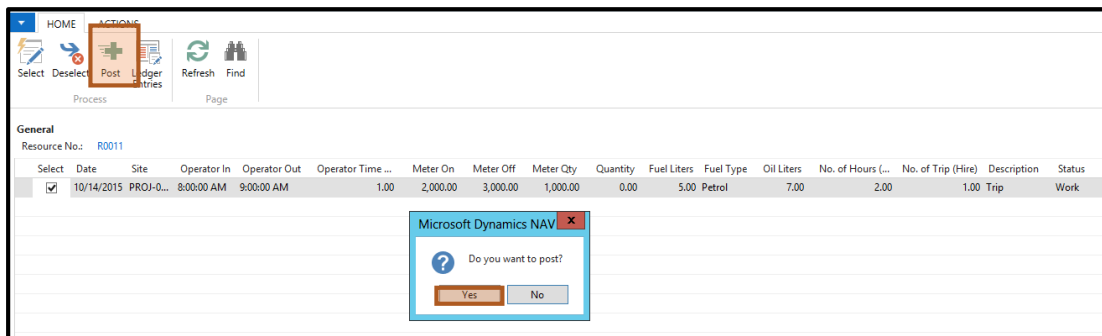
4. Click "OK" in the below message

5. Click "Ledger Entries" in the ribbon to view the created ledger entries.

4   Resource Transfer Order

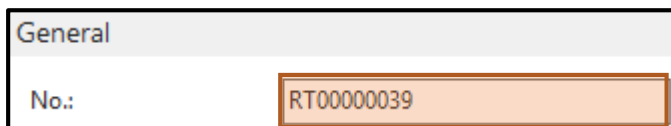## 4.1   Creating a Resource Transfer Order

1. Navigate to Departments -> Projects -> Resource Management -> Resource Transfer List
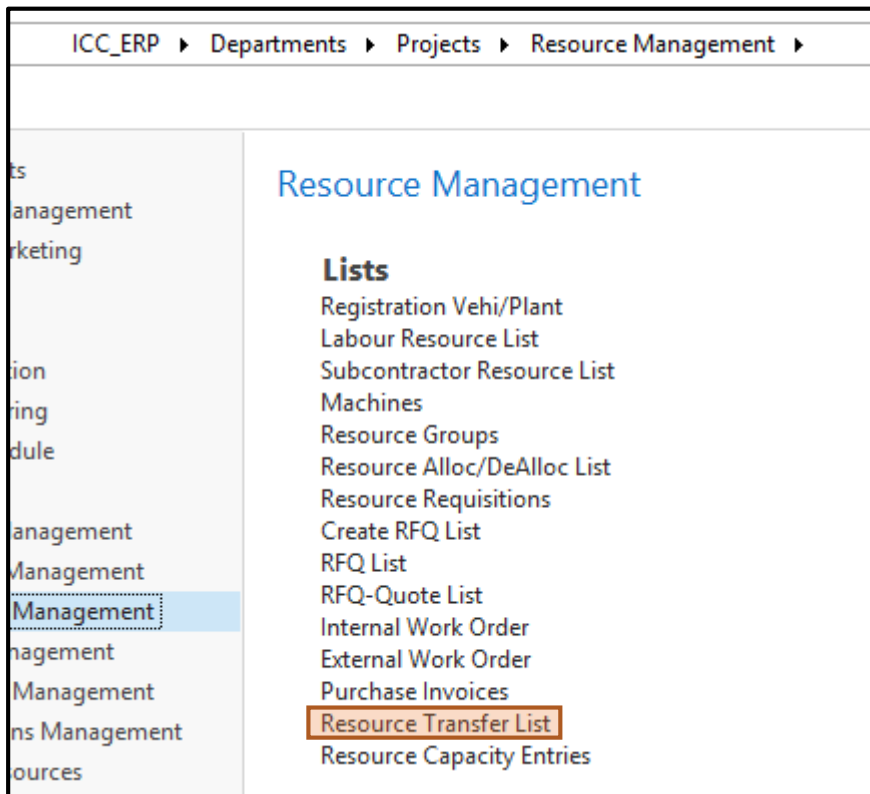
2. Click "New" Button in the ribbon
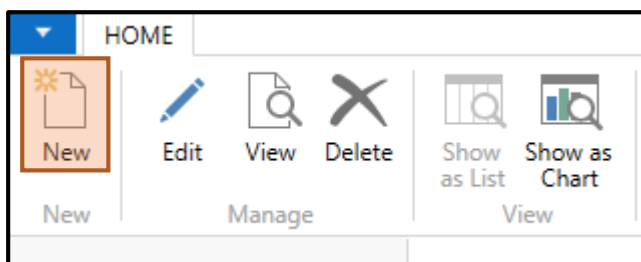
3. "No" will be Auto-generated.

4. Update all header information as shown below

- Transfer-from Code: Click the drop down to select the location from which the resource needs to be transferred.
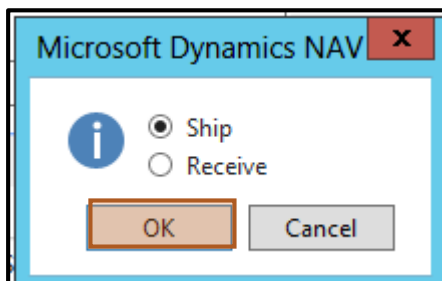
- Transfer-to Code: Click the drop down to select the location from which the resource needs to be transferred.
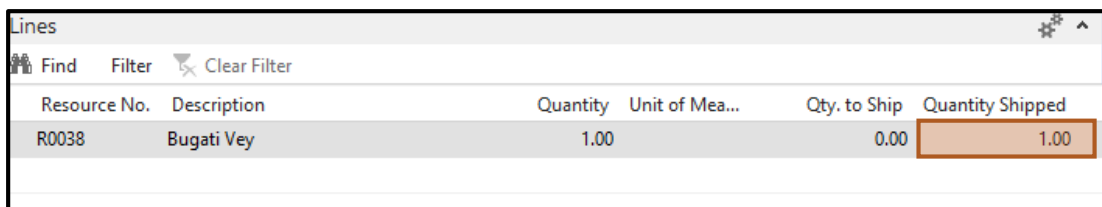
5. Select the Machine in the Lines.

6. Enter "Qty to Ship" and click "Post" in the ribbon.
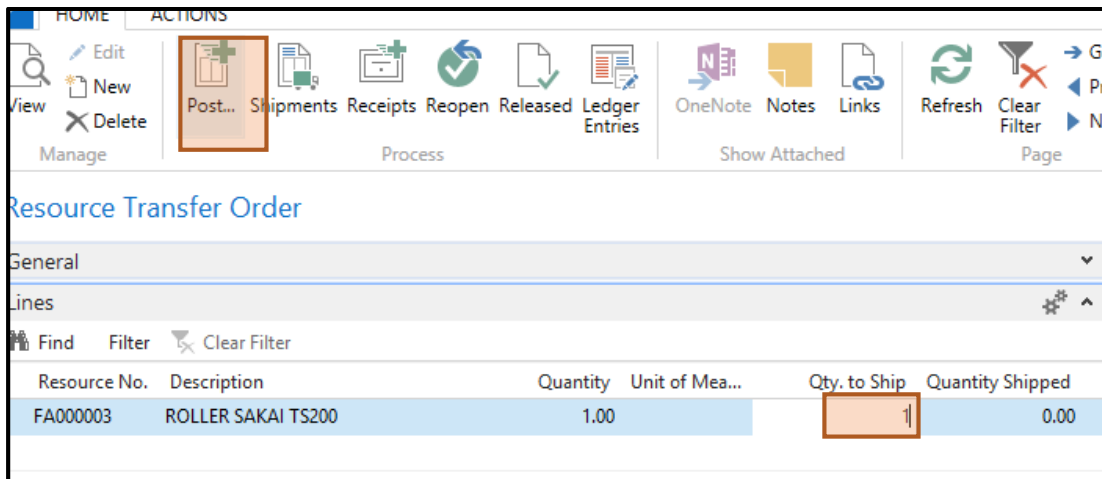
7. Select "Ship" and click "OK" in the message shown below.
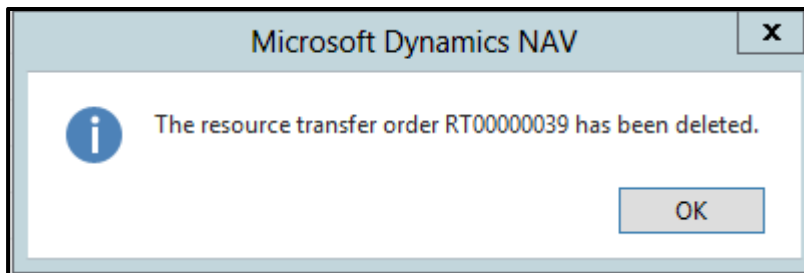

8. "Qty Shipped" will be updated

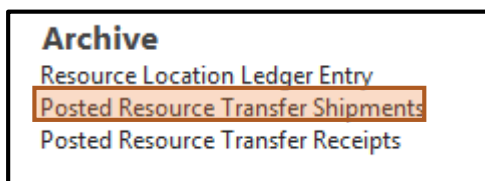9. Enter "Qty to Receive" and receive the Machine by clicking "Post"
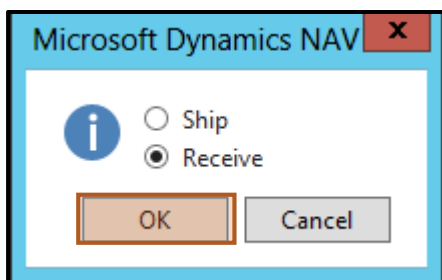
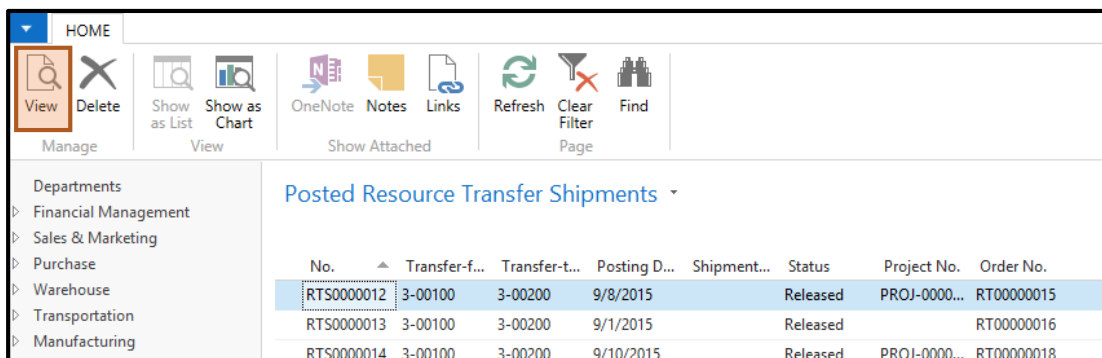10. "Qty Received" will be updated and the Resource Transfer Order will be deleted.

4.2 Posted Resource Shipments

1. Navigate to Departments -> Projects -> Resource Management -> Posted Resource Transfer Shipments
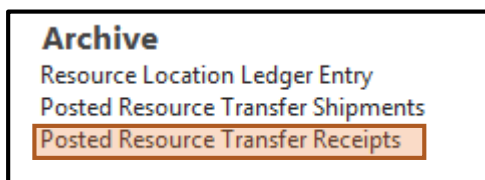

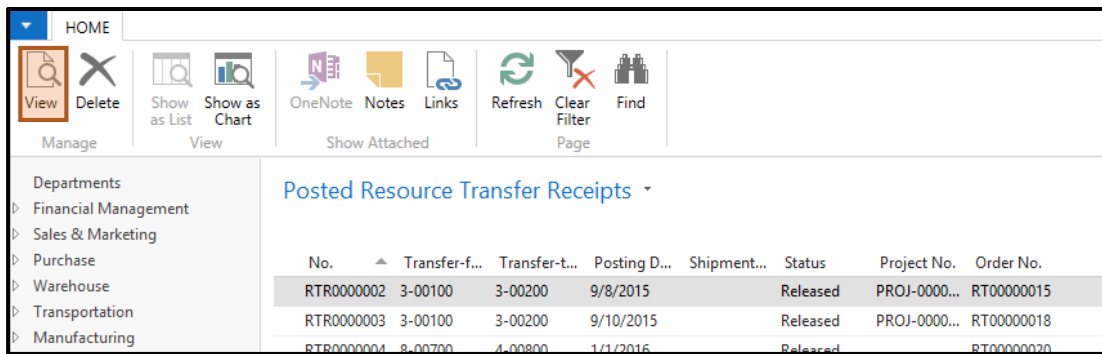2. Select line and click "View" in the Ribbon to view the posted transfer shipment.

4.3 Posted Transfer Receipts

1. Navigate to Departments -> Projects -> Resource Management -> Posted Resource Transfer Receipts

2. Select line and click "View" in the Ribbon to view the created Transfer Receipt.

# 5   Preventive Maintenance

5.1   Parameters for Maintenance

3. Navigate to "Machine card" and fill the maintenance parameters accordingly.


- Execution Type: Specifies whether the maintenance is carried out by internally or external party.

- Maintenance Type: Specifies whether the maintenance is based on utilization principal or duration principal. If it is utilization when the usage entries are posted, the criteria for maintenance would be updated.

- Current Reading: Specifies the current meter value.
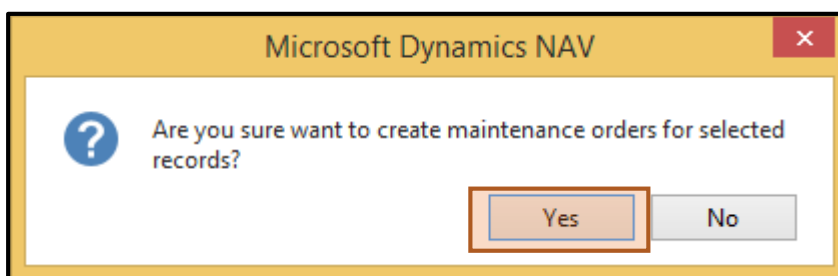
5.2   Generating Maintenance Due Entries

4. Navigate to "Pending Preventive Maintenance" in the Asset Management sub module.
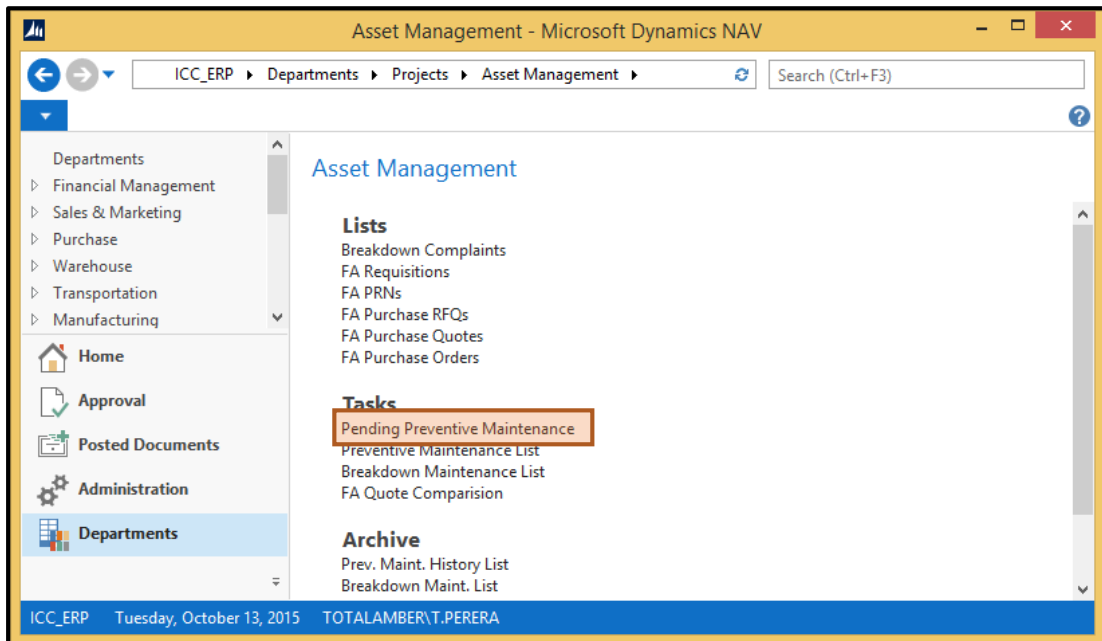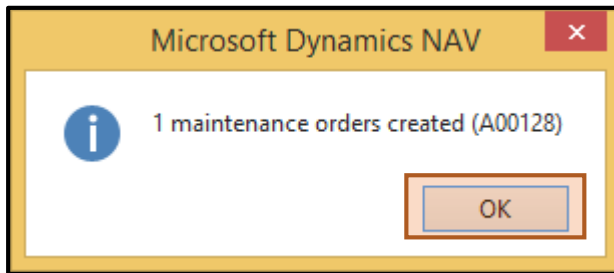

5. When the "Current Reading" is higher than the "Next Service Due Mileage", maintenance requisition entry is being created as shown below.
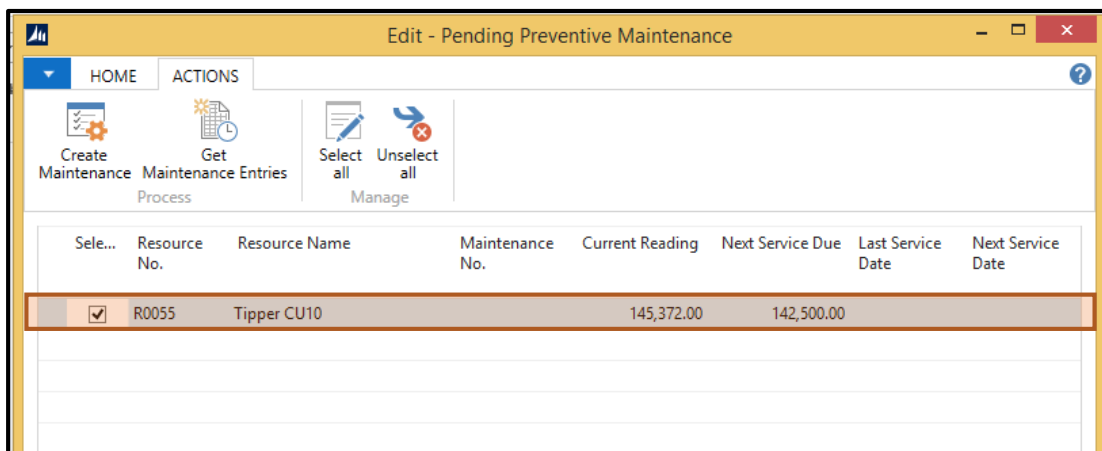
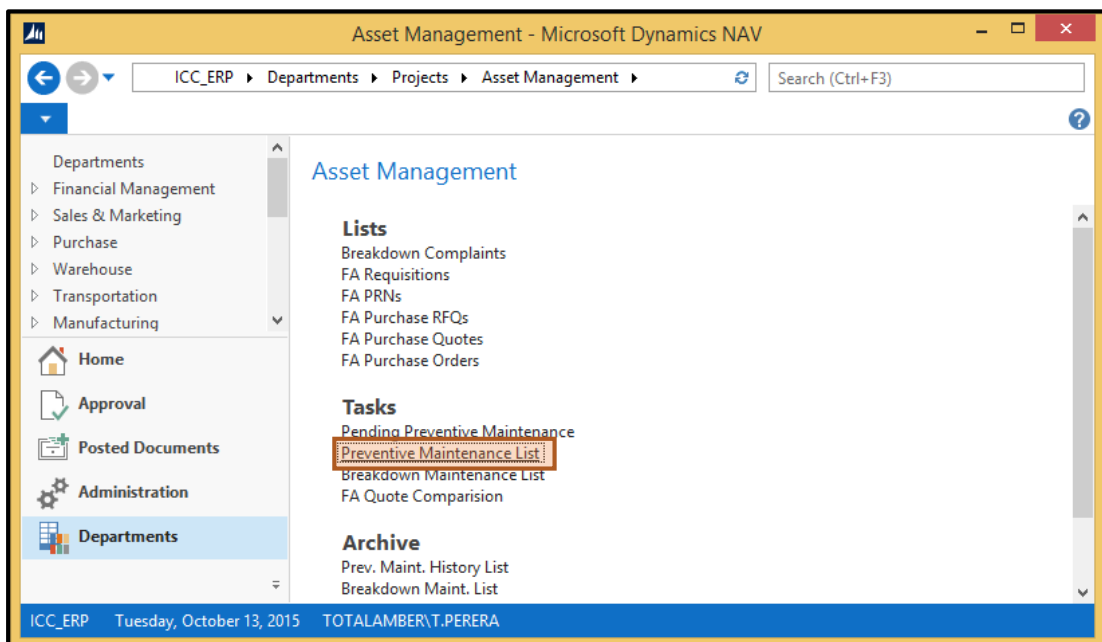6. Select the entries which are required to convert as maintenance orders.

7. Confirmation message will be displayed with the maintenance order number generated.
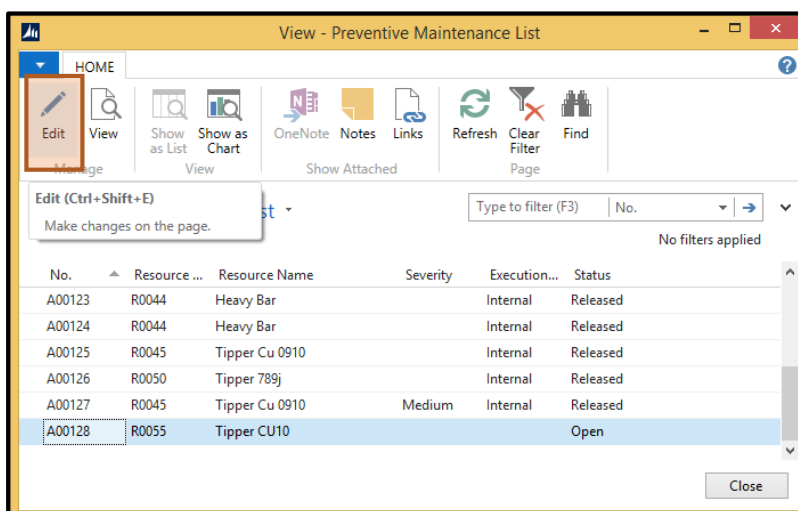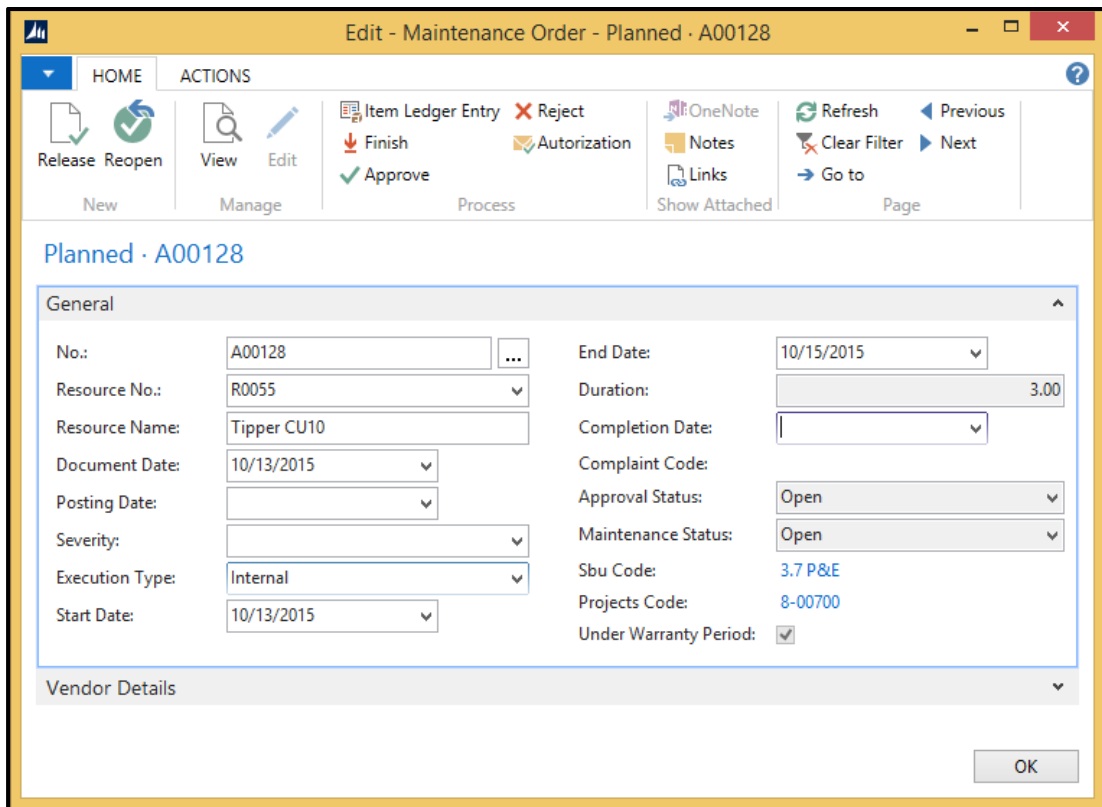

5.3 Opening the Maintenance Order

1. Navigate to "Preventive Maintenance List" in Asset Management sub module.

2. Open the Maintenance Order with Edit mode.

3. Insert the required values to the order.
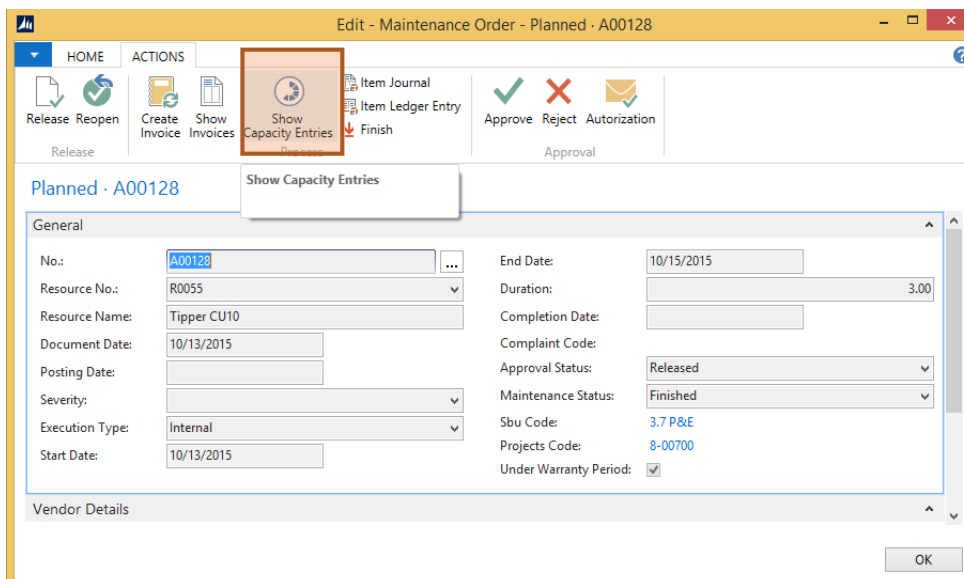
5.4 Specifying "Non-Workable" in resources from Maintenance Orders

1. Open the Maintenance Order and navigate to Actions tab.
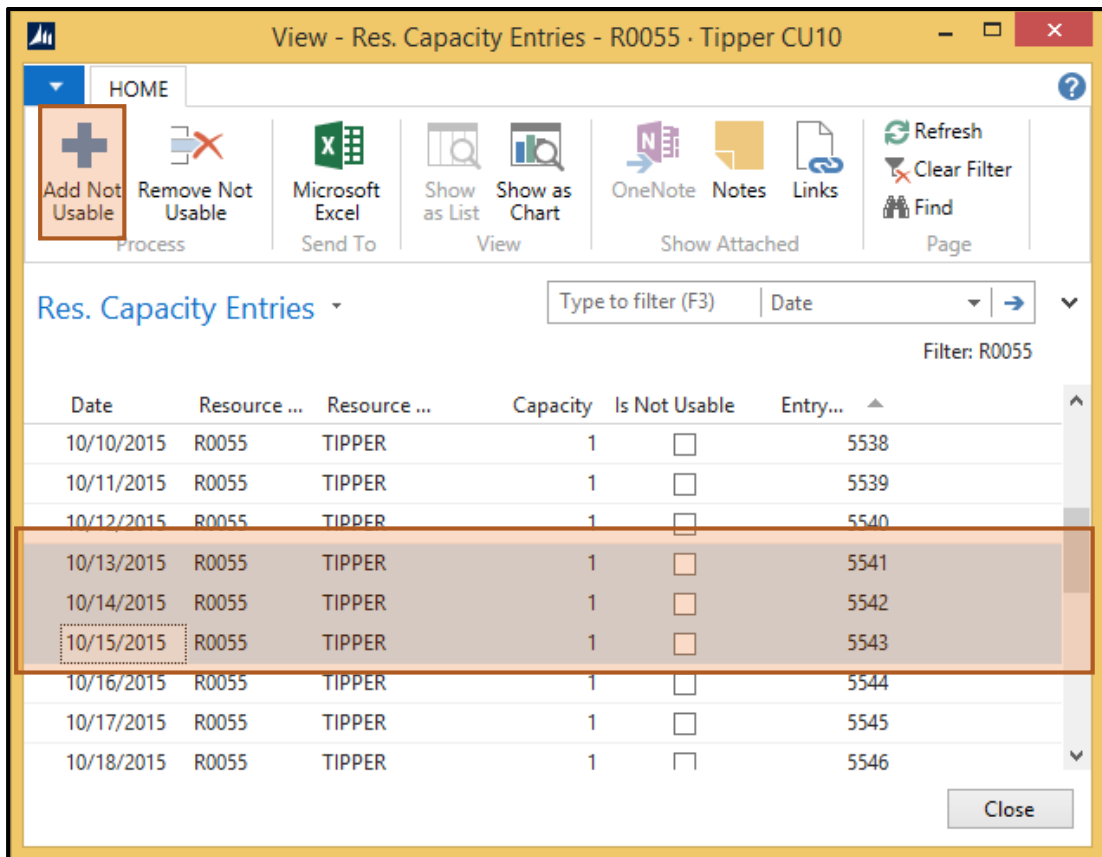
2. Click "Show Capacity Entries".
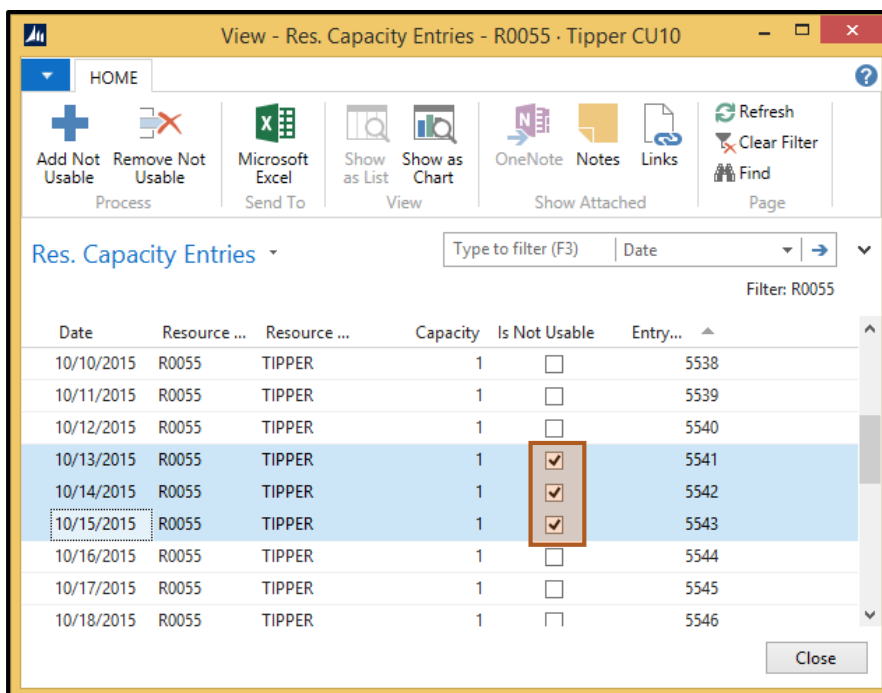
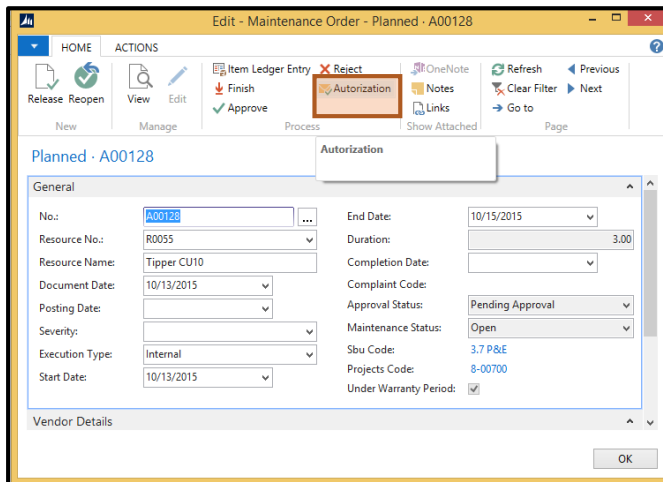3. Select the entries to be selected as non-usable and click "Add Not Usable".

4. Check mark will be added to those selected records.

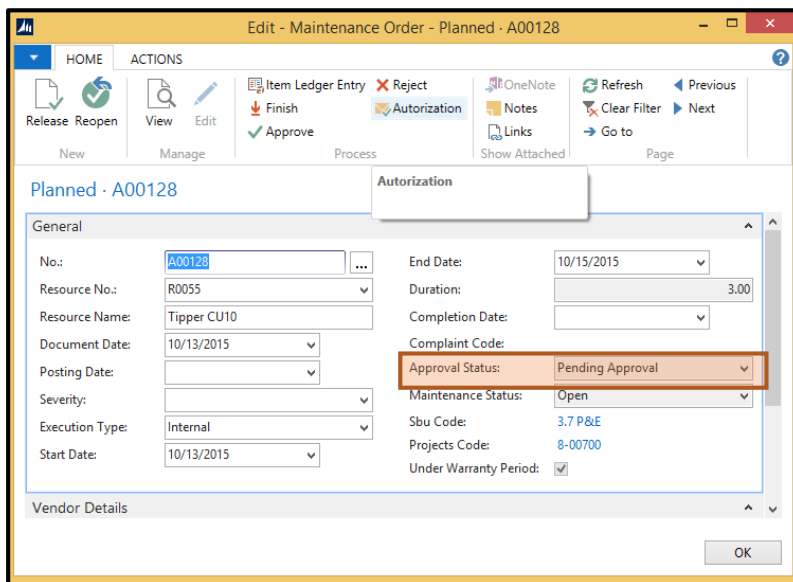
- *Note: Users can select and click "Remove Not Usable" to undo the "Not usable" state.*

5.5 Sending for Authorization

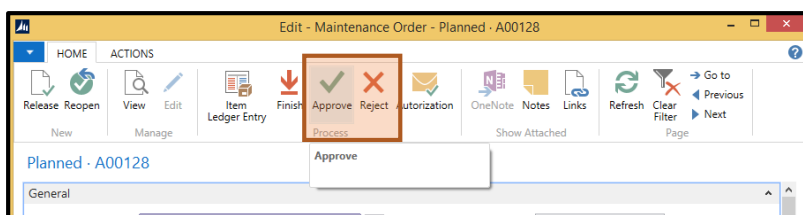1. Open the Maintenance Order and click "Authorization" in Home Tab.

2. Approval Status will change to "Pending Approval" in the maintenance Order.
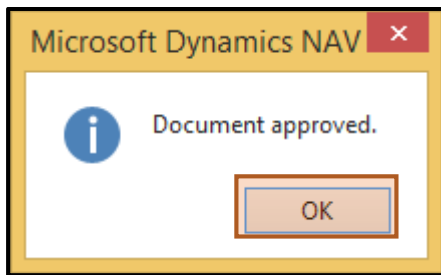

5.6 Approving / Rejecting Maintenance Order

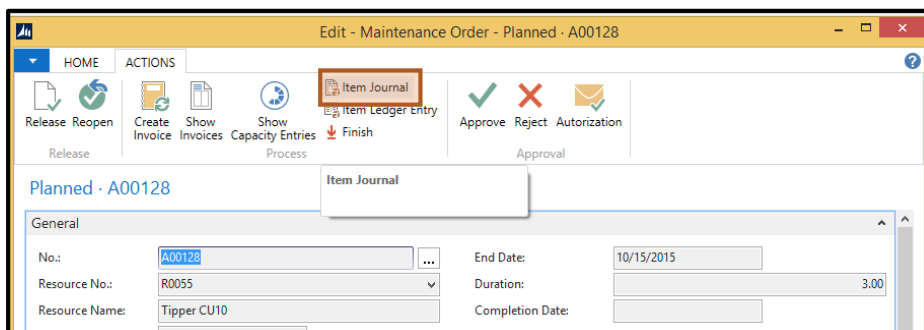1. Open the Maintenance Order and click "Approve / Reject" in the Home Tab.

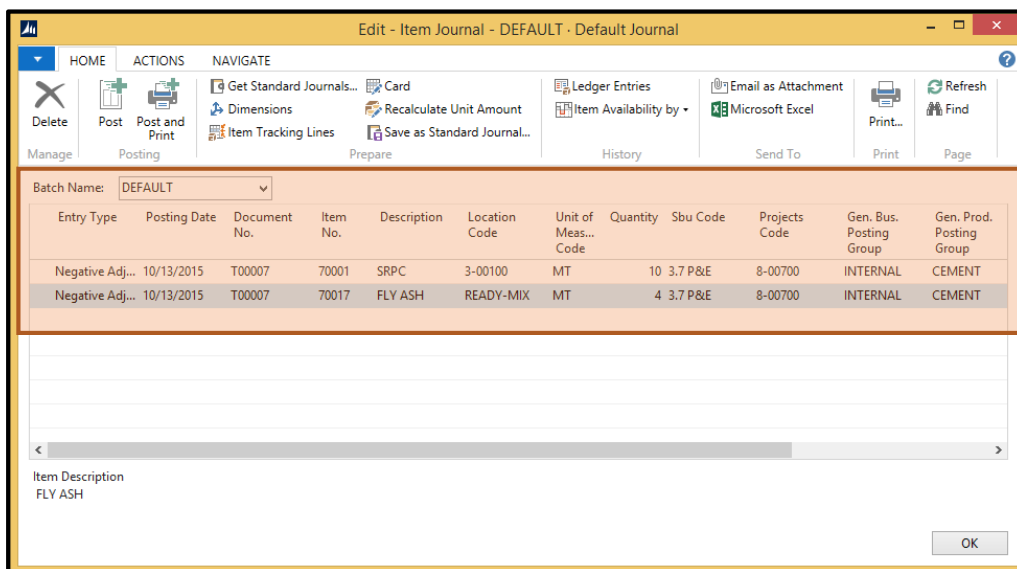2. Confirmation message will be displayed as shown.

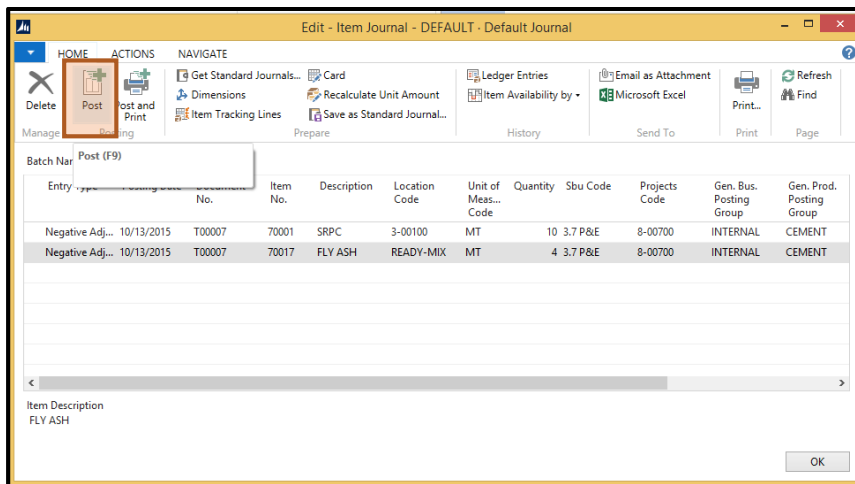## 5.7   Recording Item Consumptions from Maintenance Order

1. Open the Maintenance Order and navigate to "Actions" tab.
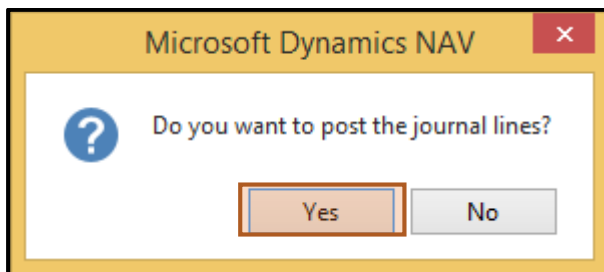
2. Click Item Journal.

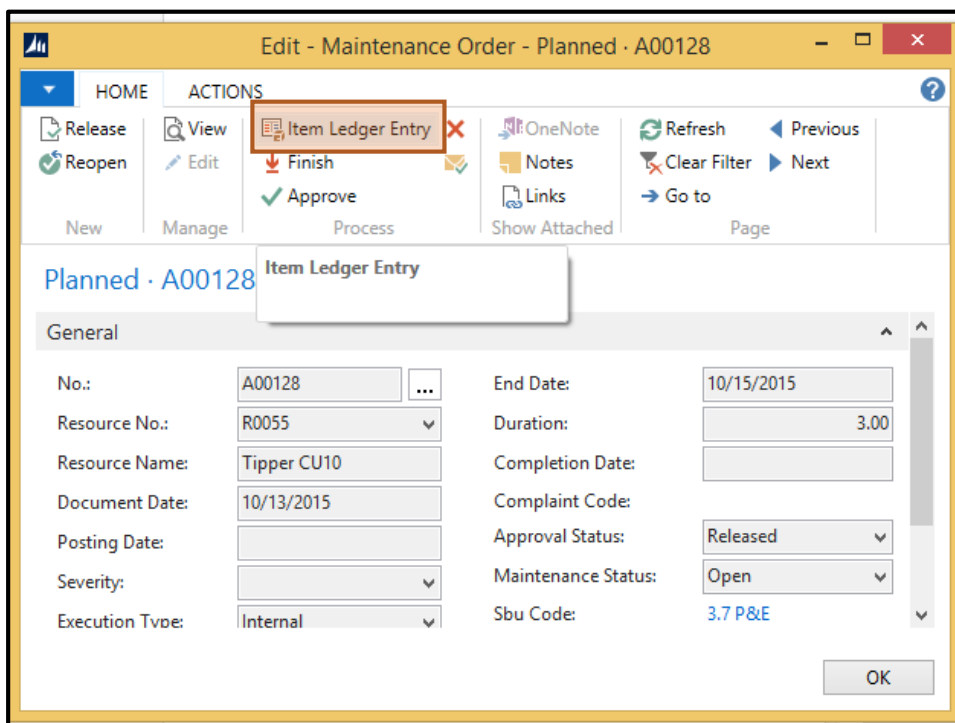3. Insert the item details which were consumed to perform the particular maintenance.

4. Post the consumption entries.

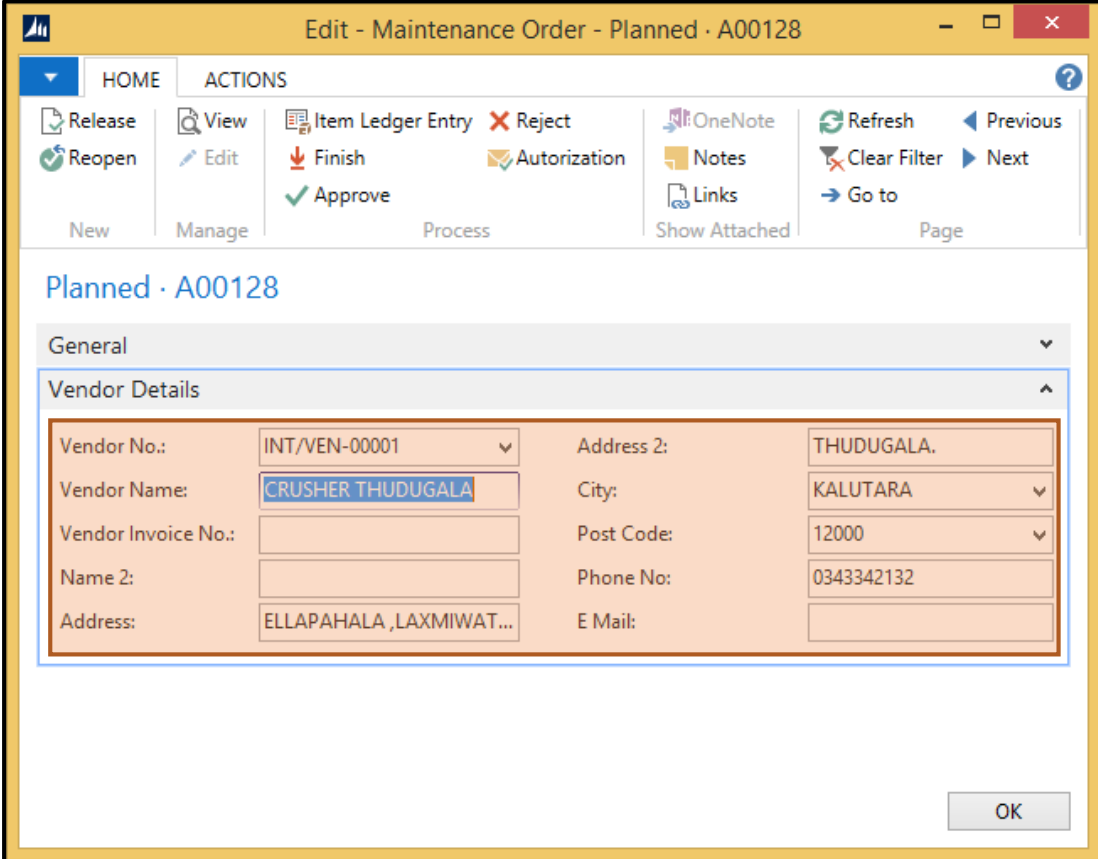5. Confirmation message will be displayed.

6. Users are able to view the posted entries.

5.8 Recording the External Party Service Values

1. Open the Maintenance Order and Navigate to Vendor Details tab.

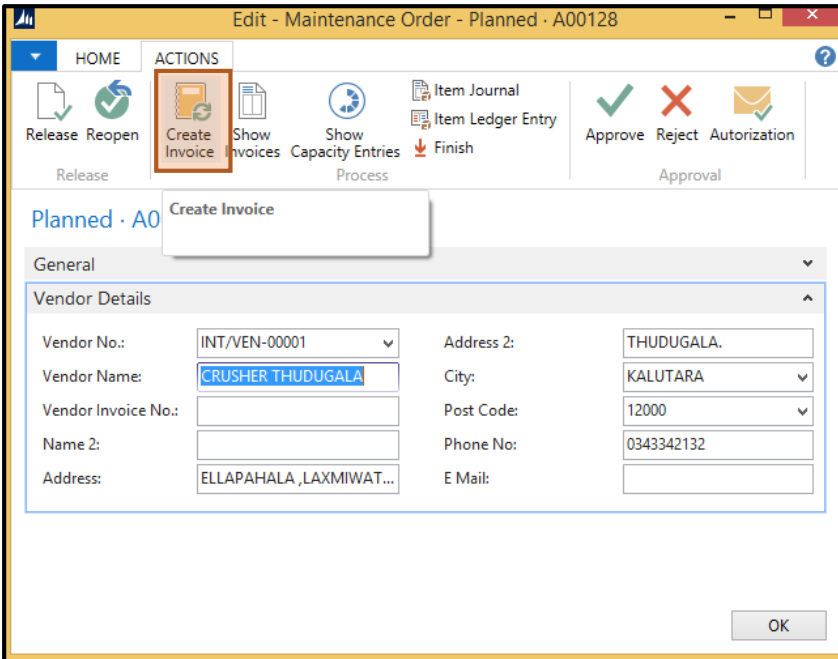2. Select the vendor which the service is rendered.
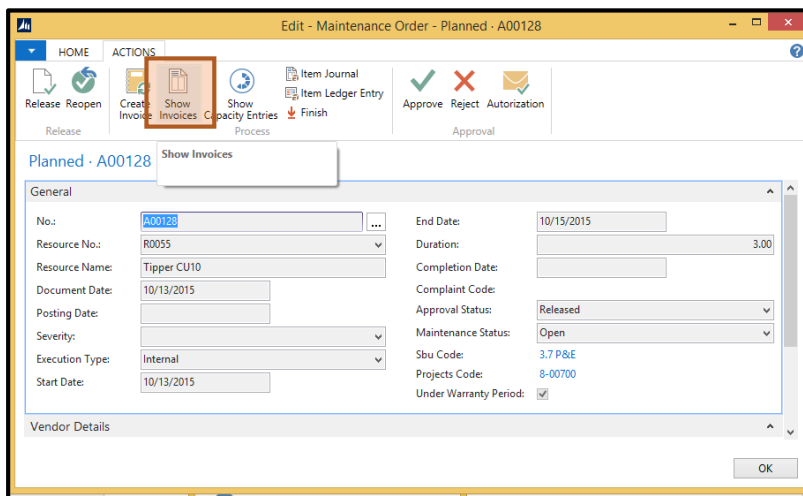

3. Click "Create Invoice" on "Actions" tab.

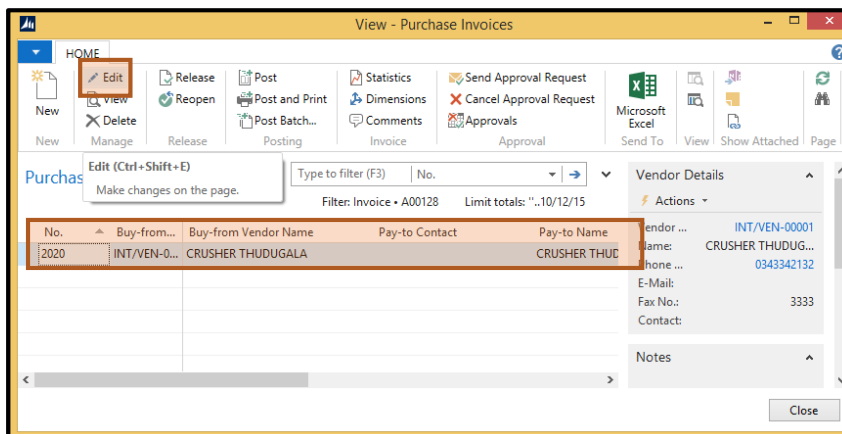4. Confirmation message will appear.
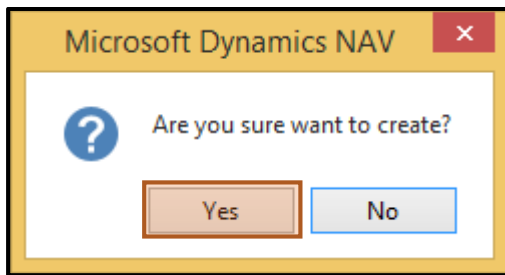
5. Created Purchase Invoice number will be displayed from a message.
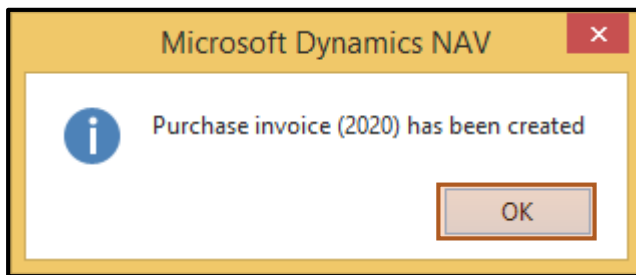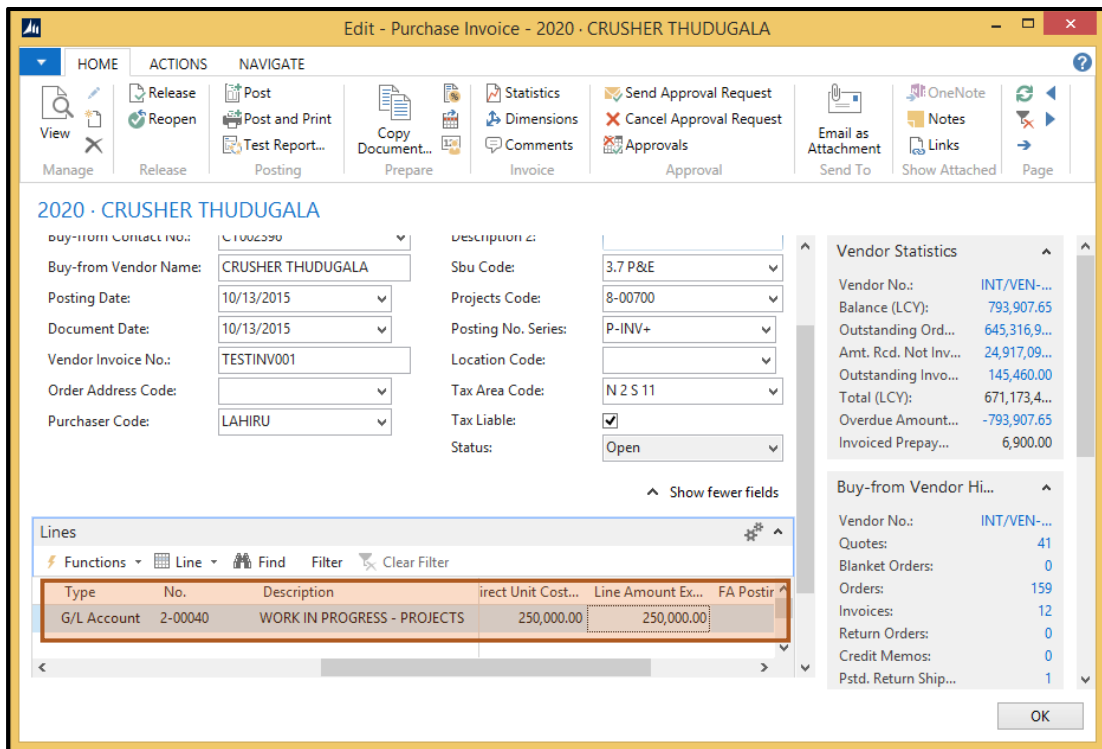

6. By clicking "Show Invoices" will display all the purchase invoices created to perform a single Maintenance Order.

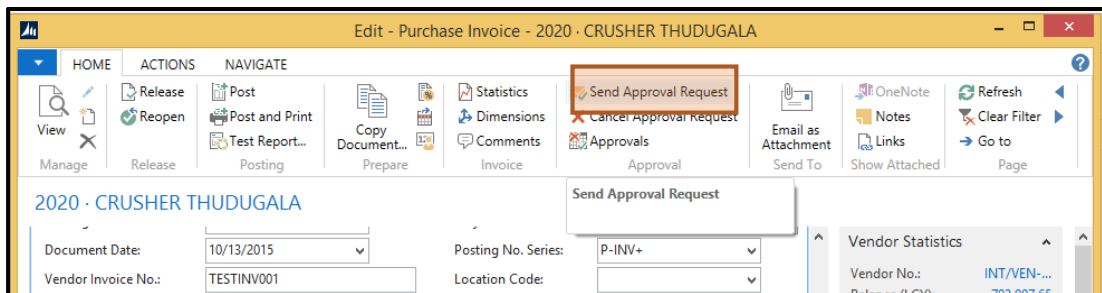7. Select the Purchase Invoice from the list and click "Edit".

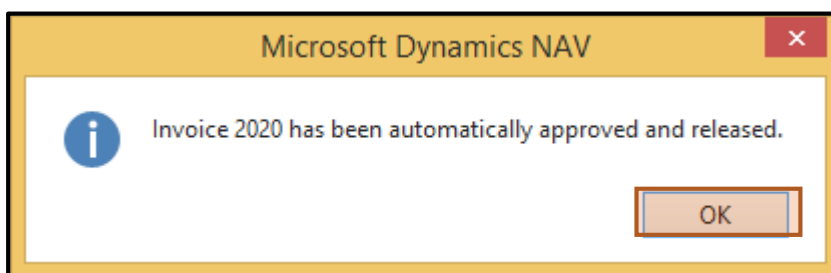8. Insert the purchase invoice lines with the amounts.

5.9   Sending Purchase Invoice for Approval

1. Select the Purchase Invoice from the generic list or Maintenance Order.
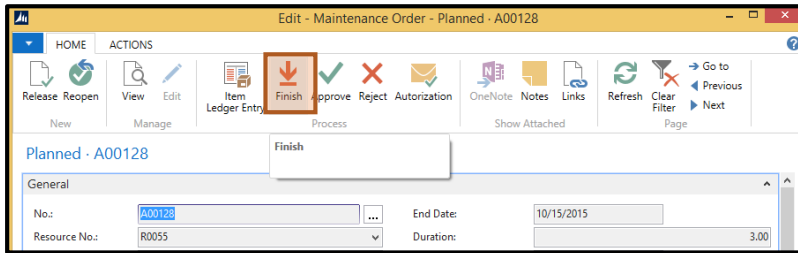
2. Click "Send Approval Request".

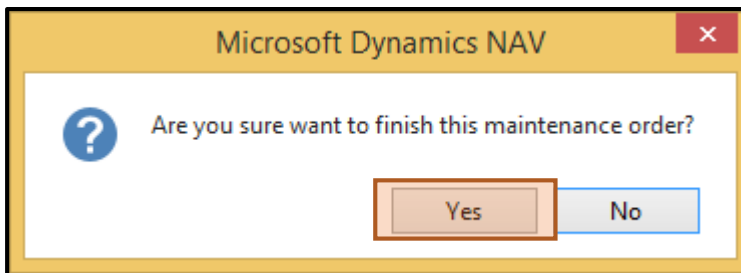3. Depending on the Approval paramters, Purchase Invoice can be approved and released.

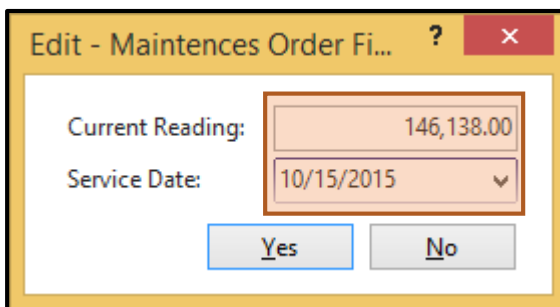## 5.10 Finishing the Maintenance Order

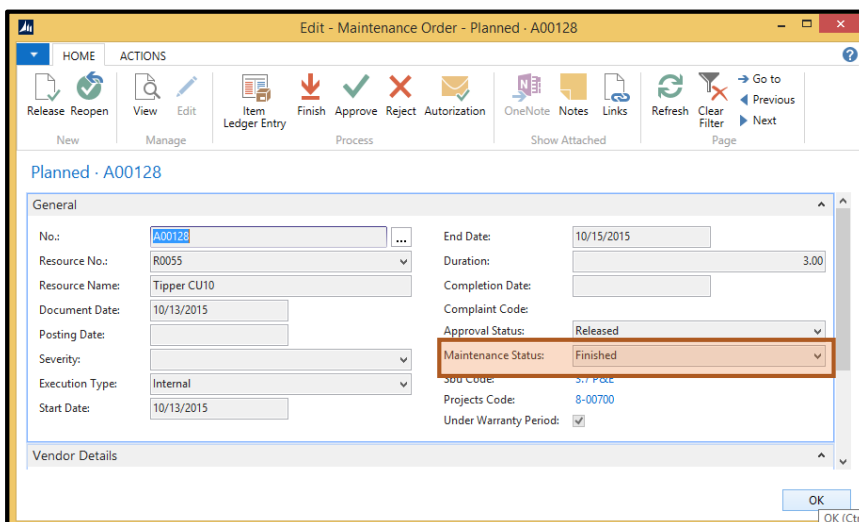1. Open the Maintenance Order and Click "Finish" as shown below.

2. Confirmation message will be displayed.

3. Insert the required details for "Maintenance Order Finish" pop up.

4. Maintenance status will be converted to "Finished".

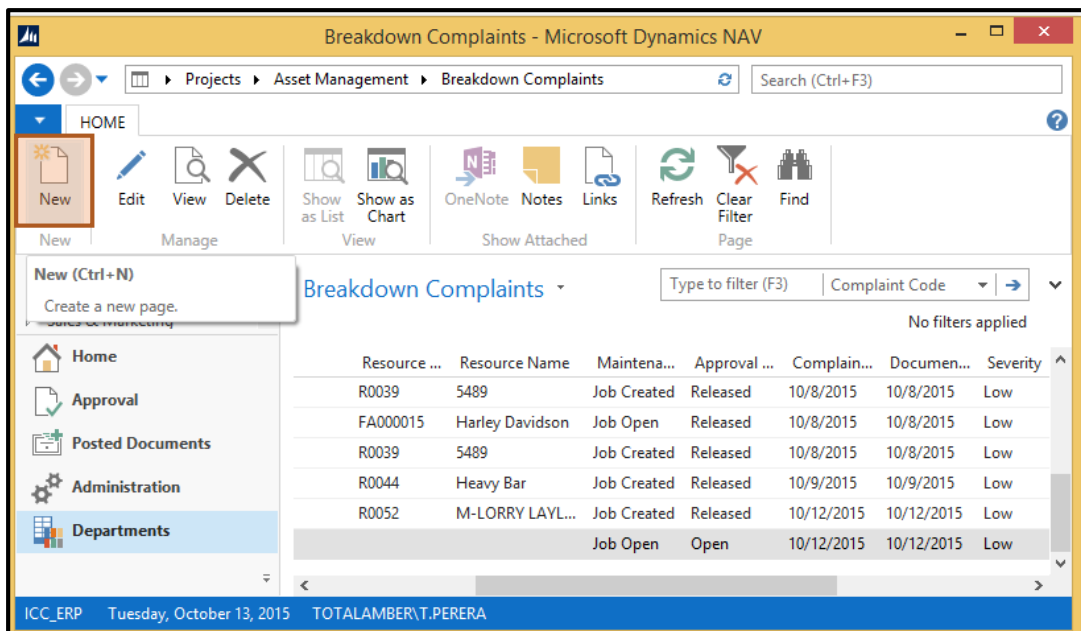5. Maintenance Parameters in the machine will change accordingly.

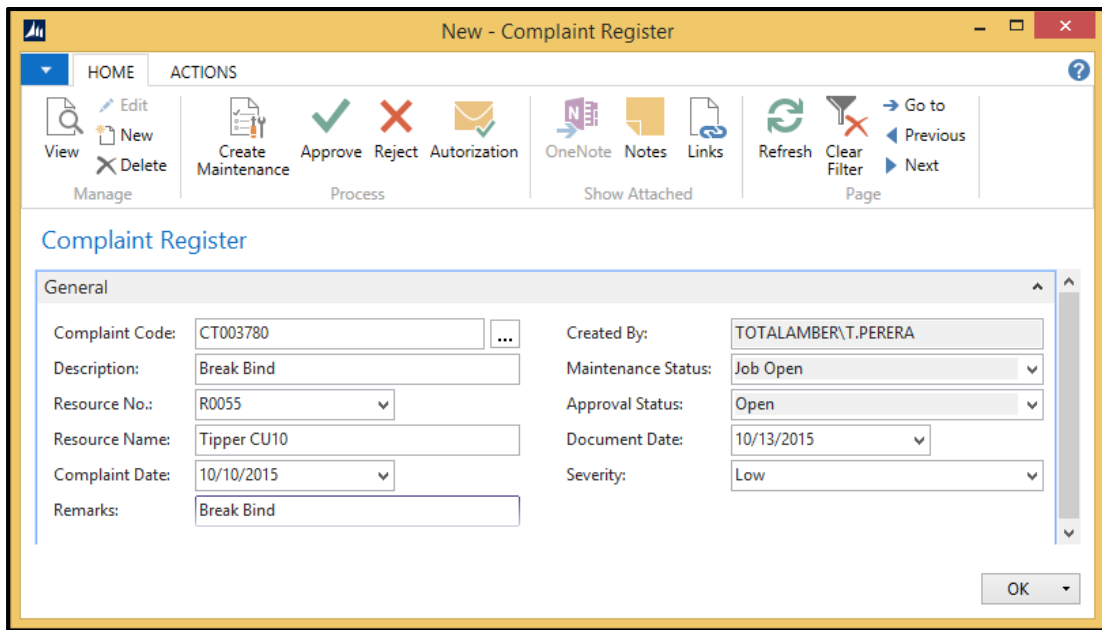# 6   Breakdown Maintenance

6.1   Logging a Breakdown

1. Navigate to "Breakdown Complaints" in Asset Management sub module.
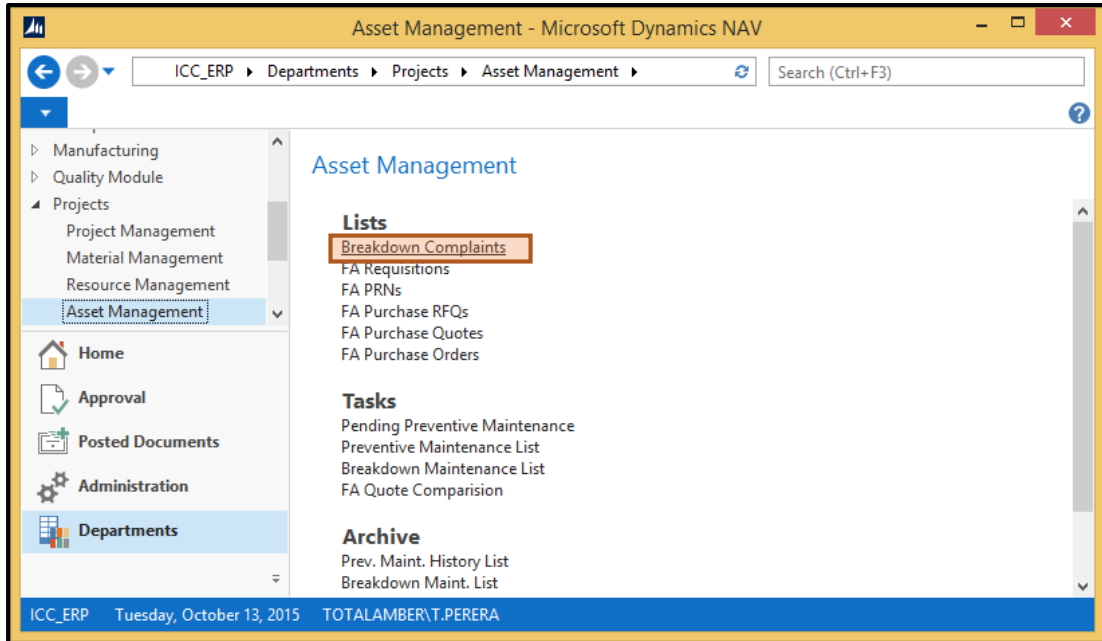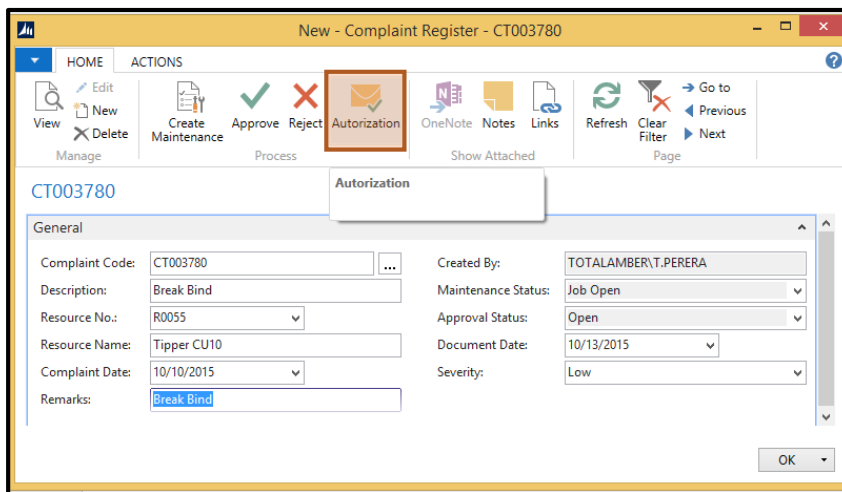

2. Click "New".

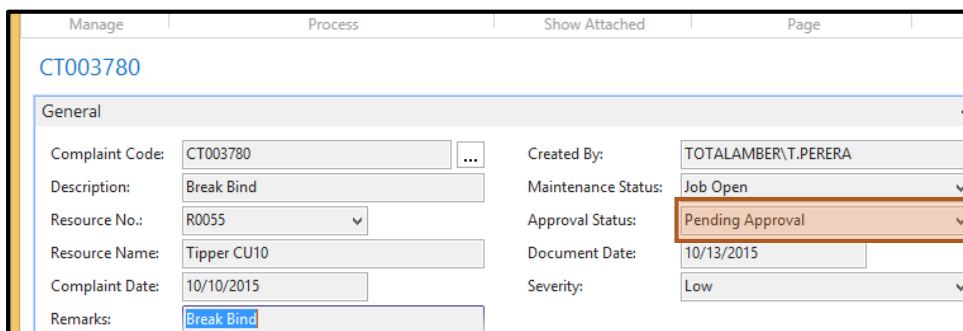3. Insert the necessary details relevant for the breakdown.

6.2   Sending Complaint for Authorization

1. Open the Complaint.

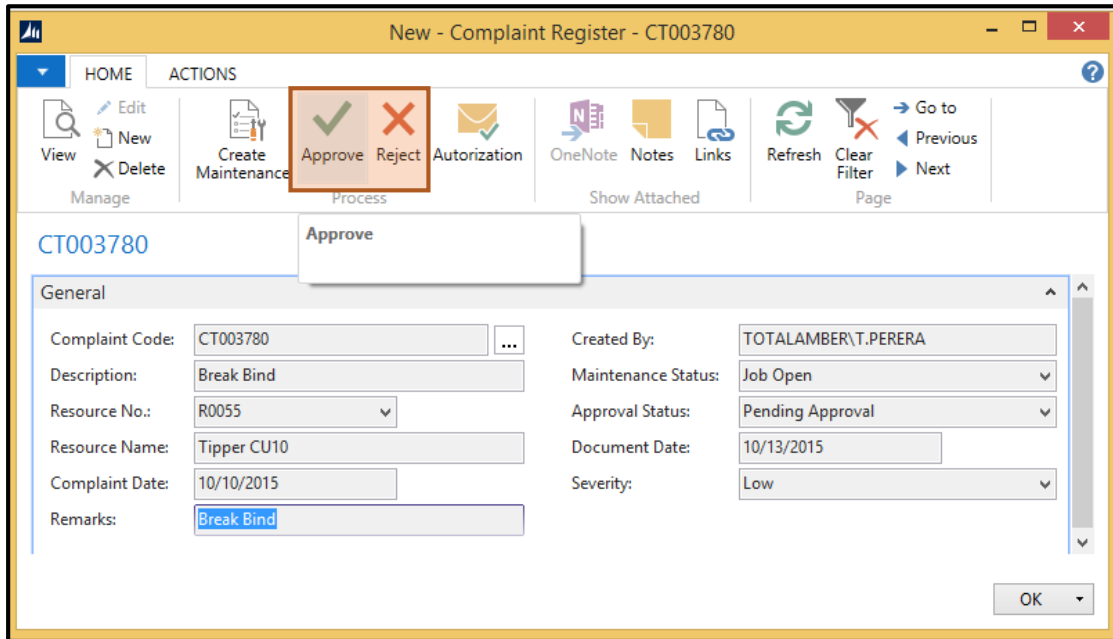2. Click "Authorization" in the Home Tab.

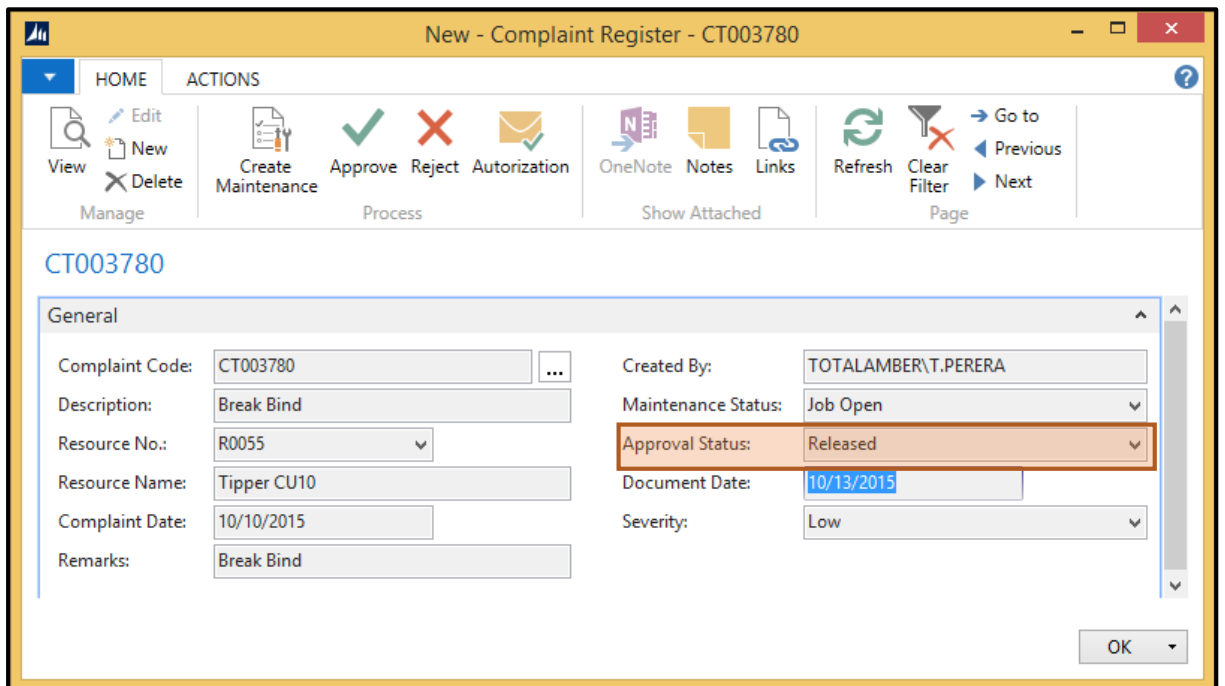3. Approval Status will change as "Pending Approval".

6.3   Approving/rejecting the complaint

1. Open the complaint and click "Approve" or "Reject" from the Home tab.
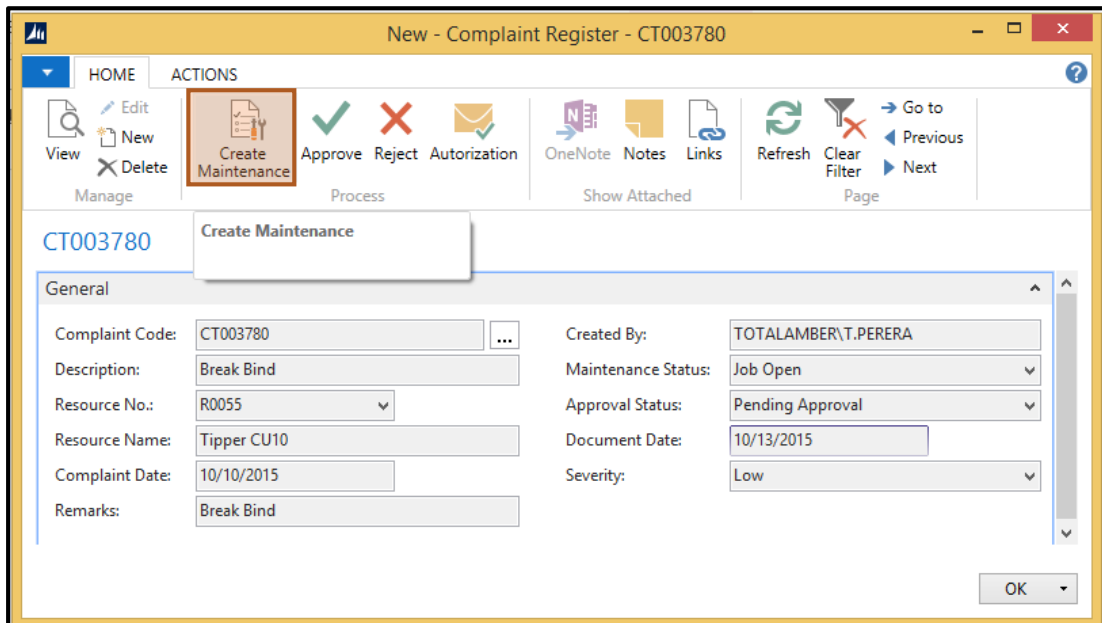

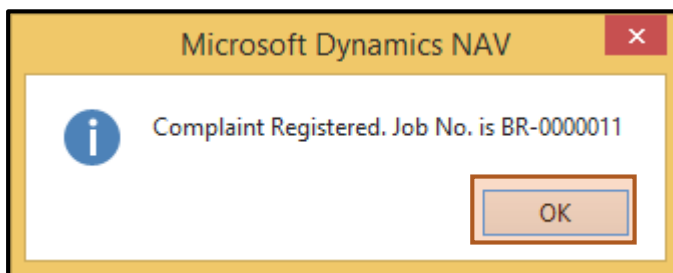2. Status will be changed accordingly.

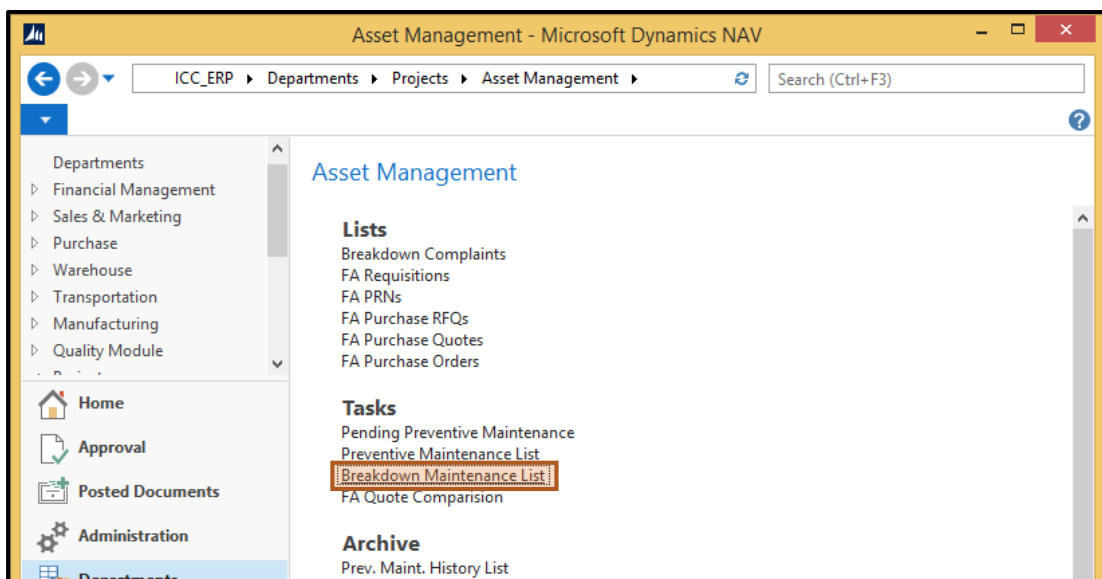## 6.4   Executing the Breakdown Order from a Complaint

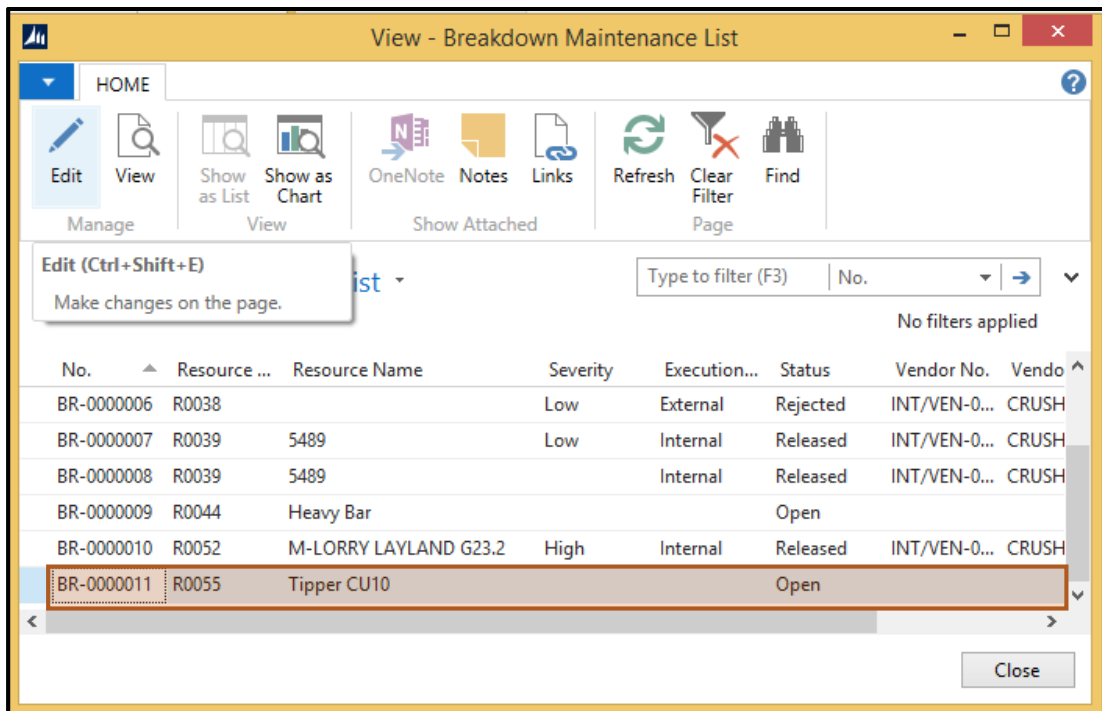1. Open the Complaint and click "Create Maintenance" in the Home tab.

2. Confirmation message will be displayed with the breakdown number.

3. Navigate to "Breakdown Maintenance List" located in Asset Management sub module.

4. Open the relevant order from the list.

5. Execute the order used as the Maintenance Order.