

USER GUIDE



Microsoft Dynamics NAV

FIXED ASSET
PLANT & EQUIPMENT

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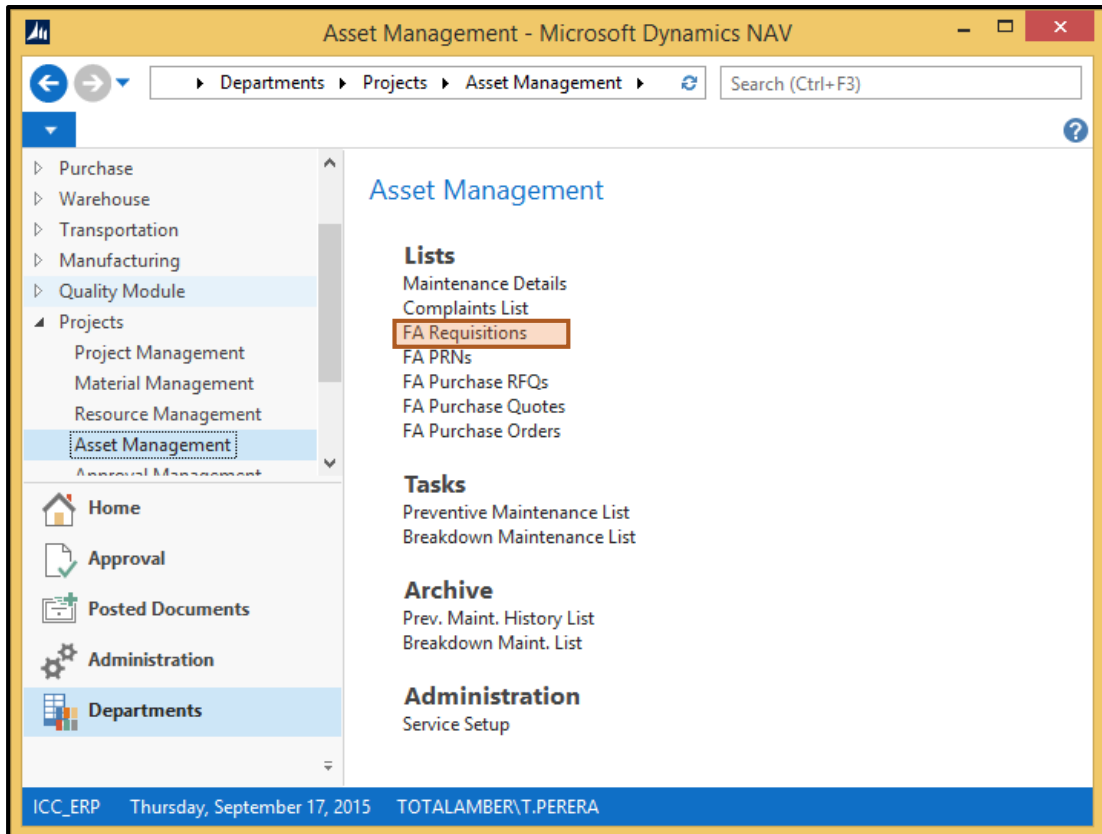
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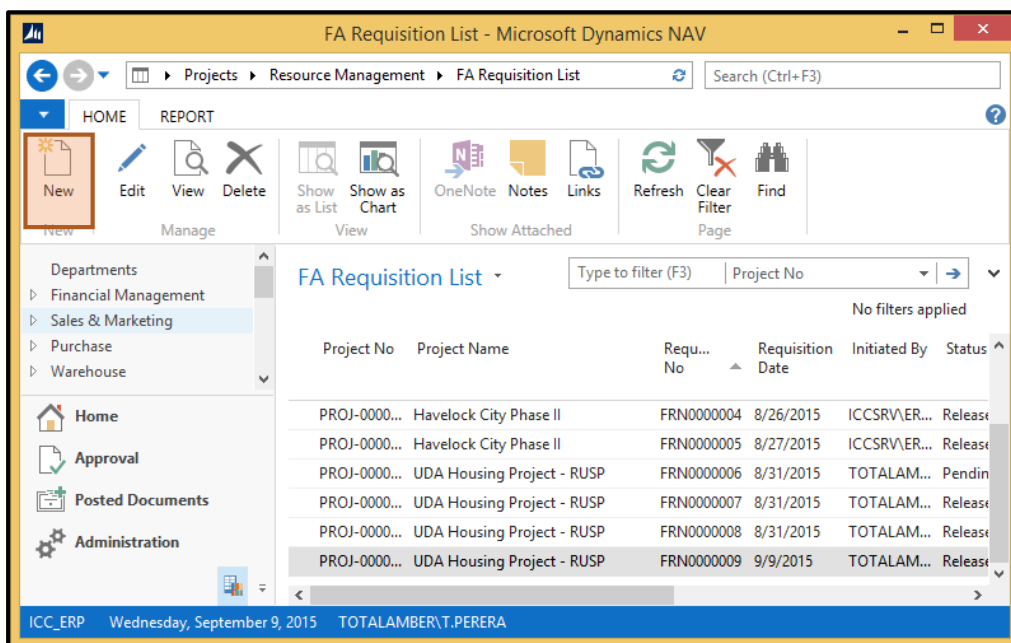
1 Fixed Assets Transactions

1.1 Creating a FA Requisition

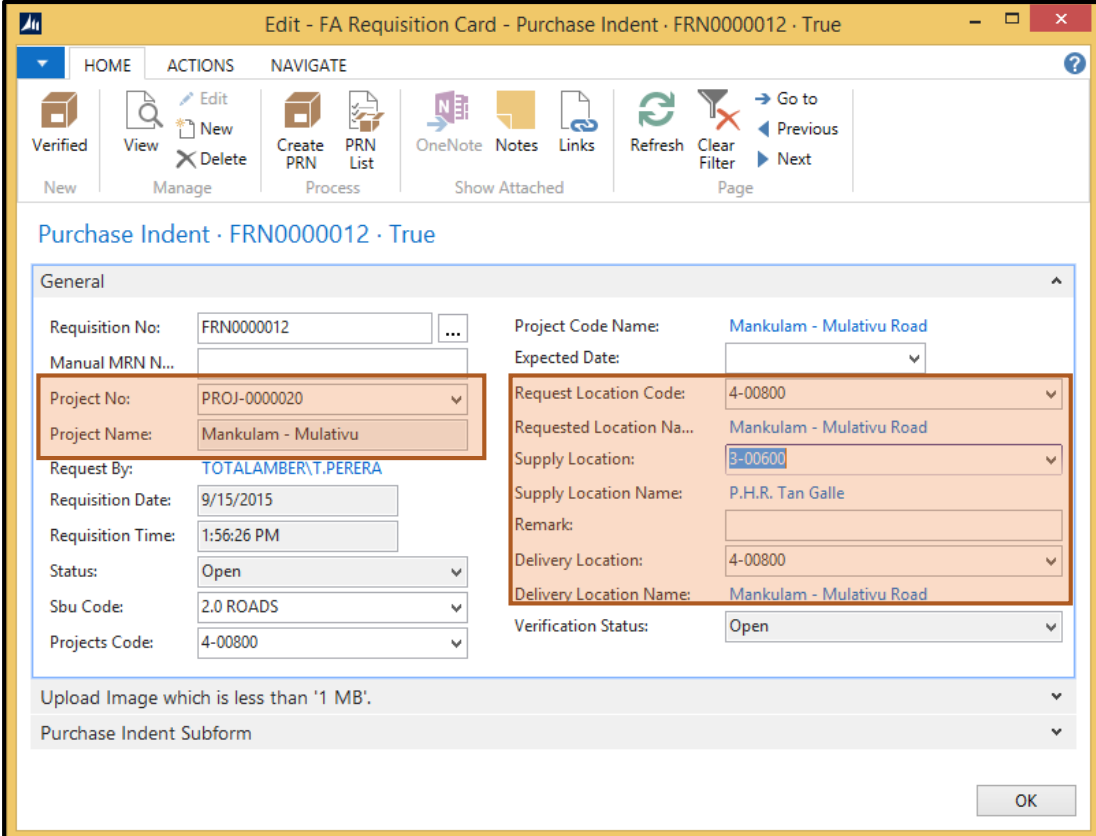
1. Navigate to Departments -> Projects -> Asset Management -> FA Requisitions.



2. Create a new request entry by clicking “New” ribbon function.

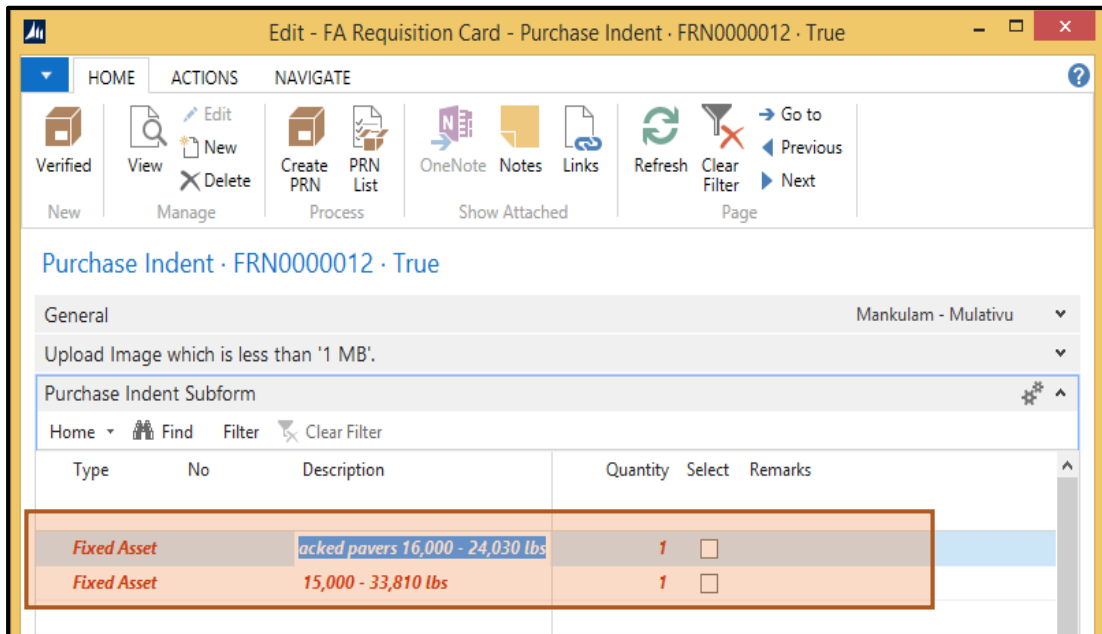


3. Insert the required parameters to header.



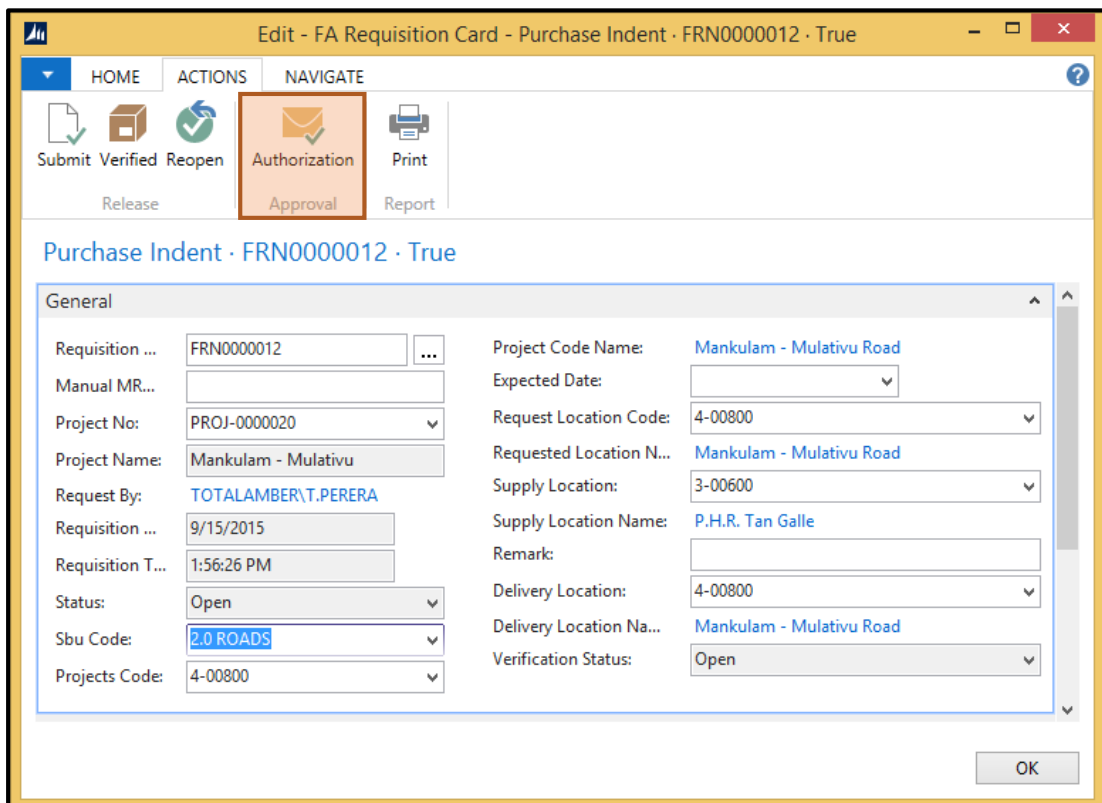
- Only the permitted “Project No” and “Locations” will be visible in the drop down and if user enters a project or a location which has not been allocated, an error message will be popped up.
- “Sbu code” and “Project Code” which are assigned to the project will be copied to FA Requisition entry.
- “Request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

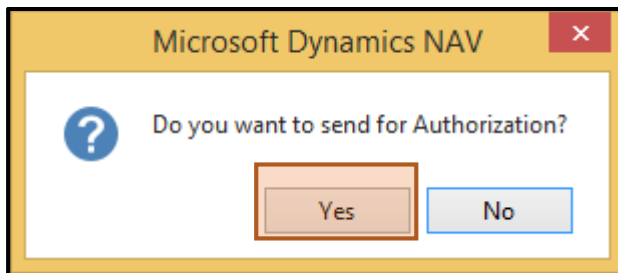


1.2 Sending FA Requisition for Approval

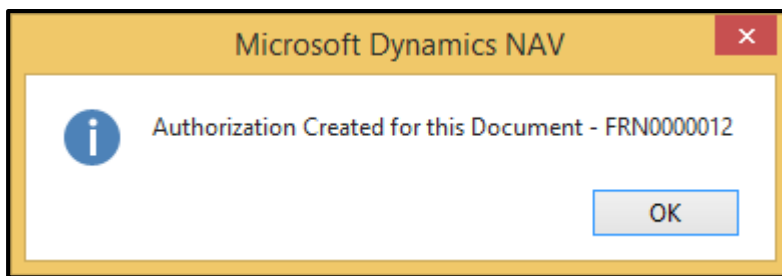
1. After inserting the fixed asset description line, the document should be sent for approval. Click “Authorization” in Actions ribbon bar.



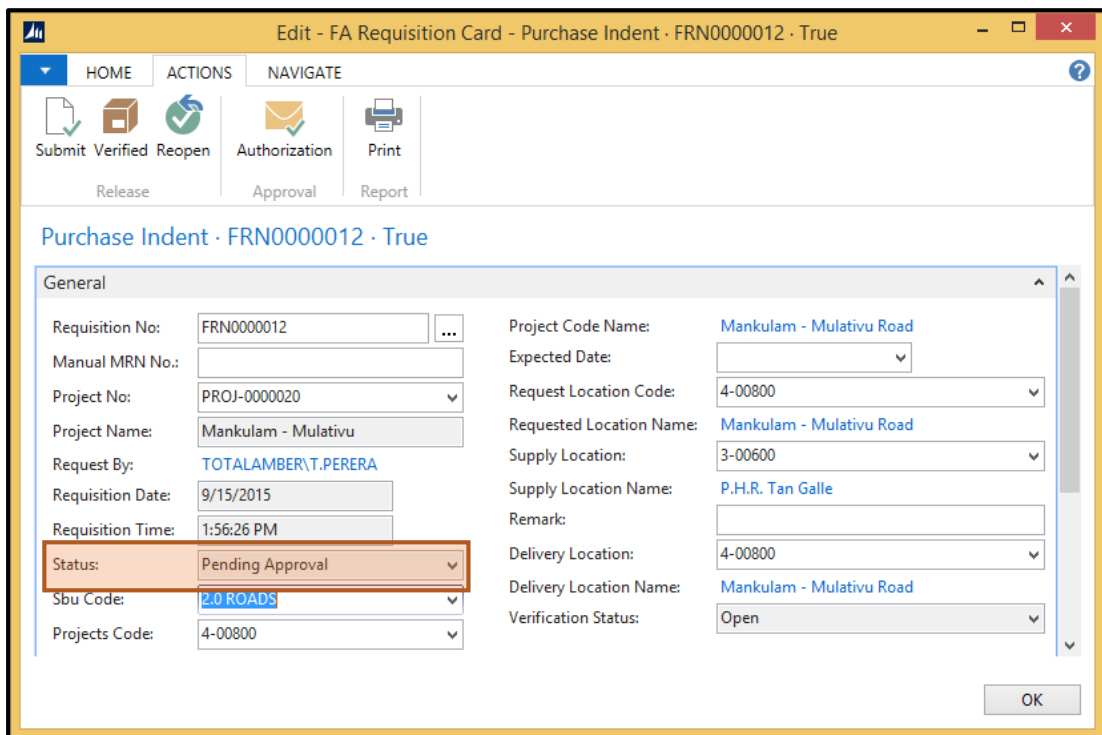
2. Click “Yes” for confirmation message.



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

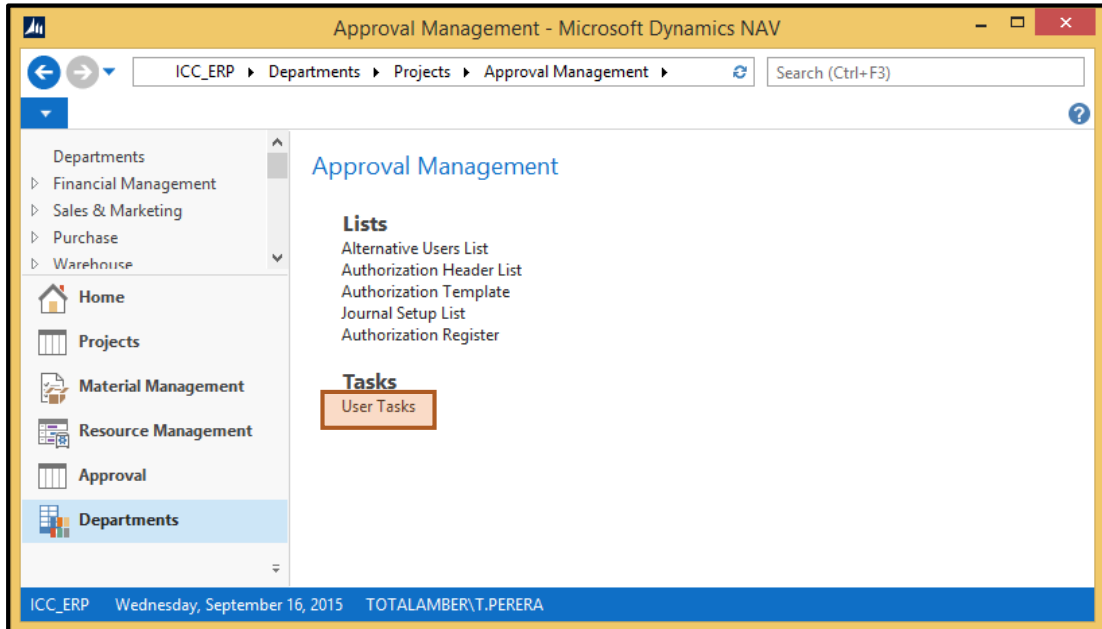


4. Status of the document will be changed to “Pending Approval”.

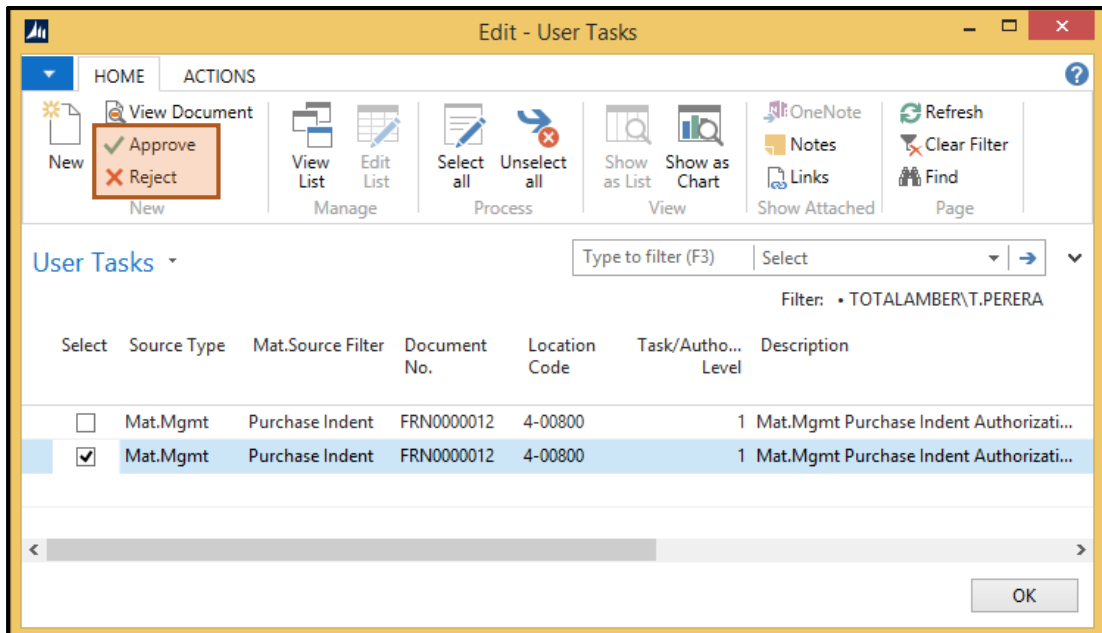


1.3 Approving FA Requisitions

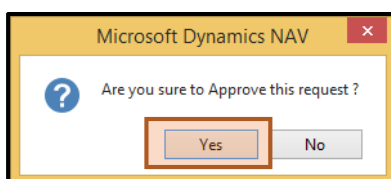
1. Navigate to Departments -> Projects -> Approval Management -> User tasks to view the approval request entry. Only the entries open for the logged in user will be displayed.



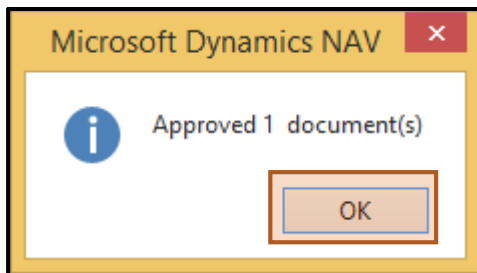
2. Authorized users can “Approve” or “Reject” the orders.



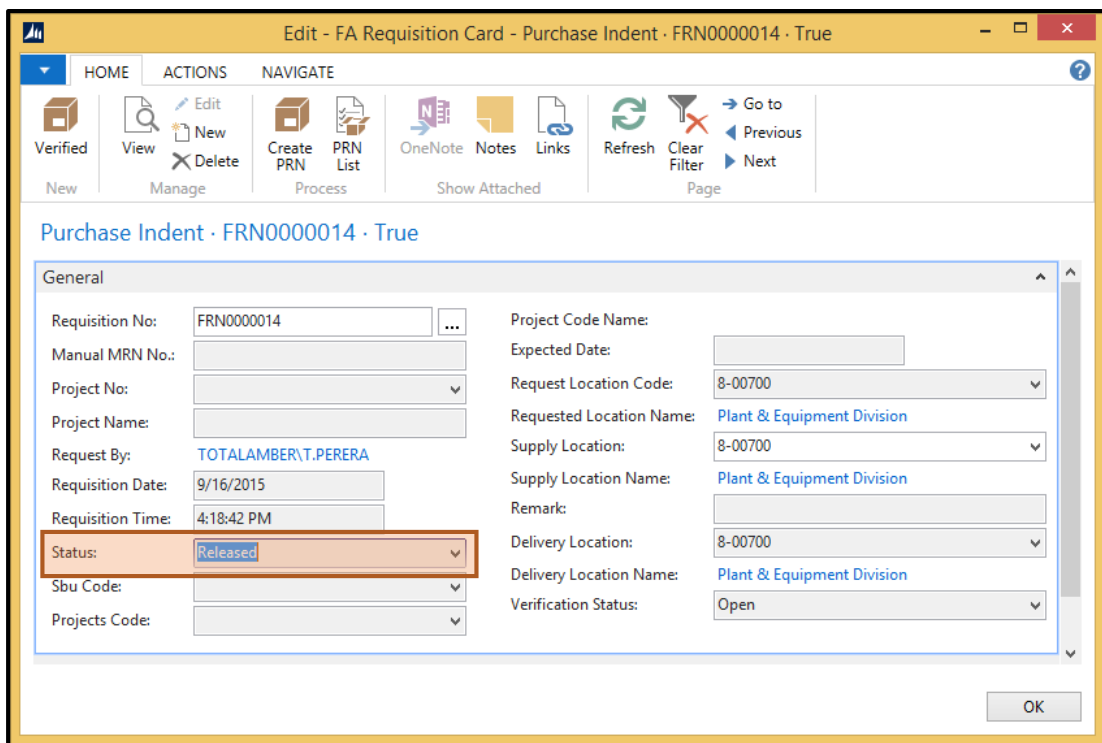
3. Confirm the message.



- Confirmation of the approval will be displayed. Click “Ok”.

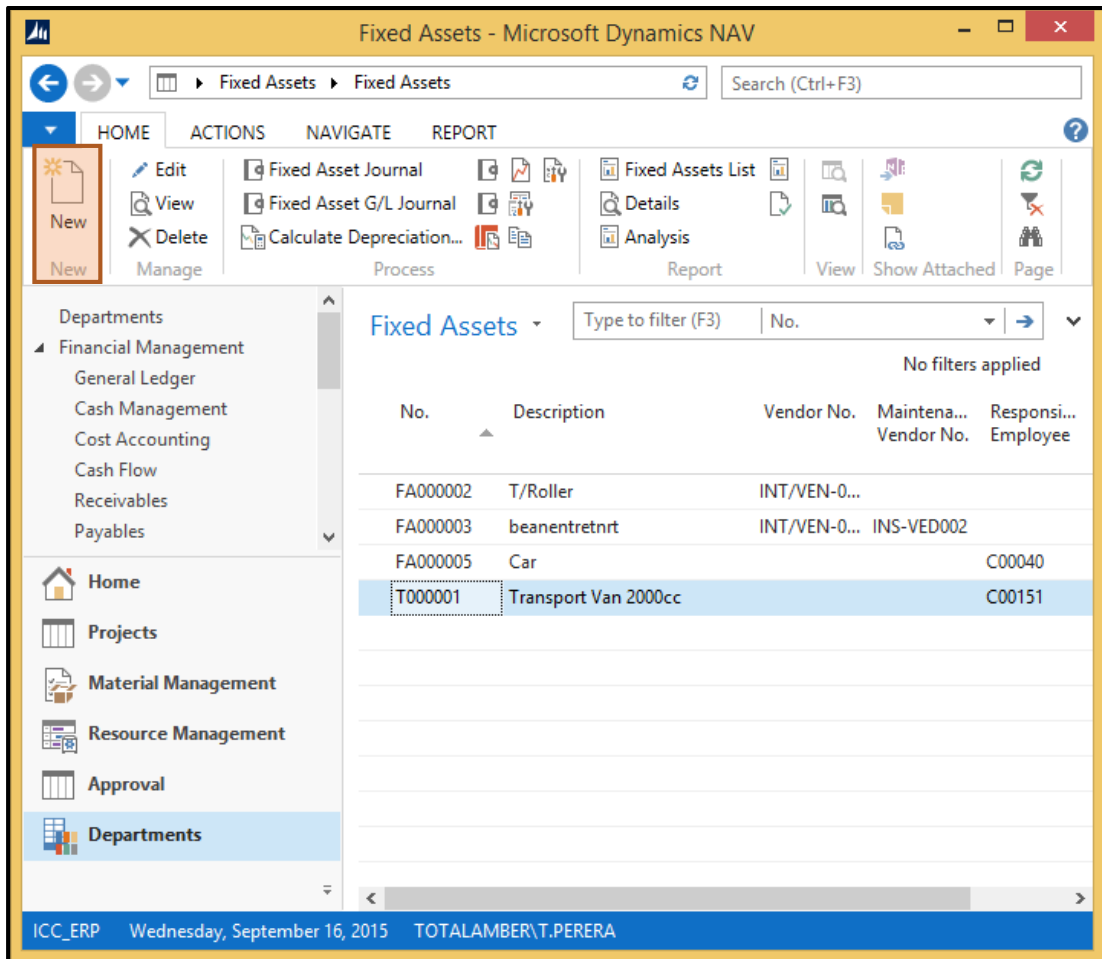


- The status of the FA Requisition will be changed to “Released”.

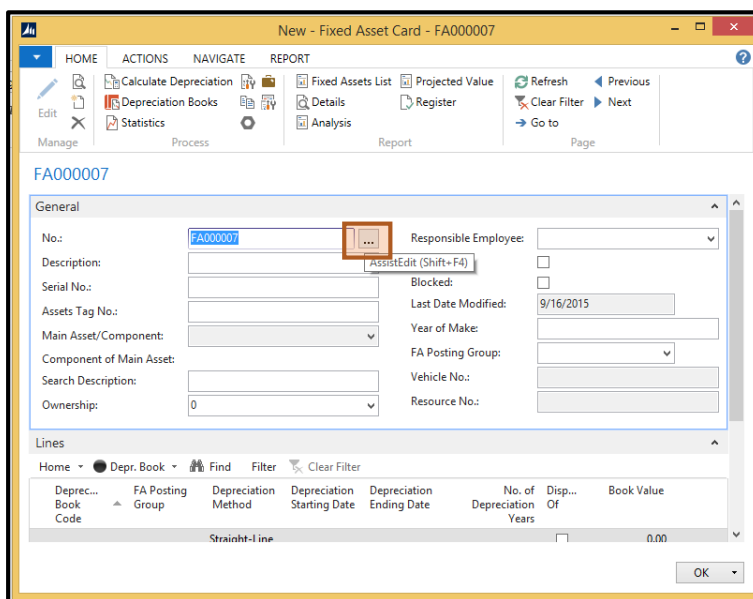


1.4 Creating a Fixed Asset Master

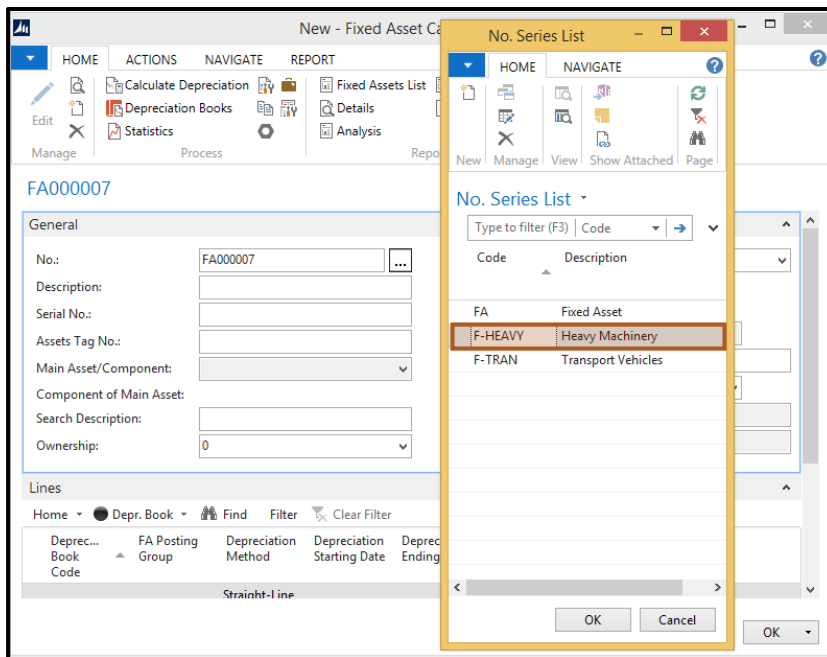
1. Navigate to Departments -> Financial Management -> Fixed Assets -> Fixed Assets and using the list page, click “New” to create a new fixed asset.



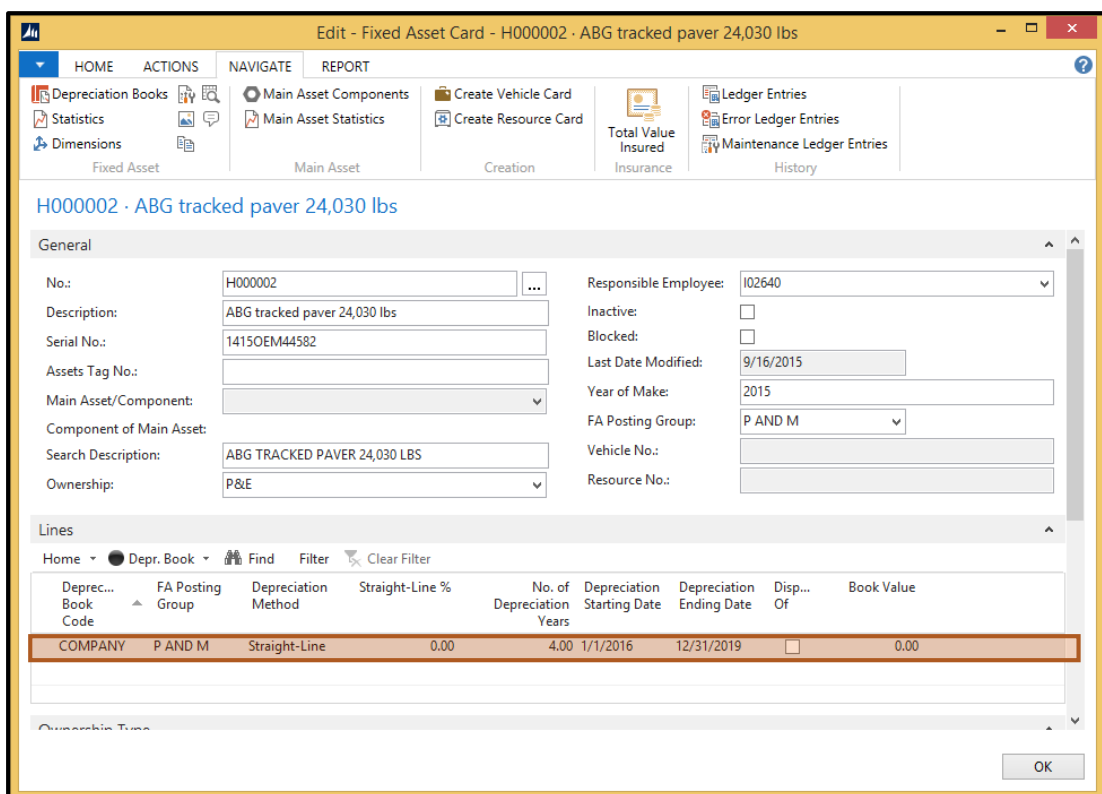
2. Click the AssistEdit in the “No.” field.



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



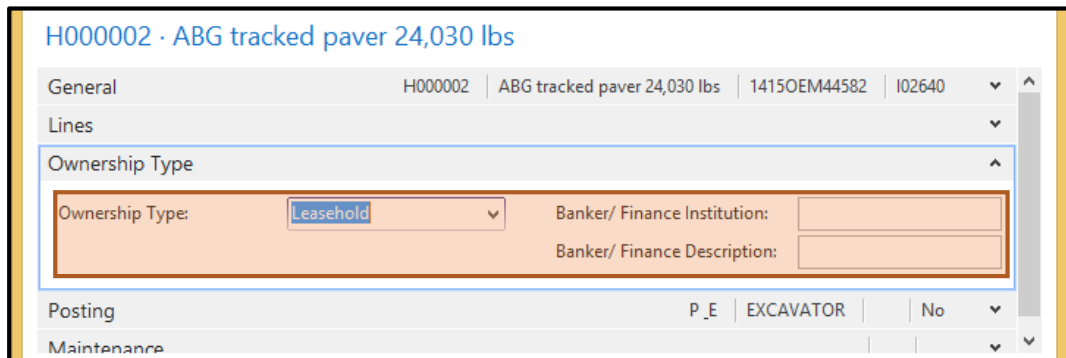
- After the record is created fill the parameters of the fixed asset as required.



- 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.



H000002 · ABG tracked paver 24,030 lbs

General H000002 | ABG tracked paver 24,030 lbs | 1415OEM44582 | I02640

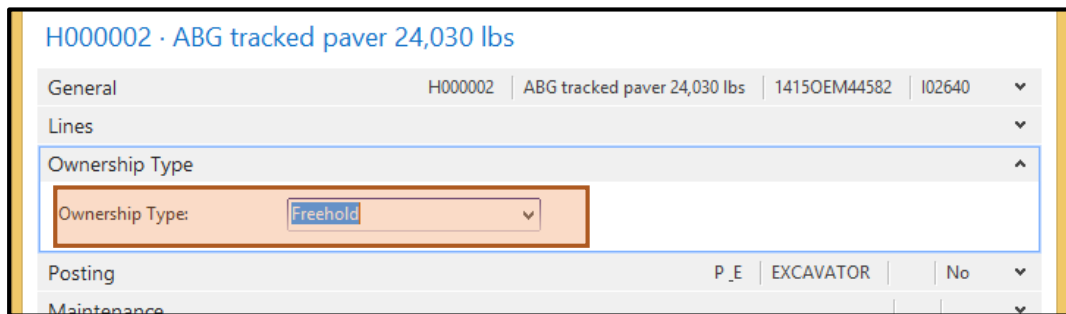
Lines

Ownership Type

Ownership Type: **Leasehold** Banker/ Finance Institution: Banker/ Finance Description:

Posting P_E EXCAVATOR No

Maintenance



H000002 · ABG tracked paver 24,030 lbs

General H000002 | ABG tracked paver 24,030 lbs | 1415OEM44582 | I02640

Lines

Ownership Type

Ownership Type: **Freehold**

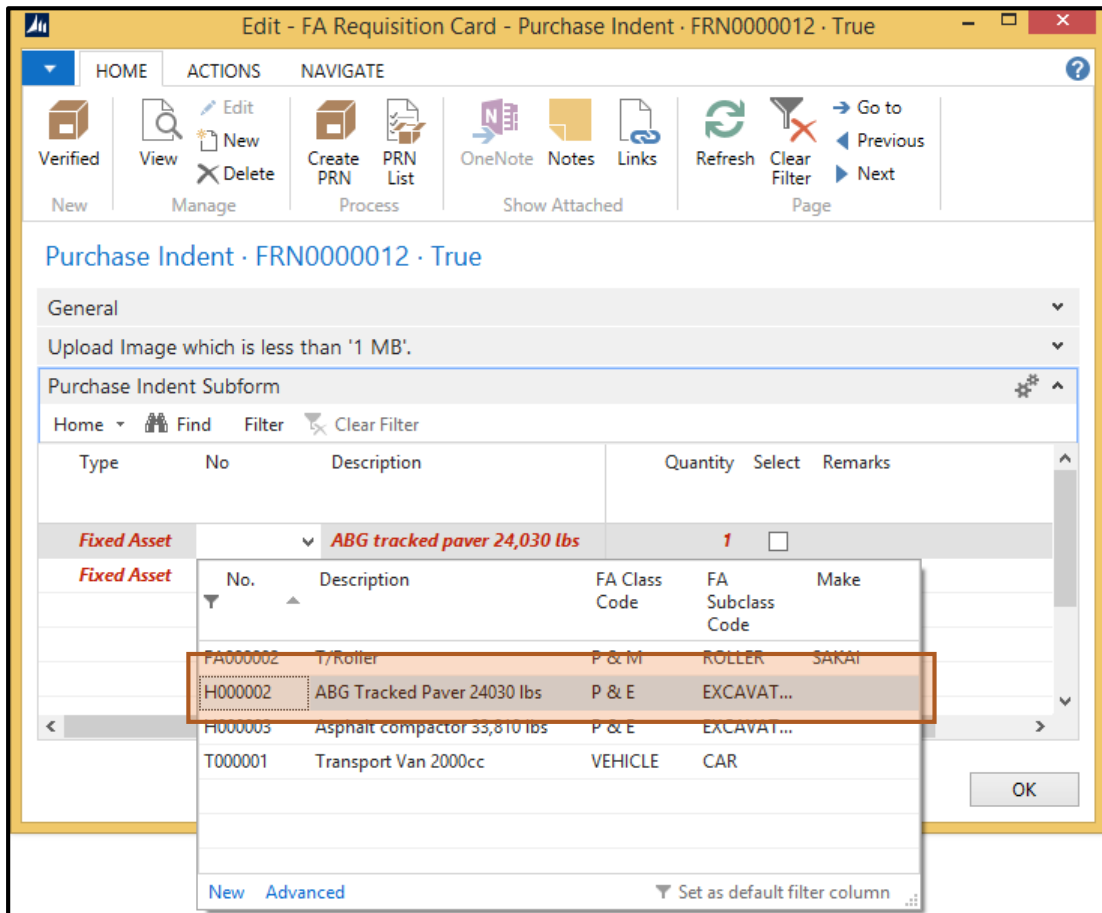
Posting P_E EXCAVATOR No

Maintenance

- 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.



General

Upload Image which is less than '1 MB'.

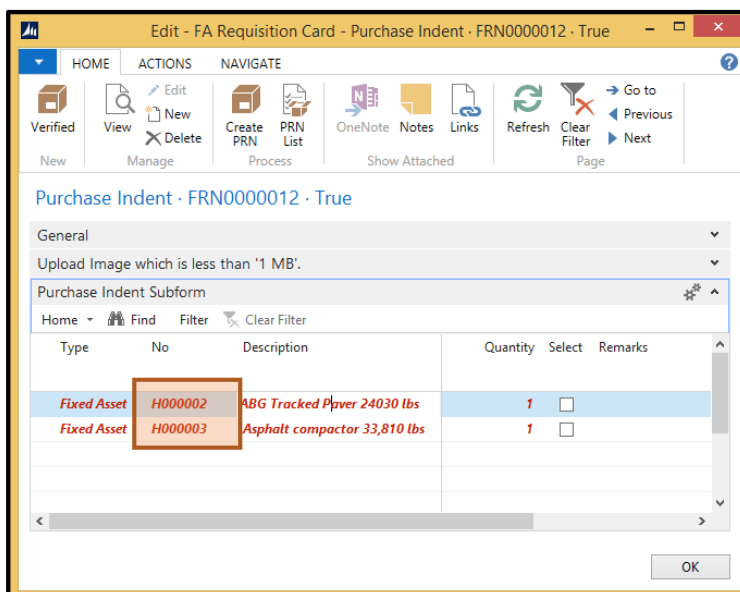
Purchase Indent Subform

Type	No	Description	Quantity	Select	Remarks
Fixed Asset		ABG tracked paver 24,030 lbs	1	<input type="checkbox"/>	

No.	Description	FA Class Code	FA Subclass Code	Make
PA000002	T/Roller	P & M	ROLLER	SAKAI
H000002	ABG Tracked Paver 24030 lbs	P & E	EXCAVAT...	
H000003	Asphalt compactor 33,810 lbs	P & E	EXCAVAT...	
T000001	Transport Van 2000cc	VEHICLE	CAR	

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.*



General

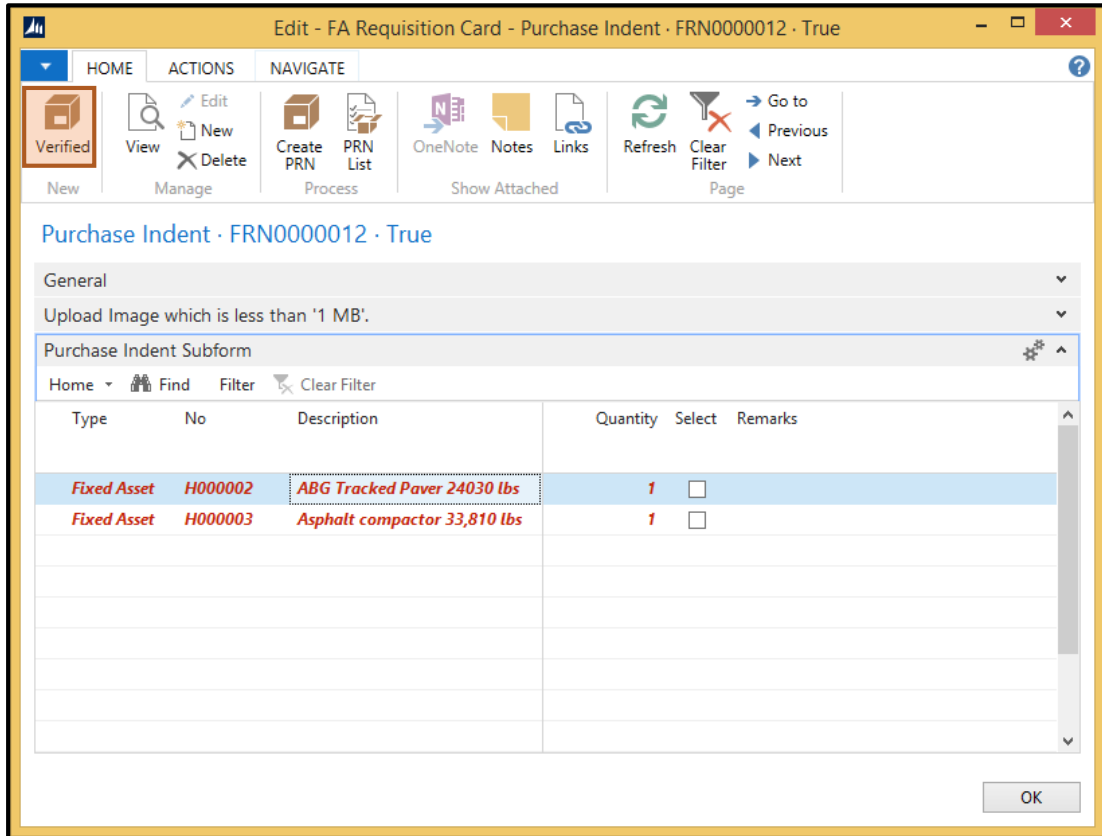
Upload Image which is less than '1 MB'.

Purchase Indent Subform

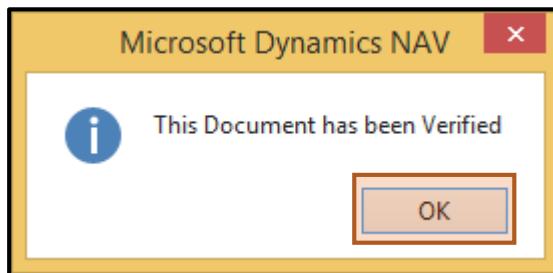
Type	No	Description	Quantity	Select	Remarks
Fixed Asset	H000002	ABG Tracked Paver 24030 lbs	1	<input type="checkbox"/>	
Fixed Asset	H000003	Asphalt compactor 33,810 lbs	1	<input type="checkbox"/>	

1.6 Verifying the FA Requisition

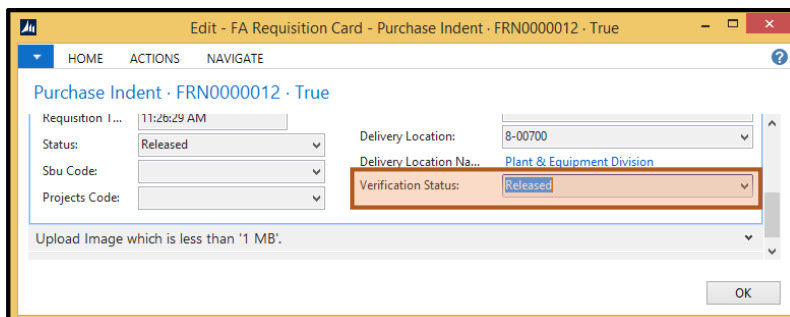
1. Navigate to “FA Requisitions”
2. Click “Verified” in the ribbon bar.



3. Document will be verified.

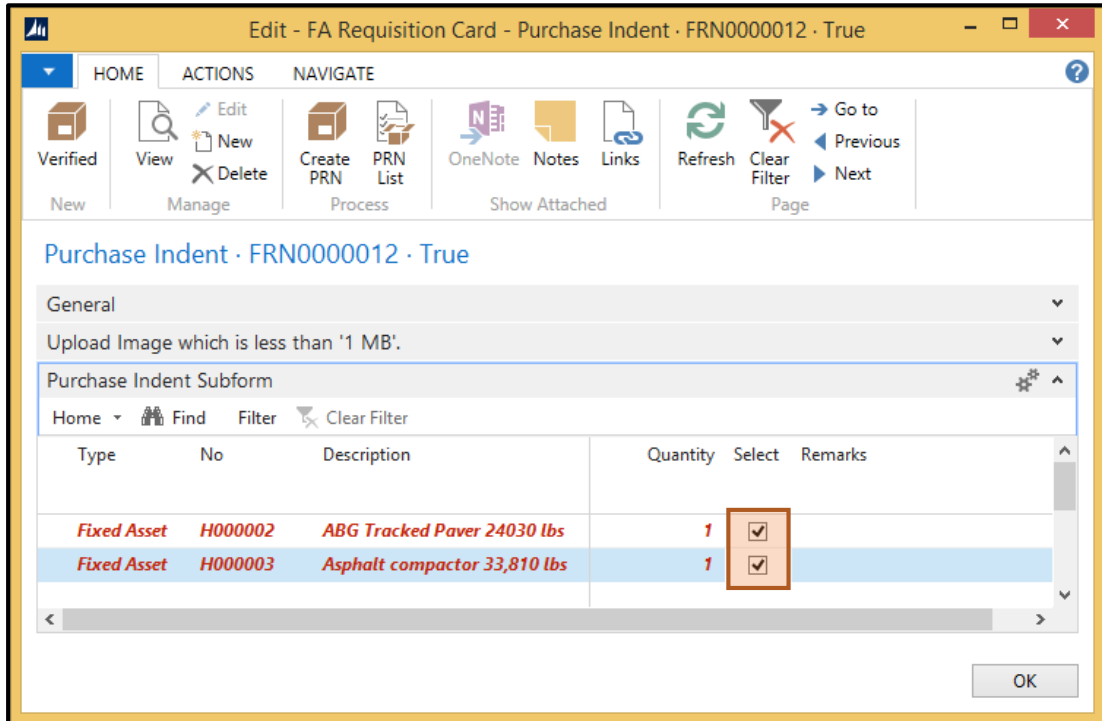


4. Verification status will be changed to “Released” from “Open”.

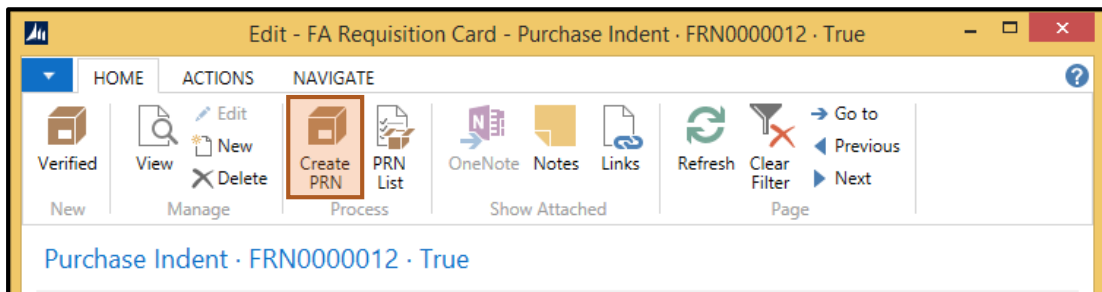


1.7 Creating Purchase Requisition Note (PRN)

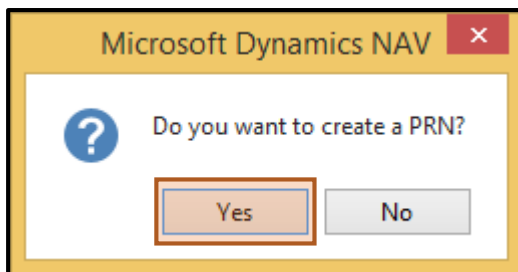
1. Navigate to “FA Requisitions”
2. Select the lines that should be transferred to “PRN”.



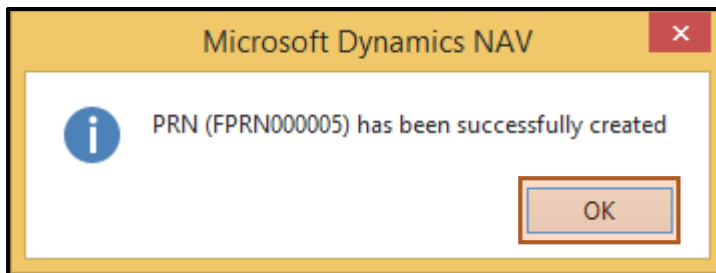
3. Click “Create PRN” in the Ribbon Bar.



4. Confirmation message will be displayed.

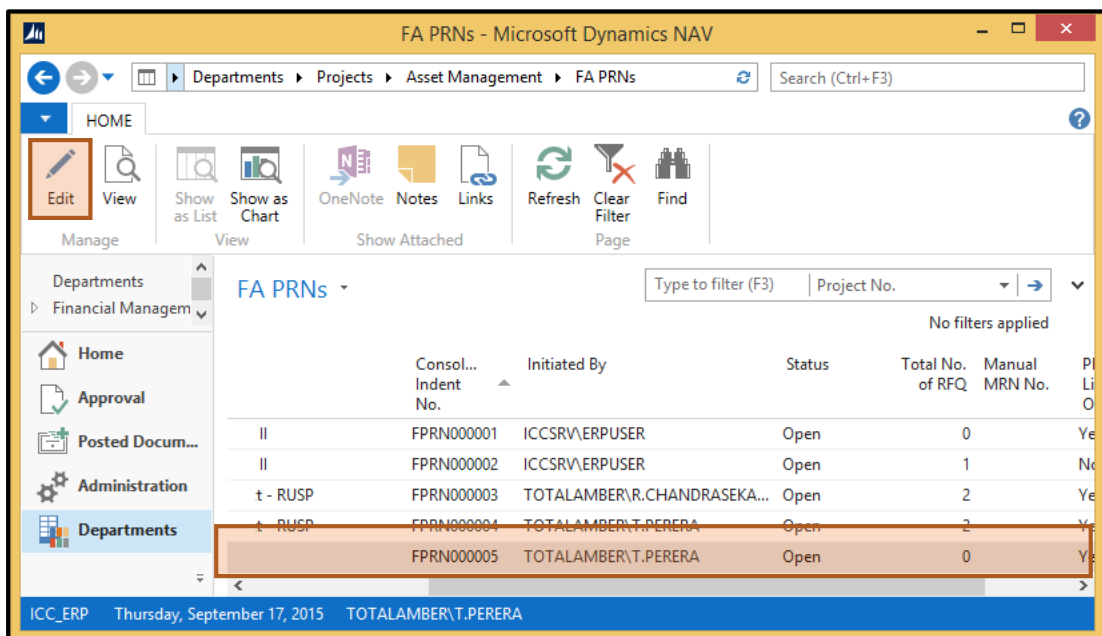


5. Verification message after creating the PRN will be displayed.

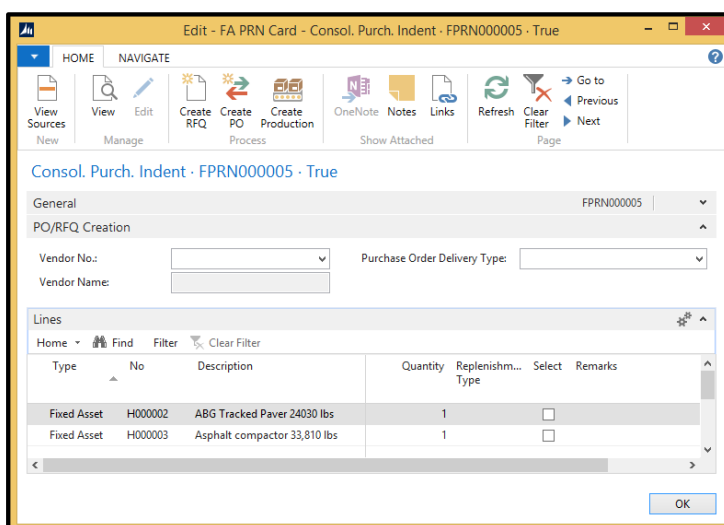


1.8 Creating Request for Quotes (RFQ) through PRN

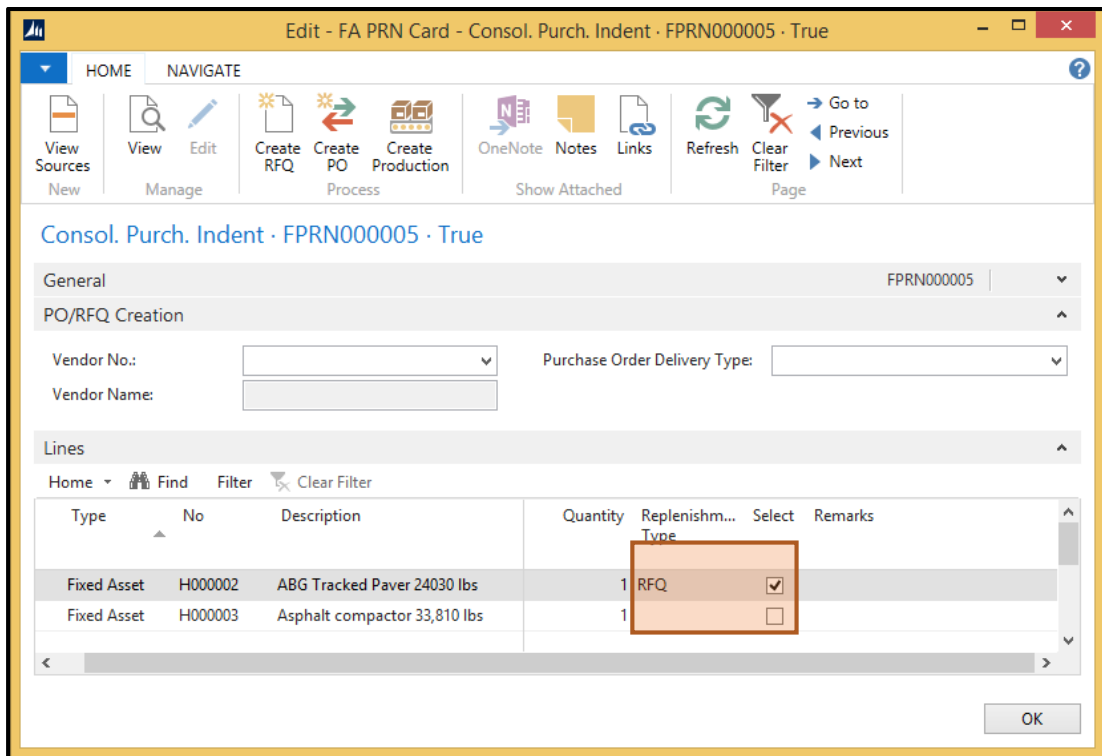
1. Navigate to Departments -> Projects -> Asset Management -> FA PRNs and select the relevant PRN.



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

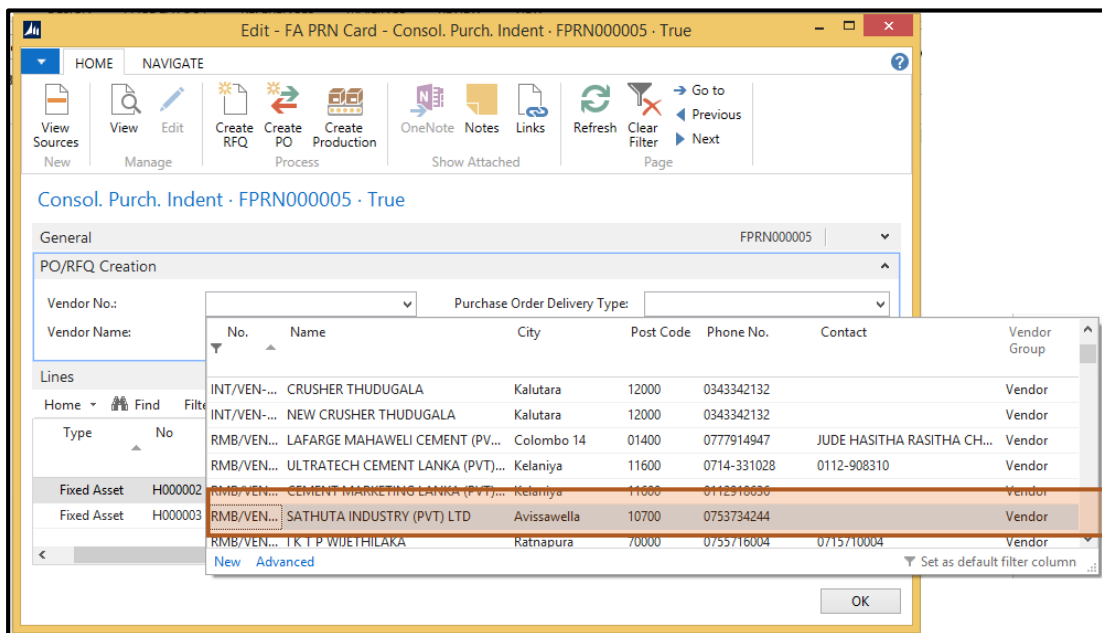


- Select the line(s) to create RFQ and select the Replenishment Type as “RFQ”.

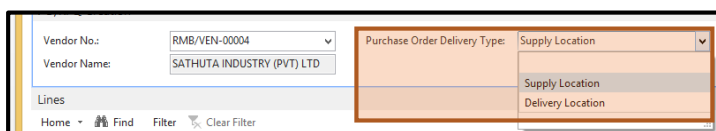


- Select the vendor for the RFQ.

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

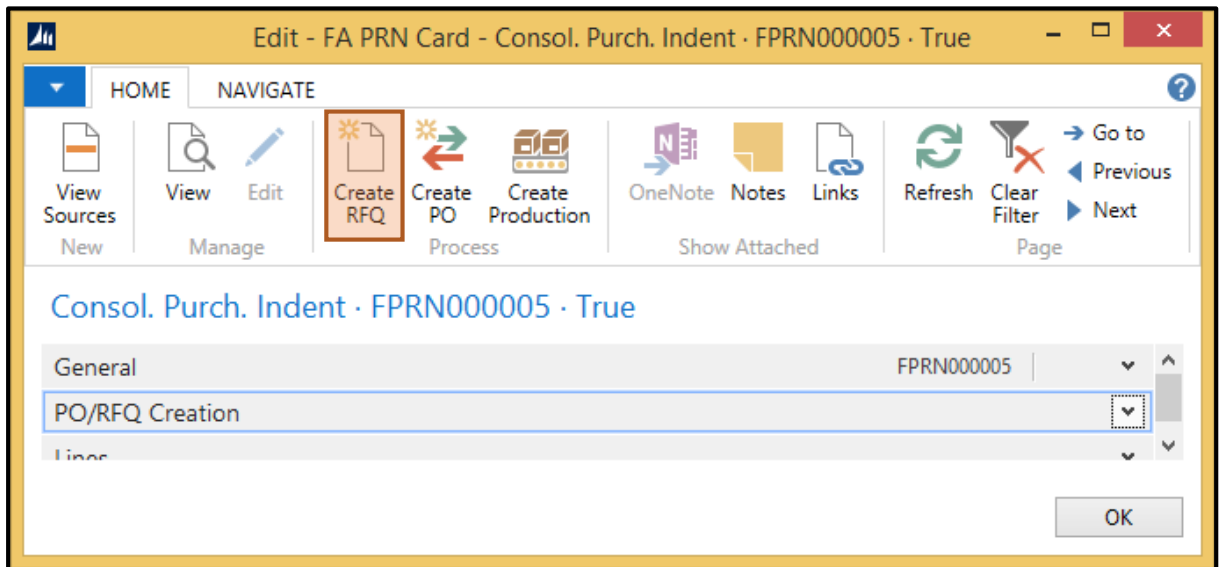


- Select the Purchase Order Delivery Type.

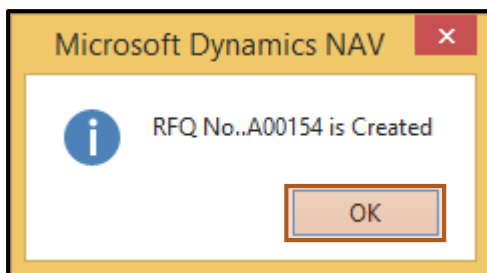


6. Click “Create RFQ” in Ribbon Bar.

- *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.*

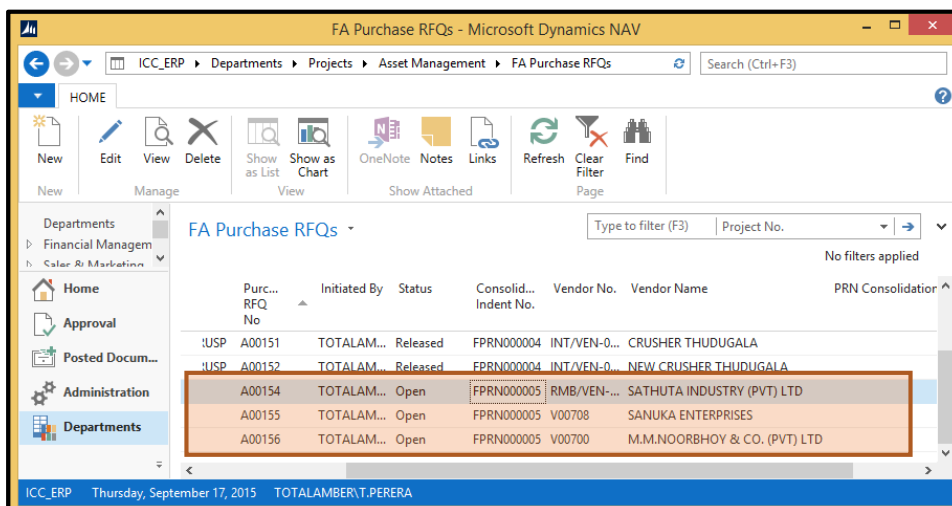


7. Verification message will be displayed with the RFQ number created in the system.

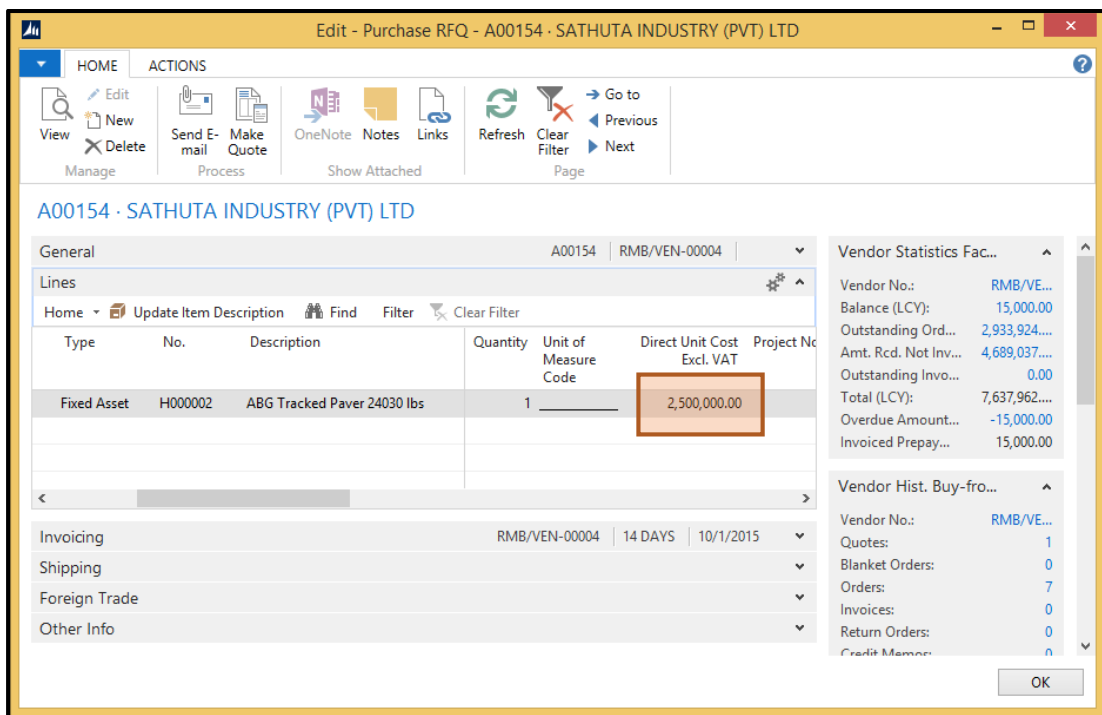


1.9 Entering quoted prices from vendors

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

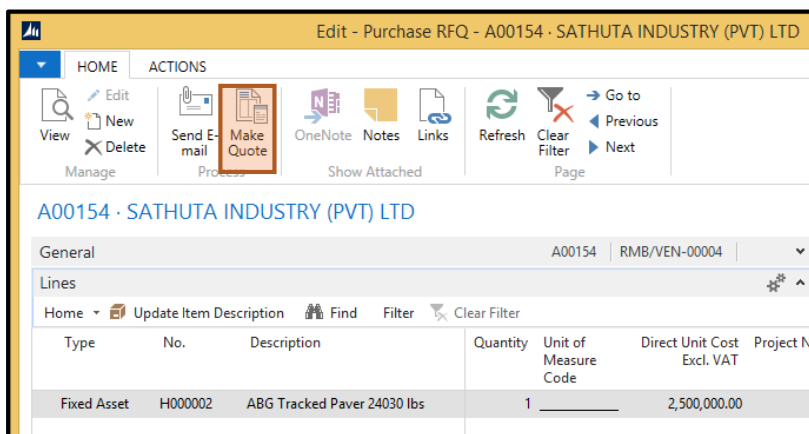


- Open each purchase quote and insert the price quoted.

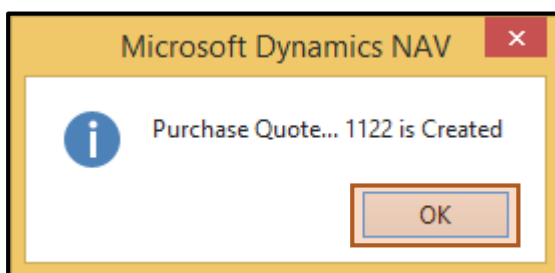


1.10 Converting RFQ to Purchase Quote

- 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.

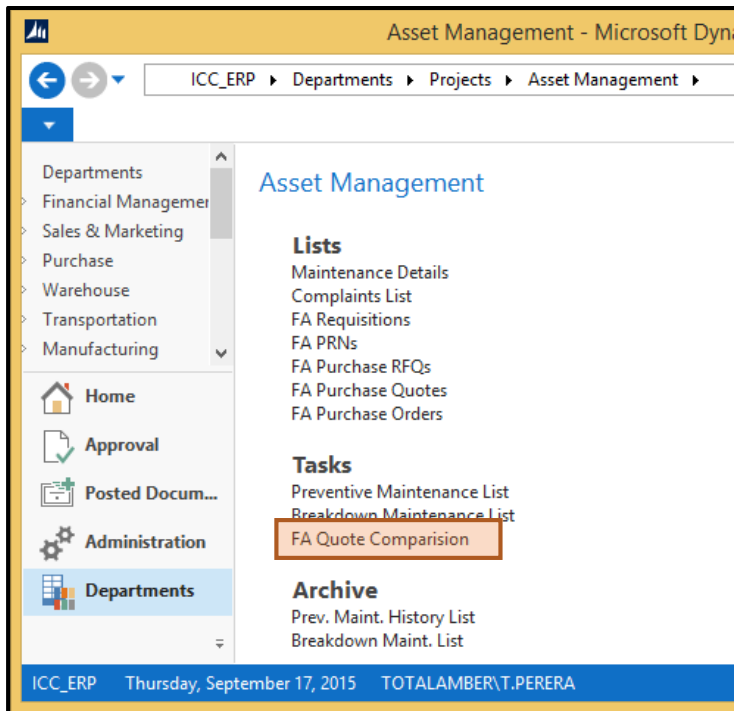


- Verification message will be created with a new quote number assigned.

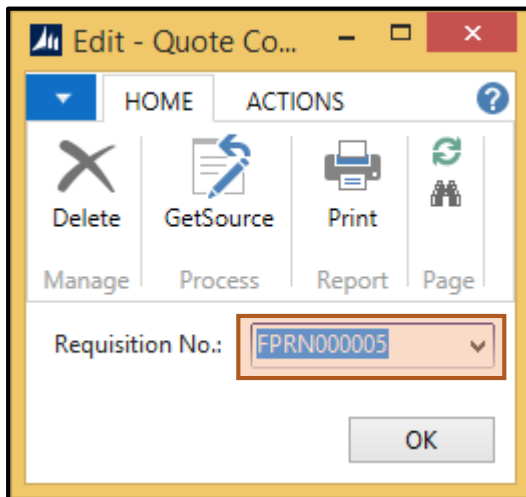


1.11 Comparing Purchase Quotes

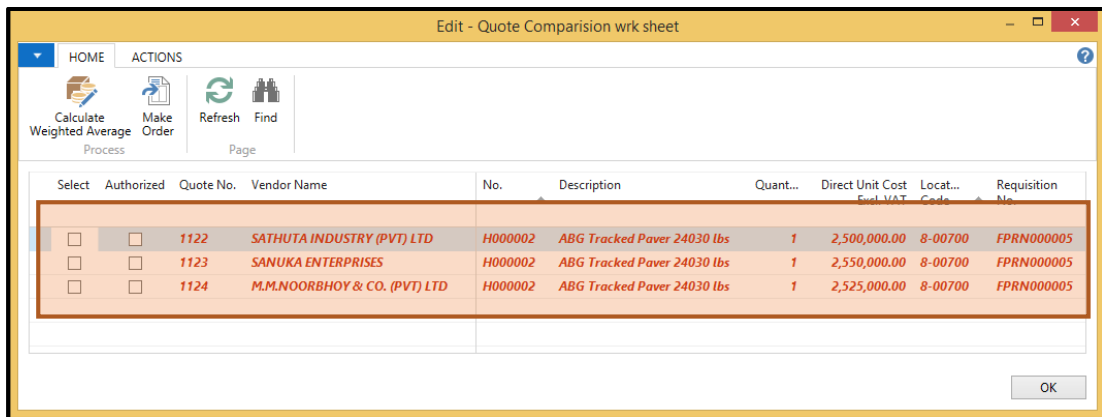
1. Navigate to “Departments -> Projects -> Asset Management -> Tasks -> FA Quote Comparison.



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

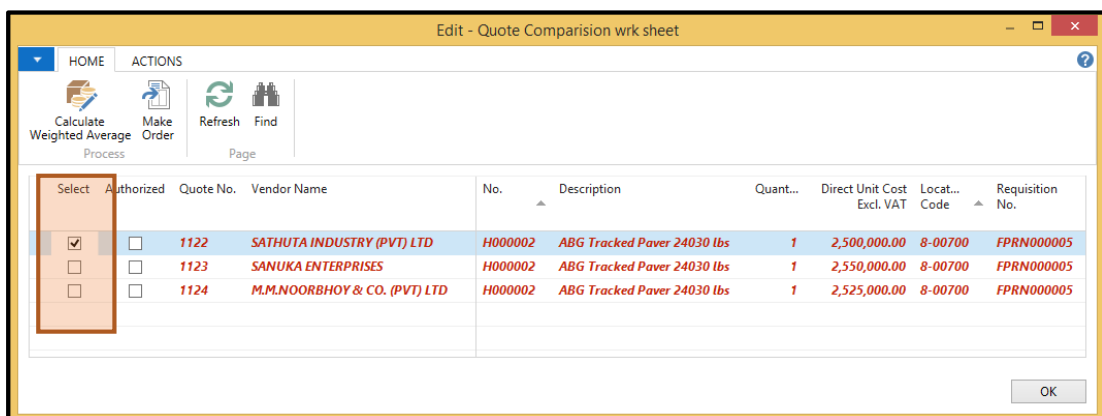


3. A summary of the quotes will be displayed.

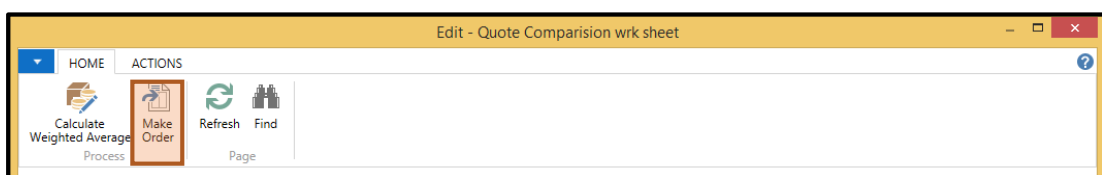


1.12 Creating Purchase Order from a Quote though Quote Comparison.

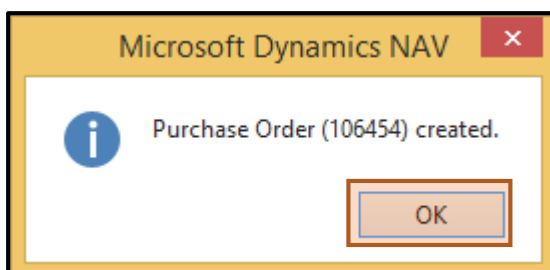
1. Navigate to “FA Quote Comparison” and select the quote that needs to be converted to a purchase order.



2. Click “Make Order” in the Ribbon Bar.

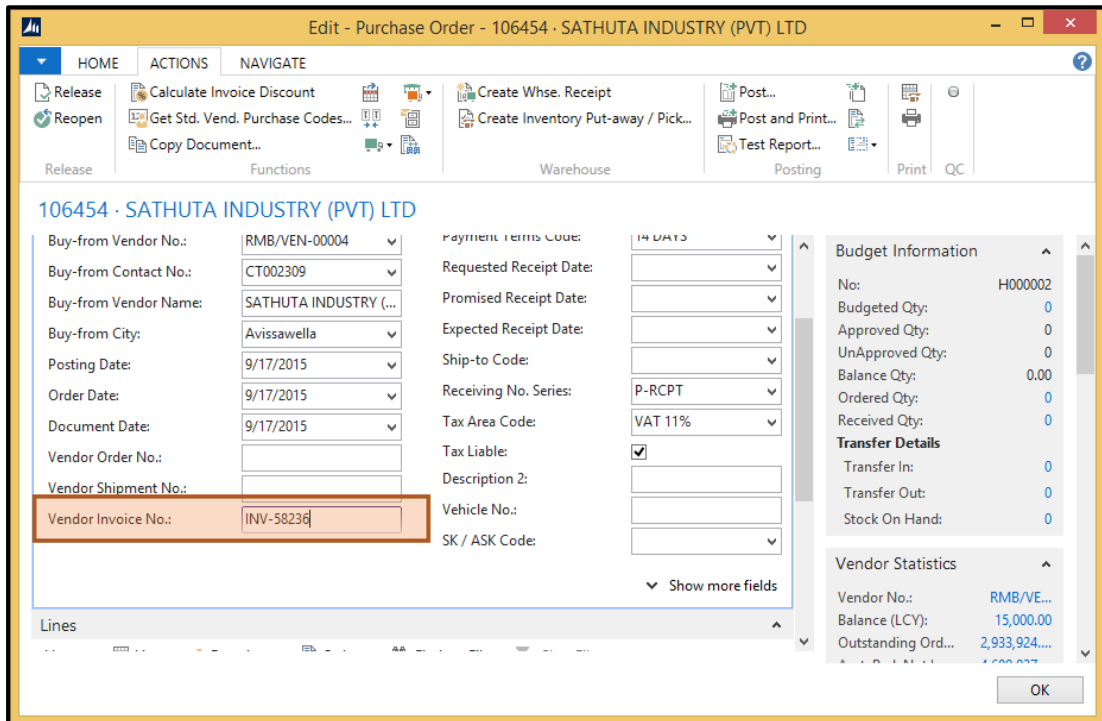


3. Verification message will be displayed with the purchase order number generated.



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.”



106454 · SATHUTA INDUSTRY (PVT) LTD

Buy-from Vendor No.: RMB/VEN-00004
 Buy-from Contact No.: CT002309
 Buy-from Vendor Name: SATHUTA INDUSTRY (...)
 Buy-from City: Avissawella
 Posting Date: 9/17/2015
 Order Date: 9/17/2015
 Document Date: 9/17/2015
 Vendor Order No.:
 Vendor Shipment No.:
 Vendor Invoice No.: INV-58236

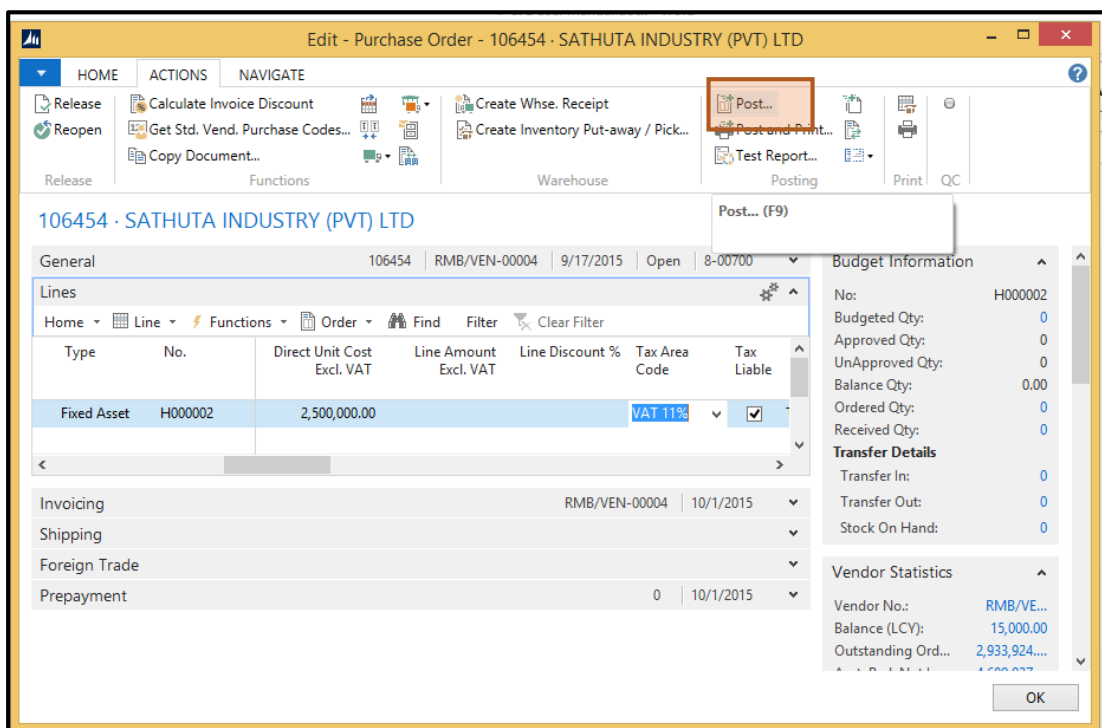
Payment Terms Code: 14 DAT3
 Requested Receipt Date:
 Promised Receipt Date:
 Expected Receipt Date:
 Ship-to Code:
 Receiving No. Series: P-RCPT
 Tax Area Code: VAT 11%
 Tax Liable:
 Description 2:
 Vehicle No.:
 SK / ASK Code:

Budget Information
 No: H000002
 Budgeted Qty: 0
 Approved Qty: 0
 UnApproved Qty: 0
 Balance Qty: 0.00
 Ordered Qty: 0
 Received Qty: 0

Transfer Details
 Transfer In: 0
 Transfer Out: 0
 Stock On Hand: 0

Vendor Statistics
 Vendor No.: RMB/VE...
 Balance (LCY): 15,000.00
 Outstanding Ord... 2,933,924...

3. Post the Purchase Order.



106454 · SATHUTA INDUSTRY (PVT) LTD

General 106454 | RMB/VEN-00004 | 9/17/2015 | Open | 8-00700

Type	No.	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Discount %	Tax Area Code	Tax Liable
Fixed Asset	H000002	2,500,000.00			VAT 11%	<input checked="" type="checkbox"/>

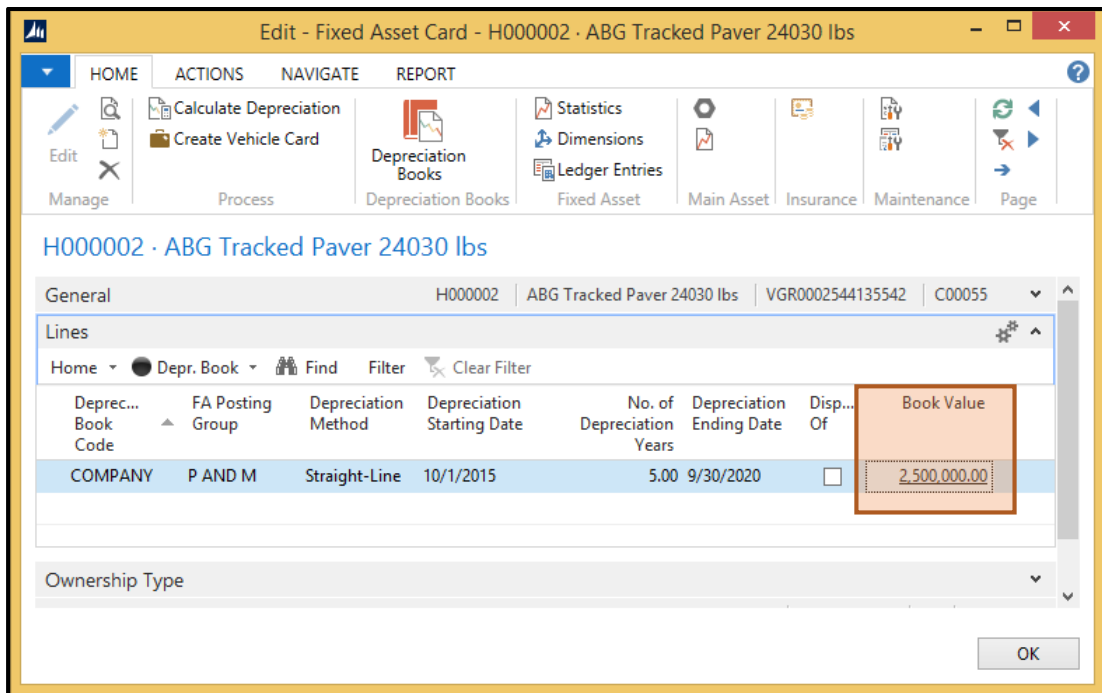
Invoicing RMB/VEN-00004 | 10/1/2015
 Shipping
 Foreign Trade
 Prepayment 0 | 10/1/2015

Budget Information
 No: H000002
 Budgeted Qty: 0
 Approved Qty: 0
 UnApproved Qty: 0
 Balance Qty: 0.00
 Ordered Qty: 0
 Received Qty: 0

Transfer Details
 Transfer In: 0
 Transfer Out: 0
 Stock On Hand: 0

Vendor Statistics
 Vendor No.: RMB/VE...
 Balance (LCY): 15,000.00
 Outstanding Ord... 2,933,924...

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



General H000002 | ABG Tracked Paver 24030 lbs | VGR0002544135542 | C00055

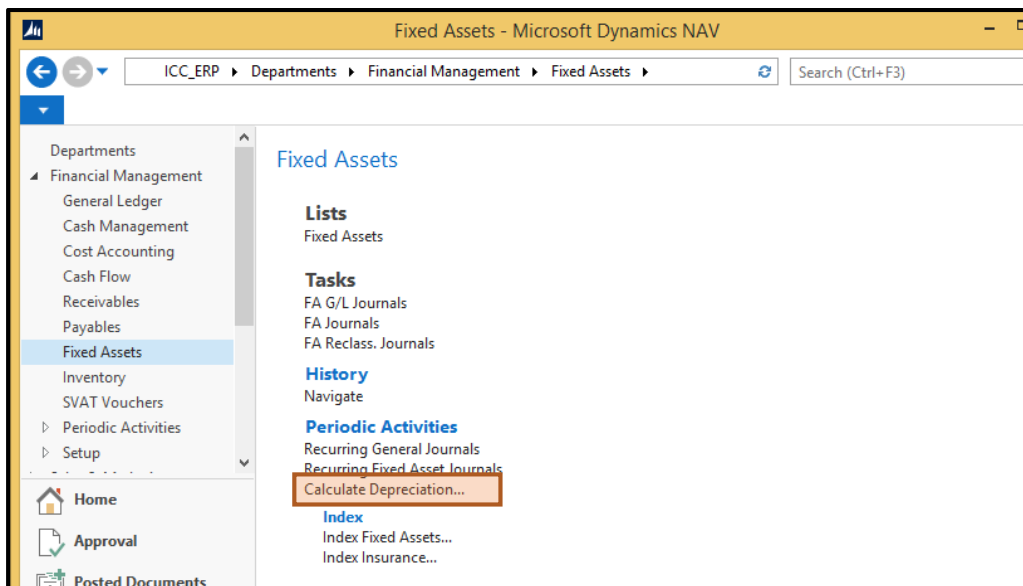
Deprec... Book Code	FA Posting Group	Depreciation Method	Depreciation Starting Date	No. of Depreciation Years	Depreciation Ending Date	Disp... Of	Book Value
COMPANY	P AND M	Straight-Line	10/1/2015	5.00	9/30/2020	<input type="checkbox"/>	2,500,000.00

Ownership Type

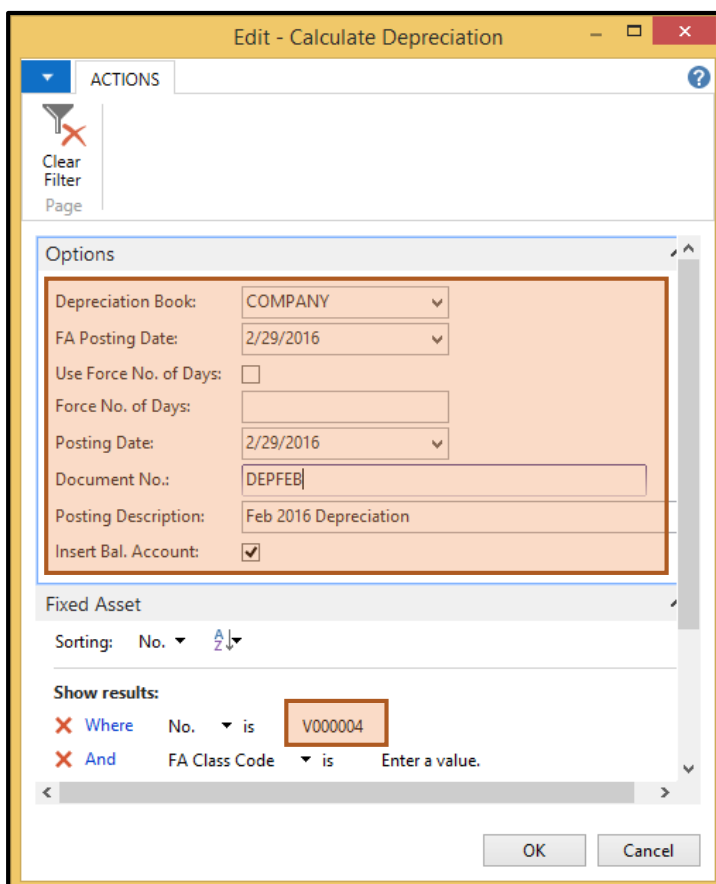
OK

1.14 Calculating Fixed Asset Depreciation

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

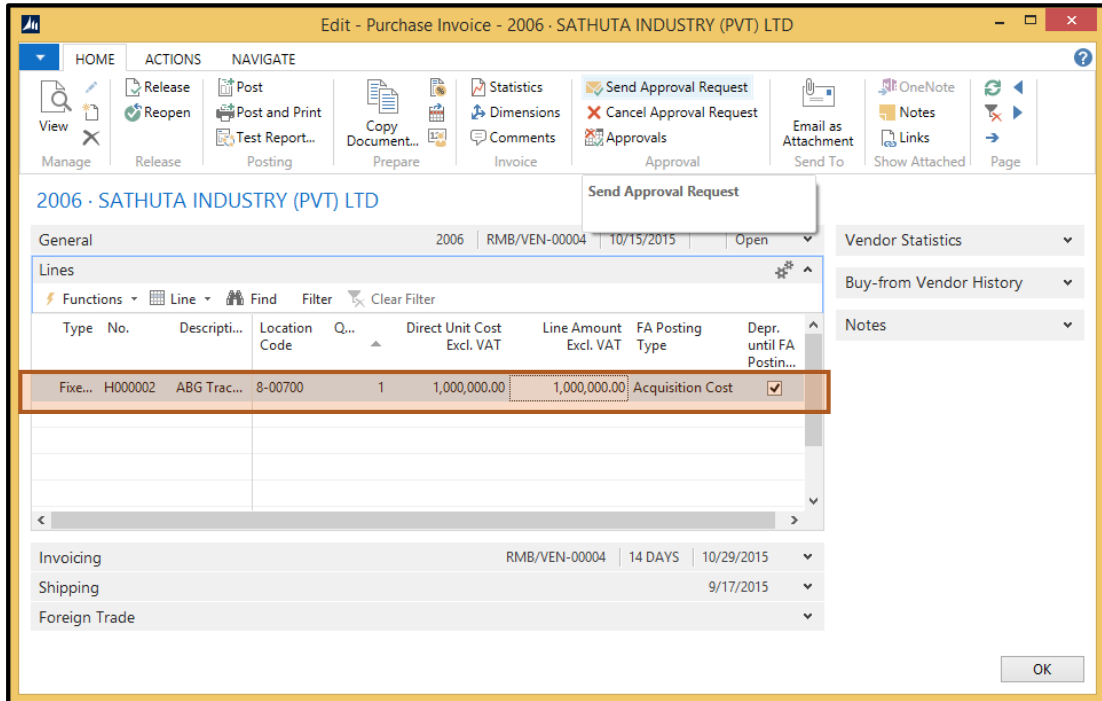


2. Insert the depreciation parameters.

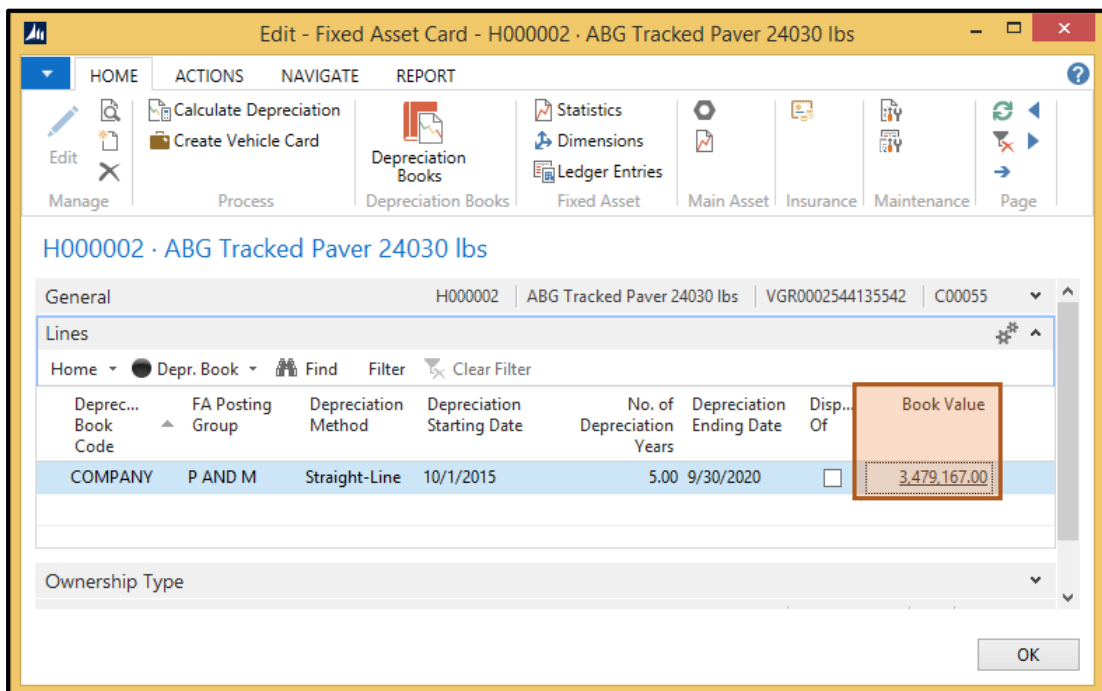


1.15 Fixed Asset Additions

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.

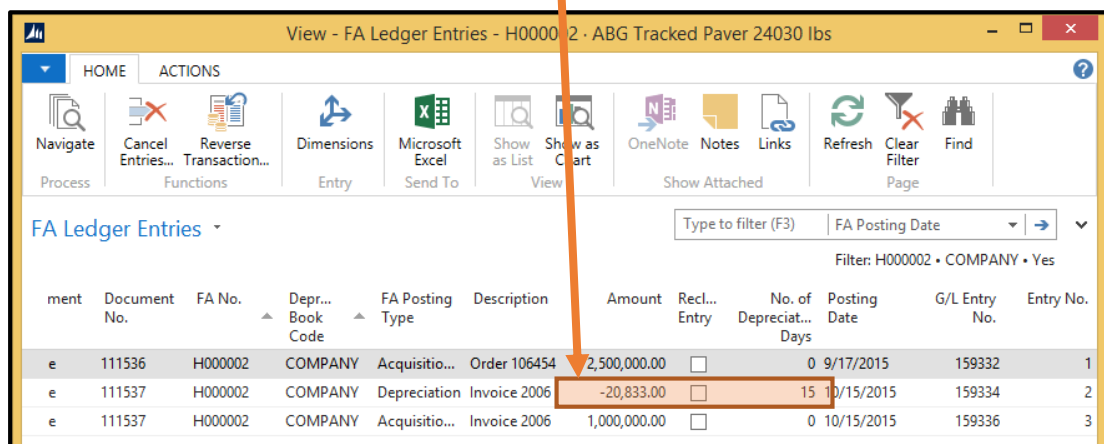
- *Note: The highlighted record depicts the depreciation amount and the number of depreciation days. The calculation is:*

Total Cost Incurred = 2,500,000

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

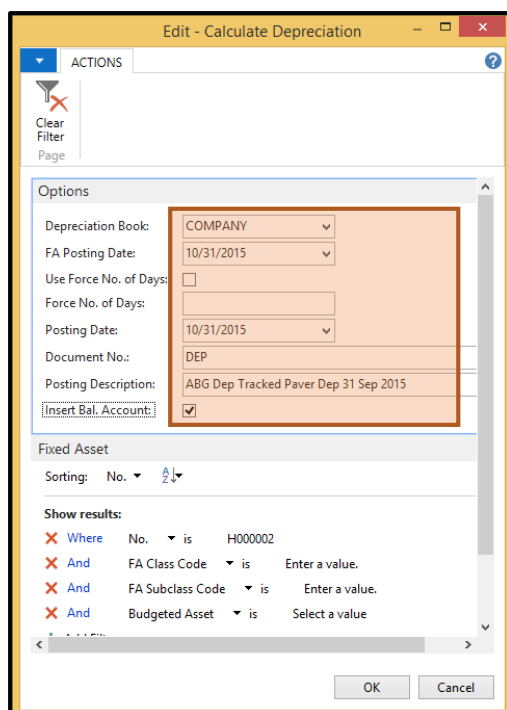
*Per Day Depreciation = 2,500,000 / 1800
= 1388.89*

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



ment	Document No.	FA No.	Depr... Book Code	FA Posting Type	Description	Amount	Recl... Entry	No. of Depreciat... Days	Posting Date	G/L Entry No.	Entry No.
e	111536	H000002	COMPANY	Acquisitio...	Order 106454	2,500,000.00	<input type="checkbox"/>	0	9/17/2015	159332	1
e	111537	H000002	COMPANY	Depreciation	Invoice 2006	-20,833.00	<input type="checkbox"/>	15	10/15/2015	159334	2
e	111537	H000002	COMPANY	Acquisitio...	Invoice 2006	1,000,000.00	<input type="checkbox"/>	0	10/15/2015	159336	3

6. Execute depreciation in the month end.



Edit - Calculate Depreciation

ACTIONS

Clear Filter Page

Options

Depreciation Book: COMPANY

FA Posting Date: 10/31/2015

Use Force No. of Days:

Force No. of Days:

Posting Date: 10/31/2015

Document No.: DEP

Posting Description: ABG Dep Tracked Paver Dep 31 Sep 2015

Insert Bal. Account:

Fixed Asset

Sorting: No.

Show results:

Where No. is H000002

And FA Class Code is Enter a value.

And FA Subclass Code is Enter a value.

And Budgeted Asset is Select a value

OK Cancel

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

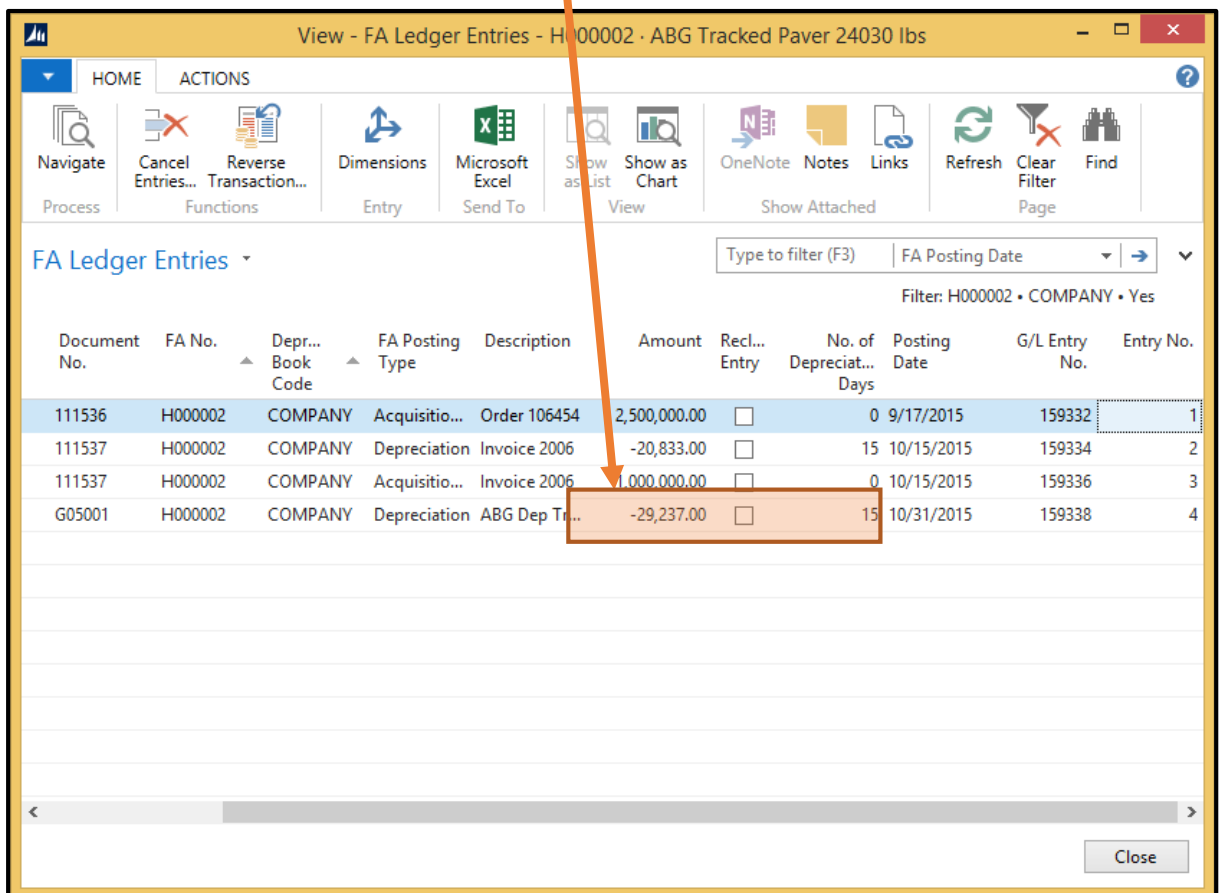
Depreciable days = 60 * 30
= 1800 Days

Depreciated days = 15 Days

Remaining Depr. Days = 1800-15
= 1785 Days

Per day Depreciation = 3,479,167.00 / 1785
= 1949.11

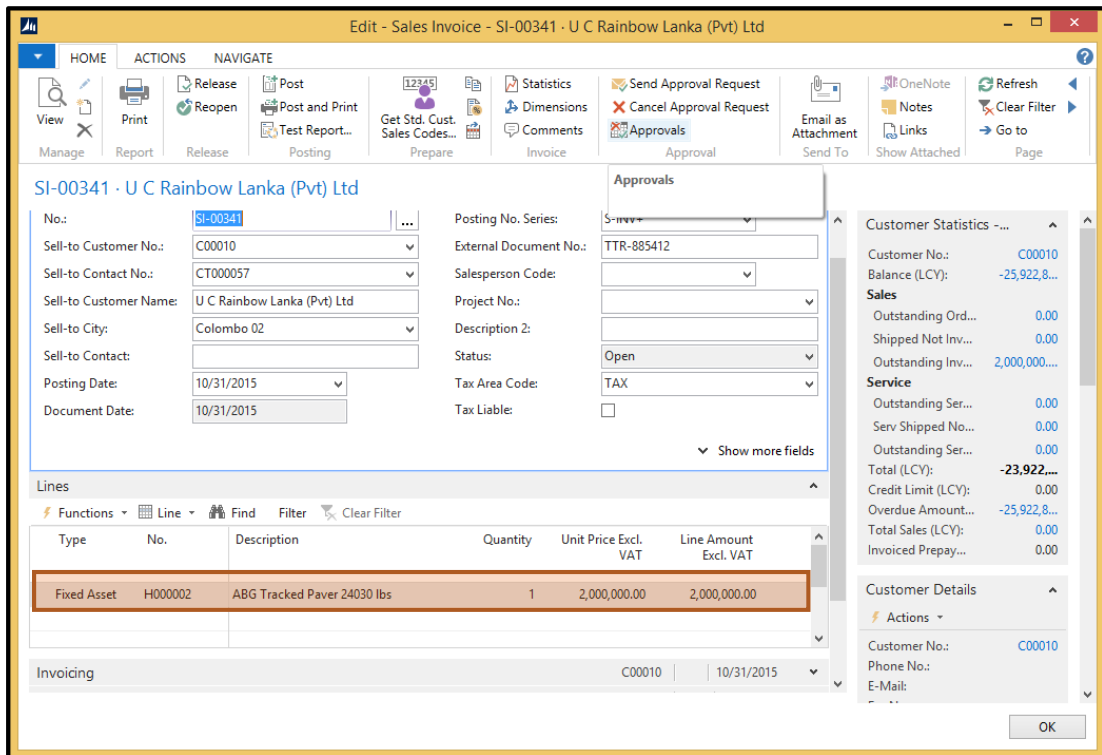
15 Day Depreciation = 1949.11 * 15
= 29,237.00



Document No.	FA No.	Depr... Book Code	FA Posting Type	Description	Amount	Recl... Entry	No. of Depreciat... Days	Posting Date	G/L Entry No.	Entry No.
111536	H000002	COMPANY	Acquisitio...	Order 106454	2,500,000.00	<input type="checkbox"/>	0	9/17/2015	159332	1
111537	H000002	COMPANY	Depreciation	Invoice 2006	-20,833.00	<input type="checkbox"/>	15	10/15/2015	159334	2
111537	H000002	COMPANY	Acquisitio...	Invoice 2006	1,000,000.00	<input type="checkbox"/>	0	10/15/2015	159336	3
G05001	H000002	COMPANY	Depreciation	ABG Dep Tr...	-29,237.00	<input type="checkbox"/>	15	10/31/2015	159338	4

1.16 Fixed Asset Disposals through Sales Order or Sales Invoice

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



SI-00341 · U C Rainbow Lanka (Pvt) Ltd

No.: SI-00341 | Posting No. Series: S-Inv- | External Document No.: TTR-885412

Sell-to Customer No.: C00010 | Salesperson Code: | Project No.: | Description 2: | Status: Open

Sell-to Contact No.: CT000057 | Tax Area Code: TAX | Tax Liabile:

Sell-to Customer Name: U C Rainbow Lanka (Pvt) Ltd

Sell-to City: Colombo 02

Sell-to Contact: | Document Date: 10/31/2015

Type	No.	Description	Quantity	Unit Price Excl. VAT	Line Amount Excl. VAT
Fixed Asset	H000002	ABG Tracked Paver 24030 lbs	1	2,000,000.00	2,000,000.00

Invoicing: C00010 | 10/31/2015

Customer Statistics - ...

Customer No.: C00010
Balance (LCY): -25,922,8...

Sales

Outstanding Ord... 0.00
Shipped Not Inv... 0.00
Outstanding Inv... 2,000,000...

Service

Outstanding Ser... 0.00
Serv Shipped No... 0.00
Outstanding Ser... 0.00
Total (LCY): -23,922,...

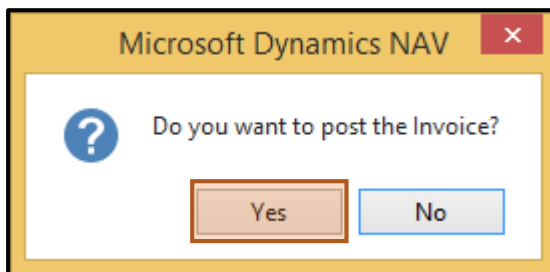
Credit Limit (LCY): 0.00
Overdue Amount... -25,922,8...
Total Sales (LCY): 0.00
Invoiced Prepay... 0.00

Customer Details

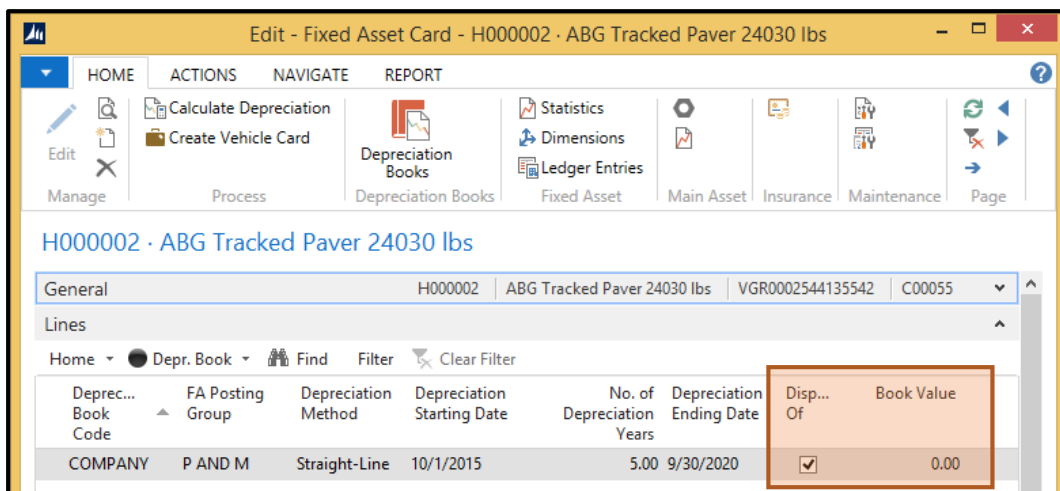
Customer No.: C00010
Phone No.:
E-Mail:

OK

2. Post the Sales Invoice.



3. Navigate to Fixed Asset Card and check the ledger entries.



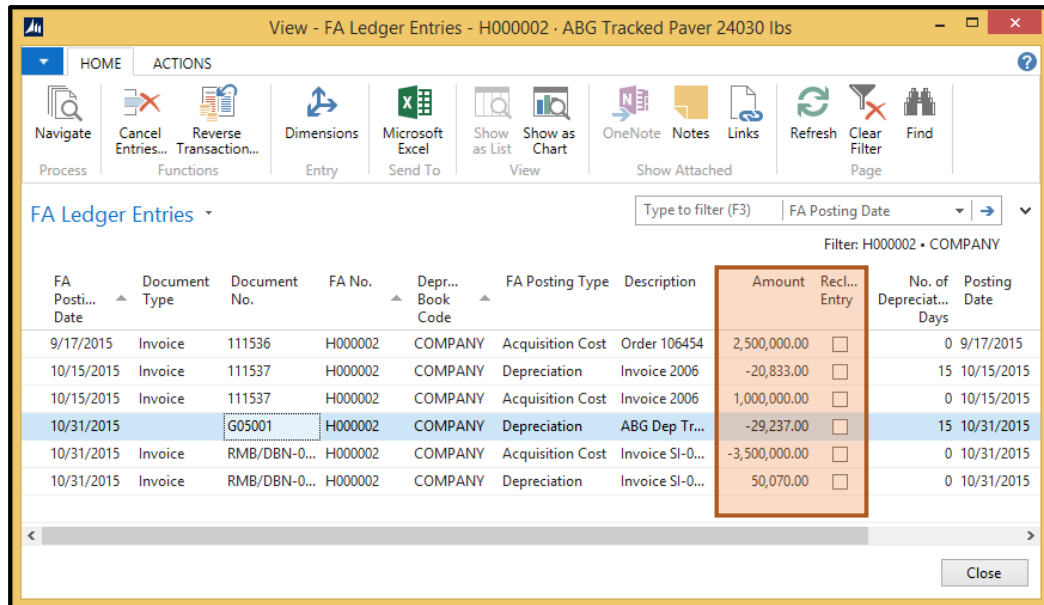
H000002 · ABG Tracked Paver 24030 lbs

General: H000002 | ABG Tracked Paver 24030 lbs | VGR0002544135542 | C00055

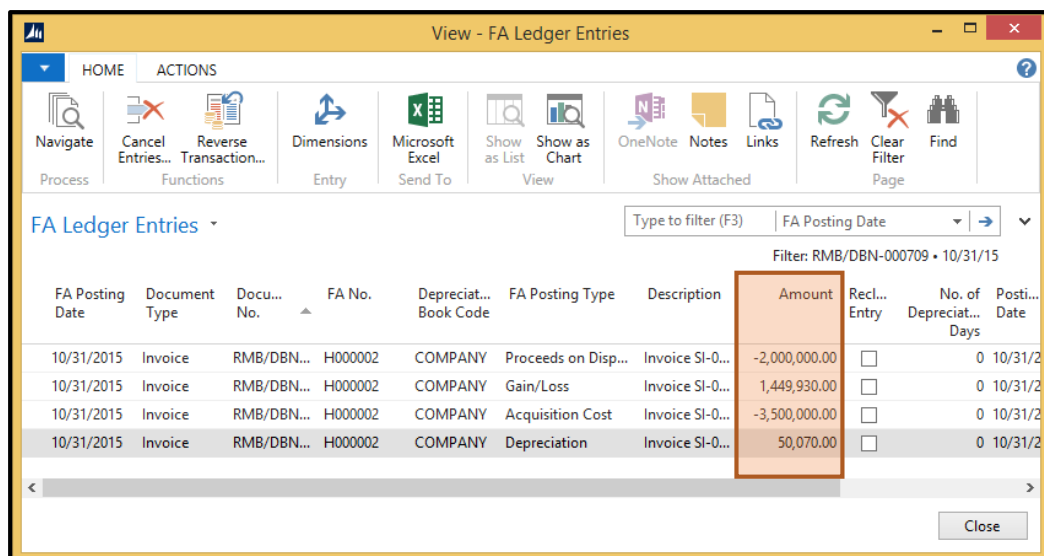
Deprec... Book Code	FA Posting Group	Depreciation Method	Depreciation Starting Date	No. of Depreciation Years	Depreciation Ending Date	Disp... Of	Book Value
COMPANY	P AND M	Straight-Line	10/1/2015	5.00	9/30/2020	<input checked="" type="checkbox"/>	0.00

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”.*



FA Posti... Date	Document Type	Document No.	FA No.	Depr... Book Code	FA Posting Type	Description	Amount	Recl... Entry	No. of Depreciat... Days	Posti... Date
9/17/2015	Invoice	111536	H000002	COMPANY	Acquisition Cost	Order 106454	2,500,000.00	<input type="checkbox"/>	0	9/17/2015
10/15/2015	Invoice	111537	H000002	COMPANY	Depreciation	Invoice 2006	-20,833.00	<input type="checkbox"/>	15	10/15/2015
10/15/2015	Invoice	111537	H000002	COMPANY	Acquisition Cost	Invoice 2006	1,000,000.00	<input type="checkbox"/>	0	10/15/2015
10/31/2015	Invoice	G05001	H000002	COMPANY	Depreciation	ABG Dep Tr...	-29,237.00	<input checked="" type="checkbox"/>	15	10/31/2015
10/31/2015	Invoice	RMB/DBN-0...	H000002	COMPANY	Acquisition Cost	Invoice SI-0...	-3,500,000.00	<input type="checkbox"/>	0	10/31/2015
10/31/2015	Invoice	RMB/DBN-0...	H000002	COMPANY	Depreciation	Invoice SI-0...	50,070.00	<input type="checkbox"/>	0	10/31/2015

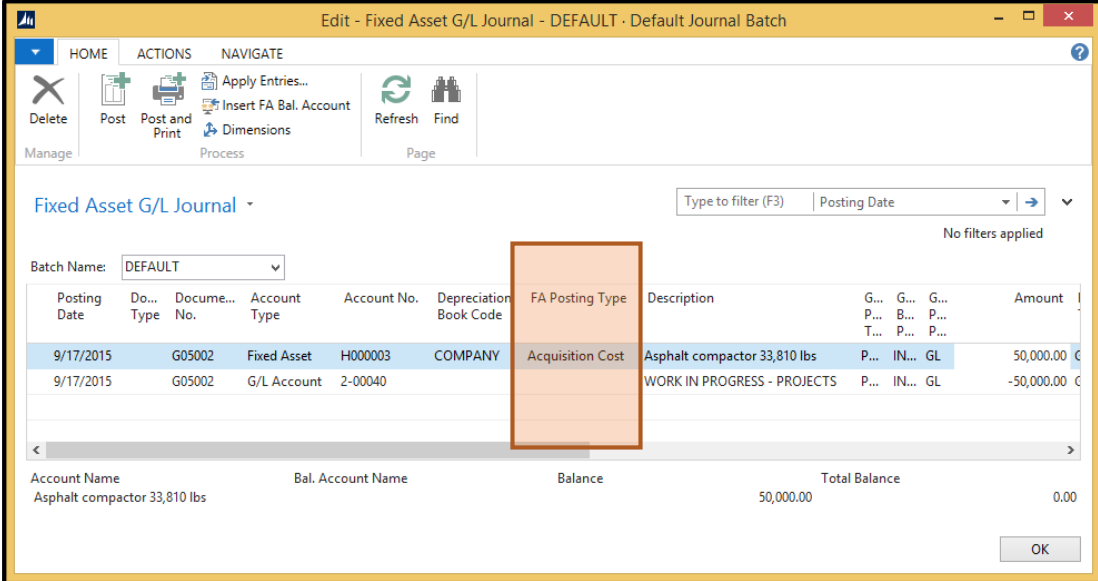


FA Posting Date	Document Type	Docu... No.	FA No.	Depr... Book Code	FA Posting Type	Description	Amount	Recl... Entry	No. of Depreciat... Days	Posti... Date
10/31/2015	Invoice	RMB/DBN...	H000002	COMPANY	Proceeds on Disp...	Invoice SI-0...	-2,000,000.00	<input checked="" type="checkbox"/>	0	10/31/2
10/31/2015	Invoice	RMB/DBN...	H000002	COMPANY	Gain/Loss	Invoice SI-0...	1,449,930.00	<input type="checkbox"/>	0	10/31/2
10/31/2015	Invoice	RMB/DBN...	H000002	COMPANY	Acquisition Cost	Invoice SI-0...	-3,500,000.00	<input type="checkbox"/>	0	10/31/2
10/31/2015	Invoice	RMB/DBN...	H000002	COMPANY	Depreciation	Invoice SI-0...	50,070.00	<input type="checkbox"/>	0	10/31/2

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”.



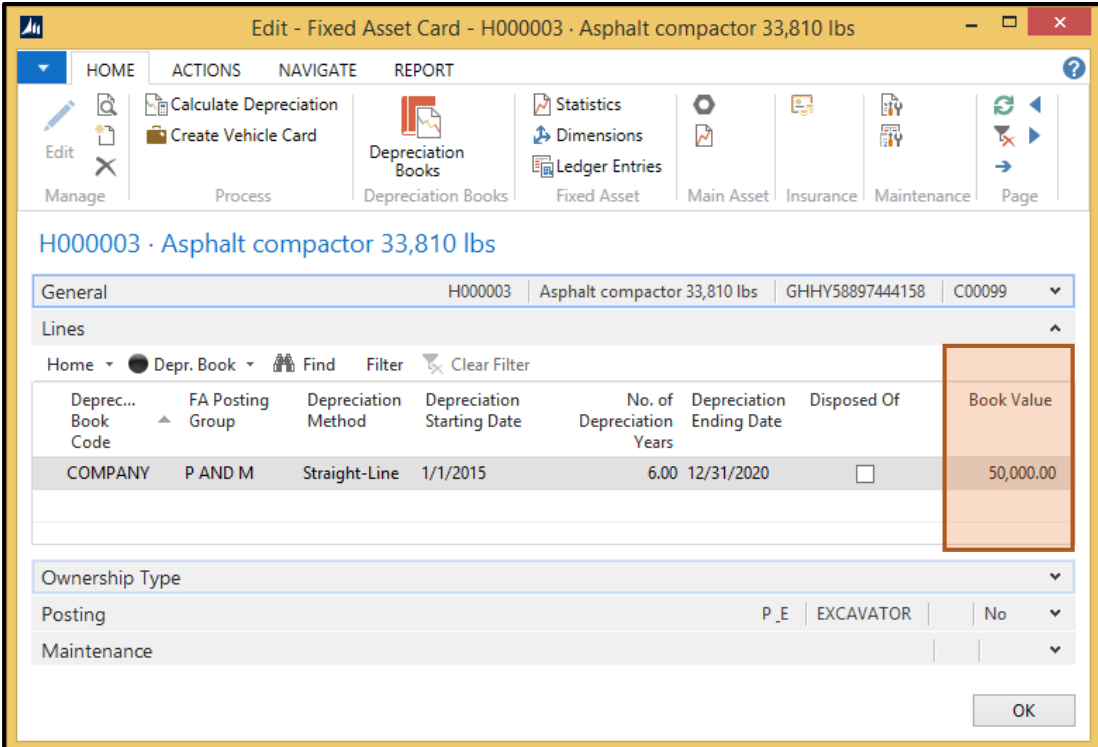
Fixed Asset G/L Journal

Batch Name: DEFAULT

Posting Date	Do... Type	Docume... No.	Account Type	Account No.	Depreciation Book Code	FA Posting Type	Description	G... P... T...	G... B... P... IN... P... GL	Amount
9/17/2015		G05002	Fixed Asset	H000003	COMPANY	Acquisition Cost	Asphalt compactor 33,810 lbs	P...	IN... GL	50,000.00
9/17/2015		G05002	G/L Account	2-00040			WORK IN PROGRESS - PROJECTS	P...	IN... GL	-50,000.00

Account Name: Asphalt compactor 33,810 lbs
Bal. Account Name: 2-00040
Balance: 50,000.00
Total Balance: 50,000.00
Amount: 0.00

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



Edit - Fixed Asset Card - H000003 - Asphalt compactor 33,810 lbs

H000003 - Asphalt compactor 33,810 lbs

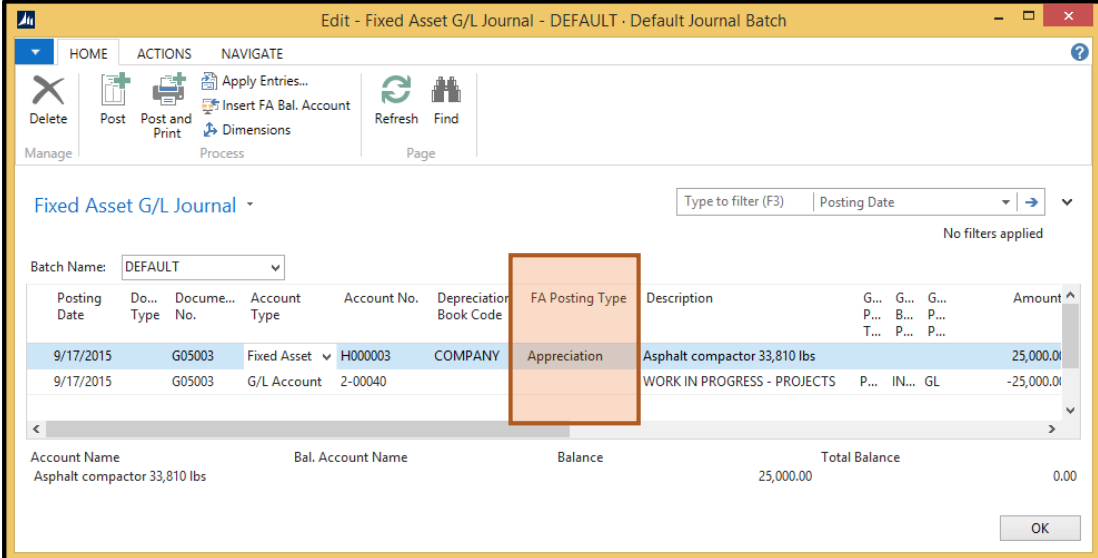
General: H000003 | Asphalt compactor 33,810 lbs | GHY58897444158 | C00099

Deprec... Book Code	FA Posting Group	Depreciation Method	Depreciation Starting Date	No. of Depreciation Years	Depreciation Ending Date	Disposed Of	Book Value
COMPANY	P AND M	Straight-Line	1/1/2015	6.00	12/31/2020	<input type="checkbox"/>	50,000.00

Ownership Type: P_E EXCAVATOR
Posting: No
Maintenance: No

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”.



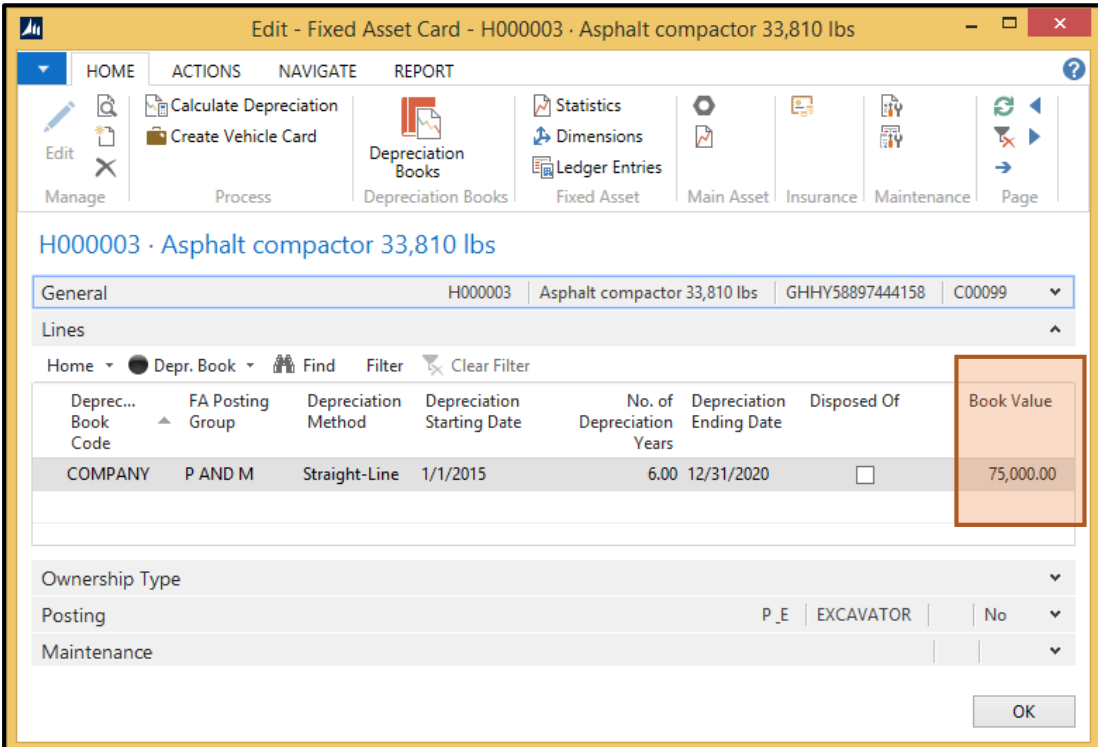
Fixed Asset G/L Journal

Batch Name: DEFAULT

Posting Date	Do... Type	Docume... No.	Account Type	Account No.	Depreciation Book Code	FA Posting Type	Description	G... P... T...	G... B... P... IN...	G... P... P... GL	Amount
9/17/2015		G05003	Fixed Asset	H000003	COMPANY	Appreciation	Asphalt compactor 33,810 lbs				25,000.00
9/17/2015		G05003	G/L Account	2-00040			WORK IN PROGRESS - PROJECTS	P...	IN...	GL	-25,000.00

Account Name: Asphalt compactor 33,810 lbs
Bal. Account Name: G/L Account 2-00040
Balance: 25,000.00
Total Balance: 0.00

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



H000003 · Asphalt compactor 33,810 lbs

General: H000003 | Asphalt compactor 33,810 lbs | GH-HY58897444158 | C00099

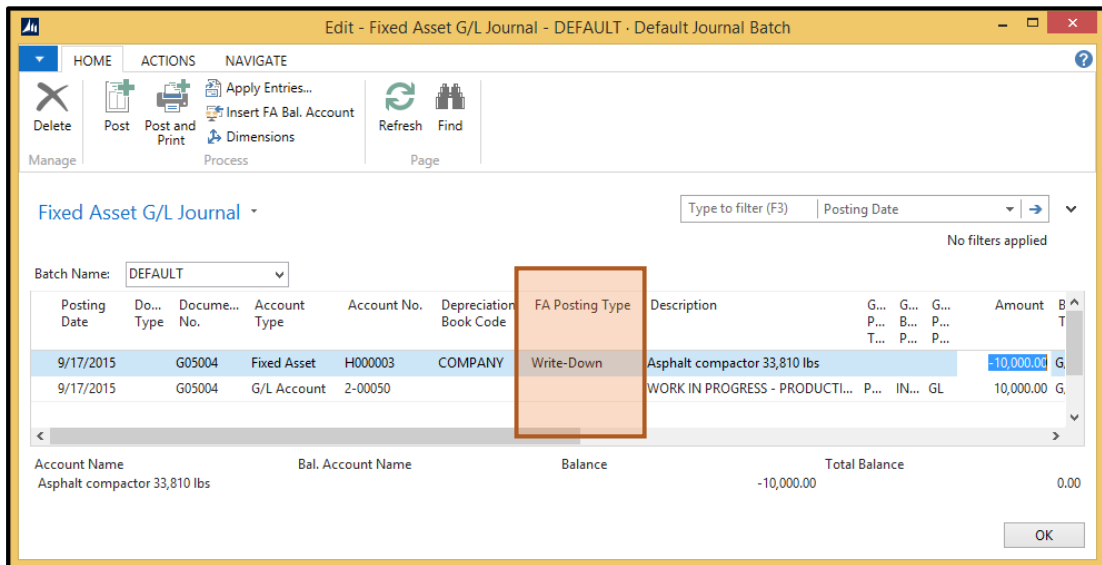
Lines

Deprec... Book Code	FA Posting Group	Depreciation Method	Depreciation Starting Date	No. of Depreciation Years	Depreciation Ending Date	Disposed Of	Book Value
COMPANY	P AND M	Straight-Line	1/1/2015	6.00	12/31/2020	<input type="checkbox"/>	75,000.00

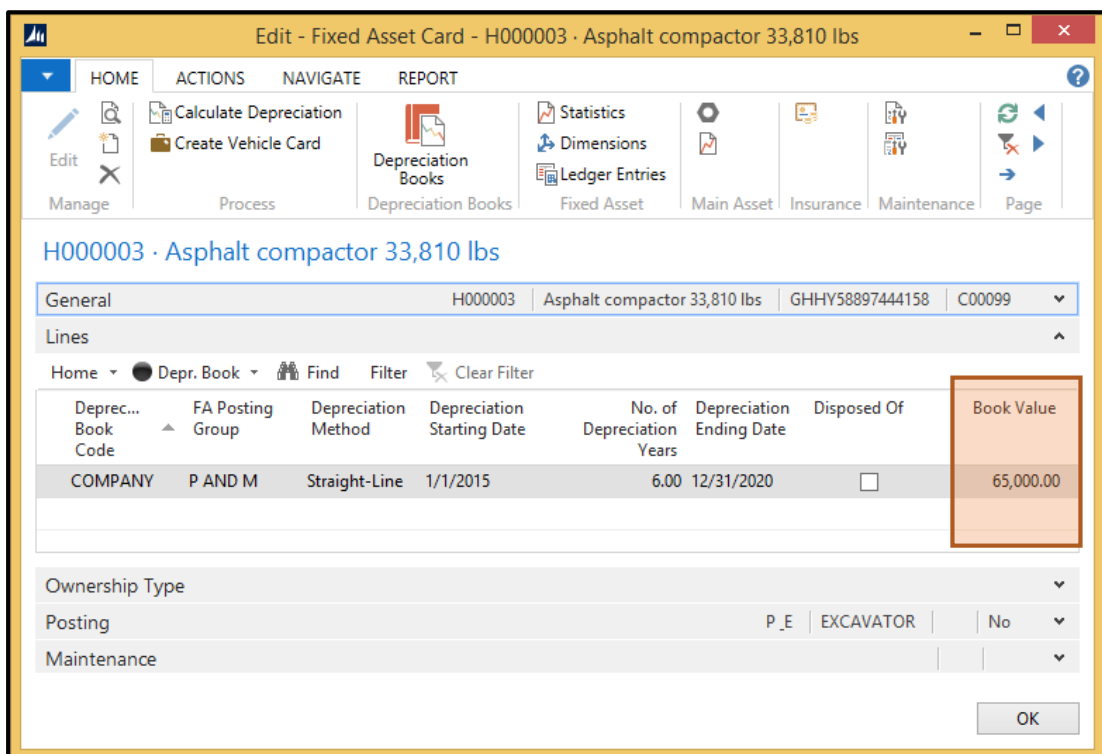
Ownership Type: [Dropdown]
Posting: P_E | EXCAVATOR | No
Maintenance: [Dropdown]

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”.

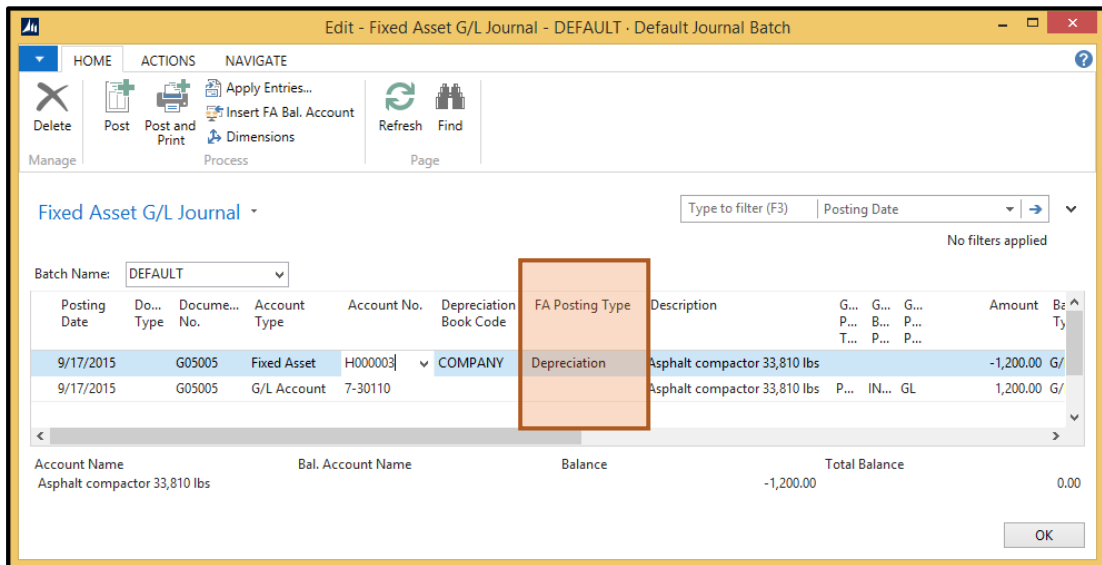


4. Post the journal and verify the balance is updated in the fixed asset master.

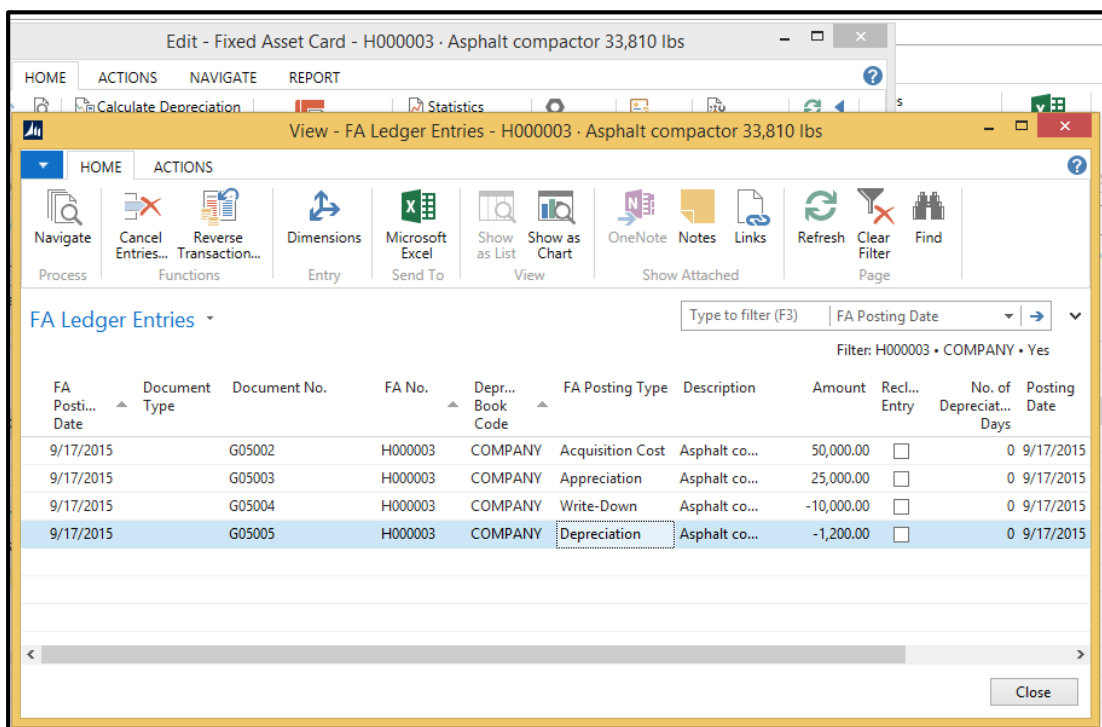


2.4 Update the Fixed Asset Depreciation through journal

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.



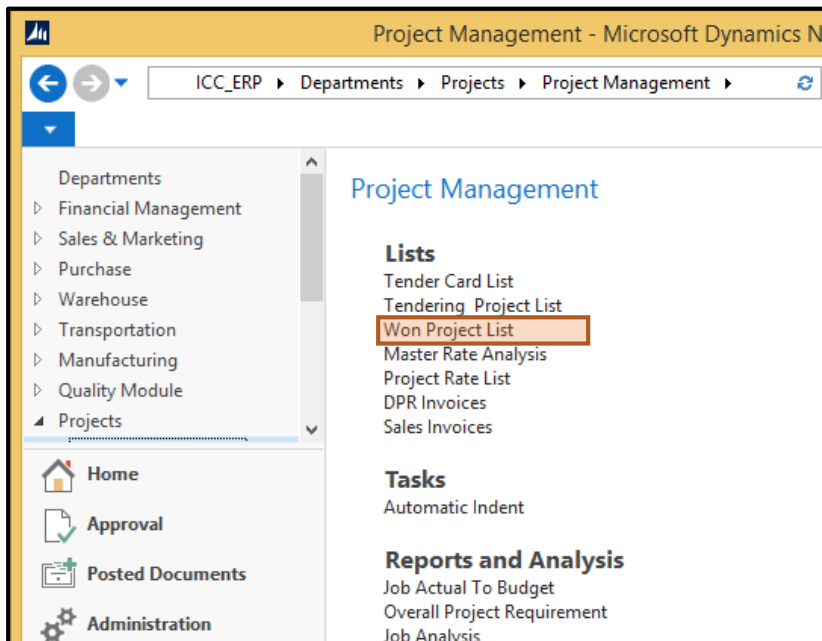
2.5 Update the Fixed Asset Disposal through journal

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.

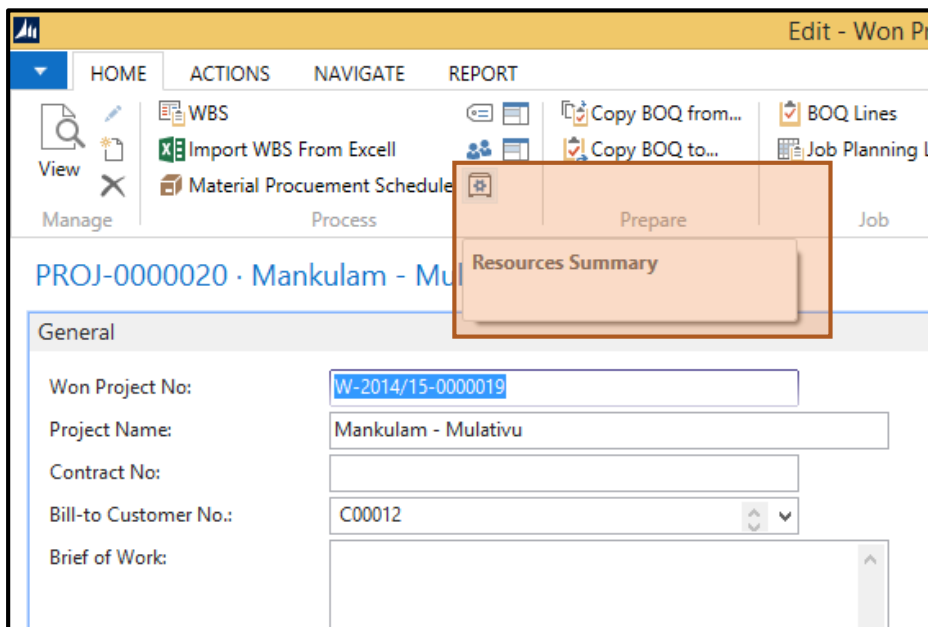
3 Resources Transactions

3.1 Register Resources / Resource Groups for a won Project

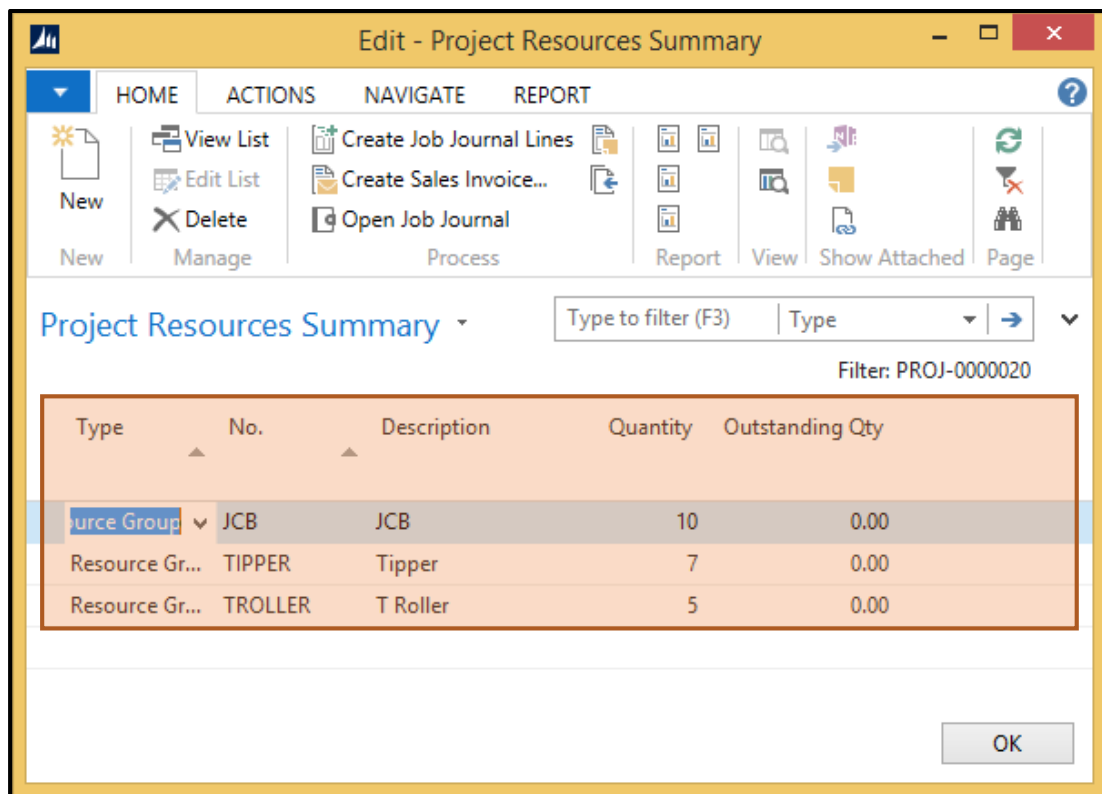
1. Navigate to Won Project list via “Departments -> Projects -> Project Management -> Won Project List.



2. Open the corresponding card and click Resources Summary to insert the total estimated resources/ resources groups.

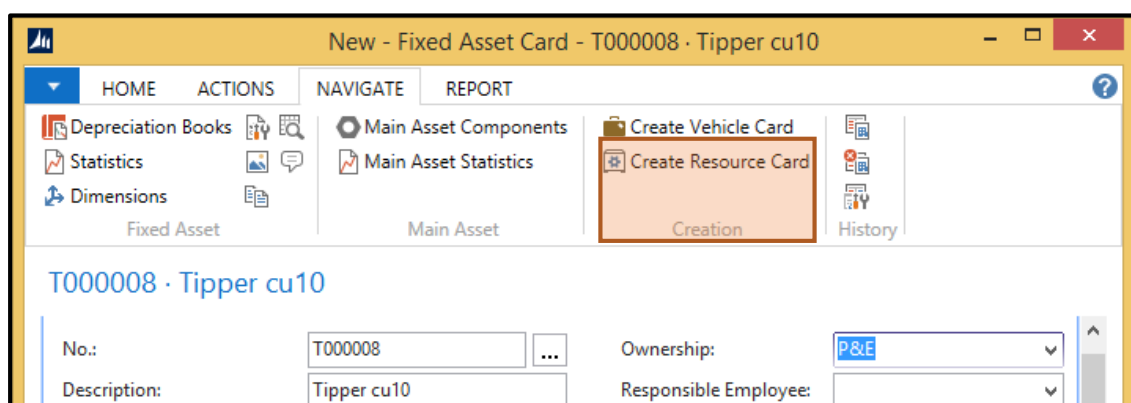


3. Insert the estimated resource requirements.



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

FA000025 - JCB - KOMATSU 11252

General	
No.:	FA000025
Description:	JCB - KOMATSU 11252
FA Type:	
Serial No.:	GM - 5834
Assets Tag No.:	
Main Asset/Component:	
Component of Main Asset:	
Created Date:	9/22/2015
Created User:	TOTALAMBER.T.PERERA
Search Description:	JCB - KOMATSU 11252
Ownership:	P&E
Responsible Employee:	
Inactive:	<input type="checkbox"/>
Blocked:	<input type="checkbox"/>
Last Date Modified:	9/23/2015
Year of Make:	
FA Posting Group:	P AND M
Vehicle No.:	
Resource No.:	R0024
Sbu Code:	3.7 P&E
Projects Code:	8-00700

3.3 Navigating to the Resource/Machines List

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

ICC_ERP ▶ Departments ▶ Projects ▶ Resource Management ▶

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Resource Management

Lists

- Registration Vehi/Plant
- Labour Resource List
- Subcontractor Resource List
- Machines**
- Resource Groups
- Resource Alloc/DeAlloc List
- Resource Requisitions
- Create RFQ List
- RFQ List
- RFQ-Quote List
- Internal Work Order
- External Work Order
- Purchase Invoices
- Resource Transfer List
- Resource Capacity Entries

- Click “Machines” to view the created Resource/Machines List

Machines ▾

Reference...	No.	Name	Type	Resource ...	Base Unit ...	Unit Cost	Price/Pro...	Profit %	Unit Price	Gen. Prod...	Search N...
FA000005	FA000001	FORKLIFT	Machine	Internal	M ³	0.00	Profit=Pric...	0	0.00	SERVICE	
FA000002	FA000002	T/Roller	Machine	Internal		0.00	Profit=Pric...	0	0.00	SERVICE	
FA000003	FA000003	ROLLER SAKAI TS200	Machine	Internal		0.00	Profit=Pric...	0	0.00		
FA000004	FA000004	ROLLER SAKAI TS200	Machine	Internal		0.00	Profit=Pric...	0	0.00		
	FA000007	Trucks	Machine	Internal		0.00	Profit=Pric...	0	0.00	SERVICE	
	FA000008	Trucks	Machine	Internal		0.00	Profit=Pric...	0	0.00	SERVICE	
	FA000015	Harley Davidson	Machine	Internal		0.00	Profit=Pric...	0	0.00	ABC	
	FA000016	My Car	Machine	Internal	DAY	0.00	Profit=Pric...	0	0.00	ABC	
H000003	H000003	EXCAVATOR	Machine	Internal		0.00	Profit=Pric...	0	0.00		
LL-4853		Truck Mixer	Machine	Internal		0.00	Profit=Pric...	0	0.00		TRUCK MI...
LL-4854		Truck Mixer	Machine	Internal	DAY	0.00	Profit=Pric...	0	0.00	SERVICE	TRUCK MI...

- Select the Relevant Machine. Double Click or Click “Edit” in the Ribbon to Open the Machine Card

ACTIONS NAVIGATE REPORT

Edit View Delete Statistics Resource Statistics Work Order Billing Status Resource Usage Work Order Billing Summary Resource - Cost Breakdown Resource - Price List Work Order Billing Summary Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Management

Machines ▾

Reference...	No.	Name	Type	Resource ...	Base Unit ...	Unit Cost	Price/Pro...	Profit %	Unit Price	Gen. Prod...	Search N...
FA000005	FA000001	FORKLIFT	Machine	Internal	M ³	0.00	Profit=Pric...	0	0.00	SERVICE	
FA000002	FA000002	T/Roller	Machine	Internal		0.00	Profit=Pric...	0	0.00	SERVICE	

- 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.

FA000001 · FORKLIFT

General

No.: FA000001

Name: FORKLIFT

Type: Machine

Base Unit of Measure: DAY

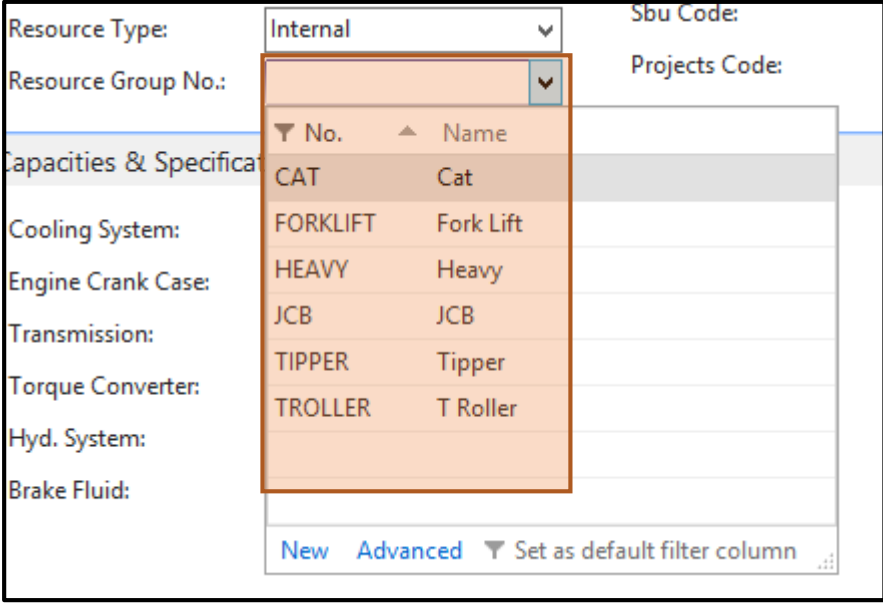
Search Name:

Resource Type: FA000001 DAY

Resource Group No.: FA000001 M³

- The Dimensions (SBU Code & Projects Code) will be inserted as specified in the Fixed Asset Card.

- Select the relevant “Resource Group No.” depending on the Resource/Machine by clicking the drop down.



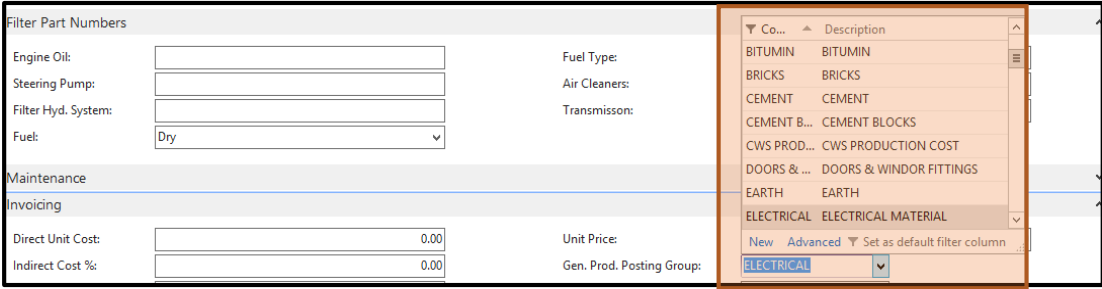
Resource Type: Internal

Resource Group No.: [Dropdown Menu]

No.	Name
CAT	Cat
FORKLIFT	Fork Lift
HEAVY	Heavy
JCB	JCB
TIPPER	Tipper
TROLLER	T Roller

Buttons: New, Advanced, Set as default filter column

- Select the “General Product Posting Group” of the Machine by clicking the drop down.



Filter Part Numbers

Engine Oil: [Text Field] Fuel Type: [Text Field]

Steering Pump: [Text Field] Air Cleaners: [Text Field]

Filter Hyd. System: [Text Field] Transmission: [Text Field]

Fuel: Dry [Dropdown]

Maintenance

Invoicing

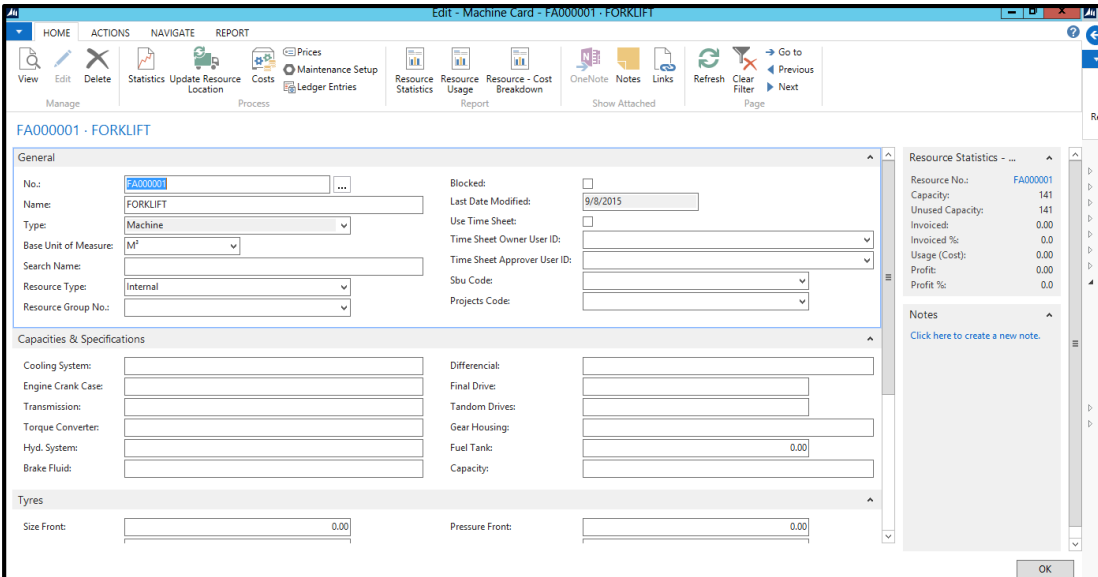
Direct Unit Cost: [Text Field] 0.00 Unit Price: [Text Field]

Indirect Cost %: [Text Field] 0.00 Gen. Prod. Posting Group: [Dropdown Menu]

Co...	Description
BITUMIN	BITUMIN
BRICKS	BRICKS
CEMENT	CEMENT
CEMENT B...	CEMENT BLOCKS
CWS PROD...	CWS PRODUCTION COST
DOORS & ...	DOORS & WINDOR FITTINGS
EARTH	EARTH
ELECTRICAL	ELECTRICAL MATERIAL

Buttons: New, Advanced, Set as default filter column

- Fill all other relevant information as required.



FA000001 - FORKLIFT

General

No.: FA000001

Name: FORKLIFT

Type: Machine

Base Unit of Measure: M³

Search Name: [Text Field]

Resource Type: Internal

Resource Group No.: [Text Field]

Blocked: [Checkbox]

Last Date Modified: 9/8/2015

Use Time Sheet: [Checkbox]

Time Sheet Owner User ID: [Text Field]

Time Sheet Approver User ID: [Text Field]

Sbu Code: [Text Field]

Projects Code: [Text Field]

Capacities & Specifications

Cooling System: [Text Field] Differential: [Text Field]

Engine Crank Case: [Text Field] Final Drive: [Text Field]

Transmission: [Text Field] Tandem Drives: [Text Field]

Torque Converter: [Text Field] Gear Housing: [Text Field]

Hyd. System: [Text Field] Fuel Tank: [Text Field] 0.00

Brake Fluid: [Text Field] Capacity: [Text Field]

Tyres

Size Front: [Text Field] 0.00 Pressure Front: [Text Field] 0.00

Resource Statistics - ...

Resource No.:	FA000001
Capacity:	141
Unused Capacity:	141
Invoiced %:	0.00
Invoiced (Cost):	0.00
Usage (Cost):	0.00
Profit:	0.00
Profit %:	0.00

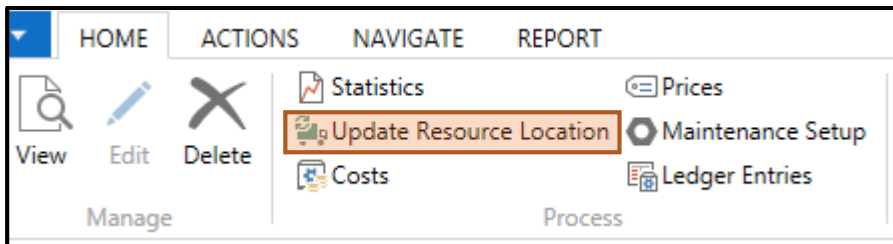
Notes

[Click here to create a new note.](#)

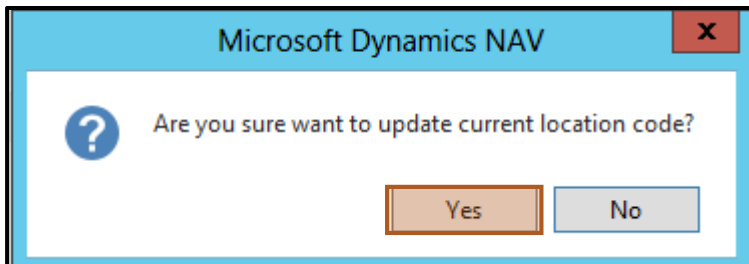
OK

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



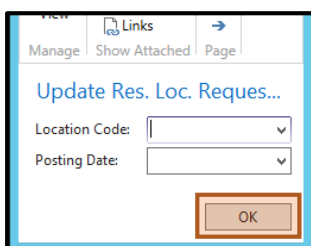
2. Click “Yes” in the screen shown below



3. Select the “Location Code” from the drop down.



4. Select the “Posting Date” from the drop down.

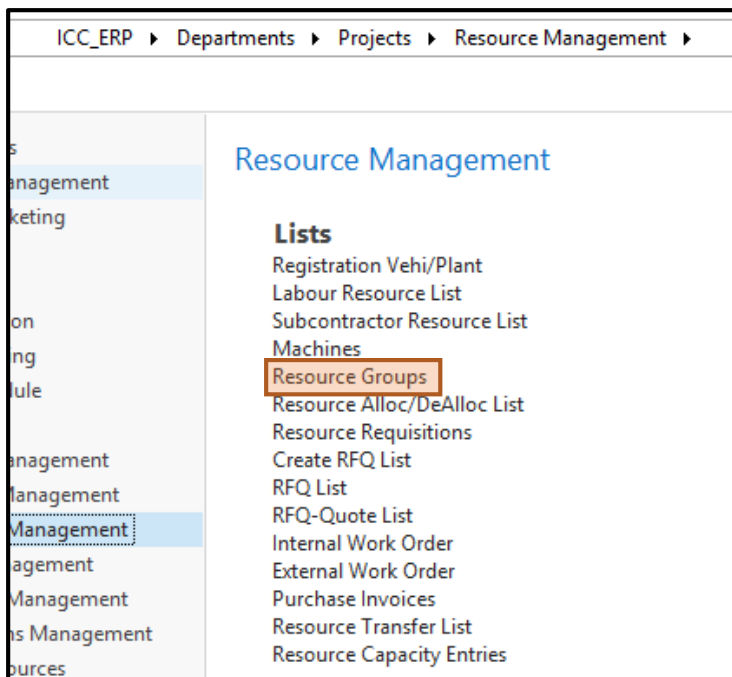


- “Location Code” will be updated as shown below.

Allocation	
Current Location Code:	4-00800
In-Transit:	<input type="checkbox"/>

3.5 Creating a Resource Group

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



ICC_ERP ▶ Departments ▶ Projects ▶ Resource Management ▶

Resource Management

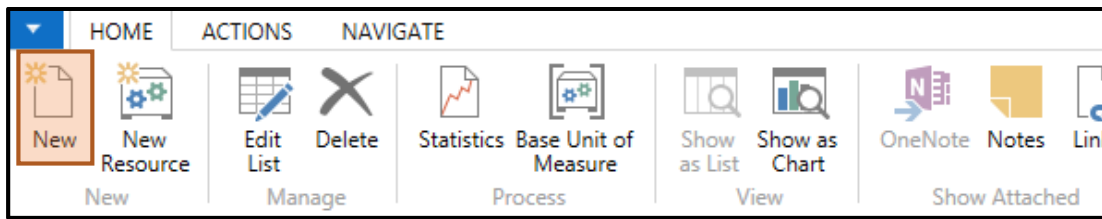
Lists

- Registration Vehi/Plant
- Labour Resource List
- Subcontractor Resource List
- Machines
- Resource Groups**
- Resource Alloc/DeAlloc List
- Resource Requisitions
- Create RFQ List
- RFQ List
- RFQ-Quote List
- Internal Work Order
- External Work Order
- Purchase Invoices
- Resource Transfer List
- Resource Capacity Entries

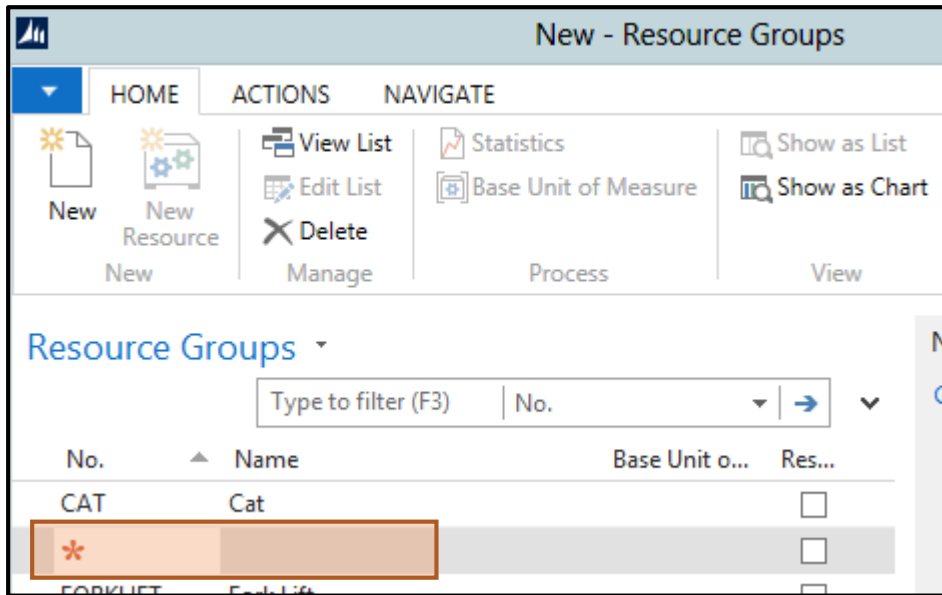
- Click “Resource Groups” to create or view Resource Groups.

No.	Name	Base Unit ...	Res...
CAT	Cat		<input type="checkbox"/>
FORKLIFT	Fork Lift		<input type="checkbox"/>
HEAVY	Heavy		<input type="checkbox"/>
JCB	JCB		<input type="checkbox"/>
TIPPER	Tipper		<input type="checkbox"/>
TROLLER	T Roller		<input type="checkbox"/>

- Click “New” in the Ribbon to create a new Group

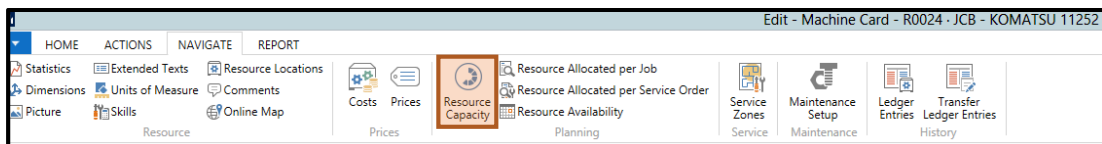


- Enter Resource Group details in the “New-Resource Groups” window.

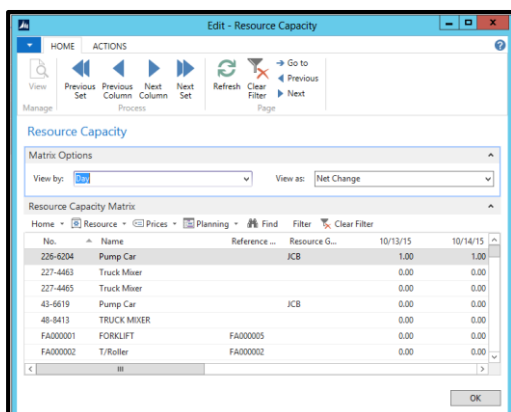


3.6 Entering Resource Capacity

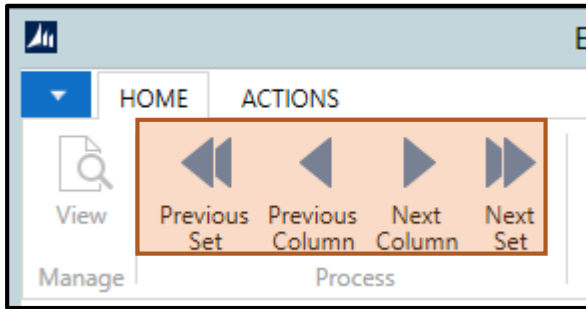
- Click “Resource Capacity” in the Ribbon of the Machine.



- The screen shown below will be displayed.



- Use the Ribbon Buttons shown below to Navigate to relevant periods. Navigate to the Required Period for which you want to add Capacity.

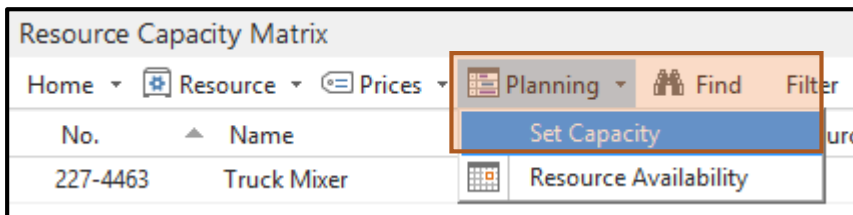


- Previous Set, Next Set- Click to view different Time frames.
- Previous Column, Next Column- Click to view the next/previous column.

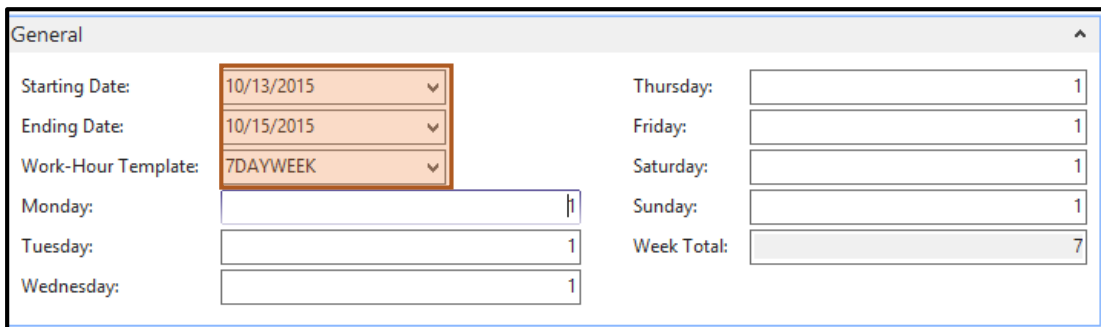
- Select the Resource you need to Add Capacity.

FA000002	T/Roller	FA000002	0.00	0
FA000003	ROLLER SAKAI TS200	FA000003	0.00	0
FA000004	ROLLER SAKAI TS200	FA000004	0.00	0

- Click “Set Capacity” in the “Planning” drop down as shown below.



- Enter the Required Parameters as shown below.

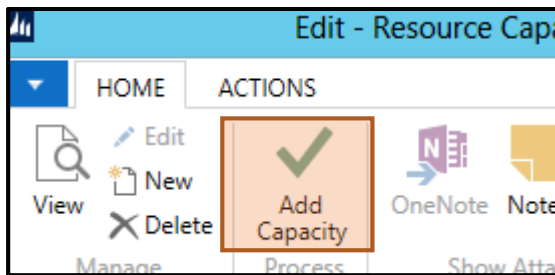


The screenshot shows the 'General' parameters form for adding capacity. The 'Starting Date' is set to 10/13/2015, the 'Ending Date' is 10/15/2015, and the 'Work-Hour Template' is 7DAYWEEK. The weekly availability is set to 1 for each day of the week, resulting in a 'Week Total' of 7.

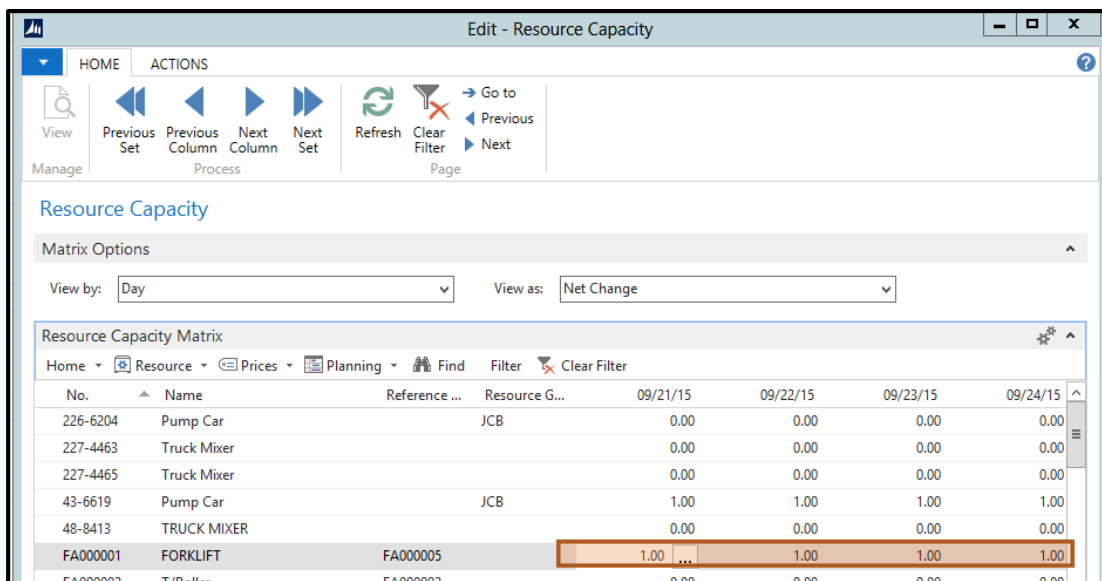
Starting Date:	10/13/2015	Thursday:	1
Ending Date:	10/15/2015	Friday:	1
Work-Hour Template:	7DAYWEEK	Saturday:	1
Monday:		Sunday:	1
Tuesday:	1	Week Total:	7
Wednesday:	1		

- Starting Date: Beginning date to add capacity.
- Ending Date: Last day to add capacity.
- Work-Hour Template: Template to be used to add capacity.

- Click “Add Capacity” in the ribbon to add capacity.

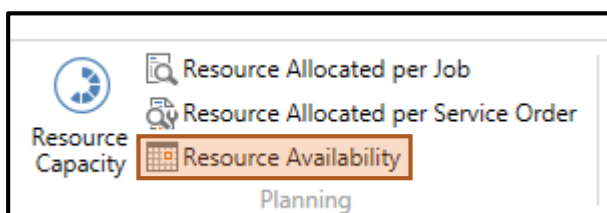


- Capacity entries can be viewed in the screen below.

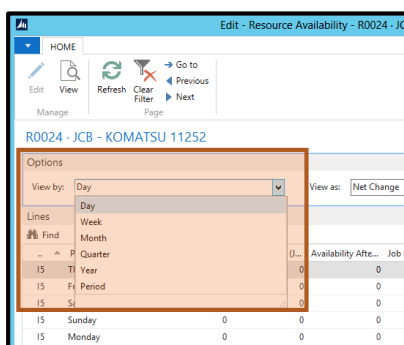


3.7 Viewing Availability of a Resource

- Click “Resource Availability” in the Ribbon.



- Select the Period from the “View by” drop down.



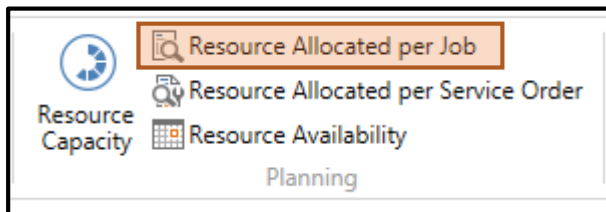
3. The User can view the availability in the matrix shown below.

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

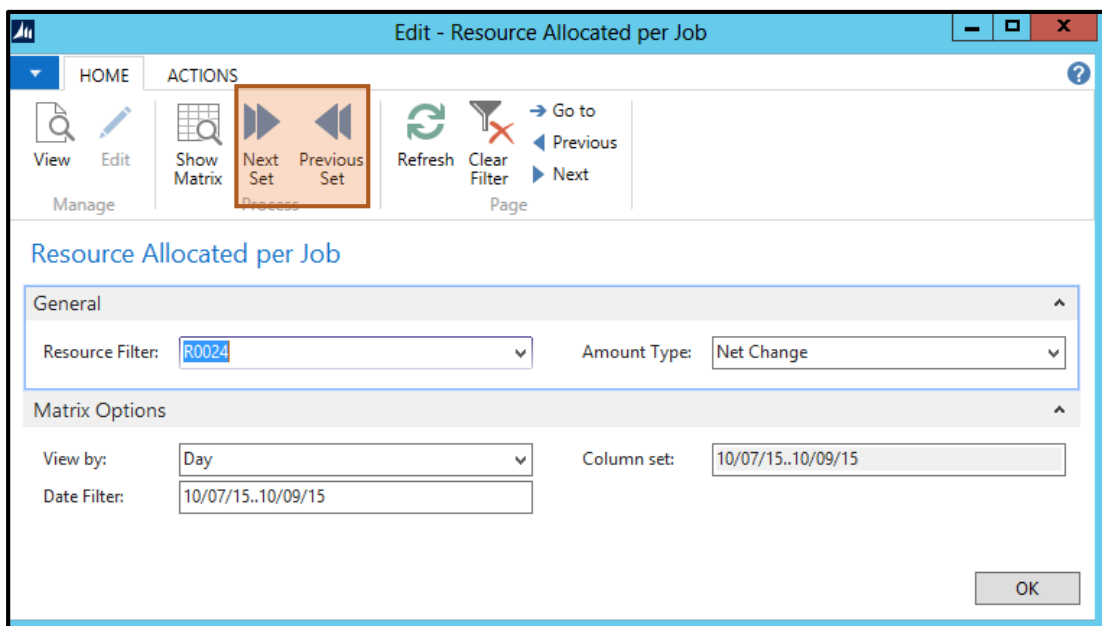
- Period- Period will be displayed depending on the “View by” filter.
- Period Name- Name of the period.
- Capacity- Total Capacity of the Resource depending on the period.
- Qty on Order(Job)- The Quantity allocated on Jobs.
- Availability after Orders- Quantity remaining after being allocated to Jobs.
- Net Availability- Net Quantity available after being allocated to jobs.

3.8 Viewing Resources allocated per Job

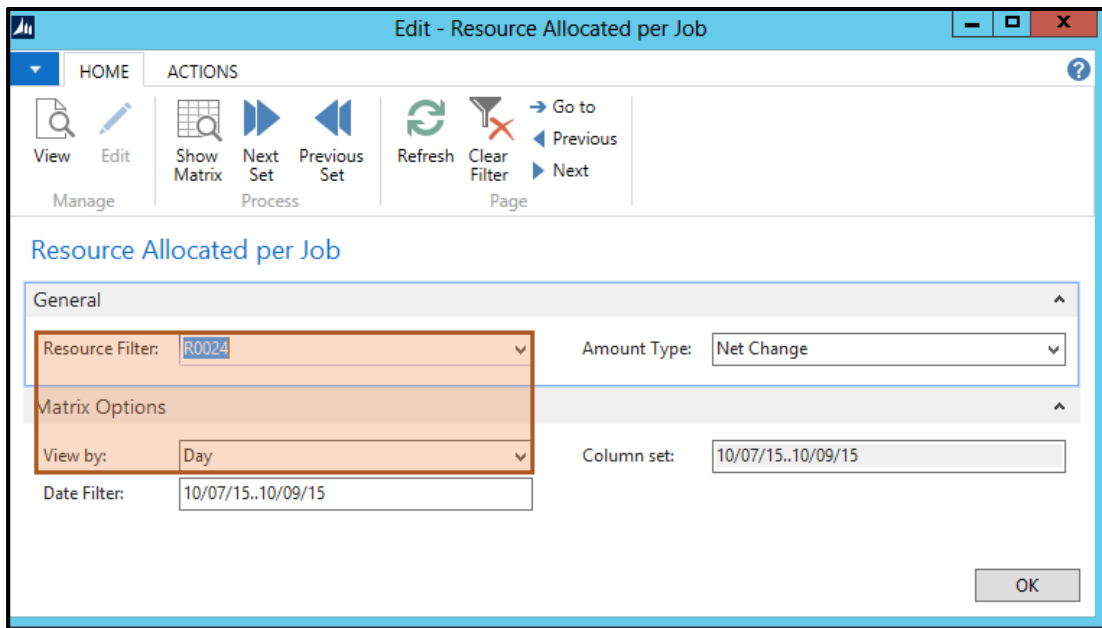
1. Click “Resource Allocated per Job” in the Ribbon section of the Resource Card.



2. Use “Next Set” & “Previous Set” to navigate to the required period.

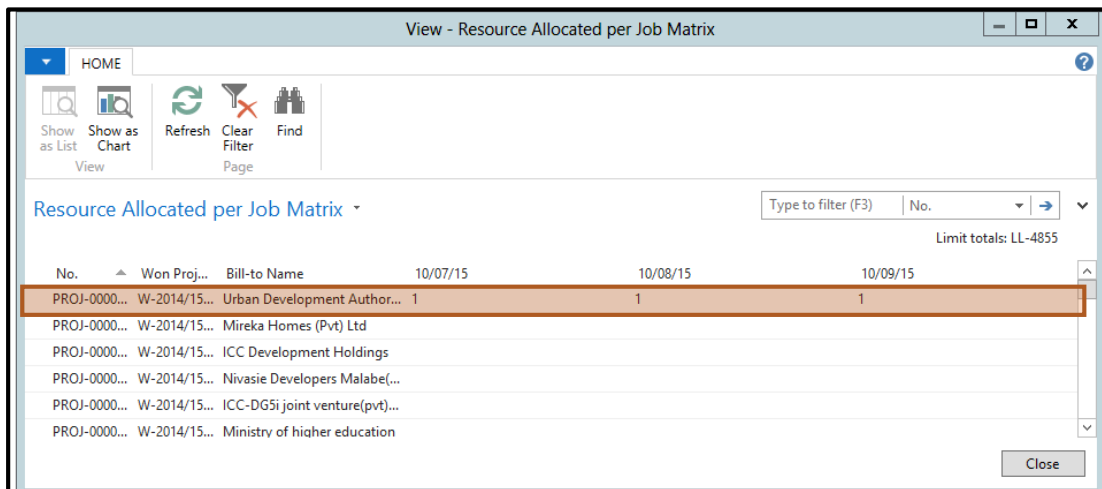


3. Apply filters for the Resource and Period as Required.



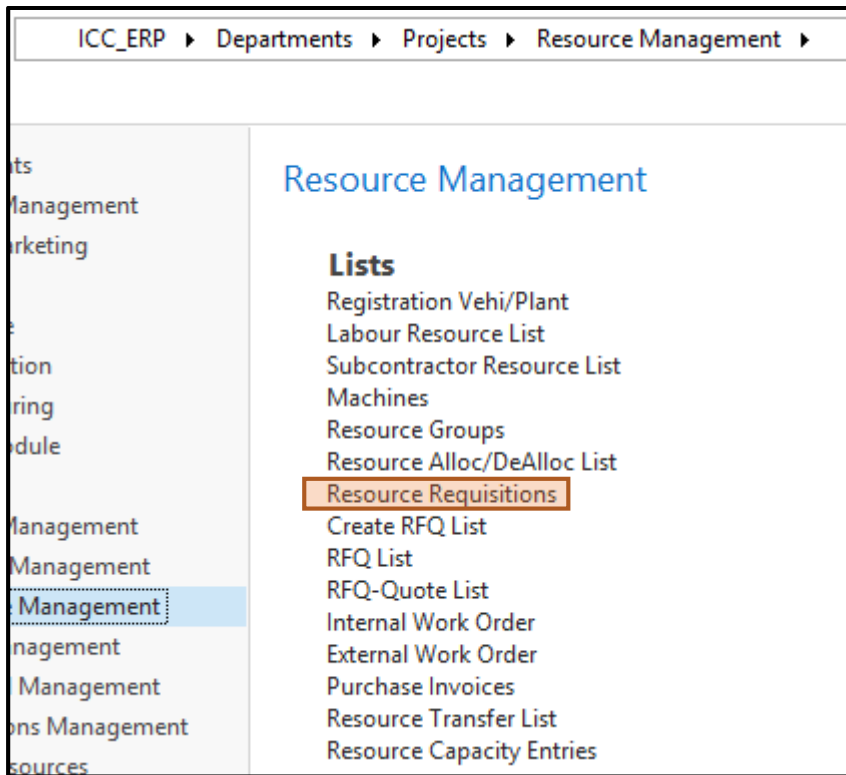
- *Note: Not Selecting a Resource will show total resources allocated per job.*

4. Click “Show Matrix” in the Ribbon. This shows how the selected resource has been allocated on projects in the given date range.

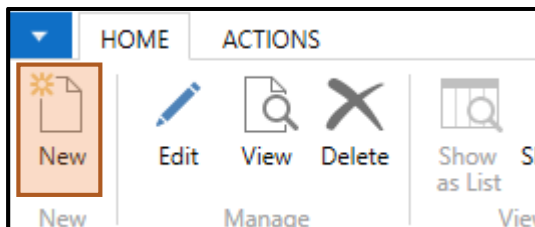


3.9 Creating a Resource Requisition

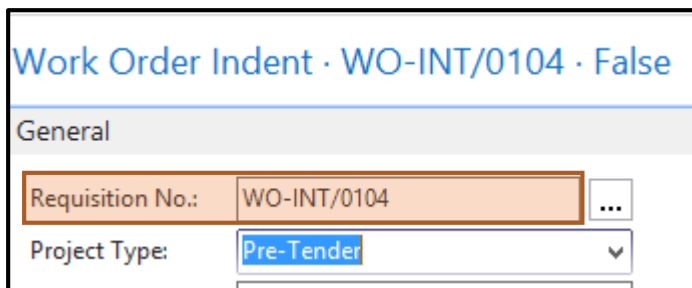
1. Navigate to Departments -> Projects -> Resource Management -> Resource Requisitions.



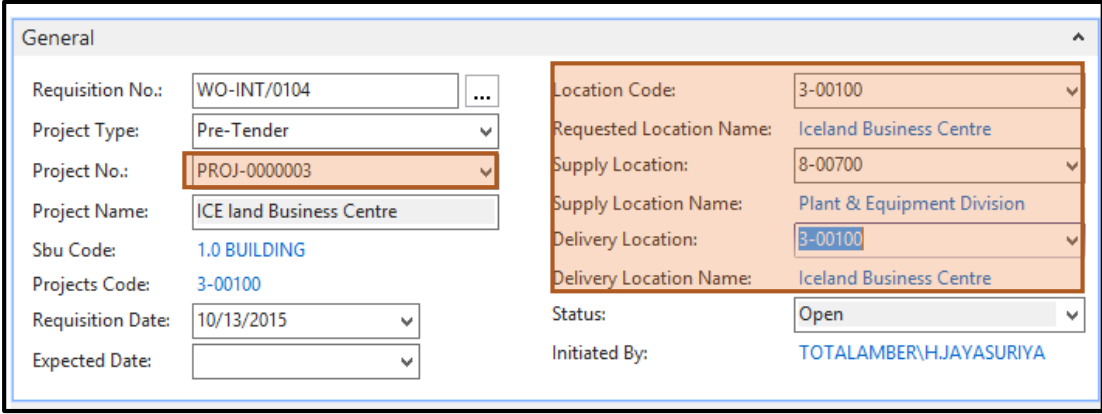
2. Click “New” in the Ribbon to open a new Resource Requisition.



3. The Requisition No. will be Auto-generated.



4. Insert the required parameter to the header.



General

Requisition No.: WO-INT/0104

Project Type: Pre-Tender

Project No.: PROJ-0000003

Project Name: ICE land Business Centre

Sbu Code: 1.0 BUILDING

Projects Code: 3-00100

Requisition Date: 10/13/2015

Expected Date:

Location Code: 3-00100

Requested Location Name: Iceland Business Centre

Supply Location: 8-00700

Supply Location Name: Plant & Equipment Division

Delivery Location: 3-00100


Delivery Location Name: Iceland Business Centre

Status: Open

Initiated By: TOTALAMBER\H.JAYASURIYA

- 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.

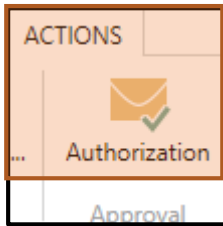


Type	No.	Unit of Measure	Description	Quantity	Expected D...	Remarks	Start Date	End Date
Resource	FA000016	DAY	My Car	0	10/29/2015		10/13/2015	10/29/2015
Resource Group	CAT		Cat	0	10/30/2015		10/13/2015	10/30/2015

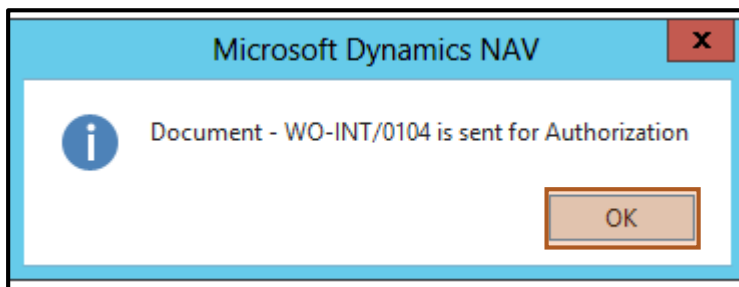
- Type: Can be “Resource” if the user requires a specific resource or “Resource Group” if the user requires any resource of the specified Category.
- No. : Can be the Resource No. or the Resource Group No.
- Unit of Measure: Will be UOM specified in the resource.
- Description: Description of the Resource 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

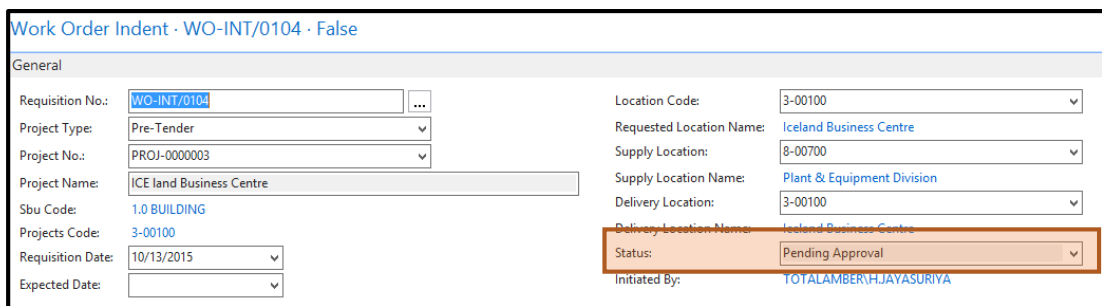
1. Click “Authorization” to send Requisition for approval.



2. Click “OK” in the message shown below.

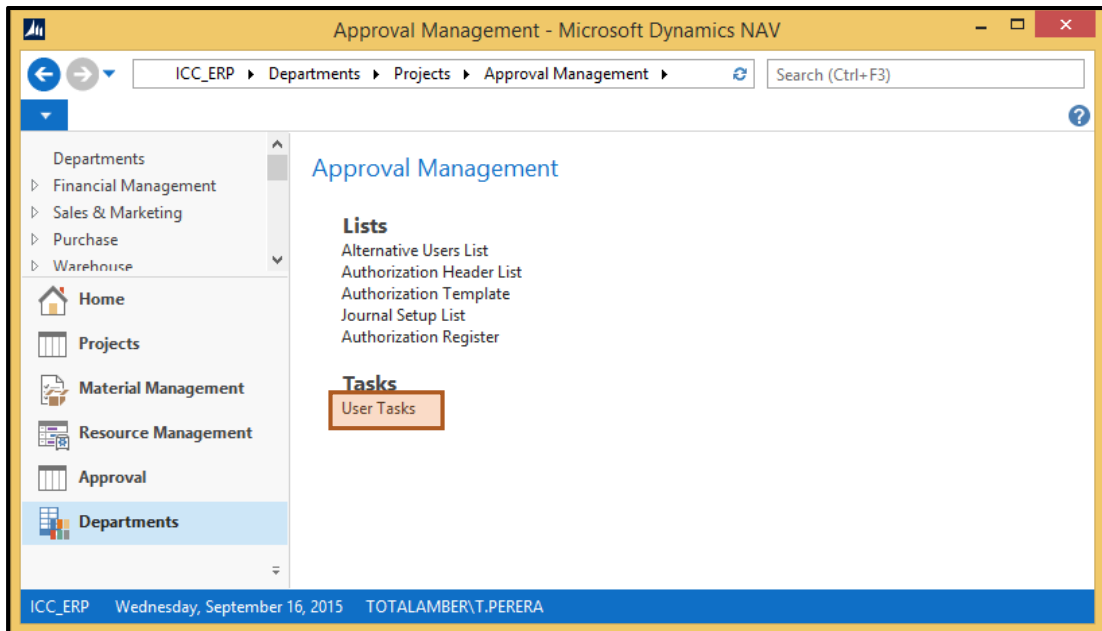


3. Status of the document will change to “Pending Approval”

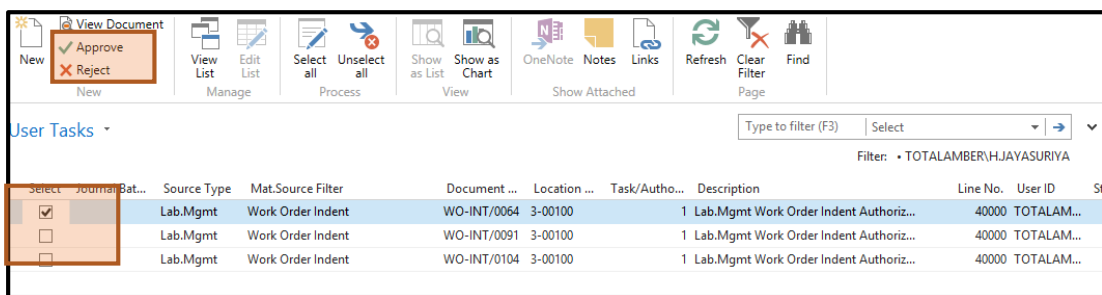


3.11 Approving a Resource Requisition

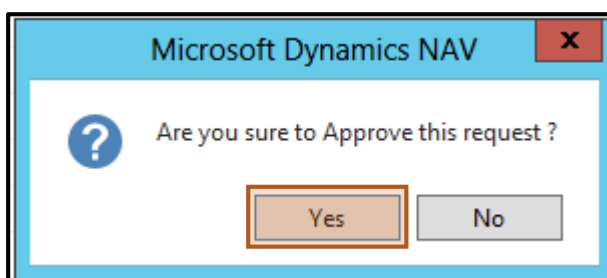
1. Navigate to Departments -> Projects -> Approval Management -> User Tasks to view approval request entries.



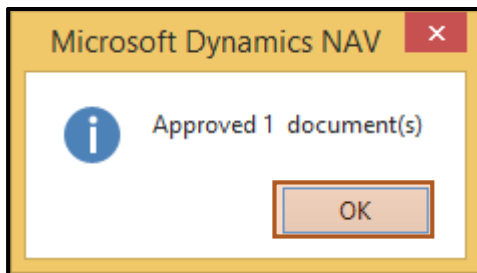
2. Authorized User can “Approve” or “Reject” Requisitions by selecting the line.



3. Click “Yes” in the Confirmation message.



- Confirmation of the approval will be displayed. Click “Ok”.



- The status of the Resource Requisition will be “Released”

Work Order Indent · WO-INT/0102 · False

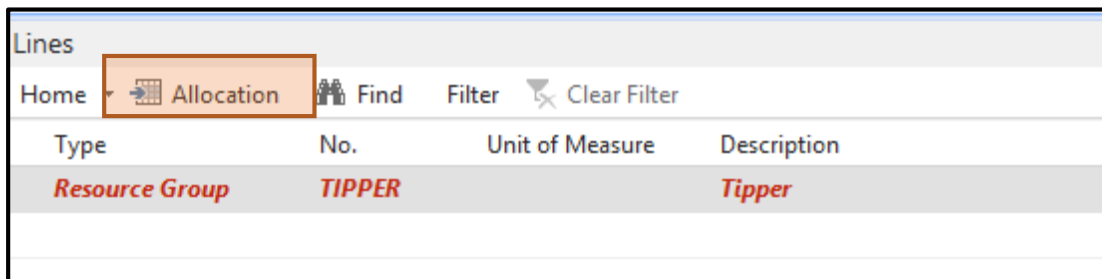
General

Requisition No.:	WO-INT/0102	Location Code:	4-00800
Project Type:	Post-Tender	Requested Location Name:	Mankulam - Mulativu Road
Project No.:	PROJ-0000020	Supply Location:	8-00700
Project Name:	Mankulam - Mulativu	Supply Location Name:	Plant & Equipment Division
Sbu Code:	2.0 ROADS	Delivery Location:	4-00800
Projects Code:	4-00800	Delivery Location Name:	Mankulam - Mulativu Road
Requisition Date:	10/12/2015	Status:	Released
Expected Date:	1/1/2016	Initiated By:	TOTALAMBER.T.PERERA

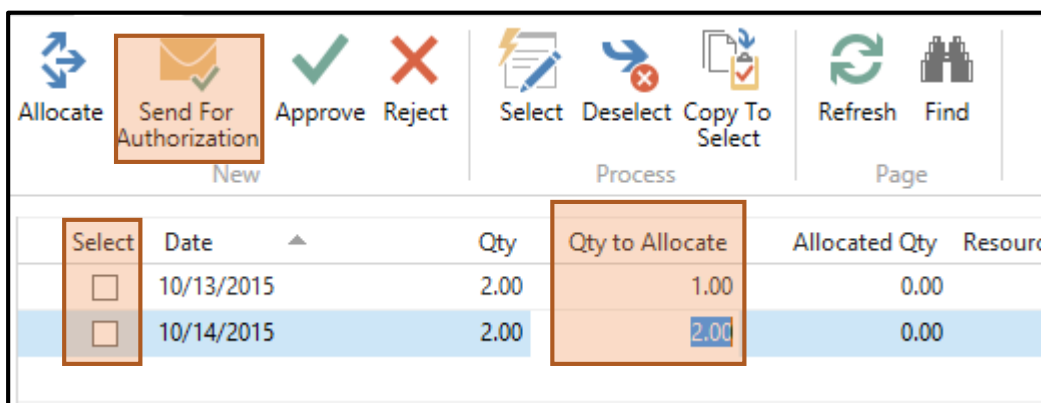
Note: The Status will change to “Rejected” if the Document was rejected.

3.12 Allocating Resource(s)

- Select Resource Requisition line and click “Allocation”.



- Enter “Qty to Allocate”, Select lines and click “Send for Authorization”



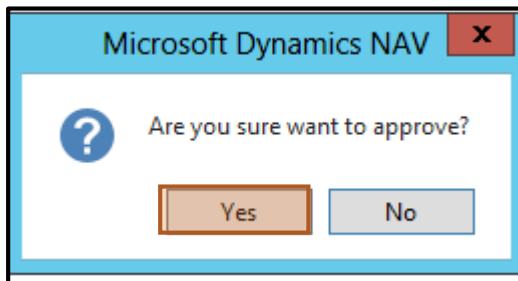
3. The “Sent for Authorization” Column will be updated as shown below.

Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description	Sent for Authorization	Aut...	Reje...
<input type="checkbox"/>	10/13/2015	2.00	1.00	0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/14/2015	2.00	2.00	0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

HOME		ACTIONS								
Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description	Sent for Authorization	Aut...	Reje...	
<input checked="" type="checkbox"/>	10/13/2015	2.00	1.00	0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	10/14/2015	2.00	2.00	0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Click “Yes” in the confirmation message shown below.



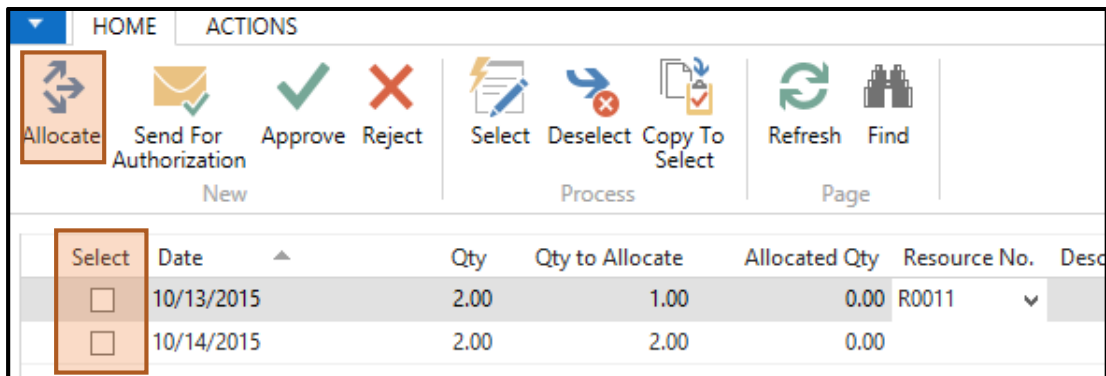
6. The “Authorized” Column will be updated as shown below.

Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description	Sent for Authorization	Aut...	Reje...
<input type="checkbox"/>	10/13/2015	2.00	1.00	0.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/14/2015	2.00	2.00	0.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

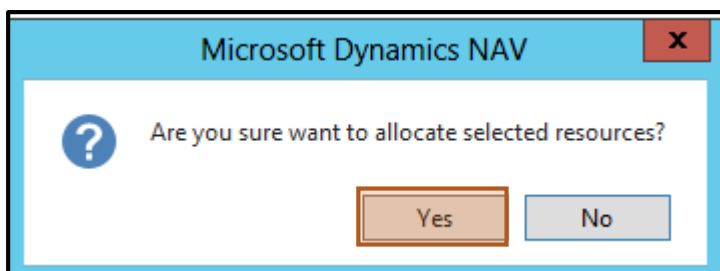
7. The User can now select resources for allocation. Click the “Resource No.” drop down.

Resource No.	Description	Sent for Authorization
0		<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px;"> No. Internal/External Reference No. Name T.. B. FA000016 My Car M. D.. </div>		

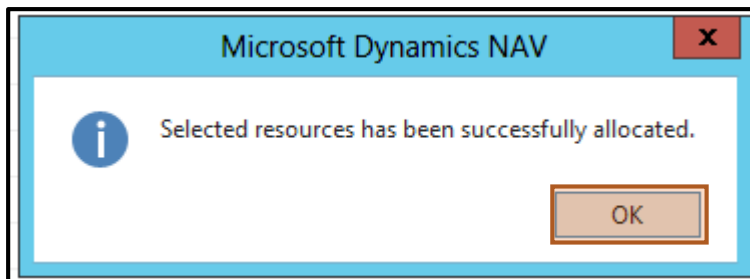
8. Select lines and click “Allocate” in the Ribbon to Allocate the Resource.



9. Click “Yes” in the confirmation message.



10. Confirmation message will be shown. Click “OK”.

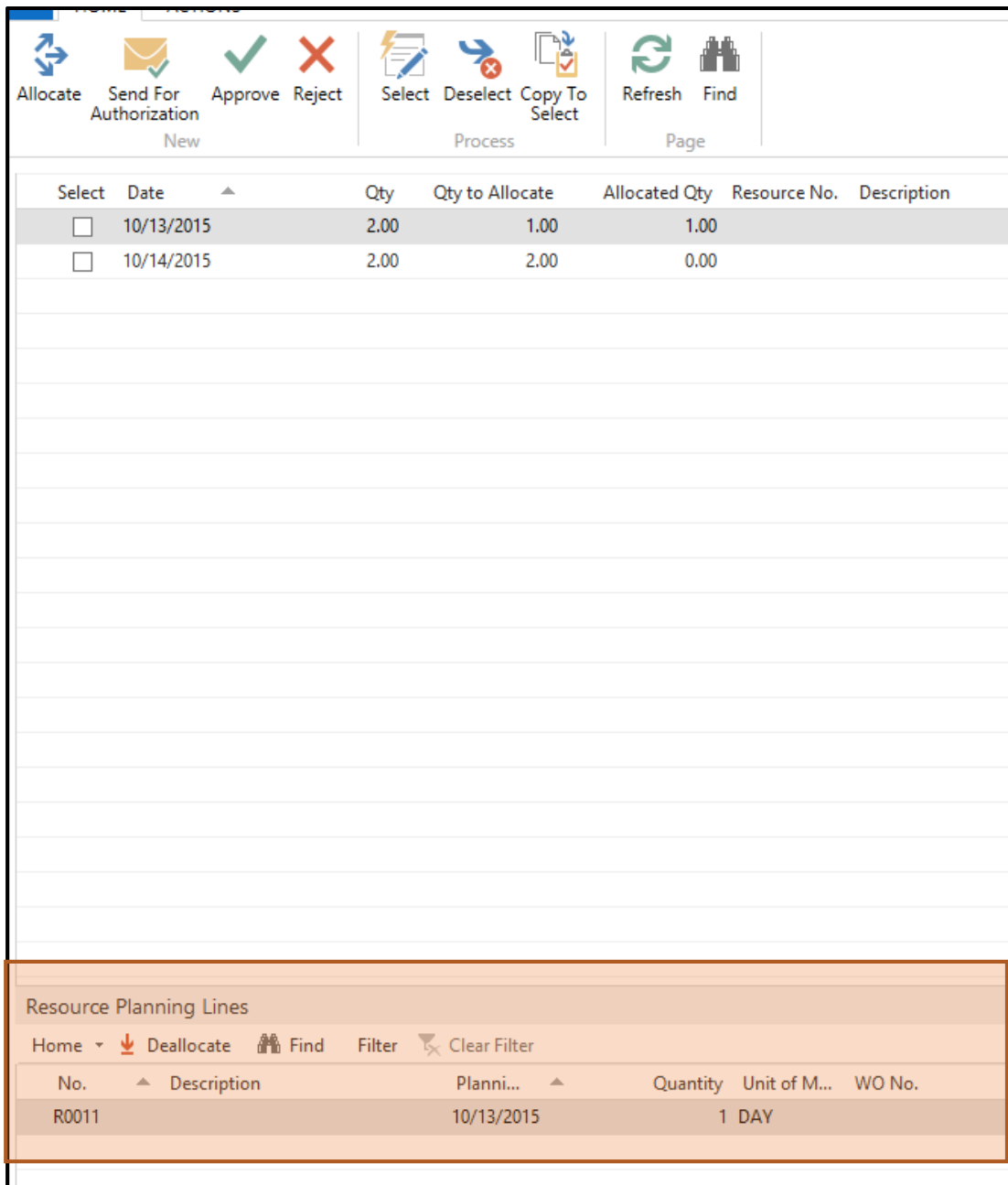


11. “Allocated Qty” will be updated as shown below.

Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Descr
<input type="checkbox"/>	10/13/2015	2.00	1.00	1.00		
<input type="checkbox"/>	10/14/2015	2.00	2.00	0.00		

12. The User can allocate resources until “Allocated Qty” equals “Qty to Allocate”.

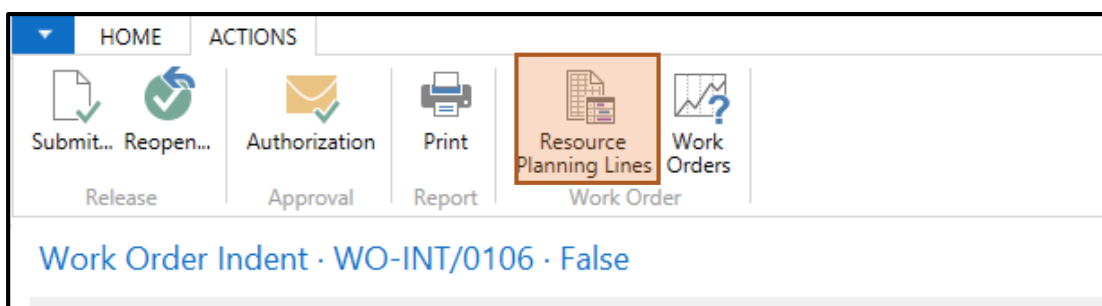
13. "Resource Planning Lines" will be added for the allocated resources.



Select	Date	Qty	Qty to Allocate	Allocated Qty	Resource No.	Description
<input type="checkbox"/>	10/13/2015	2.00	1.00	1.00		
<input type="checkbox"/>	10/14/2015	2.00	2.00	0.00		

No.	Description	Planni...	Quantity	Unit of M...	WO No.
R0011		10/13/2015	1	DAY	

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



HOME ACTIONS

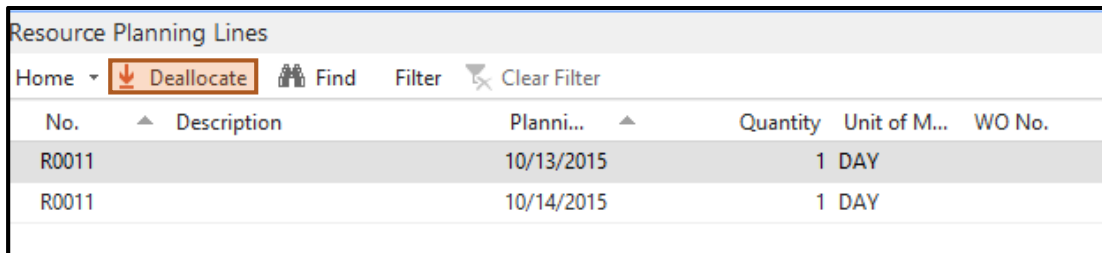
Submit... Reopen... Authorization Print Resource Planning Lines Work Orders

Release Approval Report Work Order

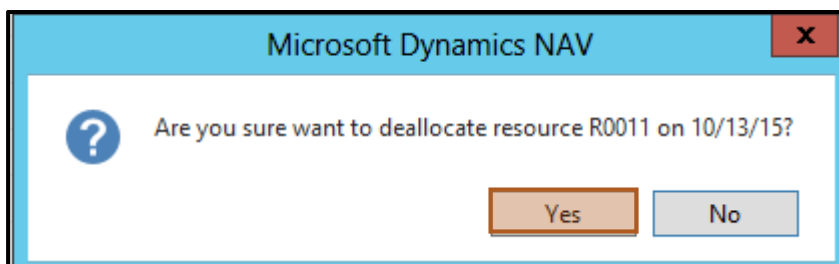
Work Order Indent · WO-INT/0106 · False

3.13 Deallocating a Resource

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



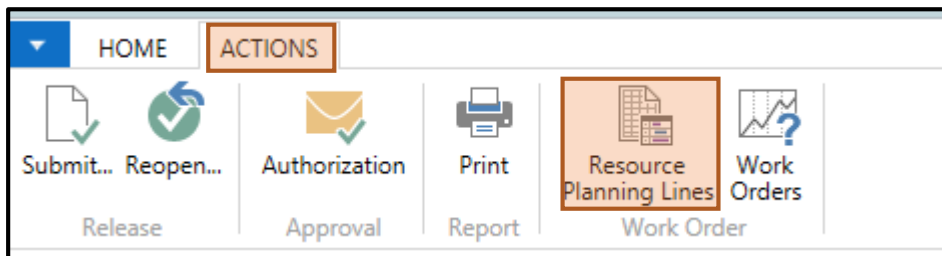
2. Click “Yes” in the confirmation message.



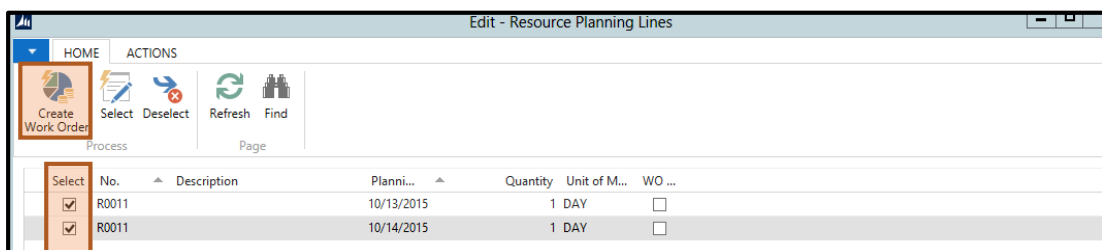
3. “Qty to Allocate” of the relevant resource on the particular day will reduce.

3.14 Creating Work Orders

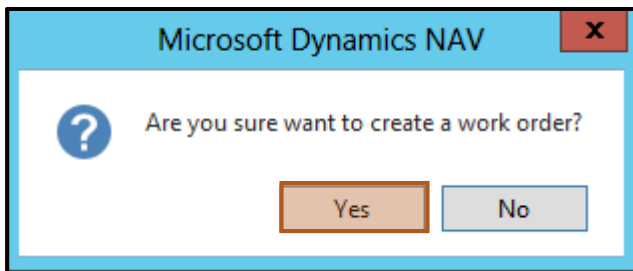
1. Click “Resource Planning Lines” in the Ribbon Section of Requisition Card.



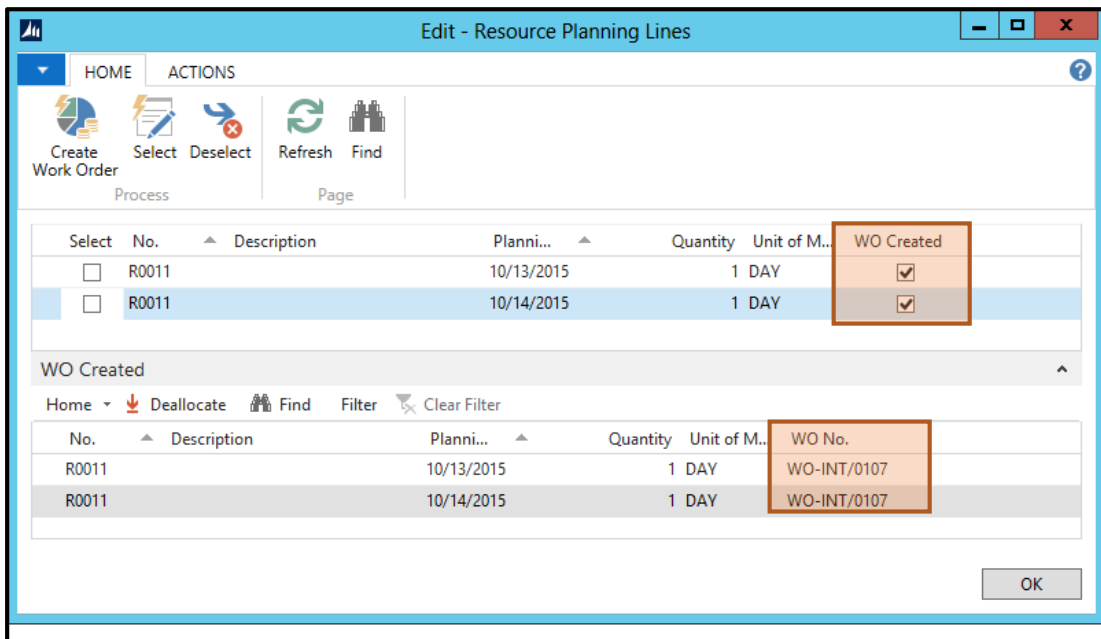
2. User can select single/multiple lines and create “Work Orders” by clicking “Create Work Order” in the ribbon.



- Click “Yes” in the confirmation message shown below.

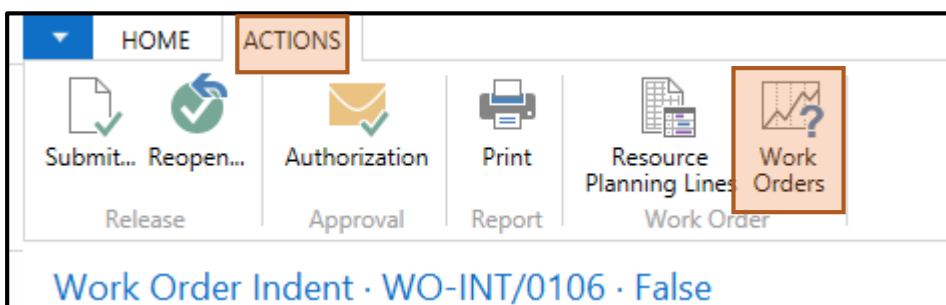


- The Columns shown below will be updated

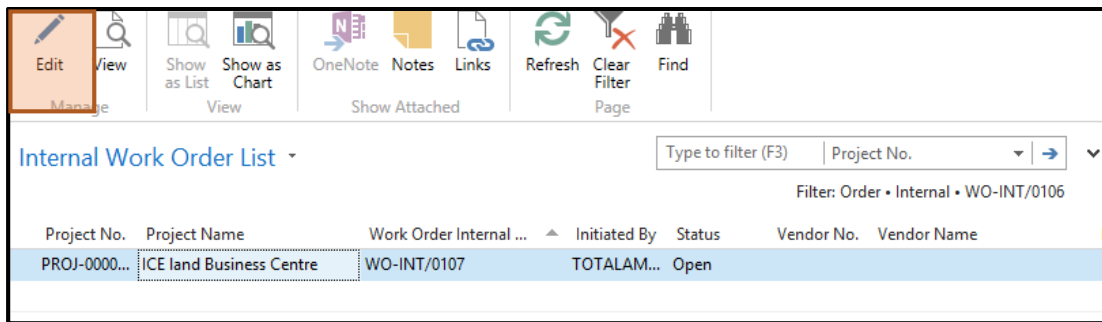


3.15 Accessing the Work Orders

- Click “Work Orders” in the Ribbon section of the Resource Requisition card.

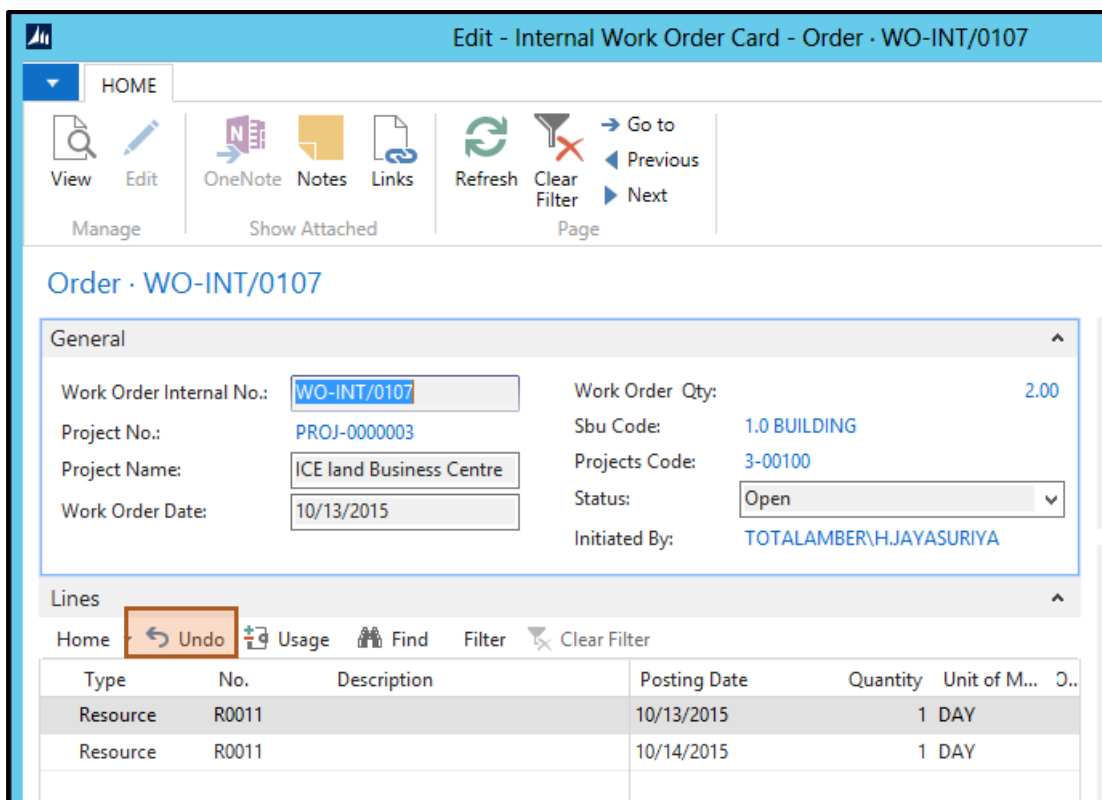


2. Select line and Click “Edit” or double click on line to open the Work Order Card.

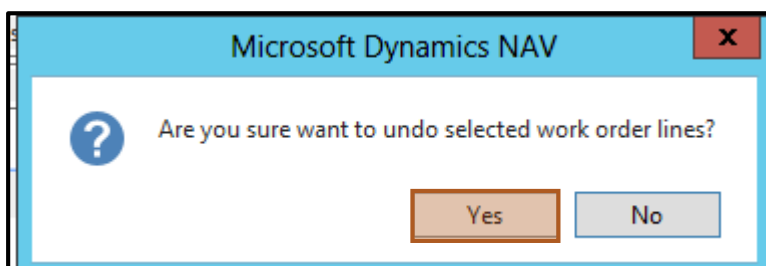


3.16 Undoing a Created Work Order

1. Select line in the Work Order card and click “Undo”.



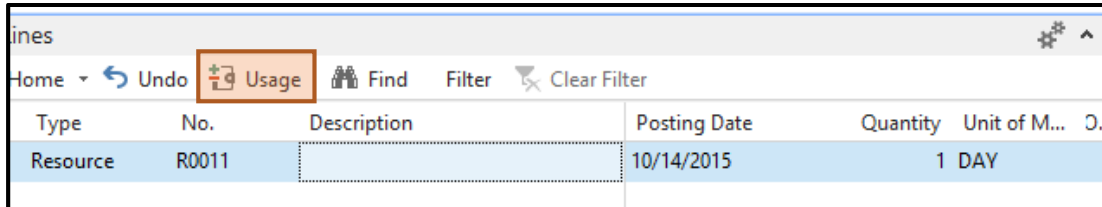
2. Click “Yes” in the Confirmation message as shown below.



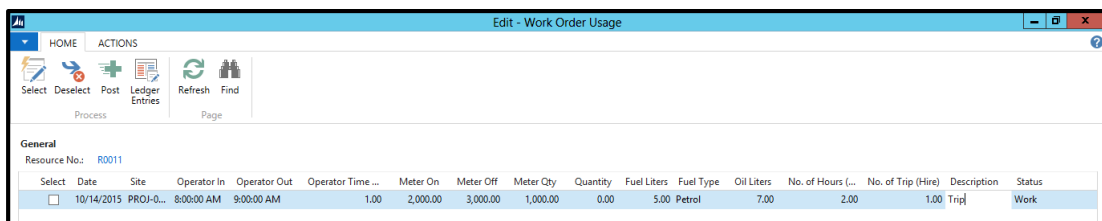
- The selected line will then be deleted from the Work Order card

3.17 Posting Usage Entries

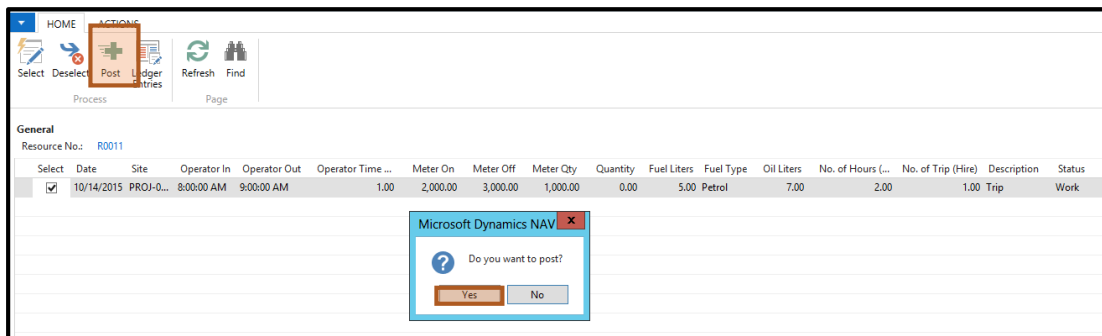
- Select line and click “Usage” in the lines.



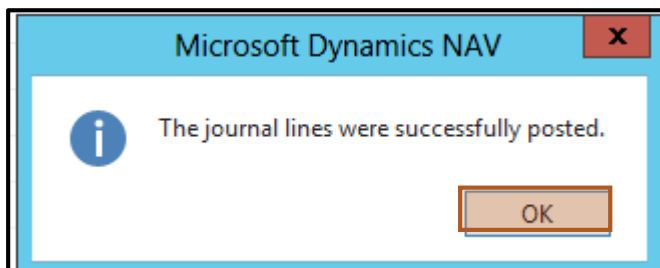
- Enter the Required parameters as shown below



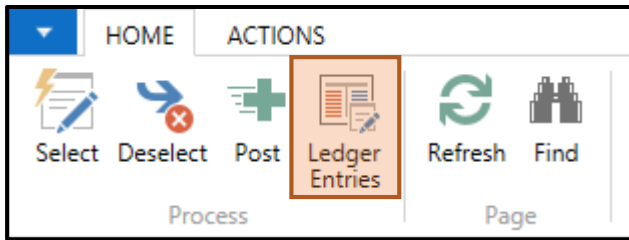
- Select Lines and click “Post” in the Ribbon. Click “Yes” in the confirmation message.



- Click “OK” in the below message



- Click “Ledger Entries” in the ribbon to view the created ledger entries.



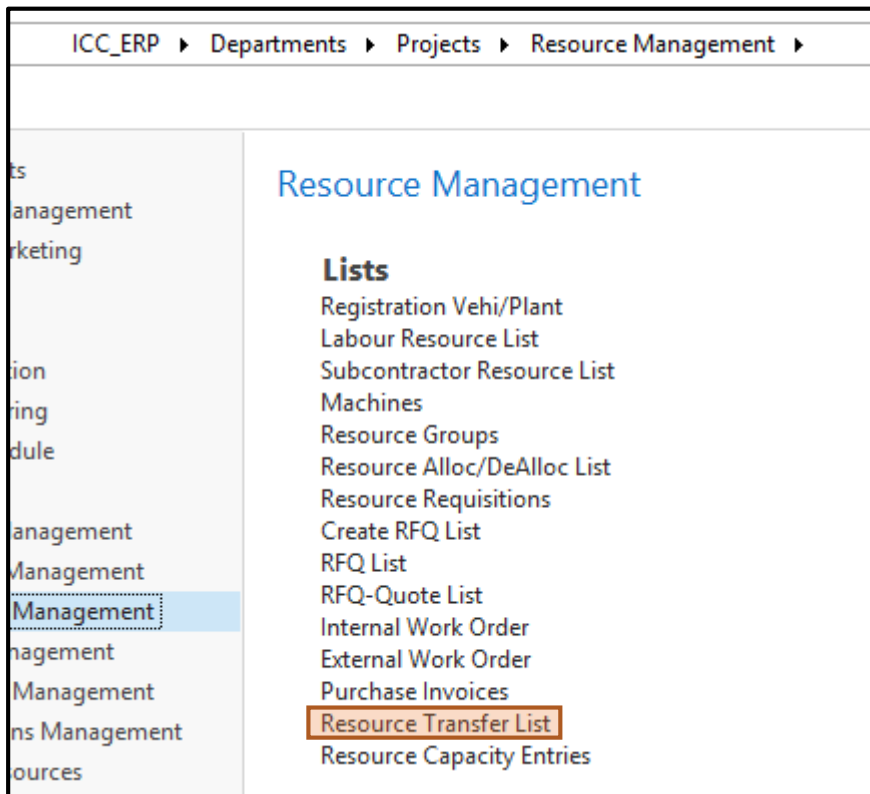
Resource Ledger Entries

Posting D...	Entry Type	Documen...	Resource ...	Description	Quan...	Utilization Q...	Operator In	Operator ...	Mileage On	Mileage Off	Activity T...	Resource ...	Fuel Lit...	Fuel Type	Oil Liters	Status	WO No.	WO Line ...	Operator TL...	Mileage Qty
10/14/2015	Usage	R0030	R0011		1	0.00	8:00:00 AM	9:00:00 AM	2,000.00	3,000.00	Duration	Machine	5.00	Petrol	7.00	Work	WO-INT/0...	20000	1.00	1,000.00

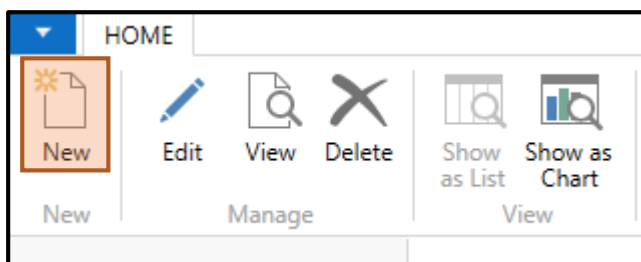
4 Resource Transfer Order

4.1 Creating a Resource Transfer Order

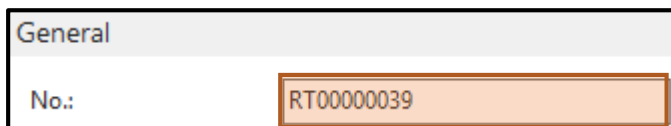
1. Navigate to Departments -> Projects -> Resource Management -> Resource Transfer List



2. Click “New” Button in the ribbon



3. “No” will be Auto-generated.



4. Update all header information as shown below

Resource Transfer Order

General

No.:	RT0000039	In-Transit Code:	IN - TRANS
Transfer-from Code:	3-00100	Project No.:	PROJ-0000003
Transfer-from Name:	Iceland Business Centre	Posting Date:	10/14/2015
Transfer-to Code:	3-00200	Status:	Open
Transfer-to Name:	Havelock City Phase II		

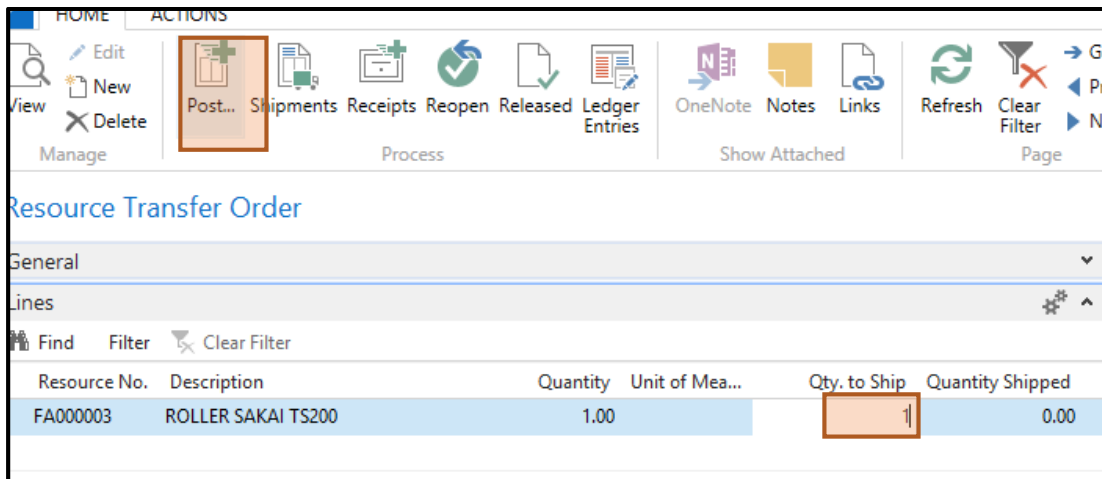
- Transfer-from Code: Click the drop down to select the location from which the resource needs to be transferred.
- Transfer-to Code: Click the drop down to select the location from which the resource needs to be transferred.

5. Select the Machine in the Lines.

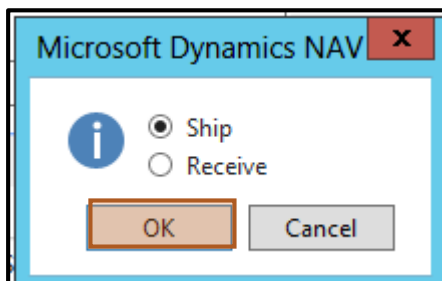
Resource No.	Description	Quantity	Unit of Mea...	
		0.00		
▼ No.	▲ Internal/...	Name	Type	Base Unit...
FA000001	FA000005	FORKLIFT	Machine	M ³
FA000002	FA000002	T/Roller	Machine	
FA000003	FA000003	ROLLER SAKAI TS200	Machine	
FA000004	FA000004	ROLLER SAKAI TS200	Machine	
FA000008		Trucks	Machine	
FA000015		Harley Davidson	Machine	
FA000016		My Car	Machine	DAY
H000003	H000003	EXCAVATOR	Machine	

Advanced ▼ Set as default filter column

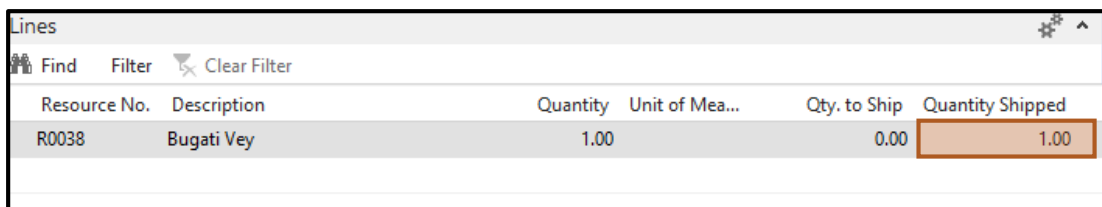
- Enter “Qty to Ship” and click “Post” in the ribbon.



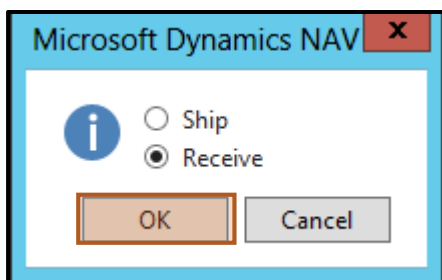
- Select “Ship” and click “OK” in the message shown below.



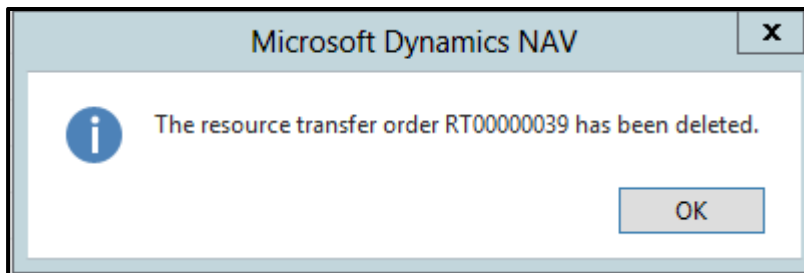
- “Qty Shipped” will be updated



- Enter “Qty to Receive” and receive the Machine by clicking “Post”

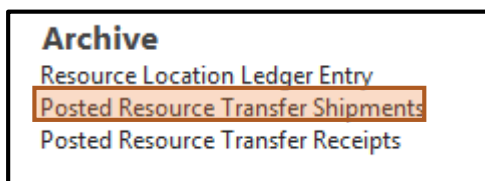


10. “Qty Received” will be updated and the Resource Transfer Order will be deleted.

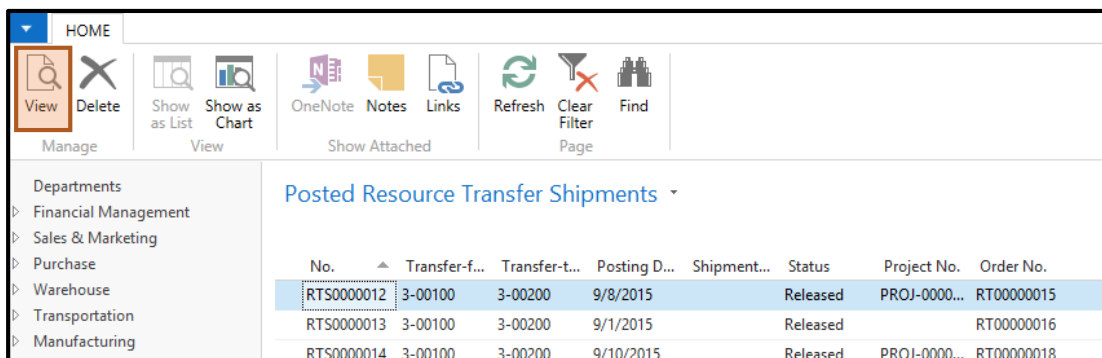


4.2 Posted Resource Shipments

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

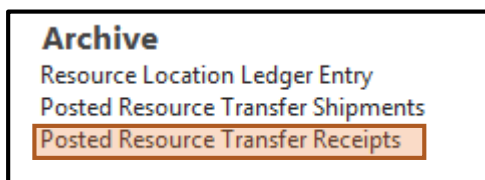


2. Select line and click “View” in the Ribbon to view the posted transfer shipment.

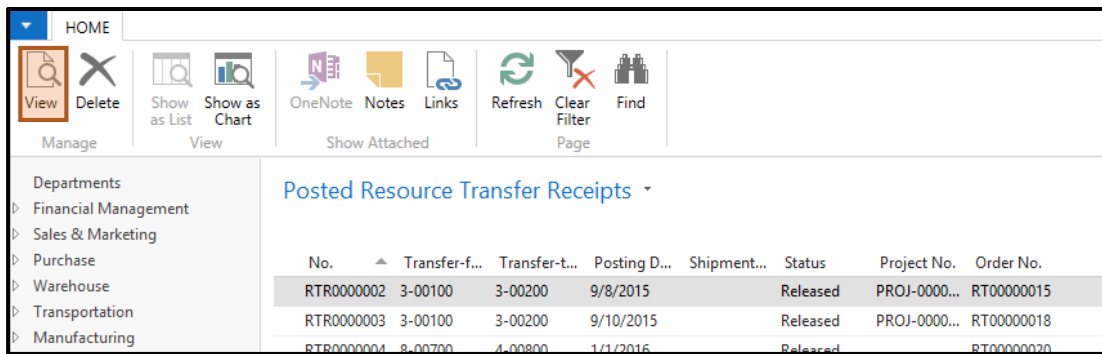


4.3 Posted Transfer Receipts

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.



The screenshot shows the SAP ribbon interface for 'Posted Resource Transfer Receipts'. The ribbon includes the following groups and items:

- Manage:** View (highlighted), Delete
- View:** Show as List, Show as Chart
- Show Attached:** OneNote, Notes, Links
- Page:** Refresh, Clear Filter, Find

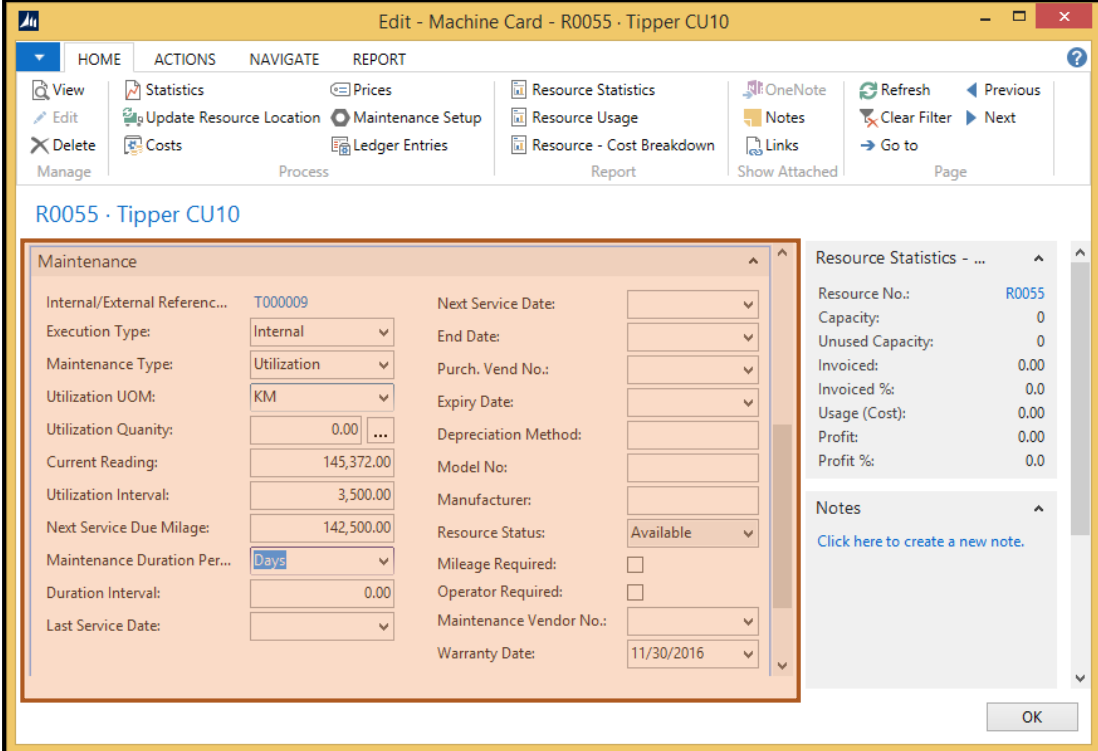
Below the ribbon, a table displays the data for 'Posted Resource Transfer Receipts':

No.	Transfer-f...	Transfer-t...	Posting D...	Shipment...	Status	Project No.	Order No.
RTR0000002	3-00100	3-00200	9/8/2015		Released	PROJ-0000...	RT00000015
RTR0000003	3-00100	3-00200	9/10/2015		Released	PROJ-0000...	RT00000018
RTR0000004	3-00700	4-00800	1/1/2016		Released		RT00000020

5 Preventive Maintenance

5.1 Parameters for Maintenance

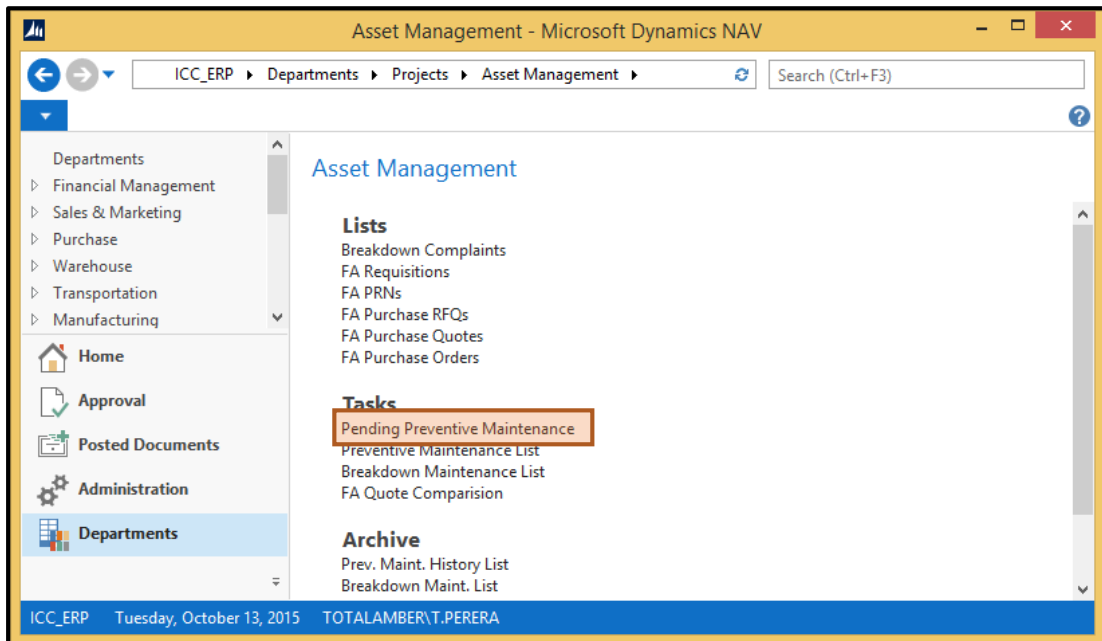
3. Navigate to “Machine card” and fill the maintenance parameters accordingly.



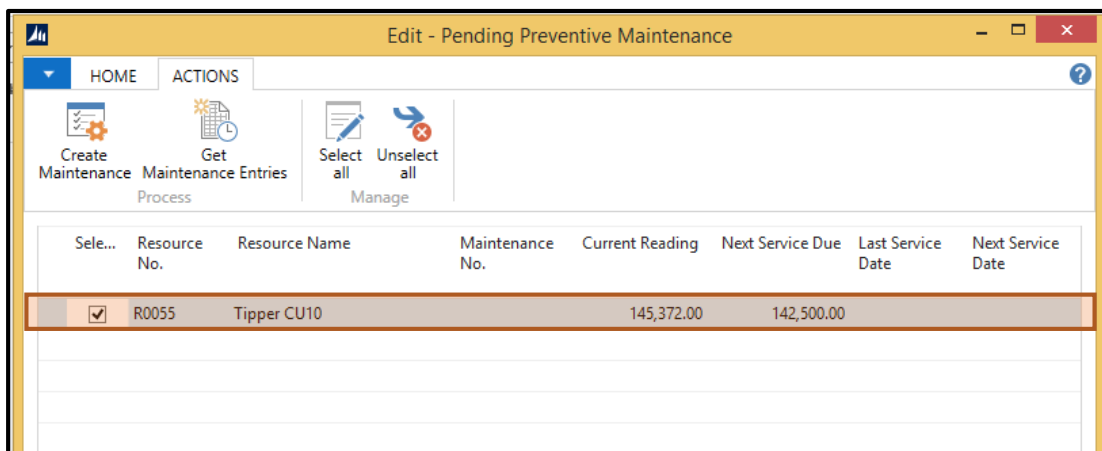
- **Execution Type:** Specifies whether the maintenance is carried out by internally or external party.
- **Maintenance Type:** Specifies whether the maintenance is based on utilization principal or duration principal. If it is utilization when the usage entries are posted, the criteria for maintenance would be updated.
- **Current Reading:** Specifies the current meter value.

5.2 Generating Maintenance Due Entries

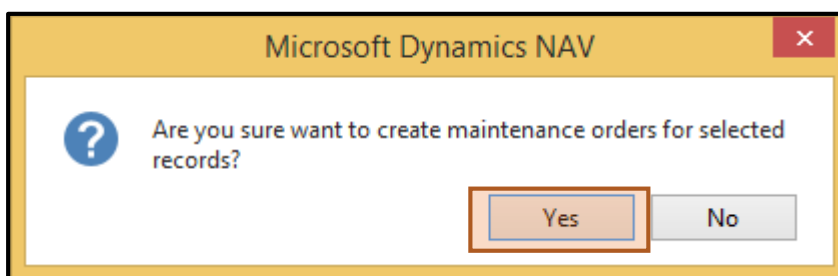
- Navigate to “Pending Preventive Maintenance” in the Asset Management sub module.



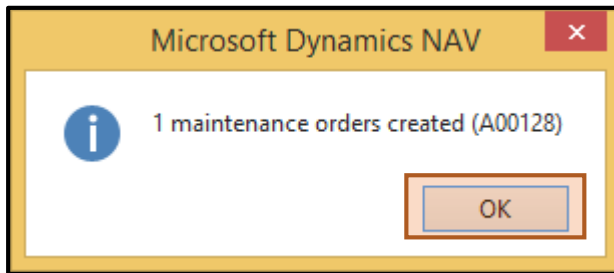
- When the “Current Reading” is higher than the “Next Service Due Mileage”, maintenance requisition entry is being created as shown below.



- Select the entries which are required to convert as maintenance orders.

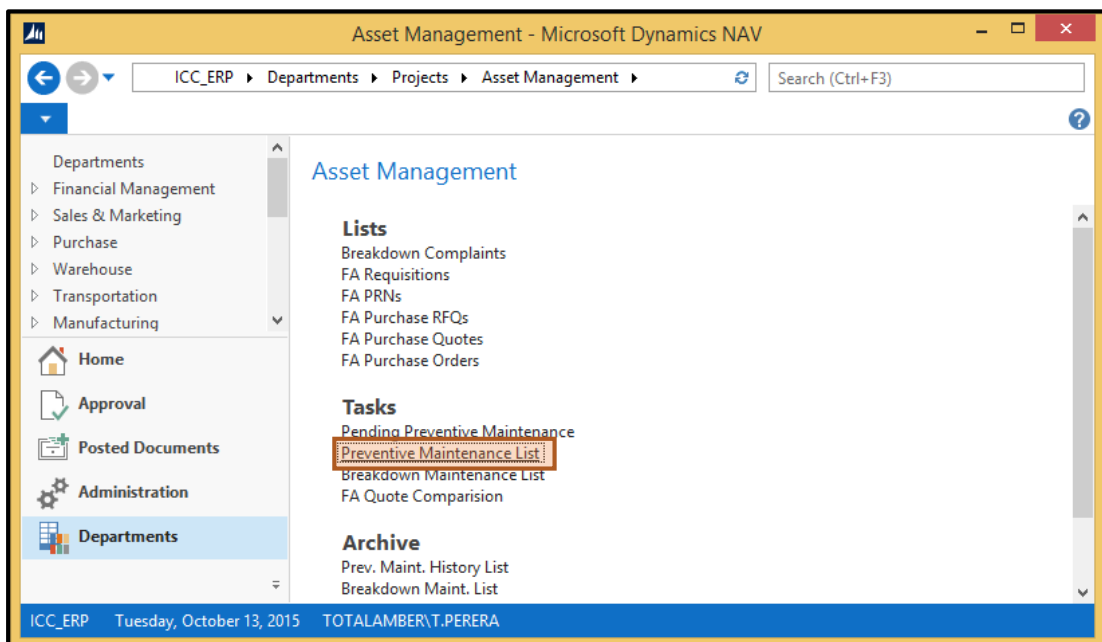


- Confirmation message will be displayed with the maintenance order number generated.

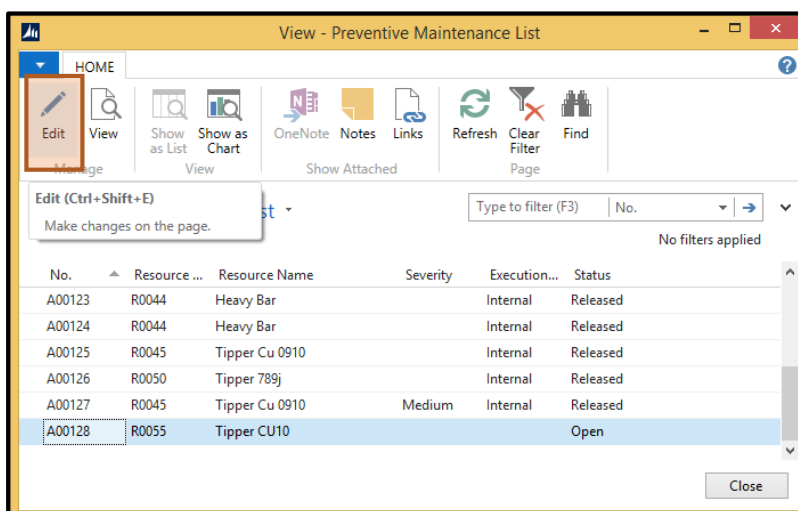


5.3 Opening the Maintenance Order

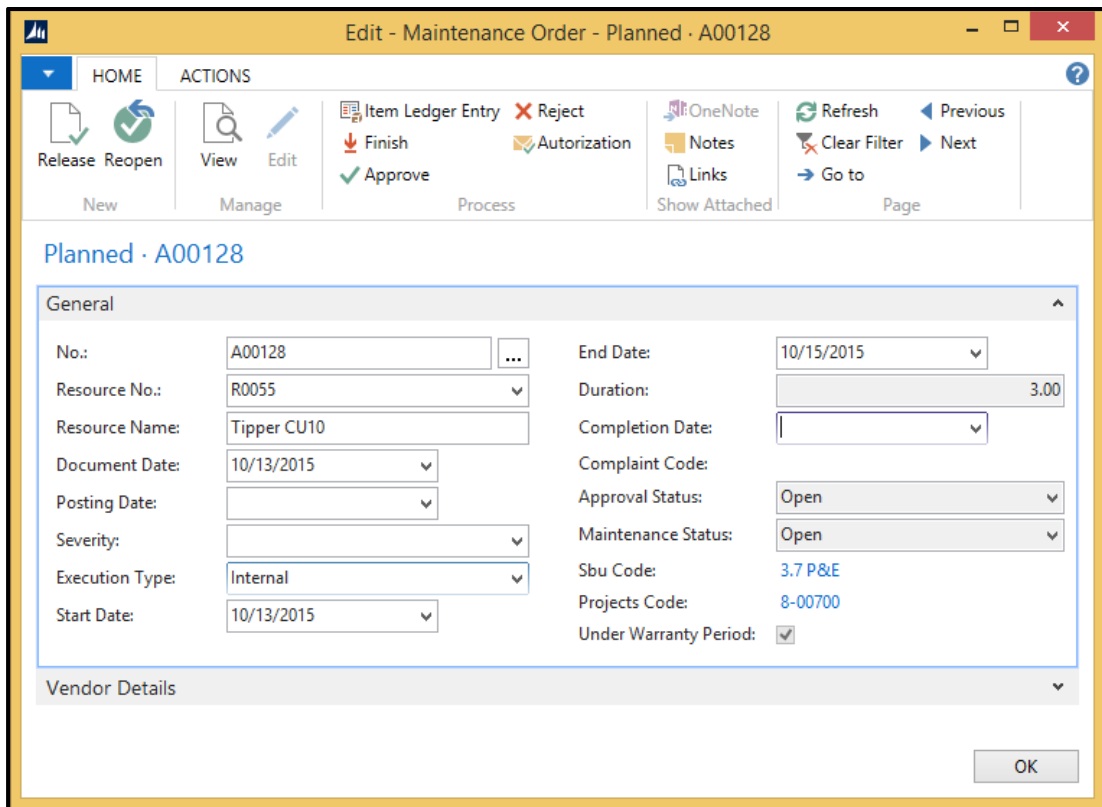
- Navigate to “Preventive Maintenance List” in Asset Management sub module.



- Open the Maintenance Order with Edit mode.



3. Insert the required values to the order.



Planned · A00128

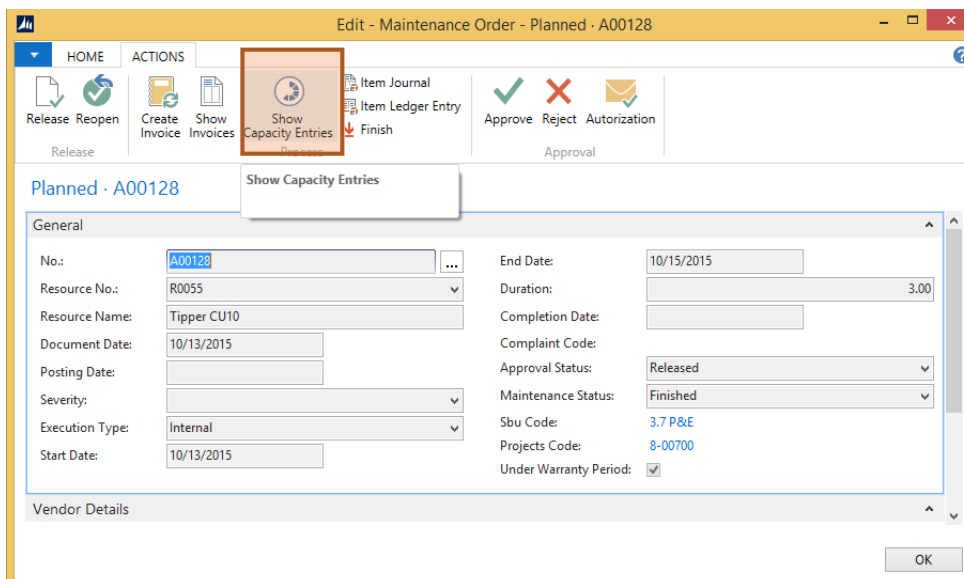
General	
No.:	A00128
Resource No.:	R0055
Resource Name:	Tipper CU10
Document Date:	10/13/2015
Posting Date:	
Severity:	
Execution Type:	Internal
Start Date:	10/13/2015
End Date:	10/15/2015
Duration:	3.00
Completion Date:	
Complaint Code:	
Approval Status:	Open
Maintenance Status:	Open
Sbu Code:	3.7 P&E
Projects Code:	8-00700
Under Warranty Period:	<input checked="" type="checkbox"/>

Vendor Details

OK

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”.



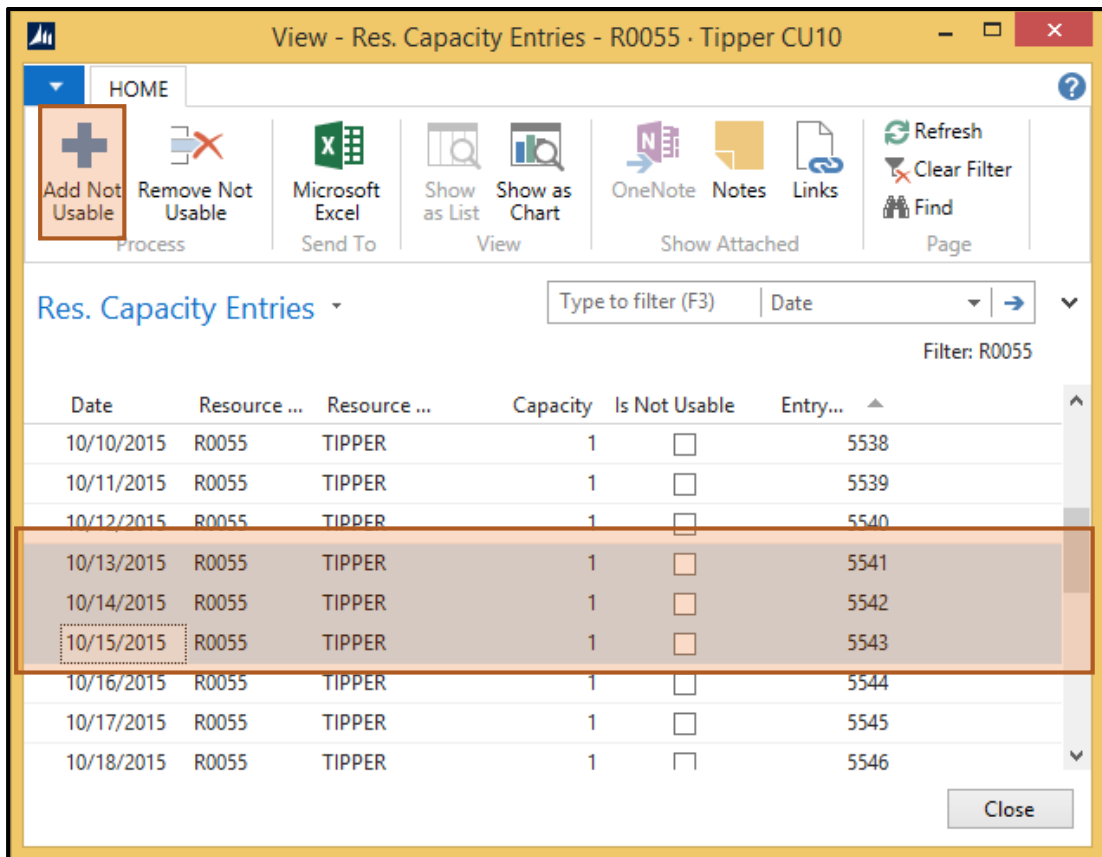
Planned · A00128

General	
No.:	A00128
Resource No.:	R0055
Resource Name:	Tipper CU10
Document Date:	10/13/2015
Posting Date:	
Severity:	
Execution Type:	Internal
Start Date:	10/13/2015
End Date:	10/15/2015
Duration:	3.00
Completion Date:	
Complaint Code:	
Approval Status:	Released
Maintenance Status:	Finished
Sbu Code:	3.7 P&E
Projects Code:	8-00700
Under Warranty Period:	<input checked="" type="checkbox"/>

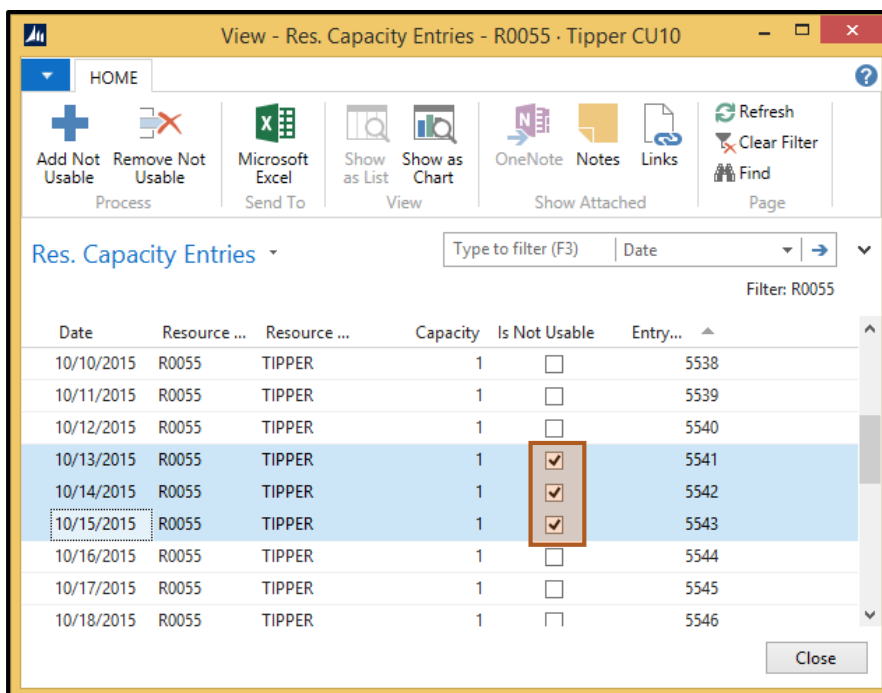
Vendor Details

OK

- Select the entries to be selected as non-usable and click “Add Not Usable”.



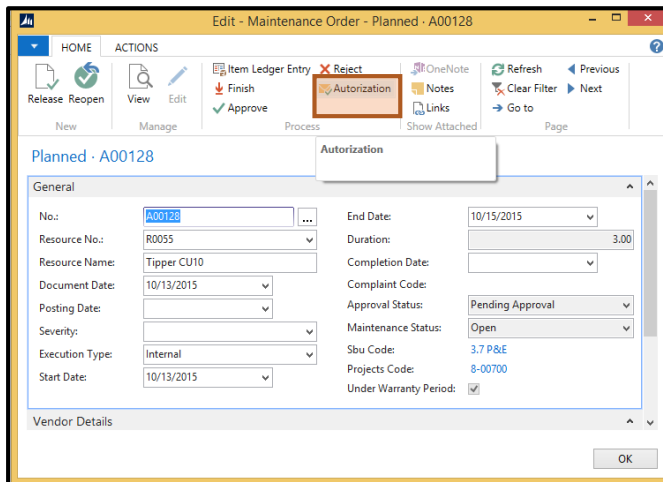
- Check mark will be added to those selected records.



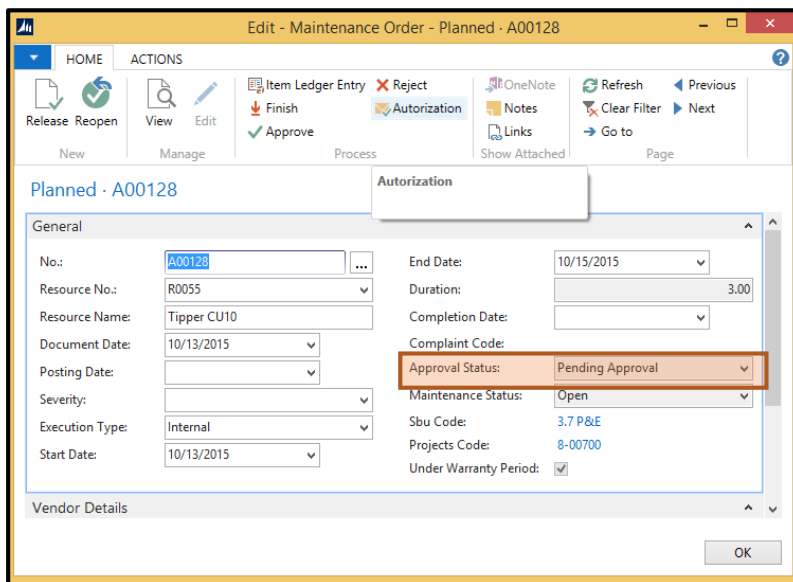
- Note: Users can select and click “Remove Not Usable” to undo the “Not usable” state.

5.5 Sending for Authorization

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

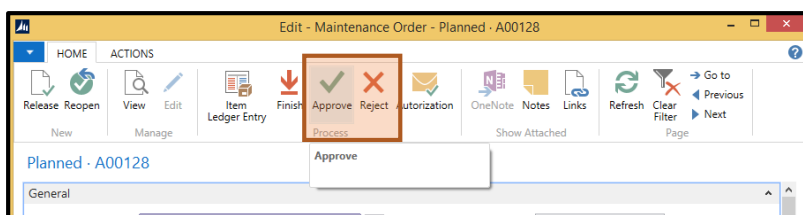


2. Approval Status will change to “Pending Approval” in the maintenance Order.

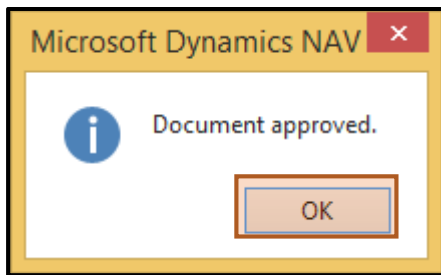


5.6 Approving / Rejecting Maintenance Order

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

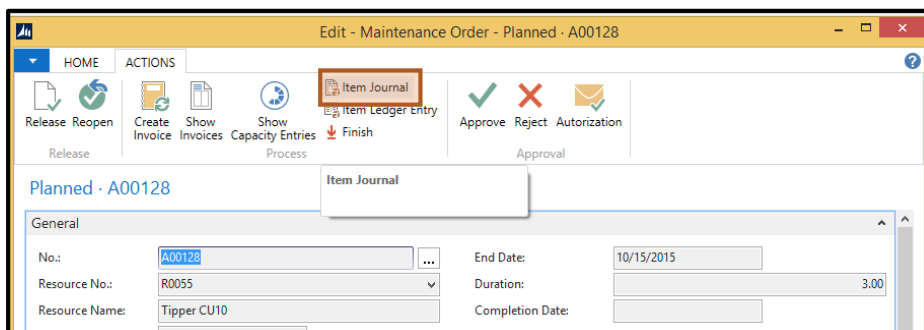


- Confirmation message will be displayed as shown.

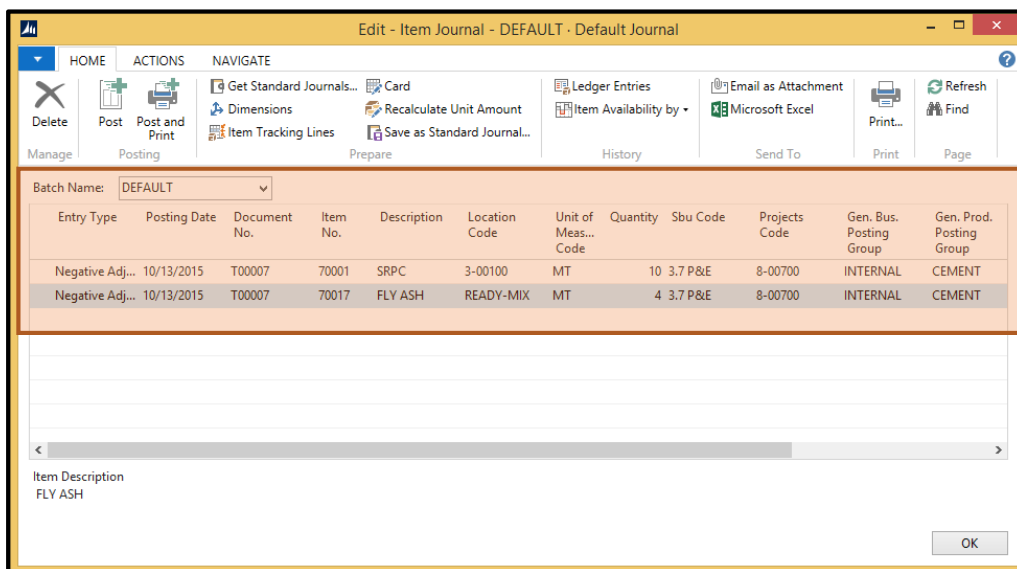


5.7 Recording Item Consumptions from Maintenance Order

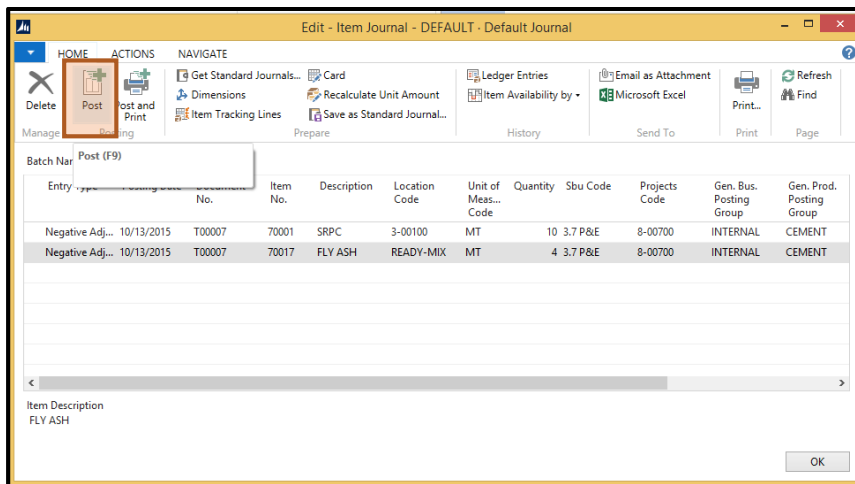
- Open the Maintenance Order and navigate to “Actions” tab.
- Click Item Journal.



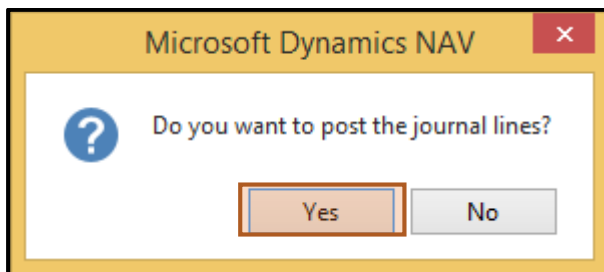
- Insert the item details which were consumed to perform the particular maintenance.



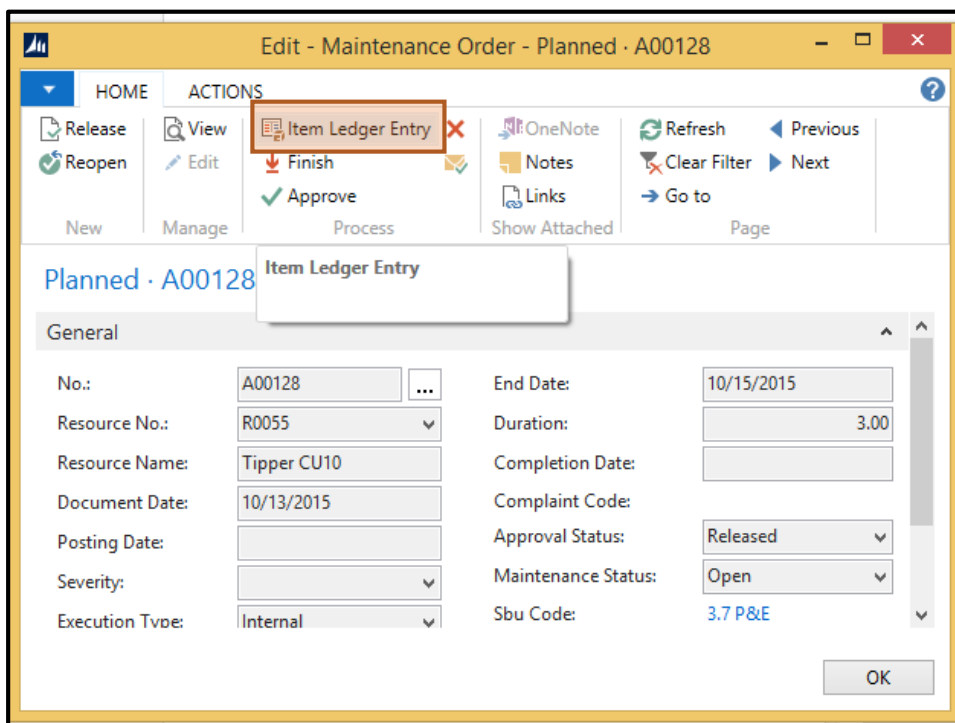
4. Post the consumption entries.



5. Confirmation message will be displayed.

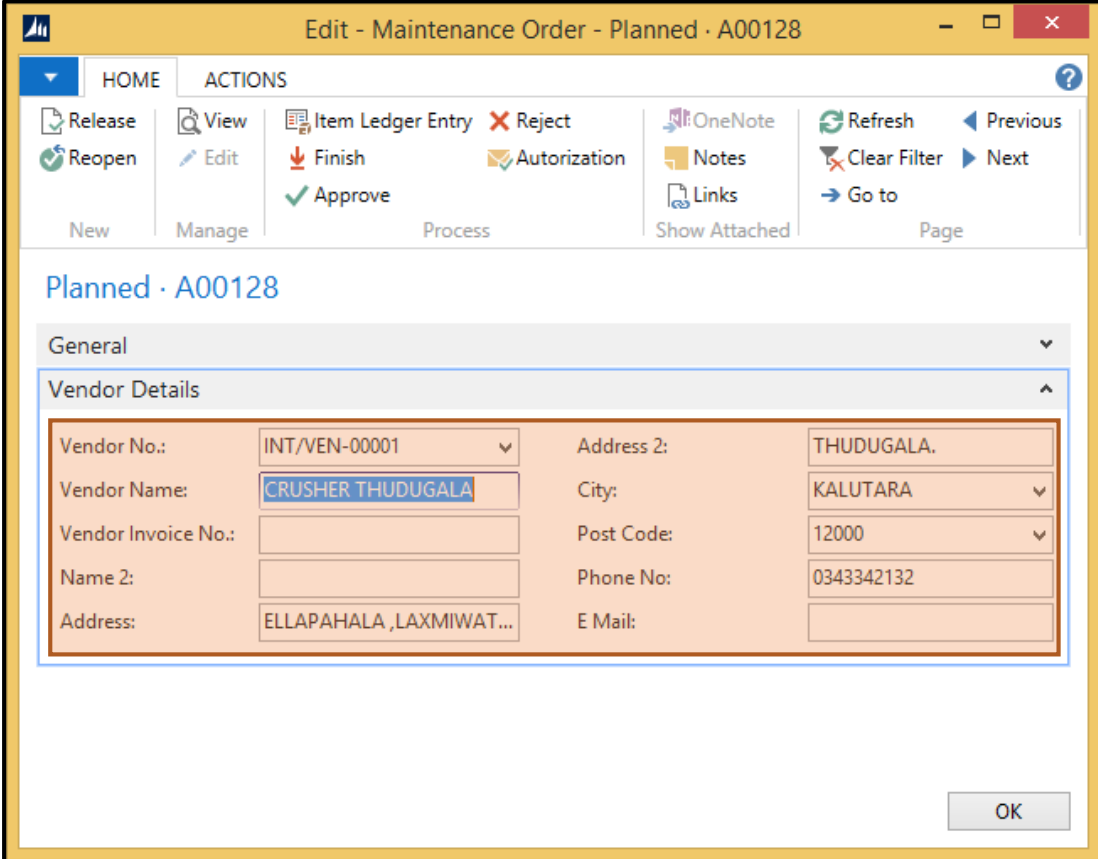


6. Users are able to view the posted entries.



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.

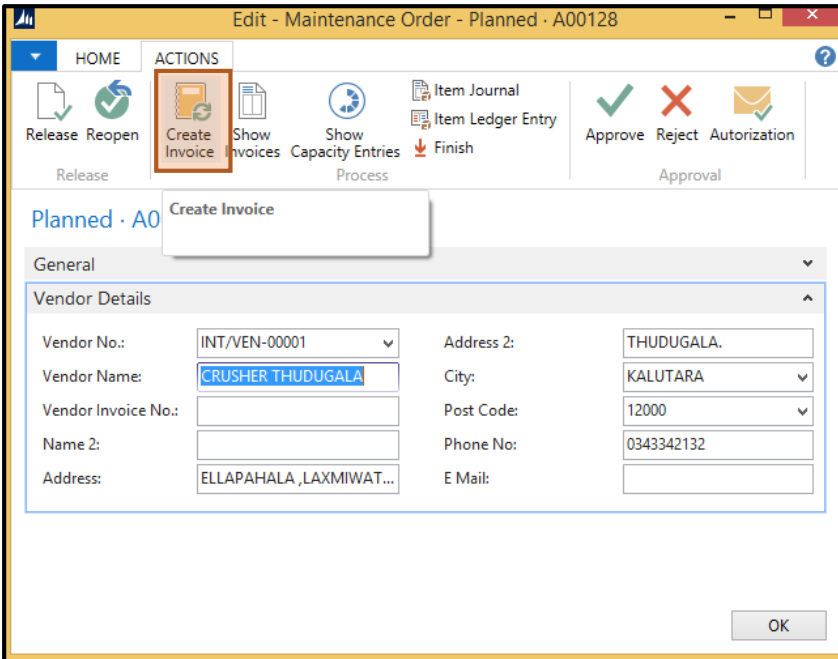


The screenshot shows a software window titled "Edit - Maintenance Order - Planned - A00128". The window has a ribbon interface with "HOME" and "ACTIONS" tabs. The "ACTIONS" tab is active, showing various icons for actions like Release, Reopen, View, Edit, Item Ledger Entry, Finish, Approve, Reject, Authorization, OneNote, Notes, Links, Refresh, Clear Filter, Previous, Next, and Go to. Below the ribbon, the main content area is titled "Planned · A00128" and contains a "Vendor Details" section. The Vendor Details section is a form with the following fields:

Vendor No.:	INT/VEN-00001	Address 2:	THUDUGALA.
Vendor Name:	CRUSHER THUDUGALA	City:	KALUTARA
Vendor Invoice No.:		Post Code:	12000
Name 2:		Phone No.:	0343342132
Address:	ELLAPAHALA ,LAXMIWAT...	E Mail:	

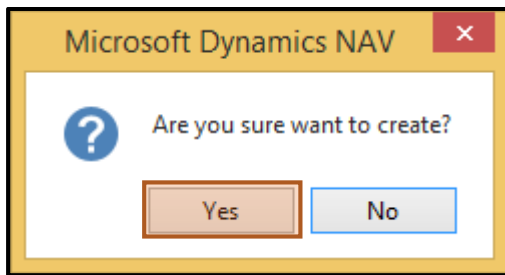
An "OK" button is located at the bottom right of the window.

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

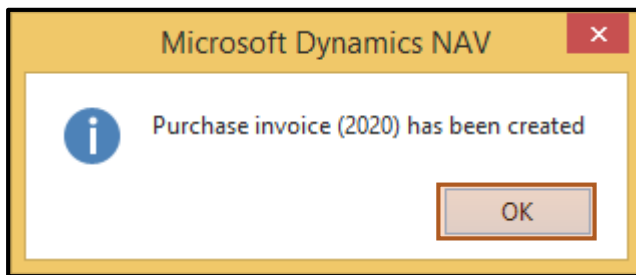


The screenshot shows the same software window as above, but with the "ACTIONS" tab selected. The "Create Invoice" button in the ribbon is highlighted with a red box. A tooltip for the "Create Invoice" button is visible, showing the text "Create Invoice". The "Vendor Details" section is still visible below the ribbon.

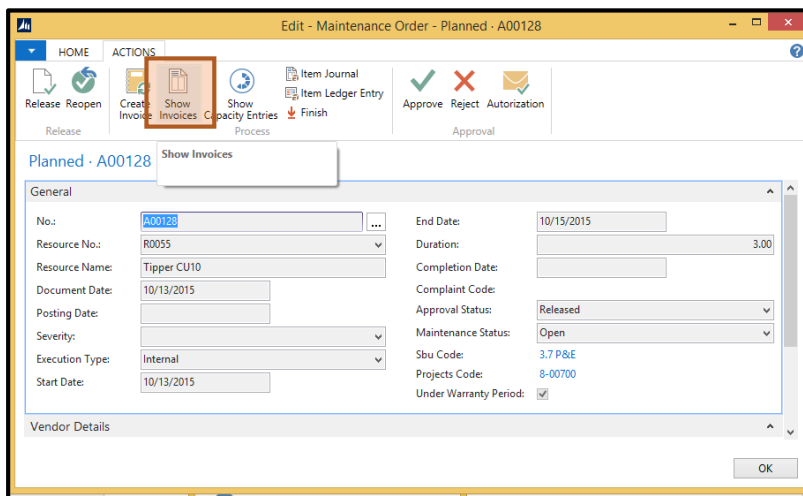
- Confirmation message will appear.



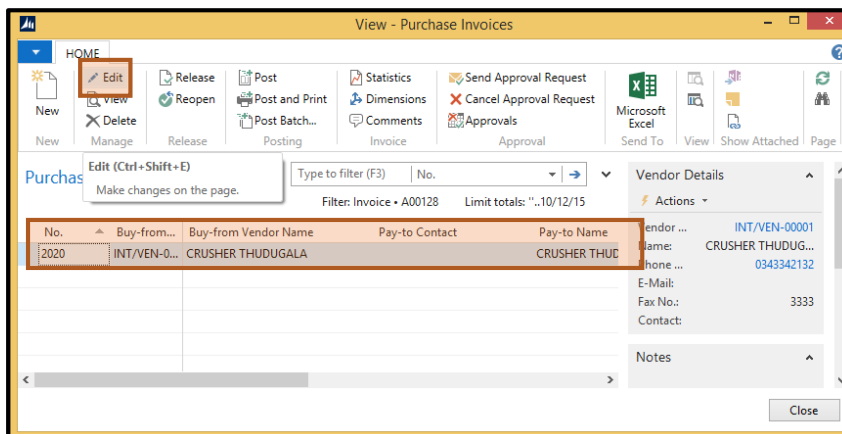
- Created Purchase Invoice number will be displayed from a message.



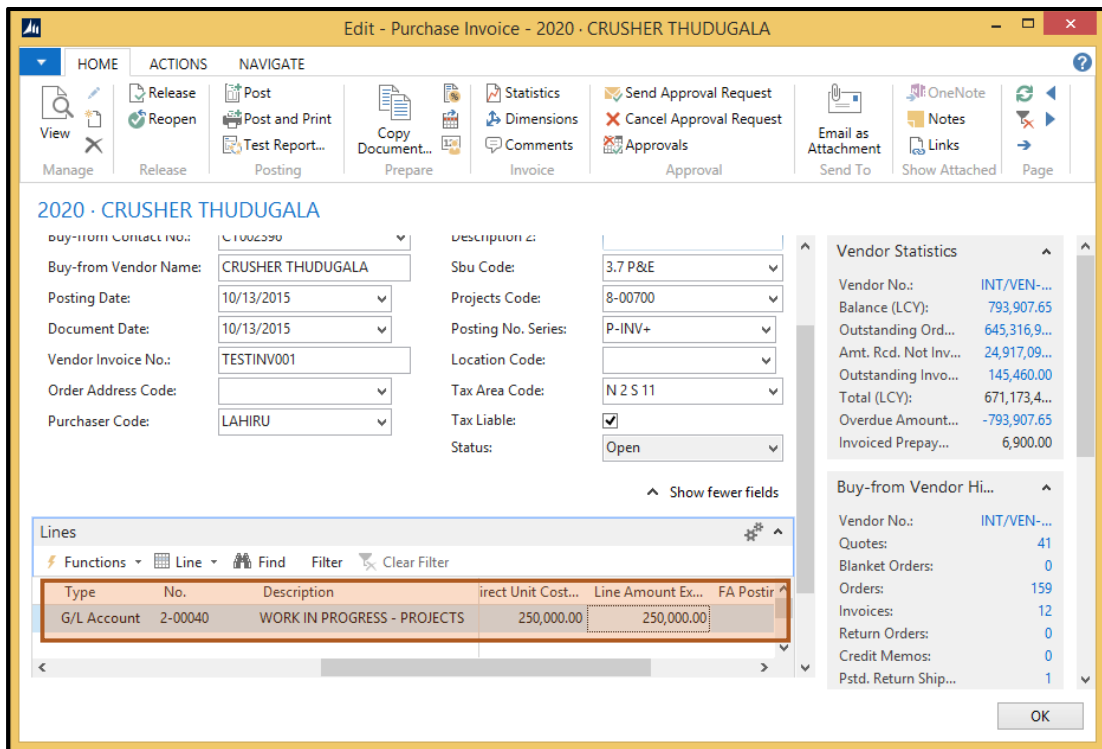
- By clicking “Show Invoices” will display all the purchase invoices created to perform a single Maintenance Order.



- Select the Purchase Invoice from the list and click “Edit”.

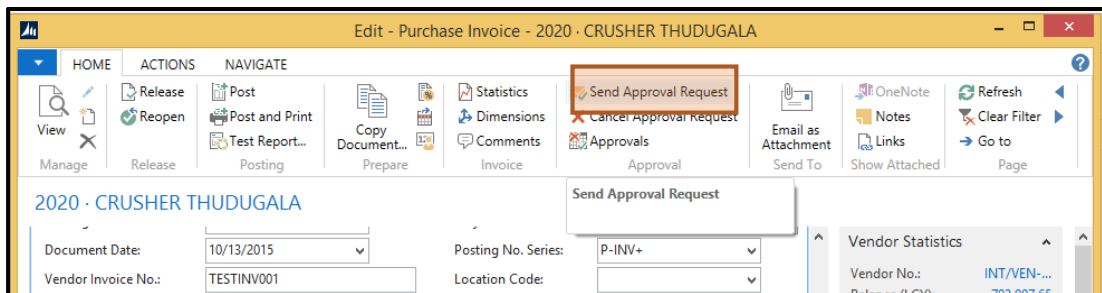


8. Insert the purchase invoice lines with the amounts.

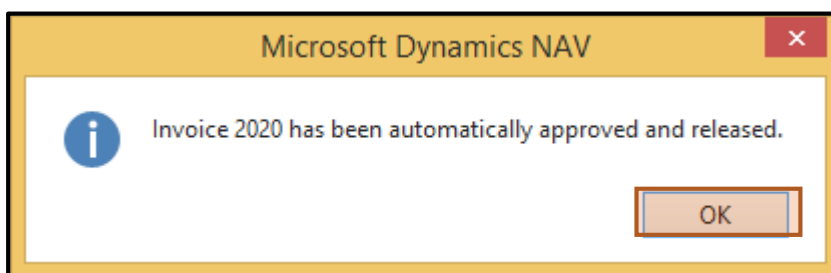


5.9 Sending Purchase Invoice for Approval

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

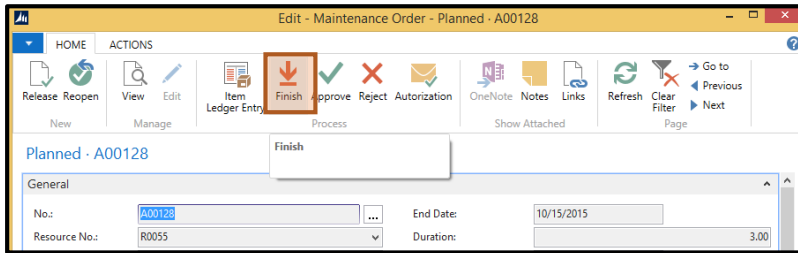


3. Depending on the Approval parameters, Purchase Invoice can be approved and released.

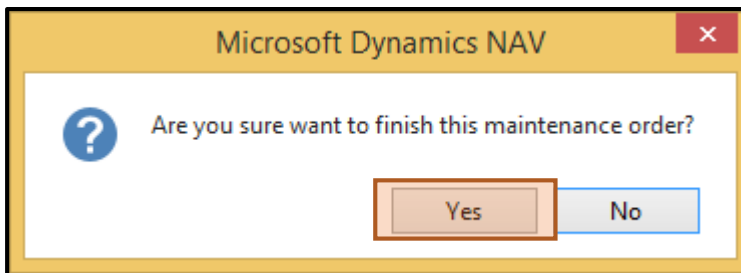


5.10 Finishing the Maintenance Order

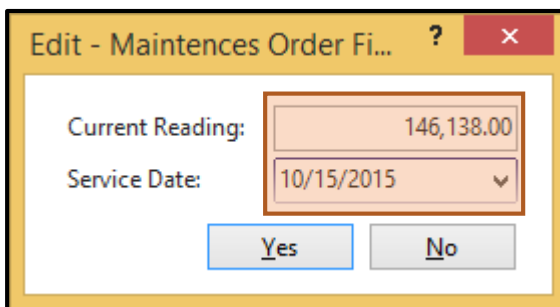
1. Open the Maintenance Order and Click “Finish” as shown below.



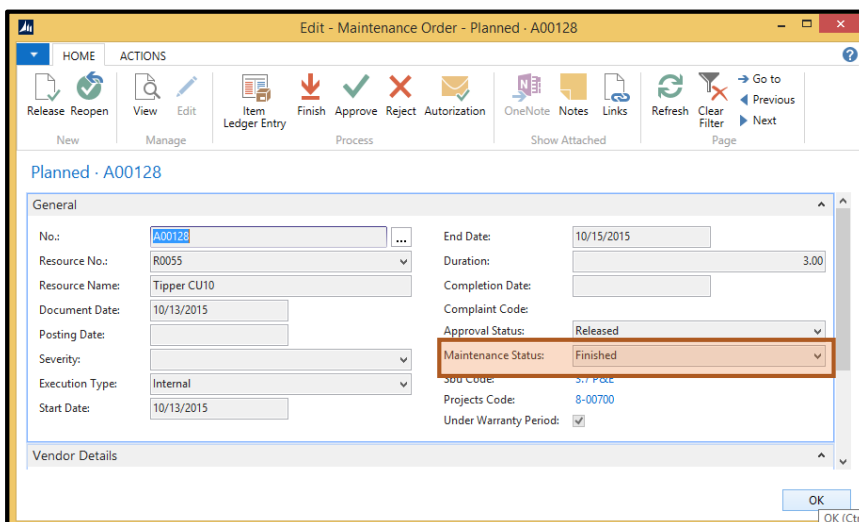
2. Confirmation message will be displayed.



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.

Edit - Machine Card - R00

HOME ACTIONS NAVIGATE REPORT

View Statistics Prices Resource
 Edit Update Resource Location Maintenance Setup Resource
 Delete Costs Ledger Entries Resource

Manage Process

R0055 · Tipper CU10

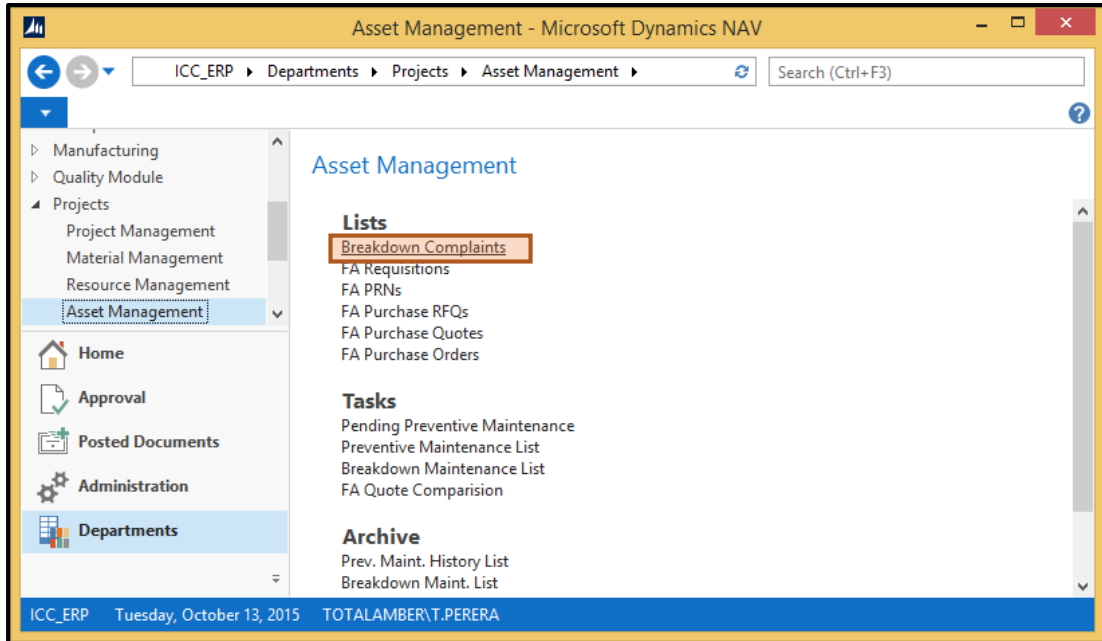
Maintenance

Internal/External Referenc...	T000009	Next Service Date:
Execution Type:	Internal	End Date:
Maintenance Type:	Utilization	Purch. Vend No.:
Utilization UOM:	KM	Expiry Date:
Utilization Quantity:	0.00	Depreciation Method:
Current Reading:	145,372.00	Model No:
Utilization Interval:	3,500.00	Manufacturer:
Next Service Due Milage:	149,638.00	Resource Status:
Maintenance Duration Per...	Days	Mileage Required:
Duration Interval:	0.00	Operator Required:
Last Service Date:		Maintenance Vendor N
		Warranty Date:

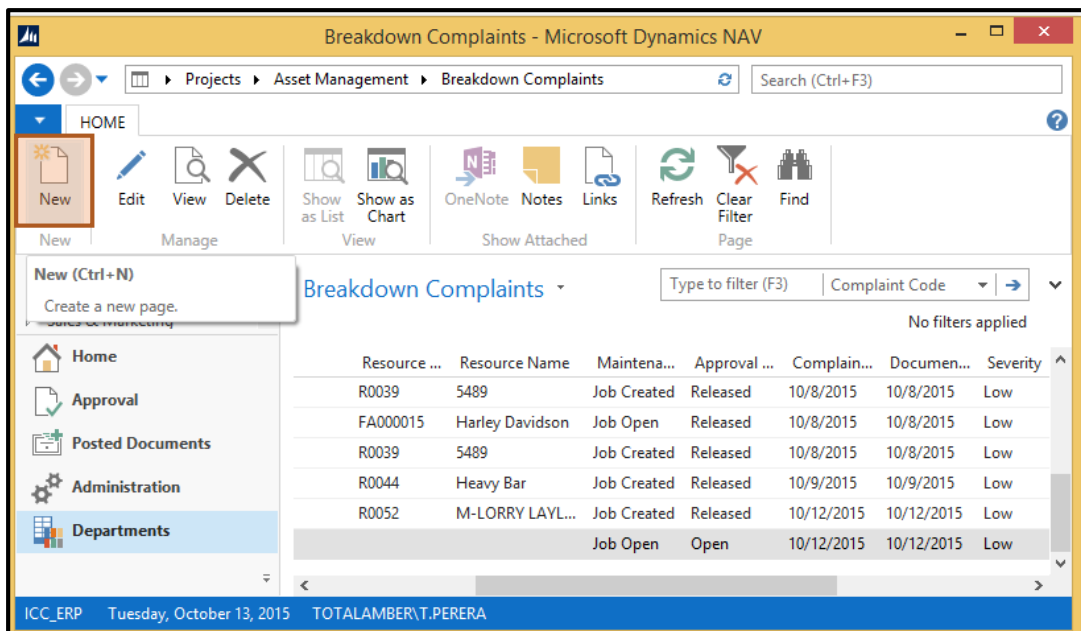
6 Breakdown Maintenance

6.1 Logging a Breakdown

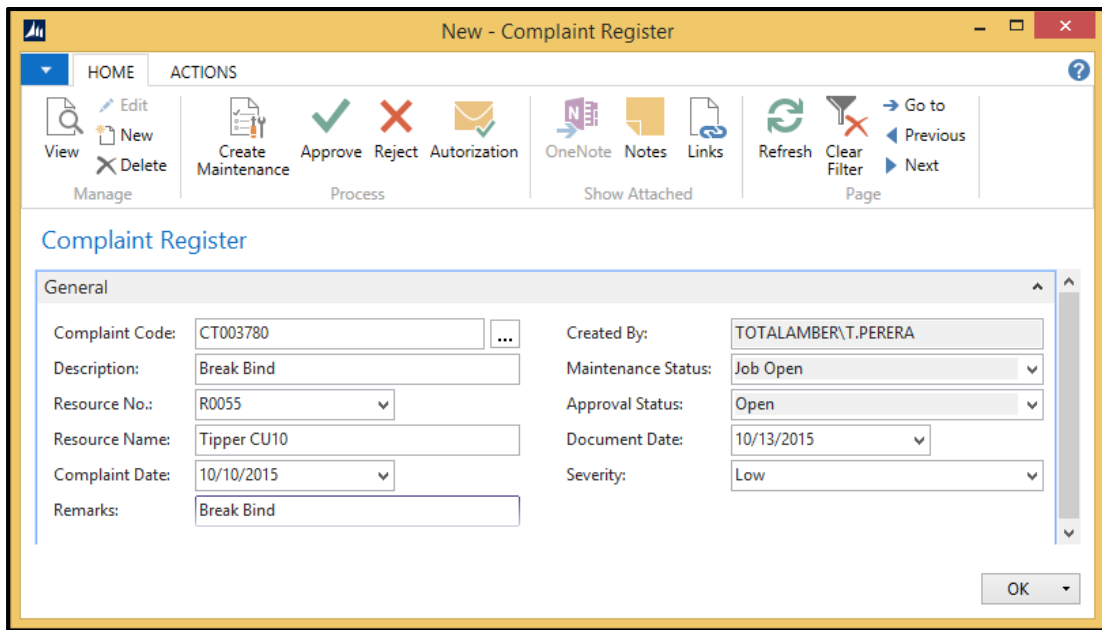
1. Navigate to “Breakdown Complaints” in Asset Management sub module.



2. Click “New”.

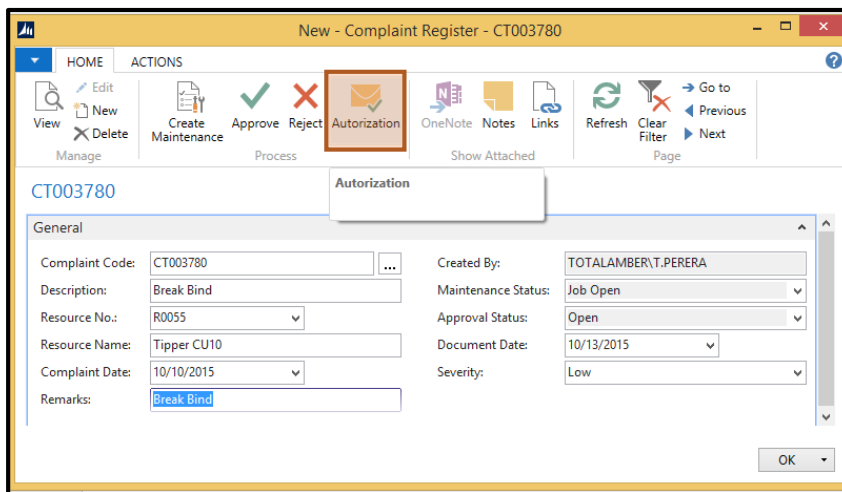


3. Insert the necessary details relevant for the breakdown.

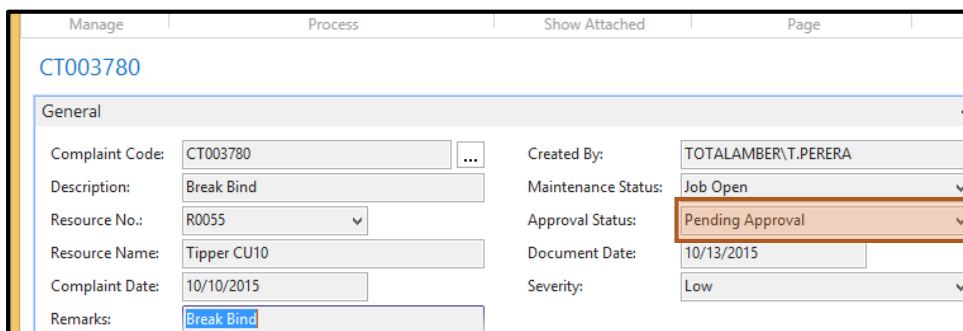


6.2 Sending Complaint for Authorization

1. Open the Complaint.
2. Click “Authorization” in the Home Tab.

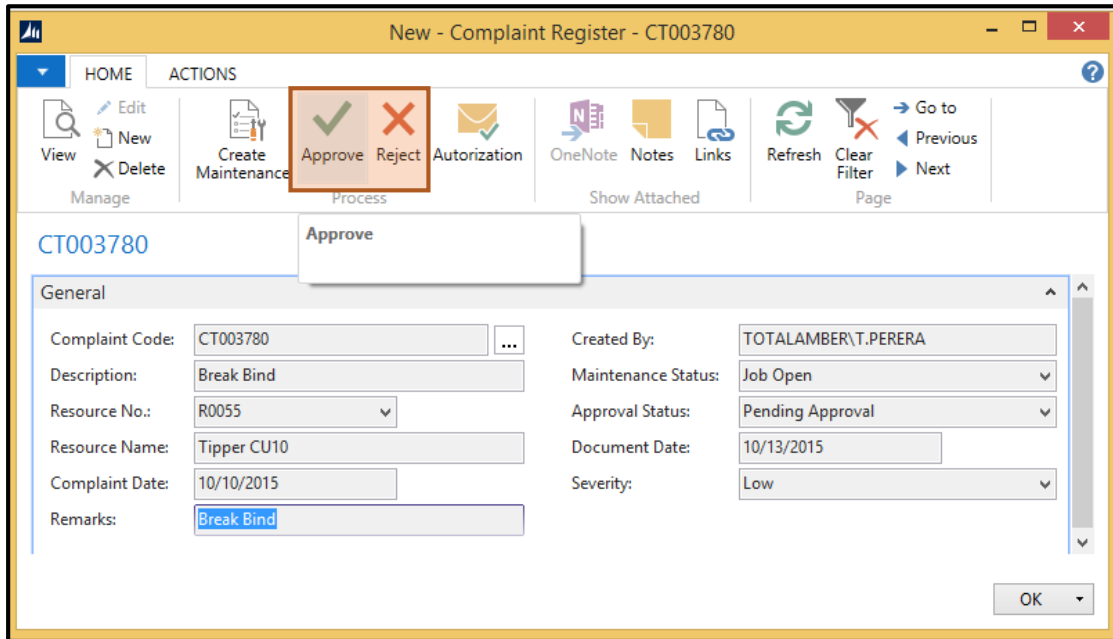


3. Approval Status will change as “Pending Approval”.

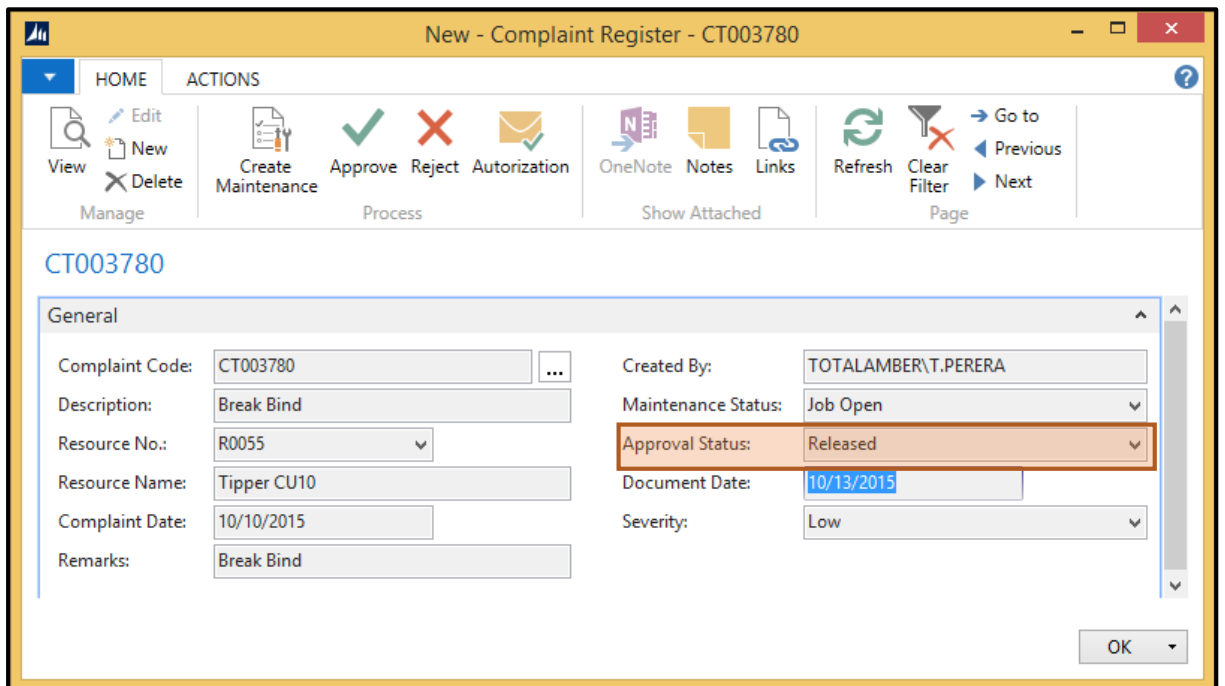


6.3 Approving/rejecting the complaint

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

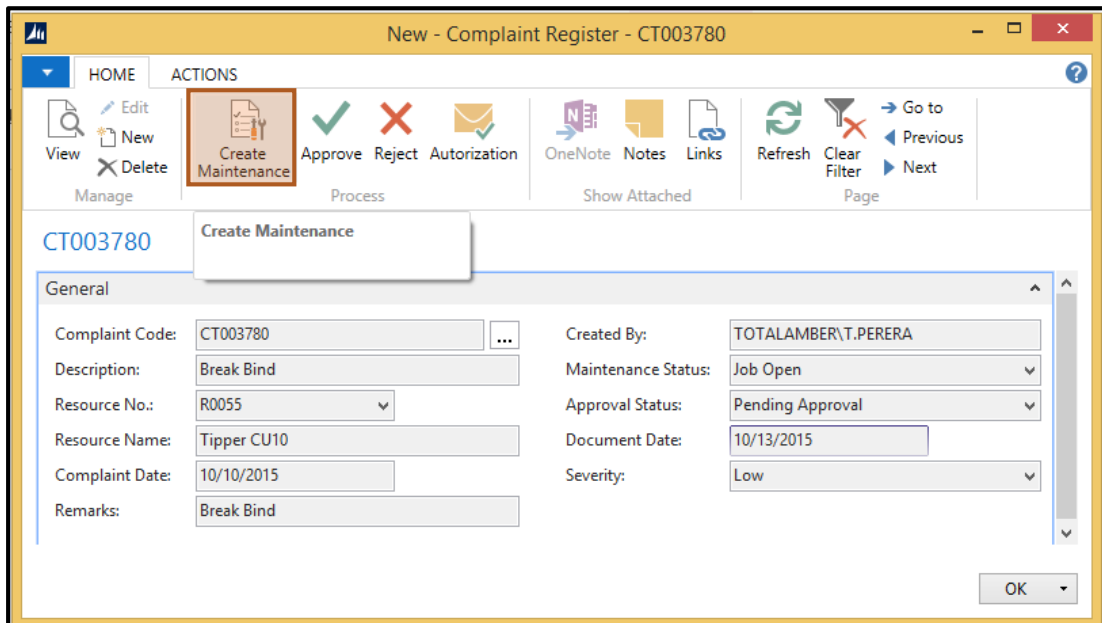


2. Status will be changed accordingly.

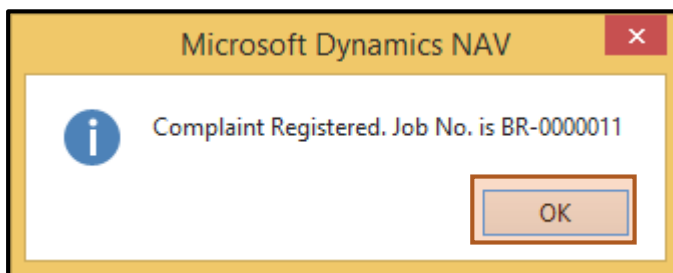


6.4 Executing the Breakdown Order from a Complaint

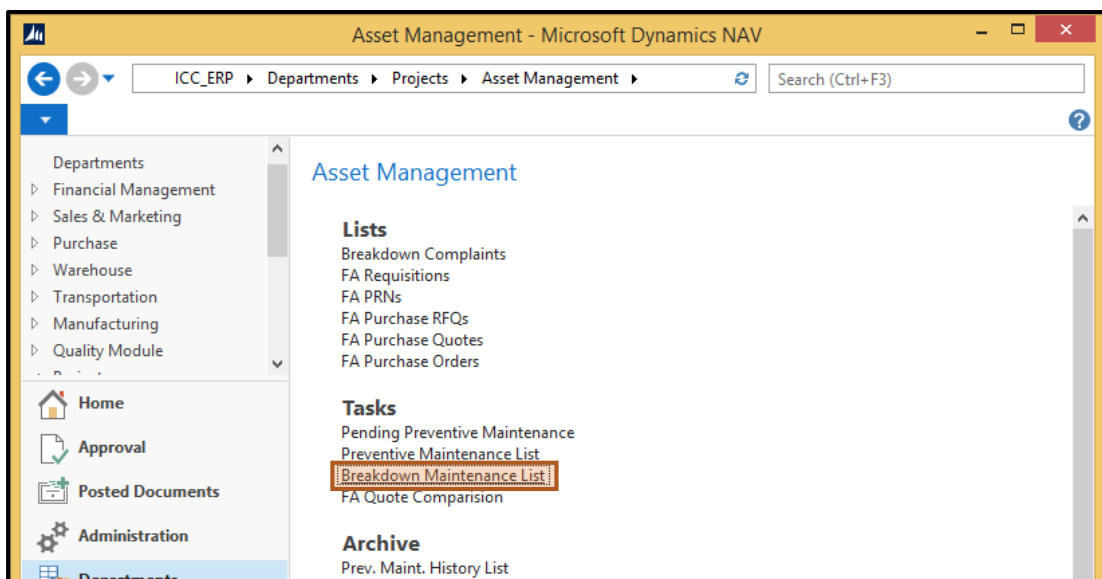
1. Open the Complaint and click “Create Maintenance” in the Home tab.



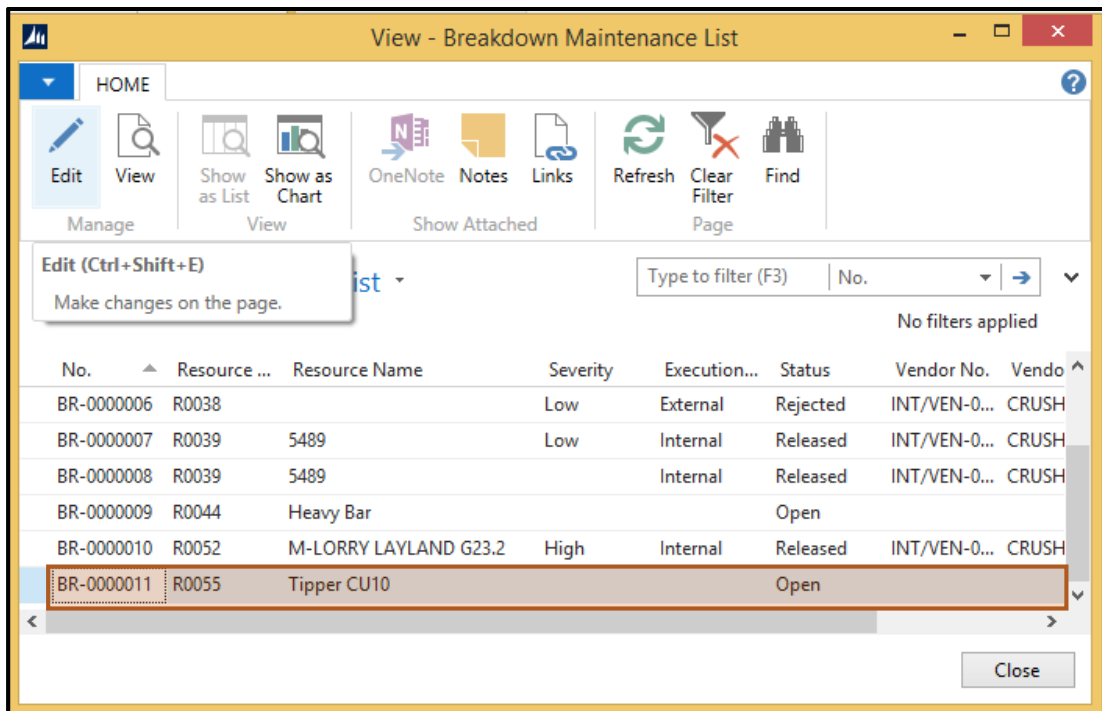
2. Confirmation message will be displayed with the breakdown number.



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



- Open the relevant order from the list.



- Execute the order used as the Maintenance Order.

