Fuel Import Template Process

- 1. Overview
 - The fuel import template process will function as does the fuel entry through Equipment Accounting > Processing > Equipment Parts Entry. Once the process is completed this transaction will update the On Hand Quantities, Equipment records and Job Cost records.
 - b. There will need to be some initial setup before a template can be processed:
 - i. Equipment Maintenance
 - ii. Equipment Rate Master
 - iii. Job Cost/Cost Type
 - iv. Item Master/Item Balance (Inventory)
 - v. Template Setup
- 2. Equipment Maintenance A active piece of equipment will be required for processing.



Eq Acct > Processing > Equipment Master



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Equipment Accounting	Equipment Master - General	Mode: Update EQP026 EQPM04 - 1
Equipment Number: A1 Eq Co. 37 Div. 000 4.1 Quick Q		
General General 2 Change Meter Depreciation UDC		
Description 1: ZZZ	Apportioned	Job Assignment
Description 2:	Fuel Type: G	Company Number: 37
Description 3:	Fuel Usage: Internal 0.00	Division Number: 0
Model:	Fuel Usage: External 0.00	Job Number:
Year: 0	Operator Required:	Sub Job Number:
Specification:	License Number:	Cost Distribution: 400.200000.
Serial Number:	Expires: 00/00/0000	Cost Type: E
	Date Assigned: 02/01/2017	Charge Start Date: 03/01/2017
	Status Coder 5	Date Available 00/00/0000
	Status Date: 0201/2017	
Department: 600 K	Internal Location	Acquisition
Class: 0 <	Warehouse:	Purchase Date 01/01/2016
Type: New 🗸	Location:	Purchase Amount 5,000.00
Operational Code: Post Usage	Building:	Cutoff Percent: 0
Service Dispatched:	Room:	Market Value: 0.00
Ownership Code:		Replacement Cost: 0.00
		Depr Limit Percent: 0

The Fuel Type is required for the Equipment Master to process the Fuel Import Template.

3. Equipment Rate Master – This is something that will need to be completed to process the Fuel Import Template successfully.



Eq Acct > Processing > Equipment Rate Master

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Rate Code = G, this can be determined by the user.

Equipment Number = A1

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Enter the rate for the Fuel. Your cost classifications may be set up different, so you will have to choose the best classification.

4. Job Cost

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a. Job Description

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Job Number: AEC	Sub Job Number: 100				
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Description 1: Austin Eng Co		Customer Number:	5555 <	Certified Job:	
Description 2: 100		Customer Location:	<.	Union Number:	
Address 1:		Time and Material:	No Y	Crew Number: 0	
Address 2:		G/L Sub Account:	0	Post by Employee:	
City:		Subcontract Retention %:	0.00	Overtime Hours-Day:	
State:		Auto Number Subcontracts:	No Auto Numbering 🔽	Overtime Hours Week: 0	
Zip/Postal Code:		Sale	a Tax Codes	Standard Cost Job	
Website:		Use Customer/Location First:	No 🔽	Burden Posting: Percent	
Geographic Area 1:		State Code:	0	Percent Basis: Standard Labr	Rate
GPS Coordinates (Latitude/Longitude): 0	0	Local Code:	0 <	Prevailing Wage	
Job Type: 01 K		Payro	I Tax Codes	Prevailing Wage Job:	
Department Number: 200 K		State income Tax:		Use Benefit/Rate Calc:	
Overhead Type: N K		Exempt from ST:		Payroll Bank Account	
Edit D.O. for Over Budgets		Multiple Locals:		Account Number:	¢
Job Quantity: 0		State Disability:	Income Tax	Cash Company Number: 0	
Unit of Measure:		Wor	ker's Comp	Cash Division Number: 0 <	
Unit of Measure Type:		Reference:	0		
Override PM Edit:		Code:	0 <		
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There is no special setup needed for the Job Description to process the Fuel Import Template successfully.

b. Job Cost Master

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I have setup a cost distribution to segregate my fuel transactions. This is not a necessary step to process the Fuel Import Template successfully.

5. Item Master/Item Balance (Inventory) – If you desire to update your On Hand quantities you will need to set up and inventory account.



Ord Proc > Maintenance 1 > Item Master

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6. Template Setup



Admin > Application Installation > Template Setup

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This is one example of a Fuel Template setup. Your setup may vary based upon your requirements.

- a. Status Code = A (Active)
- b. Company Number = Source Company
- c. Division Number = Source Division
- d. Company Used to Edit = Company used to edit Equipment
- e. Division Used to Edit = Division used to edit the Equipment
- f. Distribution Company = Company used to edit the Job/Sub-Job
- g. Distribution Division = Division used to edit the Job/Sub-Job
- h. Job Number
- i. Sub Job Number
- j. JC Distribution
- k. Cost Type
- I. Debit Account Number Fuel Usage is classified as a repair item.
 - i. Equipment Repair to a Job Must use an account with an Application Code = 8
 - ii. Equipment Repair W/O a Job Must use an account with an Application Code = 6
- m. Credit Number In this example the account needs to be an inventory with an Application Code of 5.

- n. Equipment Number As defined in Eq Acct > Maintenance > Equipment Master
- o. Date Entered User Defined
- p. Record Code
 - i. 1 = Repair Fuel
 - ii. 2 = Usage
- q. Type of Cost This is defined in Eq Acct > Maintenance > Equipment Cost Classifications.
- r. Transaction Source User defined
- s. Description User Defined
- t. Part Number This is defined in Ord Proc > Maintenance > Item Master/Balance
- u. Warehouse This is defined when setting up Ord Proc > Maintenance > Item Balance
- v. Fuel Usage Repair Record
- w. Inventory Item (Y/N)
- x. By Reporting Account Number.
- 7. Import Template

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Import > Equipment Import > Fuel Import – Template



Table Name = Equipment Transfer

Template Name = Fuel 1

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Imports > Equipment Imports > Fuel Import Update

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At this point the transactions are moved from the Equipment Integration file to the Equipment Work file.

8. Equipment Edit and Update



Eq Acct > Processing > Entry Transactions Edit



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Eq Acct > Processing > Entry Update

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