

WORK ORDER MANAGEMENT

Work Order Management is designed to encompass work order definition, detail estimation, work order processing, work order billing and charge back. All information pertaining to the work order is included, from the original user request to detail estimates, online approvals, assignment of resources (both personnel and equipment), the capturing of work order activity, and finally to the closing of the work order itself. While creating new work orders, you can inquire other IFAS applications for information. For example, materials available in the warehouse, staffing and rate information from the Payroll module, and equipment from the Fixed Assets module is accessible. All activity begins within the Work Order Management module: status of the order, posting of charges into the General Ledger module, billing costs (including overhead and mark-up) to external entities from the Accounts Receivable module, and posting of all maintenance and improvement costs back to the individual fixed asset item within the Fixed Assets module.

Tracking & Billing

- Handle recurring work orders and one-time-only work orders.
- Automatically create and schedule recurring work orders.
- Create separate billing flags for labor, equipment, tools and materials.
- Set each class of items as billable vs. non-billable, and add appropriate overhead charges (flat rate or variable based).
- Create multiple levels of online approvals.

Links with other Modules

- Work Order interfaces to other IFAS modules such as General Ledger, Accounts Receivable, Stores Inventory, Encumbrances, Fixed Assets, and Payroll.

Flexibility

- Create all items necessary for a work order by referencing a work order template code.
- Utilize large text sections for instructions and miscellaneous comments.
- Create an automated process to systematically schedule recurring work orders, such as inspections.
- Enter the maintenance frequency, store the last maintenance date, and the next scheduled maintenance date.
- Create an encumbrance record for the work order and to control expenditures against that total.
- Based upon the code, all staff, equipment, tools and materials necessary for the work

order will be listed as the defaults on the screen.

Code Tables

- Code tables are available for work order standards, material rates, tool rates, equipment rates, labor rates, overhead rates, location, work order categories, and work order types.

Reporting

Access to information is straightforward and easy. The Work Order Management module includes standard reports and immediate online inquiry to any data in IFAS. Security-protected reports can be run at the user's networked computer or via the Internet from any Web browser.

Standard reports available include:

- Online inquiries on all code tables, work order requests, approved work orders and other general information.
- Work order requests, approved work orders, and completed work orders with all comments.