

How to Pay Voucher Payments For Work Orders in AssetWorks Overview

Sept 2019



Content for this Training Manual

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AssetWorks – General Information

What is AssetWorks

AssetWorks is an Asset Management system that captures information about an asset. Assets include tagged equipment A-G, facility land and buildings. Work order repairs and inspections are submitted against the assets to validate operational costs and benchmark replacements.

AssetWorks Servers - TEST vs PRODUCTION -- **** Please make sure you are in the correct Server ****

TEST SERVER – Use this server when you are in training or testing. DOTnet it says **AssetWorks – TEST**.

PRODUCTION SERVER. – Use this server once you **GO LIVE** and actively using the system. The data content is the actual data. DOTnet it says, **AssetWorks-PRODUCTION**.

How will I know what server I am in? When you log into AssetWorks, the home page you will see in red text, **TEST or PRODUCTION**.

Logging into AssetWorks – With Single Sign On (SSO)

You have 2 options to sign into AssetWorks for both Test and Production Servers from the DOTnet site.

1- With Single Sign On - With Single Sign On log in will allow you click on the AssetWorks link this will use your credentials from when you logged into your pc. This can only be used if SSO is working. It is a good idea to sign in without SSO just in case SSO is not working. Then you can get into AssetWorks anytime.

2 –Without Single Sign On -Without Single Sign On will require you to sign in using your DOT userid and password would be “password1”. It will not ask you to change your password. How to change your password information is included in this training manual. If you log in with Google, it will ask you if you want to save your password. ***It is recommended you sign into Without SSO sometime. Then you have a way to get into AssetWorks if SSO is not working.***

Training Information

PowerPoint presentation and Audio and Video Presentation – optional. If you feel this would be helpful, please request this option on a SNOW ticket.

Where can I find Training Manuals and Videos?

If you want to see a list of all training information, you have 2 ways to find this. 1- If you are in AssetWorks, go to the AssetWorks Homepage, then go to the Quick Links section and click on the link that says, *AssetWorks Training Manuals* 2- DOTnet homepage, in the center of the page, you will see AssetWorks. Click on this and it will take you to the same website.

Help Desk Ticket- in Quick Links Section

If you have any questions or issues in AssetWorks (AW), please submit a IDOT Help Desk service ticket (SNOW) in the Quick Links section located on the Home page. Issues would include having trouble logging in or anything else system related.

Your request ticket will be forwarded to the Office of Budget and Business System to help you. In the section labeled, “Please describe your issue in a few words” type in **AssetWorks - explain what you need help with.**

Missing Portals

If you need to do other functions in AssetWorks and do not see where this can be done. You may need other portals. You can submit a Service Ticket by clicking on the Quick Link named Help Desk Ticket Requests for AssetWorks located on the Home Portal. In the field named, “Please Describe the Issue in a few words” please start with **AssetWorks – Need to do..... add additional Portal(s).**



**Voucher Payments
For A
Single Asset Work Order**



Find A Work Order To Make A Voucher Payment – Option 1

Where do I find a Work Order for a Single Asset WO?

You have a few options to find a Work Order in the Work Mgmt Portal. **Option 1**

You will need to make sure you are in the correct Current Working Location where the work was done to find the Work Order.

Go to the **Work Mgmt** Portal (looks like a tab) , go to the **Work Orders** gadget and find the Work Order under the **ID** column. You can click on the ID blue heading to sort in ascending or descending order, if needed. The ID, is the Work Order #. The Work Order is in red text. This means it is a hyperlink.

Click on the **Work Order** hyperlink, a screen will appear that says” **Working**” . It will then take you to a screen named **Work Order Details**.

AssetWORKS
Home Service Requests **Work Mgmt** Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Management Portal
Current Working Location: 550904-DFC - DISTRICT 4 FAC COORDINATOR Layout Refresh: OFF

View Calendar Multi-asset WO Crew Management Crew Time Entry Service/Inspection Due Direct Charges - Commercial Direct Charges - Labor

Asset Search
Asset ID - Equipment ID - Asset Address - VIN # Go

Go To Work Order
550904-DFC Year 2020 No. Go

Work Summary Add Filter
Filter Edit Saved Filter Pending Open Finished
ALL 16 22 6

Work Orders

ID	Title	Assigned	Asset	Priority	Job Type	Status	Del
550904-DFC-2019-1	CB - MG - REPLACE OH DOOR 4		781C21-OHINS-04.01 - COUNCIL BLUFFS N MG -	FP	REPAIR	OPEN	
550904-DFC-2019-2	AVOCA MG - REPLACE FURNACE	N/A	781A41-FURN.01 - AVOCA	FP	REPAIR	PLANNING	
550904-DFC-2019-3	CLEAN FLOOR DRAINS	N/A	012G31 - GREENFIELD-MG	FP	REPAIR	PLANNING	
550904-DFC-2019-4	ATLANTIC MG - REPLACE AIR CONDITIONING UNIT 1		151A31-AC-01.01 - ATLANTIC MG AIR	FP	REPAIR	PENDING	
550904-DFC-2019-6	PACIFIC JCT - HOOP - REPAIR SALT HOOP		634P24 - PACIFIC JUNCTION-SALT HOOP-1	FP	REPAIR	PENDING	
550904-DFC-2019-7	ADAIR MG OFFICE LIGHT REPLACEMENT		011A11 - ADAIR-MG	FC	REPAIR	OPEN	
550904-DFC-2019-8			842A21 - ALTON-MG	FC	REPAIR	OPEN	

What if I don't have the Work Orders gadget? Go to the layout button located next to the Current Working Location. Click on the button and add Work Order, then Save. If you need help, submit a SNOW (Service Now)Request or go to the training manual named **Gadget Layout**.



Find A Work Order To Make A Voucher Payment – Option 2

Option 2

You will need to make sure you are in the correct Current Working Location where the work was done to find the Work Order.

Go to the **Work Mgmt** Portal (looks like a tab) , go to the **Go To Work Order** gadget. Type in the Work Order number, click on the **Go** button. a screen will appear that says” **Working**”.

This example, 550904-DFC Year 2019 No 1 was typed in.

Once you click on the Go button, it will then take you to a screen named **Work Order Main**.

The screenshot shows the AssetWORKS Work Management Portal. The 'Current Working Location' is set to '550904-DFC - DISTRICT 4 FAC COORDINATOR'. The 'Go To Work Order' gadget is highlighted with a red box, showing the input '550904-DFC', 'Year 2019', 'No. 1', and a 'Go' button. Below the gadget, the 'Work Summary' shows 16 Pending, 22 Open, and 6 Finished work orders. The 'Work Orders' table lists 8 work orders with details such as ID, Title, Assigned, Asset, Priority, Job Type, and Status.

ID	Title	Assigned	Asset	Priority	Job Type	Status	Del
550904-DFC-2019-1	CB - MG - REPLACE OH DOOR 4		781C21-OHINS-04.01 - COUNCIL BLUFFS II MG -	FP	REPAIR	OPEN	
550904-DFC-2019-2	AVOCA MG - REPLACE FURNACE	N/A	781441-FURN.01 - AVOCA MG FURNACE	FP	REPAIR	PLANNING	
550904-DFC-2019-3	CLEAN FLOOR DRAINS	N/A	012031 - GREENFIELD-MG	FP	REPAIR	PLANNING	
550904-DFC-2019-4	ATLANTIC MG - REPLACE AIR CONDITIONING UNIT 1		151A31-AC-01.01 - ATLANTIC MG AIR	FP	REPAIR	PENDING	
550904-DFC-2019-6	PACIFIC JCT - HOOP - REPAIR SALT HOOP		65424 - PACIFIC JUNCTION-SALT HOOP-1	FP	REPAIR	PENDING	
550904-DFC-2019-7	ADAIR MG JOFFICE LIGHT REPLACEMENT		011A11 - ADAIR-MG	FC	REPAIR	OPEN	
550904-DFC-2019-8			842A21 - ALTON-MG	FC	REPAIR	OPEN	

What if I don't have the Work Orders gadget? Go to the layout button located next to the Current Working Location. Click on the button and add Work Order, then Save. If you need help, submit a SNOW (Service Now)Request or go to the training manual named Work Mgmt - **Gadget Layout**.



Overview - Voucher Payments to a Single Asset Work Order

After clicking the Voucher button, the **Post Work Order Commercial Work** page will appear. For Voucher payments, you will need to select the **Post** Box located in the upper middle section of the page. This will default to this box. Requests will be used for AW Purchase Requests. This will not be done at this time.

Note:

- The turquoise fields are required fields, except the Quantity Issued field. This will get changed.
- Clicking Enter on the keyboard after entering information into a field will add the line with incomplete information. Once you have applied the information, **TAB** or click into the next field.

Things to keep in mind when Submitting Voucher Payments:

- Select **Post** for Voucher payments.
- Click the **Add** button for each voucher entry.
- Add **Files**- The File name must be the invoice # or the payment will error. It is recommended to avoid using special characters in your actual file names.
- Click **Save** – This will go to the AP Voucher system and create your AP Voucher Payment.

The screenshot shows the 'Post Work Order Commercial Work' form. Key annotations include:

- A yellow box highlights the 'Post' radio button, with the text 'Tab out of each field.' next to it.
- A red box highlights the 'Add' button at the bottom of the form.
- A red box highlights the 'Save' button at the bottom of the form.
- A red box highlights the 'Quantity Issued' field, with the text 'Qty field leave blank' next to it.

The form contains the following fields and controls:

- Service Request ID: [Dropdown]
- Task ID: [BLD-OD-RMRPL] [Lookup] BUILDING - OVERHEAD DOOR REMOVE AND REPLAC
- Function Code: [Turquoise field]
- Vendor ID: [Turquoise field]
- Date Received: [07/16/2018]
- Vendor Contract ID: [Turquoise field]
- Labor Cost: \$ [] Taxable? [] Labor Hours: []
- Parts Cost: \$ [] Taxable? []
- Misc Cost: \$ [] Taxable? []
- Vendor Invoice: [Turquoise field]
- Object Code: [Turquoise field]
- Voucher type: [Turquoise field]
- Part ID: [Turquoise field]
- Quantity Issued: [Turquoise field]
- Repair Reason: [FPR] FACILITY PLAN REQUEST
- Line Description: [Turquoise field]
- Buttons: Undo, Add, Save, Cancel, History
- Table: Pending Commercial Work (Columns: Line, Task ID, Date, Vendor, Labor Cost, Parts Cost, Misc Cost, Action)



Find A WO - Make A Voucher Payment – Option 1 – 2 steps

You have 2 ways to get to the Post Work Order Commercial Work to create a voucher payment.

Option 1 - The **Work Order Main** page header provides information about the Work Order. Click on the **Generate Voucher** button located in the Action section. This will take you directly to the **Post Work Order Commercial Work** screen. This option is one less step ☺.

The screenshot displays the AssetWORKS software interface. The top navigation bar includes 'Messages', 'Screens', and 'Reports'. The main menu has 'Home', 'Service Requests', 'Work Mgmt', 'Assets Inventory Requests', 'Storekeeper Portal', 'Motor Pool Reservation', 'Meter Readings', 'Query', 'Reporting', and 'Mechanics'. The 'Work Order Main' page shows details for a work order: Equipment ID 781C21JOHNS-64-01, Asset Number 80701C21000, Physical Location 554803-MG-COUNCIL BLUFFS NORTH GARAGE, Repair Location 121004-AMC-OFFICE SUP SVCS-FIELD, Work Order ID 550004OPC20191, Job Status OPEN, Job Type REPAIR, Projected Completion Date 08/12/2019 08:57 AM, and Address 2501 N 38TH COUNCIL BLUFFS IA 51501 UNITED STATES. The 'Actions' section contains buttons for 'Main Page', 'Start Delay', 'View/Edit Detail', 'Finish Work Order', 'Part Actions', 'Equipment History', 'Test Results', 'Related Files', 'Messages', 'Print Work Order', 'Component Warranty', 'Generate Voucher', 'Postings', and 'Relationships'. The 'Notes' section has a 'New Note' button. The 'Title and Comments' section has a 'Title' field with 'CB-MIG-REPLACE OH DOOR 4' and a 'Comments' field. The 'Service Requests / Defects: 0' section has an 'Add / Manage' button. The 'Post Work Order Commercial Work' modal window is open, showing 'Add Commercial Posting - Line 1' with fields for 'Service Request ID', 'Task ID' (BLD-OD-RMRPL), 'Function Code', 'Vendor ID', 'Date Received' (08/20/2019), 'Vendor Contract ID', 'Labor Cost', 'Parts Cost', 'Misc Cost', 'Vendor Invoice', 'Object Code', 'Voucher type', 'Part ID', 'Quantity Issued', 'Repair Reason' (FPR), and 'Line Description'. The 'Pending Commercial Work' table is empty. The modal has 'Cancel', 'Save', and 'History' buttons.

Navigation Tip: If you want to go back to the Work Mgmt home page, you can click the back button located at the bottom of the page or click on the Work Mgmt portal.



Make A Voucher Payment – Option 2 – 3 steps

Option 2- The **Work Order Main** page header provides information about the Work Order. Click on the **View/Edit Detail** button located in the Action section. This will take you directly to the Work Orders Detail Screen.

Click on the **Voucher** button in the **Work Order Postings** section. The **Post Work Order Commercial Work** screen will appear.

The screenshot displays the AssetWORKS software interface, showing the process of creating a voucher payment for a work order. The interface is divided into several sections:

- Work Order Main:** This section provides a summary of the work order. Key information includes:
 - Equipment ID: 781C21OHNS4401 COUNCIL BLUFFS M10 - OH INSL DOOR 4
 - Asset Number: 80781C21000
 - Physical Location: 554803-MG - COUNCIL BLUFFS NORTH GARAGE
 - Repair Location: 12004-AMC - OFFICE SUP SVCS - FIELD
 - Work Order ID: 550004-OPC-2019-1
 - Job Type: REPAIR
 - Address: 2501 N 25TH COUNCIL BLUFFS IA 51501 UNITED STATES
- Actions:** A set of buttons for managing the work order, including "View Edit Detail", "Messages", "Print Work Order", "Generate Voucher", and "Postings".
- Summary Cost Info:** A table showing the cost breakdown for the work order:

Labor Hours	Labor Cost	Parts Cost	Commercial Cost	Equipment Cost	Total Cost
0.00	0.00	0.00	2074.00	0.00	2074.00
- Post Work Order Commercial Work:** This screen is used to create a commercial work voucher. It includes fields for:
 - Service Request ID
 - Task ID: BLD-OD-RMRL - BUILDING - OVERHEAD DOOR REMOVE AND REPLACE
 - Function Code
 - Vendor ID
 - Date Received: 08/20/2019
 - Vendor Contract ID
 - Labor Cost, Parts Cost, Misc Cost
 - Vendor Invoice
 - Object Code
 - Voucher type
 - Part ID
 - Quantity Issued
 - Repair Reason: FPR - FACILITY PLAN REQUEST
 - Line Description
- Work Order Postings:** This section shows the work order postings, including a table of commercial work:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
08/12/2019	311216 - TISSOTS OVERHEAD DOORS LLC	250.00	0.00	0.00	250.00
08/21/2019	275817 - HENKARDS	0.00	0.00	1824.00	1824.00
Total:		250.00	0.00	1824.00	2074.00

Make A Voucher Payment – Work Details Page

The **Work Order Details** and **Work Order Main** header page provides information about the Work Order. You will see the Job Status of the Work Order. This status needs to be Open or Finished Status to allow any payments to be successful. If the status of the WO is Closed, the WO will need to be reopened to allow any payments to be applied.

To start you payment, in the **Work Oder Details** click **Voucher**. In the **Work Order Main** click **Generate Voucher**.

Either button will take you to the Post Work Order Commercial Work.

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Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Order Details

Equipment ID: 781C21-OHINS-04.01: COUNCIL BLUFFS N MG - OH INSUL DOOR 4
Physical Location: 554803-MG - COUNCIL BLUFFS NORTH GARAGE
Work Order ID: 550904-DFC-2019-1
Job Type: REPAIR
Address: 2501 N 25TH COUNCIL BLUFFS IA 51501 UNITED STATES
Repair Reason ID: FPR - FACILITY PLAN REQUEST
Account ID: P - PROJ/5509 PLAN/CONTING/CAPITAL
Priority ID: FP - FACILITY PLAN PROJECTS

Asset Number: 80781C21000
Repair Location: 121004-AMC - OFFICE SUP SVCS - FIELD
Job Status: OPEN
Projected Completion Date: 08/12/2019 05:27 AM
Priority: FP - FACILITY PLAN PROJECTS

Summary Cost Info

Labor Hours	Labor Cost	Parts Cost	Commercial Cost	Equipment Cost	Total Cost
0.00	0.00	0.00	1824.00	0.00	1824.00

Notes

Title and Comments

Title: CB - MG - REPLACE OH DOOR 4
Comments:

Save

Work Order Postings

Tasks

BLD-OD-RMRPL - BUILDING - OVERHEAD DOOR REMOVE AND REPLACE Remaining Hours: 0.00 Function: 010

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
06/21/2019	275847 - MENARDS	0.00	0.00	1824.00	1824.00
Total:		0.00	0.00	1824.00	1824.00

Labor Parts **Voucher** New Task

Navigation Tip: If you want to go back to the Work Mgmt home page, you can click the back button located at the bottom of the page or click on the Work Mgmt portal.



Voucher Payments – Charge To CC

“A” Assets will automatically charge to CC7540. Facility bldg. and land Assets will charge to the correct CC’s, dependent capital, 5509 projects. Any other Assets will charge to the Assigned to CC. If you need to change the charge to CC on a voucher payment, go to the action buttons and click on the **Edit Basic Info** tab located on the right side of the Work Order Details page.

This will open the **Edit Work Order Basic Info** Screen. See Cost Center override field. You will need to add a CC charge to in that field.

AssetWORKS

Home Service Requests Work Mgmt Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Order Details

Equipment ID	A35130: 2019 FORD F350 CREW CAB - HD 4WD	Physical Location	755000-ES - DELIVERED EQUIPMENT
License Number	5108	Repair Location	751000-ARS - CENTRAL REPAIR SHOP
Work Order ID	751000-ARS-2020-237	Job Status	OPEN
Job Type	REPAIR	WO Meter 1	0 MILES
Projected Completion Date	07/18/2019 12:21 AM	Priority	EP - EQUIPMENT PREP

Summary Cost Info

Labor Hours	Labor Cost	Parts Cost	Commercial Cost	Equipment Cost	Total Cost
3.06	87.87	0.00	120.48	0.00	208.35

Notes

Title and Comments

Work Order Postings

No attr work of

Edit Work Order Basic Info

Equipment ID	A35130: 2019 FORD F350 CREW CAB - HD 4WD	Physical Location	755000-ES - DELIVERED EQUIPMENT
License Number	5108	Repair Location	751000-ARS - CENTRAL REPAIR SHOP
Work Order ID	751000-ARS-2020-237	Job Status	OPEN
Job Type	REPAIR	WO Meter 1	0 MILES
Projected Completion Date	07/18/2019 12:15 AM	Priority	EP - EQUIPMENT PREP

Asset ID: A35130

Meter 1:

Service Status:

Repair Reason: EMEP EQUIPMENT PREP

Update Changed Repair Reason from Header:

Work Class: S SCHEDULED

Priority ID: EP EQUIPMENT PREP

Object code: 701 A EQUIPMENT

Approved:

Warranty work: NO

Repair Site: 3 AMES CENTRAL EQUIP REPAIRS

Contact Name:

Phone:

Email Address:

City:

Cost center override:

Date and Time In: 07/14/2019 08:27 PM

Date and time due: 07/14/2020 08:27 PM

Shop Downtime: Begin - 07/14/2019 08:27 PM End -

User Downtime: Begin - 07/14/2019 08:27 PM End -

Messages

Equipment History

Print Work Order

Start Delay

Edit Basic Info

Relationships

Files

Test Results

Equipment Usage

Crew Time Entry

Add / Manage SRs

Work Order Tasks

New Job

Labor Parts Voucher New Task

Function	Hours	Cost
	4.10	0.00
	4.10	157.07
	4.10	196.14
Total:	12.30	353.21

Parts Cost	Misc Cost	Total Cost
114.23	6.25	120.48

Charge to CC's:
A Equipment will be charged to CC 754000.
B Equipment will be charged to the assigned CC. If you want to know what the CC charge to is, click on the magnifying glass in the Equipment ID field.




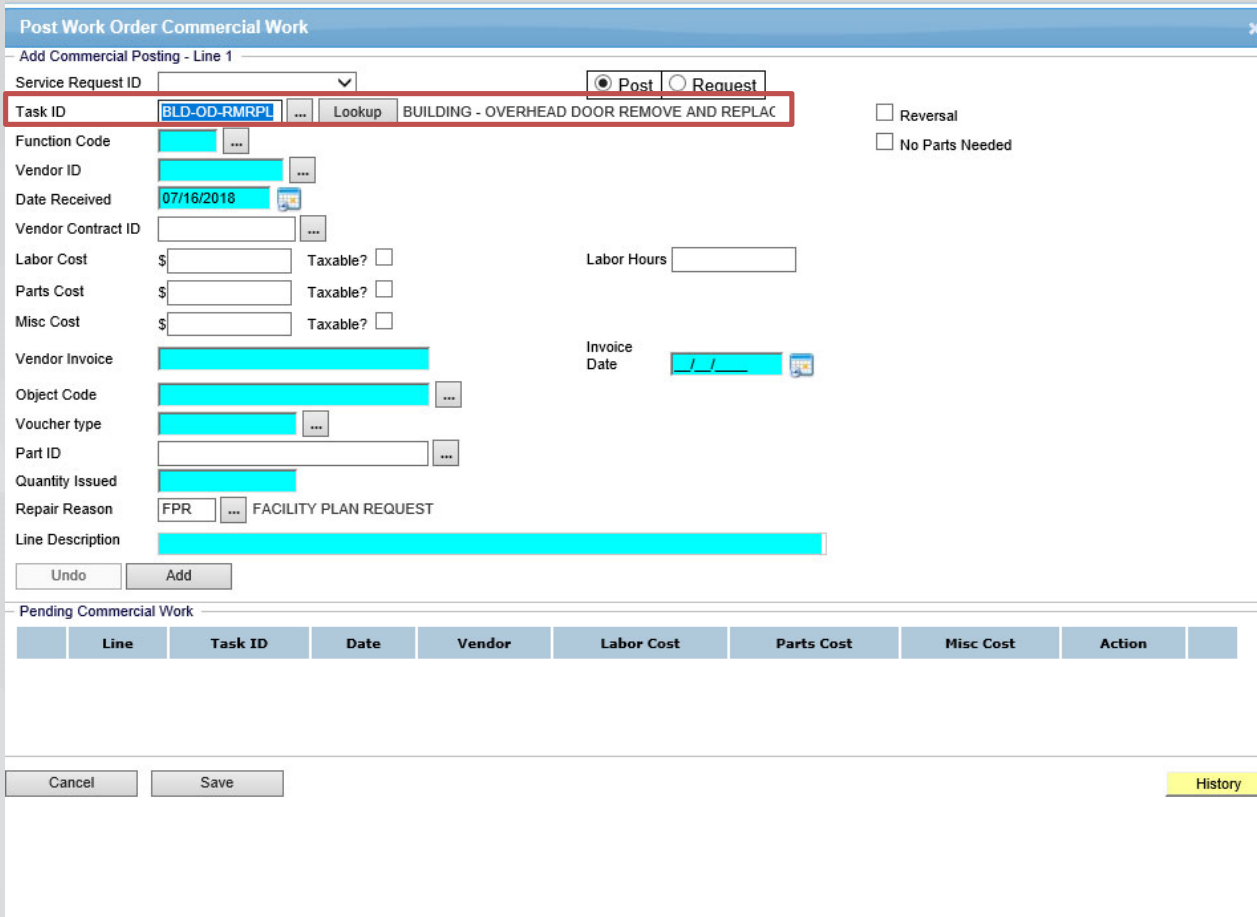
Voucher Payments – Task ID - Repair Tasks

Click on **Post** located in the upper middle section of the page, if it is not selected. It should default to Post.

When entering information in each field, **TAB** out of each field. Please do not click Enter, it will add a transaction with incomplete fields. After you have completed each field, click the **Add** button. Once all entries are completed, click the **Save** button.

Task ID

- If you only have 1 Repair Task assigned to your WO, that Task will be provided in the Task ID field.
- If you have more than 1 Repair Task, you will need to click on the search  button and find the Task you want to select for payment.



Post Work Order Commercial Work

Add Commercial Posting - Line 1

Service Request ID Post Request

Task ID BUILDING - OVERHEAD DOOR REMOVE AND REPLAC Reversal

Function Code No Parts Needed

Vendor ID

Date Received

Vendor Contract ID

Labor Cost \$ Taxable? Labor Hours

Parts Cost \$ Taxable?

Misc Cost \$ Taxable?

Vendor Invoice Invoice Date

Object Code

Voucher type

Part ID

Quantity Issued

Repair Reason FACILITY PLAN REQUEST

Line Description

Pending Commercial Work

Line	Task ID	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Action
------	---------	------	--------	------------	------------	-----------	--------

Note:

History button allows you to view history of other transactions.



Voucher Payments – Vendor ID

When you click on the Vendor ID search [...] button the Vendor Chooser page will appear. The Vendor list is tied to the Financial Business System. As any updates occur in the Financial Business System, it will also be updated in the AssetWorks system.

These new vendor adds occur at night. If you request a new vendor to be added into the financial system, you will need to wait until the following day to submit your payment. You have a few options to find the Vendor ID.

The screenshot shows the 'Post Work Order Commercial Work' application window. The 'Vendor ID' field is highlighted with a red box. Below it is a 'Vendor Chooser' dialog box with a red arrow pointing to the 'Clear Filter' button.

Post Work Order Commercial Work

Add Commercial Posting - Line 1

Service Request ID [dropdown] Post Request

Task ID [BLD-OD-RMRPL] [...] Lookup BUILDING - OVERHEAD DOOR REMOVE AND REPLAC Reversal

Function Code [redacted] [...] No Parts Needed

Vendor ID [redacted] [...]

Date Received [07/16/2018] [calendar icon]

Vendor Contract ID [redacted] [...]

Labor Cost \$ [redacted] Taxable? Labor Hours [redacted]

Parts Cost \$ [redacted] Taxable?

Misc Cost \$ [redacted] Taxable?

Vendor Invoice [redacted] Invoice Date [redacted] [calendar icon]

Object Code [redacted] [...]

Voucher type [redacted] [...]

Part ID [redacted] [...]

Quantity Issued [redacted]

Repair Reason [FPR] [...] FACILITY PLAN REQUEST

Line Description [redacted]

Undo Add

Pending Commercial Work

Line	Task ID	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Action
------	---------	------	--------	------------	------------	-----------	--------

Cancel Save History

Note:
Clear Filter 1st before looking for a vendor from any fields.



Voucher Payments – General Information Post WO Commercial Screen

Date Received

This is the date the work was completed. This is critical if you are wanting to pay for a WO for a particular FY. This date cannot be prior to WO date opened. Date Received will determine the FY payment.

Note:

- An error message will pop up on the screen if your invoice date is before your WO open date.
- Clicking on the Enter button on the keyboard after entering information into a field will add the line with incomplete information. **Once you have entered the information, tab or click into the next field.**

Vendor Contract ID

If you are paying against AP Contract, you will need to put that contract # in this field. This could be used for facility capital payments.

Cost Options

You have the choice when posting costs. These are: Labor, Parts and Misc. If the costs are not broken down on the Invoice by Parts and/or Labor, select Misc. If the invoice is only Labor or only Parts, select the appropriate cost type.

When you have completed filing in all of the required fields, click the **Add** button. As you add each entry they will be listed in the **Pending Commercial Work** Section.

The screenshot shows the 'Post Work Order Commercial Work' window. The 'Date Received' field is highlighted with a red box and contains the value '07/16/2018'. Other fields include 'Service Request ID', 'Task ID', 'Function Code', 'Vendor ID', 'Vendor Contract ID', 'Labor Cost', 'Parts Cost', 'Misc Cost', 'Vendor Invoice', 'Object Code', 'Voucher type', 'Part ID', 'Quantity Issued', 'Repair Reason', and 'Line Description'. A 'Pending Commercial Work' table is visible at the bottom with columns for Line, Task ID, Date, Vendor, Labor Cost, Parts Cost, Misc Cost, and Action.

A few things to consider on Voucher Payments:

- You may have 4 Repair Tasks selected, you will not be required to assign a monetary value to all Tasks.
- You may want to split costs up between more than one Tasks. That would be 2 entries for one cost line. Just keep in mind Finance may not allow a split.
- You can make more than one payment against a Task.
- Once you have entered in your payment information, you will need to attach your invoice for payment before clicking the **Save** button. These instructions will be provided later in the training manual.



Voucher Payments - General Information Post WO Commercial Screen

Vendor Invoice

Vendor Invoice is the Invoice #. When you scan and attach the invoice to the voucher payment, the scan file name needs to be the Invoice #.

Function and Object Codes

Function and Object Codes are tied to the Financial Business System. If this is a capital purchase, you will need to make sure you pick the correct Object code for building and land WO's.

Voucher Type

Voucher Type is the appropriate Facility Voucher Type. If this is left blank it will default to type # 90 (Miscellaneous).

Quantity Issued

Quantity Issued will default to a quantity of 1 **Please leave this field blank**. If your quantity is greater than 1, put the **total cost** for all quantities.

Post Work Order Commercial Work

Add Commercial Posting - Line 1

Service Request ID [dropdown] Post Request

Task ID BLD-OD-RMRPL [Lookup] BUILDING - OVERHEAD DOOR REMOVE AND REPLAC Reversal

Function Code TEST - use DNP No Parts Needed

Vendor ID [text]

Date Received 07/16/2018

Vendor Contract ID [text]

Labor Cost \$ [text] Taxable? Labor Hours [text]

Parts Cost \$ [text] Taxable?

Misc Cost \$ [text] Taxable?

Vendor Invoice [text] Invoice Date [text]

Object Code [text]

Voucher type [text]

Part ID [text]

Quantity Issued [text] Qty Issued leave blank, not a required field.

Repair Reason FPR [text] FACILITY PLAN REQUEST

Line Description [text]

Undo Add

Pending Commercial Work

Line	Task ID	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Action
------	---------	------	--------	------------	------------	-----------	--------

Cancel Save History

AP Voucher Validations:

- The Vendor, Vendor Invoice # and Invoice Date must be the same for your Voucher payment to be accepted in the Voucher Validation process.
- The Object code, Function and location validation may cause the Voucher to error if not correct.
- **Function Code In TEST-** Put **DNP** (Do Not Process) while testing. Once we Go Live, you can put the actual function code in.
- **Vendor Invoice** cannot exceed 13 characters.
- **Line Description** cannot exceed 25 characters. For Core Credits, put in credit invoice # here, not in invoice # unless you have a debit and credit on the same invoice #.



Voucher Payments – Summary Costs Info

Once you Save the Voucher Posting, you will see it in the **Summary Cost Info** section, under Commercial Costs.

You will also see each entry in the **Work Order Postings** work flow after you Click Save - it will be added to the WO and summary costs of the WO.

Once the Voucher has processed, paid information will come back into the Note's section of the WO. This information will include, Voucher number, Vendor and Invoice Date.

WO needs to be **OPEN** status to allow the information to feed back to the Notes section. If you do not see any messages in the Notes of payment, the payment has not approved in the system.

If there is an error when posting in the Voucher system an email notification will be sent, and corrections will need to be made in the AP Voucher System. These will be sent back to AW.

Work Order Details

Asset ID	699R10: RED OAK-LAND-MAINT SITE	District	4
Physical Location	554615-MG - RED OAK GARAGE	Work Project	FY19PL4001 - DISTRICT 4 FACILITY PLAN FY19
Work Order ID	550904-DFC-2018-77	Job Status	PENDING
Title	RED OAK LAND - 100 TONS OF 1" CLEAN ROCK FOR DRIVE WAY		
Service Status			

[Messages](#)
[Equipment History](#)
[Print Work Order](#)
[Start Delay](#)
[Comments](#)
[Edit Basic Info](#)
[Relationships](#)
[Files](#)
[Test Results](#)
[Equipment Usage](#)
[Crew Time Entry](#)
[Add / Manage SRs](#)
[Work Order Tasks](#)

Summary Cost Info

Parts Cost	Commercial Cost	Equipment Cost	Total Cost
0.00	0.00	0.00	0.00

Notes

[New Note](#)

Work Order Postings

Tasks	Remaining Hours	Function	
LND-LM-MISC - LAND - LANDSCAPE MISCELLANEOUS	0.00		Labor Parts Voucher New Task
LND-LM-NEW - LAND - LANDSCAPE NEW INSTALL	0.00		



How to Create a Voucher Payment For Multiple Work Orders with 1 Invoice

Example



Voucher Payments – Multiple Work Orders on 1 Invoice

In this example, the invoice received has parts for 2 work orders:

- 751000-ARS-2020-157
- 751000-ARS-2020-229

Depending on the invoice, you will pay your invoices the same you would in AP except you will need to go to each Work Order and enter the voucher payment. This allows the costs to be associated to each work order.

For this example, these costs were split between 2 work orders. Each work order paid 50% of the total cost.

Note:

- To make a payment to multiple work orders on the same invoice, you need a 3 way match and will need to process all payments to each work order on the same day.
- A disadvantage paying 1 invoice towards multiple work orders is that you have no summary total cost since these are paid to different work orders. To help you identify these voucher payments a Query has been set up to find the AP voucher line. The query is located in the ARS Reports, the query name is, “WO Voucher Cost.”

State Steel of Des Moines
 751000
 Obj. 594, 404
 Func. 802
 IOWA DOT 751000-ARS-2020-157 41264
 800 LINCOLN WAY
 AMES IA 50010 751000-ARS-2020-229
 IOWA DOT 41264
 800 LINCOLN WAY
 AMES IA 50010
 Voucher # 527209

STATE STEEL OF DES MOINES
 PHONE (515) 264-0000
 TOLL FREE 800-783-3590

INVOICE
 DM458269

PLEASE REMIT TO:
 P.O. BOX 3224
 SIOUX CITY, IA 51102

TERMS	CUST. NO.	SOLD BY	SHIP VIA	FOB	SHIP DATE	INVOICE DATE
1/2% 10 net 30	41264	TH STATE-DM	DELIVERED		9/ 5/19	9/ 5/19

REFERENCE	QUANTITY	DESCRIPTION	WEIGHT	PRICE /UNIT	NET
S90903NP033 B41662 AND B39742	1PC	HOT ROLLED FLAT 1 x 10 x 20'0"	680LB	18.20/FT	\$364.00
S90903NP033 B41662 AND B39742	0LT	FREIGHT	1LT	45.00/LT	\$45.00
Amount Due					\$ 409.00

Work Orders 157 229

\$ 2.05 DISCOUNT ALLOWED IF PAID BY: 9/15/19
 CREDIT WILL NOT BE ALLOWED ON MATERIAL RETURNED WITHOUT AUTHORIZATION



Voucher Payments – Multiple Work Orders on 1 Invoice

On each of these work orders, the voucher for State Steel of Des Moines was split evenly between the 2 Work Orders and amounts of \$22.50 and \$182.00 were applied to each Work Order.

Work Order Postings					
Tasks					
		Labor	Parts	Voucher	New Task
B02-003 - REPAIR		Remaining Hours: -7.00		Function: 802	
Labor:					
Date	Technician	Function	Hours	Cost	
+ 09/11/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76	
+ 09/03/2019	17378 - TED M DAUB	808 - PARTS REBUILD	5.00	193.80	
+ 08/29/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76	
Total:			7.00	271.32	
Commercial:					
Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
+ 09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	22.50	0.00	22.50
+ 09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	182.00	0.00	182.00
Total:		0.00	204.50	0.00	204.50

Work Order Postings					
Tasks					
		Labor	Parts	Voucher	New Task
		Remaining Hours: -29.00		Function: 808	
Labor:					
Date	Technician	Function	Hours	Cost	
+ 09/11/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76	
+ 09/11/2019	03810 - MICHAEL D LOFFREDO	808 - PARTS REBUILD	2.00	84.00	
+ 08/29/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76	
+ 08/07/2019	04167 - RODNEY GENE RICHARDS	808 - PARTS REBUILD	5.00	190.45	
+ 08/07/2019	04234 - CHAD M LEEPER	808 - PARTS REBUILD	5.00	190.45	
Total:			29.00	1172.42	
Commercial:					
Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
+ 09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	22.50	0.00	22.50
+ 09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	182.00	0.00	182.00
+ 08/06/2019	016467 - HOKEL MACHINE SUPPLY	0.00	74.54	0.00	74.54
Total:		0.00	279.04	0.00	279.04



Voucher Payments – Multiple Work Orders on 1 Invoice

On each of these work orders, the voucher for State Steel of Des Moines was split evenly between the 2 Work Orders and amounts of \$22.50 and \$182.00 were applied to each Work Order.

Work Order Postings

Tasks: Labor Parts Voucher New Task

B02-003 - REPAIR Remaining Hours: -7.00 Function: 802

Labor:

Date	Technician	Function	Hours	Cost
09/11/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76
09/03/2019	17378 - TED M DAUB	808 - PARTS REBUILD	5.00	193.80
08/29/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76
Total:			7.00	271.32

Commercial:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	22.50	0.00	22.50
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	182.00	0.00	182.00
Total:		0.00	204.50	0.00	204.50

Labor Parts Voucher New Task

Remaining Hours: -29.00 Function: 808

Function	Hours	Cost
S REBUILD	7.00	294.00
S REBUILD	8.00	336.00

09/11/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76
09/11/2019	03810 - MICHAEL D LOFFREDO	808 - PARTS REBUILD	2.00	84.00
08/29/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76
08/07/2019	04167 - RODNEY GENE RICHARDS	808 - PARTS REBUILD	5.00	190.45
08/07/2019	04234 - CHAD M LEEPER	808 - PARTS REBUILD	5.00	190.45
Total:			29.00	1172.42

Commercial:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	22.50	0.00	22.50
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	182.00	0.00	182.00
08/06/2019	016467 - HOKEL MACHINE SUPPLY	0.00	74.54	0.00	74.54
Total:		0.00	279.04	0.00	279.04



Voucher Payments – Multiple Work Orders on 1 Invoice

After you complete your voucher payment in AssetWorks this will be sent to the current legacy AP system. This will process that evening.

From this example, there are 4 separate postings in AssetWorks that also match in the current legacy AP system.

The **Invoice Date**, **Invoice Number** are all the same for these 4 postings. This 2 way match allows the AP system accept the payments. The day the payment goes to DM abstract, the following morning a message will go into the Notes section of the Work Order providing the AP voucher #.

If you want to validate your payment was processed in the AP System.

A Query has been created in AssetWorks to help you find your AP Voucher payments. Click on **Query** portal, go to **ARS Reports** folder, File name is **WO Voucher Cost**. A training manual has also been Provided to help you use this Query.

State Steel of Des Moines
 751000
 Obj. 594, 404
 Func. 802
 IOWA DOT 751000-ARS-2020-157
 800 LINCOLN WAY AMES IA 50010 751000-ARS-2020-229
 Voucher # 527209
 41264

STATE STEEL OF DES MOINES
 PHONE (515) 264-0000
 TOLL FREE 800-783-3590

INVOICE
 DM458269

PLEASE REMIT TO:
 P.O. BOX 3224
 SIOUX CITY, IA 51102

TERMS	CUST. NO.	SOLD BY	SHIP VIA	F.O.B.	SHIP DATE	INVOICE DATE
1/2% 10 net 30	41264	TH STATE-DM	DELIVERED		9/ 5/19	9/ 5/19

REFERENCE	QUANTITY	DESCRIPTION	WEIGHT	PRICE /UNIT	NET
S90903NP033	1PC	HOT ROLLED FLAT	680LB	18.20/FT	\$364.00
B41662 AND B39742	1 x 10 x 20'0"				
S90903NP033	0LT	FREIGHT	1LT	45.00/LT	\$45.00
					\$ 409.00
Amount Due					\$ 409.00

AMOUNT ALLOWED IF PAID BY: 9/15/19
 ON MATERIAL RETURNED WITHOUT AUTHORIZATION

Accounts Payable - [Unpaid Voucher Detail]

File Edit View Unpaid Voucher Actions Navigate Window Help

Vendor Name: STATE STEEL OF DES MOINES Fed Tax ID: F *****6756

Number: 527209

Totals: Amount **\$409.00** Retained \$0.00

Voucher has attachments

OFF ACCT
 ABST Pending Abstract

Line	Invoice Date	Invoice Number	Cost Center	Object	Function	Equipment Job Number	Project	Part /Non	Amount	Retained
0010	9/5/19	DM458269	555668	594	802	B41662			\$182.00	\$0.00
0020	9/5/19	DM458269	555668	404	802	B41662			\$22.50	\$0.00
0030	9/5/19	DM458269	552656	594	802	B39742			\$182.00	\$0.00
0040	9/5/19	DM458269	552656	404	802	B39742			\$22.50	\$0.00

Voucher Payments Core Credit


Example



Voucher Payments – Invoice credit and debit to same Vendor

When you have paid for a core on a Work Order and later you receive a credit invoice for this core you will need to apply the credit against that Work Order.

Below is an example of the **original invoice** and the **invoice with the credit** for the same work order.



CORNHUSKER INTERNATIONAL TRUCKS, INC.
4502 South 110th Street • Omaha, Nebraska 68137-1219
Tel: (402) 331-8801 • Toll Free (888) 331-8801 • Fax (402) 331-8802
Visit our website at: www.cornhuskerinternational.com

RETURNED PARTS (INCLUDING CORES) LIMITED TO 20 DAYS.
NO RETURNS ON ELECTRICAL OR SPECIAL ORDERED PARTS.
ALL PARTS RETURNED CARRY A 20% HANDLING CHARGE AND MUST BE UNUSED IN ORIGINAL, UNDAMAGED CONTAINERS.
NO RETURNS ON PARTS WITHOUT INVOICE.
CORES MUST MEET MANUFACTURERS ACCEPTED GUIDELINES.

DISCLAIMER OF WARRANTIES
Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 06 MAR 19	YOUR ORDER NO. 554804	DATE SHIPPED 06 MAR 19	INVOICE DATE 06 MAR 19	INVOICE NUMBER 2538570
---------------------------	--------------------------	---------------------------	---------------------------	---------------------------

S O L D ACCOUNT NO. 12476 PAGE 1 OF 1
IOWA DEPT OF TRANS (T) IOWA DOT
FLEET CHARGE SOUTH EXPRESSWAY
3540 SO EXPRESSWAY
COUNCIL BLUFFS, IA 51501

SHIP VIA	BLM.	FL. NO.	TERMS	F.O.B. POINT
DAVE	1879		FLTCHG	OMAHA NE

PART NO.	DESCRIPTION	QTY	UNIT PRICE	NET AMOUNT
0010581R01	TRBOCHGR,K	1	437.50	437.50
0	CORE DEPOSIT	1	437.50	437.50
0	1142623C95	1	85.97	85.97
0	1875833C95	1	114.19	114.19
0	FLTEC42SVBS	1	20.88	20.88
	Part number		replaces	3553803
	*****00701 FLEETCHARGE 000000			1276
	432095			

Thank You!
We sincerely appreciate your Business.

All Charges are due in 30 days.


...SCHEDULE YOUR DPF CLEANING TODAY!
...CORNHUSKER IS EQUIPPED TO CLEAN ALL
...TRUCKS AND MODELS
...DON'T RISK DAMAGING YOUR DPF!
Thank You!

PARTS	2,514.81
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	\$2,514.81

Please Send Payment to:
Cornhusker International
P.O. Box 46203
Omaha, NE 68145-0203

CUSTOMER'S SIGNATURE
X

CORNHUSKER INTERNATIONAL TRUCKS, INC. PARTS SOURCE/URL/PO: 100010
CUSTOMER COPY



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Tel: (402) 331-8801 • Toll Free (888) 331-8801 • Fax (402) 331-8802
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Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 15 MAR 19	YOUR ORDER NO. 554804	DATE SHIPPED 15 MAR 19	INVOICE DATE 15 MAR 19	INVOICE NUMBER CM2538570
---------------------------	--------------------------	---------------------------	---------------------------	-----------------------------

S O L D ACCOUNT NO. 12476 PAGE 1 OF 1
IOWA DEPT OF TRANS (T) IOWA DOT
FLEET CHARGE SOUTH EXPRESSWAY
3540 SO EXPRESSWAY
COUNCIL BLUFFS, IA 51501

SHIP VIA	BLM.	FL. NO.	TERMS	F.O.B. POINT
DAVE	1879		FLTCHG	OMAHA NE

PART NO.	DESCRIPTION	QTY	UNIT PRICE	NET AMOUNT
0010581R01	TRBOCHGR,K	1	437.50	437.50
0	CORE DEPOSIT	1	437.50	437.50
0	1142623C95	1	85.97	85.97
0	1875833C95	1	114.19	114.19
0	FLTEC42SVBS	1	20.88	20.88
	Part number		replaces	3553803
	*****00701 FLEETCHARGE 000000			130
	432095			

Thank You!
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...SCHEDULE YOUR DPF CLEANING TODAY!
...CORNHUSKER IS EQUIPPED TO CLEAN ALL
...TRUCKS AND MODELS
...DON'T RISK DAMAGING YOUR DPF!
Thank You!

PARTS	-437.50
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	\$-437.50

Please Send Payment to:
Cornhusker International
P.O. Box 46203
Omaha, NE 68145-0203

CUSTOMER'S SIGNATURE
X

CORNHUSKER INTERNATIONAL TRUCKS, INC. PARTS SOURCE/URL/PO: 100010
CUSTOMER COPY

Voucher Payments – Credit Invoice – Example Core Credit

If the Work Order you need to apply to credit invoice for is at a Closed status, you will need to reopen the Work Order to apply the credit towards the correct Work Order. Find the Training Manual named, “How to open a Closed Work Order.” To find the original Work Order, click on the Work Management Portal in AssetWorks.

If you know the Work Order ID, you can type it in directly to the **Go To Work Order** box. Or you can search for the A# of your Work Order in the **Asset Search** box.

AssetWorks

Home Service Requests **Work Mgmt** Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Management Portal

Current Working Location: 121030-AMC - SUP SVCS-PLUMBERS

View Calendar Multi-asset WO Service/Inspection Due Direct Charges - Commercial

Asset Search: Asset ID - Equipment ID - Asset Address - VIN #

Go To Work Order: 121030-AMC Year 2020 No. Go

Work Planning Projects: New Project

Filter	Edit	Saved Filter	Planning	Pending	Open	Finished
		ALL	0	73	33	6

Work Orders

ID	Assignment Status	Asset	Priority
121030-AMC-2019-219	Assignments	A21149 - 1980 TEST DEFAULT= Meters: 1-4370 HOURS;	RM
121030-AMC-2019-214	N/A	A10037 - 2019 FREIGHTLINER 122SD= Meters: 1-10 HOURS; 2-0	RM
121030-AMC-2019-212	Assignments	A10037 - 2019 FREIGHTLINER 122SD= Meters: 1-10 HOURS; 2-0	RM
121030-AMC-2019-211	Assignments	A10037 - 2019 FREIGHTLINER 122SD= Meters: 1-10 HOURS; 2-0	RM
121030-AMC-2019-206	Assignments	773A21 - DR SRVS-ANKENY-OFFICE- DL MC MVE	BH
121030-AMC-2019-200	Assignments	851A31 - AMFS-MG-INCL RME OFF	RW



Voucher Payments – Credit Invoice – Example Core Credit

The Work Order Main page will open. To add a Core Credit voucher payment, click on View/Edit Detail.

Messages Screens Reports Welcome CBING Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Order Main

Equipment ID	A33994: 2015 INTERNATIONAL 7400 TRUCK - MD - LWB - W/AUTO	Asset Number	Z015	Tech ID	Tech Name	Task
Physical Location	551808-MG - GRIMES GARAGE	License Number	5018	No employees currently working		
Repair Location	551808-MG - GRIMES GARAGE					
Work Order ID	551808-MG-2020-63	Job Status	OPEN			
Job Type	REPAIR	WO Meter 1	2058 HOURS			
Projected Completion Date	09/11/2019 03:01 PM	Priority	RM - ROUTINE MAINTENANCE			

Tasks: 1

Task ID	Function	Remaining Hours
GEN-WO - GENERAL WORK ORDER	DNP	0.00

Actions

Main Page	Start Delay	View/Edit Detail
Finish Work Order	Part Actions	
Equipment History	Test Results	Related Files
Messages	Print Work Order	Component Warranty
Generate Voucher	Postings	Relationships

Notes

New Note

Title and Comments

Title
TEST FOR CORE CREDITS

Comments
TEST FOR CORE CREDITS

New Task

Service Requests / Defects: 0

Add / Manage

Back Assignments New Appointment



Voucher Payments – Credit Invoice – Example Core Credit

Scroll down to **Work Order Postings**. Here, you can see the Voucher information with the original amount of the invoice. To add the Core Credit, click on **Voucher** to add the credit amount.


Commercial:						
Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost	
03/06/2019	090243 - CORNHUSKER INTERNATIONAL TRUCKS INC	0.00	2514.81	0.00	2514.81	
Total:		0.00	2514.81	0.00	2514.81	

In order to pay for a credit, your debit invoice amount must exceed your credit amount. For the Credit amount to apply properly to the debit invoice you need to make sure you have a 4 Way Match. *This must be the same information on the following fields and paid the same day.*

- 1 - Invoice #
- 2- Invoice Date
- 3- Same Vendor
- 4- Same Object Code

These 4 fields filled in the voucher payment fields must match for both invoices. The credit invoice # will go in the comments field, not the invoice field.

The AP system will look for those matches, combine them together for one voucher payment even though they may be 2 different Work Orders. Since it is a 4 way match it will combine them.



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 4502 South 110th Street • Omaha, Nebraska 68137-1219
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RETURNED PARTS (INCLUDING CORES) LIMITED TO 20 DAYS.
 NO RETURNS ON ELECTRICAL OR SPECIAL ORDERED PARTS.
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 CORES MUST MEET MANUFACTURERS ACCEPTED GUIDELINES.

DISCLAIMER OF WARRANTIES

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 06 MAR 19	YOUR ORDER NO. 554804	DATE SHIPPED 06 MAR 19	INVOICE DATE 06 MAR 19	INVOICE NUMBER 2538570
---------------------------	--------------------------	---------------------------	---------------------------	---------------------------

S O L D I O

ACCOUNT NO. 12476

IOWA DEPT OF TRANS (T)
 FLEET CHARGE
 3540 SO EXPRESSWAY
 COUNCIL BLUFFS, IA 51501

IOWA DOT
 SOUTH EXPRESSWAY
 COUNCIL BLUFFS, IA


SHIP VIA DAVE

DATE	QTY	DESCRIPTION	UNIT	NET	AMOUNT
03/06/2019	0.00	CORE DEPOSIT		1986.62	1986.62
03/06/2019	0.00	FLEET CHARGE		437.50	437.50
03/06/2019	0.00	KT TRBO K	D209	85.97	85.97
03/06/2019	0.00	TUBE ASSY	D405	134.09	134.09
03/06/2019	0.00	CLAMP QUIC	VTD331	20.68	20.68
		Part number	FLTECA25VBS	replaces	3553803
		*****0701 FLEETCHARGE 000000 1276			
		A32095			
		132095 - 638 - 801			
		65# 38483 - 55 1301			
		SCHEDULE YOUR DPF CLEANING TODAY! CORNHUSKER IS EQUIPPED TO CLEAN ALL TRUCKS AND MODELS DON'T RISK DAMAGING YOUR DPF!			
		PARTS			2,514.81
		SUBLET			
		FREIGHT			0.00
		SALES TAX			0.00
		TOTAL:			\$2,514.81

Thank You!
 We sincerely appreciate your Business.
 All Charges are due in 30 days.
 Please Send Payment to:
 Cornhusker International
 P.O. Box 45203
 Omaha, NE 68145-0203

CUSTOMER COPY

Voucher Payments – Credit Invoice – Example Core Credit



CORNHUSKER INTERNATIONAL TRUCKS, INC.
 4502 South 110th Street • Omaha, Nebraska 68137-1219
 Tel: (402) 331-8801 • Toll Free (888) 331-8801 • Fax (402) 331-8802
 Visit our website at: www.cornhuskerinternational.com

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DISCLAIMER OF WARRANTIES
 Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 15 MAR 19	YOUR ORDER NO. 554804	DATE SHIPPED 15 MAR 19	INVOICE DATE 15 MAR 19	INVOICE NUMBER CM2538570
---------------------------	--------------------------	---------------------------	---------------------------	-----------------------------

S O I D ACCOUNT NO. 12476 S H I P PAGE 1 OF 1
 I O IOWA DEPT OF TRANS (T) I O IOWA DOT
 FLEET CHARGE SOUTH EXPRESSWAY
 3540 SO EXPRESSWAY COUNCIL BLUFFS, IA
 COUNCIL BLUFFS, IA 51501

SHIP VIA	BL. NO.	ML. NO.	TERMS	F.O.B. POINT
DAVE	1879		FL/TCHG	OMAHA NE

PART NO.	DESCRIPTION	LIST	NET	AMOUNT
Serial#:	Tag#:	STD	No Deduction	
A32095	*****00701 FLEETCHARGE 000000130			

Thank You!
We sincerely appreciate your Business.

All Charges are due in 30 days.

Please Send Payment to:
 Cornhusker International
 P.O. Box 45203
 Omaha, NE 68145-0203

PARTS	-437.50
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	\$-437.50

CUSTOMER'S SIGNATURE
 X
 CREDIT

Copyright 2014 COR SH&L, LLC PARTS HYDROFORM, AZZ1 - 1104010
 CUSTOMER COPY

When entering a core **credit invoice** payment for the same vendor, all information should come from the credit invoice except for the **1-Vender 2- Invoice #, 3- Object Code, and 4- Invoice Date**. These fields should be the same information from the debit invoice you are paying to costs to exceed the credit balance.

The **credit Invoice Number** on the Credit Voucher will be entered in the **Line Description** field.



Voucher Payments – Credit Invoice – Example Core Credit

Once you click on the voucher button, the **Post Work Order Commercial Work** screen will appear. When filling this out, the **1-Vendor ID, 2- Vendor 3- Invoice, Date, and 4-Object Code** must match both invoices debit and credit invoices. You must click the **Reversal checkbox** in the upper right corner for the credit invoice so it knows to deduct the cost.

When entering in the cost, do not put this as an – symbol in the cost field. By clicking on the Reversal button this will count this as a negative/credit cost. Once you have entered in all payment information, click the **Add** button. Then click on the **Save** button.

Note:

In the Line Description field, you will put the **credit invoice #**. You can also provide any other needed information in this field.

Post Work Order Commercial Work

Edit Commercial Posting - Line 1

Service Request ID [dropdown] [Post] [Request]

Task ID: GEN-WO [Lookup] GENERAL WORK ORDER

Function Code: DNP DO NOT PROCESS VOUCHER

Vendor ID: 090243 CORNHUSKER INTERNATIONAL TRUCKS INC

Date Received: 03/06/2019

Vendor Contract ID [dropdown]

Labor Cost: 0.00 Taxable? [checkbox] Labor Hours [input]

Parts Cost: 437.50 Taxable? [checkbox]

Misc Cost: 0.00 Taxable? [checkbox]

Position [dropdown]

Vendor Invoice: 2538570 Invoice Date: 03/06/2019

Object Code: 701 A EQUIPMENT

Voucher type: VT-90

Part ID [input]

Quantity Issued [input]

Repair Reason: EMEP EQUIPMENT PREP

Line Description: CORE CR INV # CM2538570

[Undo] [Add]

Line	Task ID	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Action
1	GEN-WO - GENERAL WORK ORDER	03/06/2019	090243	0.00	437.50	0.00	POST

[Cancel] [Save] [History]

Do not type in a credit amount it will error. Click on the Reversal button in the upper right.

If you see a negative cost on this screen it will error. Cancel and start over using a positive cost and click the reversal button above.



Voucher Payments – Credit Invoice – Example Core Credit

After clicking Save, you will return to the **Work Order Details** screen. If you scroll down to the **Tasks**, you will see the credit was applied to the Work Order decreasing the Total Cost amount.

Work Order Postings						
Tasks						
			Labor	Parts	Voucher	New Task
GEN-WO - GENERAL WORK ORDER			Remaining Hours: 0.00		Function: DNP	
Commercial:						
Date	Vendor		Labor Cost	Parts Cost	Misc Cost	Total Cost
<input type="checkbox"/> 03/06/2019	090243 - CORNHUSKER INTERNATIONAL TRUCKS INC		0.00	2077.31	0.00	2077.31
Date	Reversal	Labor Hours	Labor Cost	Parts Cost	Misc Cost	Total Cost
03/06/2019	Y	0.00	0.00	-437.50	0.00	-437.50
03/06/2019	N	0.00	0.00	2514.81	0.00	2514.81
Total:			0.00	2077.31	0.00	2077.31



How to Edit Voucher Payments In AssetWorks



Voucher Payments– Edit Your Payment

When you add a line to a voucher payment, and you see that it does not need to be made, before you click on the **Add** or **Save** you can click on the **Cancel** button.

If you click **Save** before clicking on the Add button, this message may appear. It has recognized, you have not added your payment transaction.

Post Work Order Commercial Work

Add Commercial Posting - Line 2

Service Request ID: [Dropdown]
Task ID: BLD-OD-RMRPL [Lookup] BUILDING - OVERHEAD DOOR REMOVE AND REPLAC
Function Code: [Dropdown]
Vendor ID: 241246 TIGGES OVERHEAD DOORS LLC
Date Received: 08/19/2019
Vendor Contract ID: [Dropdown]
Labor Cost: [Input] Taxable? [] Labor Hours: [Input]
Parts Cost: [Input] Taxable? []
Misc Cost: [Input] Taxable? []
Vendor Invoice: [Input] Invoice Date: 08/20/2019
Object Code: 402 EXTERNAL LABOR
Voucher type: [Dropdown]
Part ID: [Input]
Quantity Issued: [Input]
Repair Reason: FPR FACILITY PLAN REQUEST
Line Description: [Input]

Buttons: Undo, Add, Save, History

When using pencil icon for edits, this Add button will say **Update**

Line	Task ID	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Action
1	BLD-OD-RMRPL - BUILDING - OVERHEAD DOOR REMOVE AND REPLACE	08/19/2019	241246	200.00			POST

fawebt10.assetworks.com says
You have an un-added pending line item. Click OK to ignore.
Buttons: OK, Cancel

Edit your Payment

You can edit your payments shown in the **Pending Commercial Work** section, before you click the Save button. To make changes to your payments, click on the pencil icon. This will open your transaction, make your update, then where the add button is, you will click a button named **Update**, then **Save**. If you need to make edits towards your payment after clicking Save, you have that option. Just make sure it is the same day.



Voucher Payments– Edit Your Payment

When you add a line to a voucher payment and Save it will take you back to the Work Oder. You will see your payment transactions in the Work Order Posting section.

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
08/12/2019	241246 - TIGGES OVERHEAD DOORS LLC	250.00	0.00	0.00	250.00
06/21/2019	273847 - MENARDS	0.00	0.00	1824.00	1824.00
Total:		250.00	0.00	1824.00	2074.00

You will see a **pencil** to the far right you can also edit your payment from here **on the same day**. If you make any edits, it will take you back to the Post Work Order Commercial Work screen. After you have completed your edits, you will need to click the **Update** (located in the same area the Add button) for the changes to be accepted. Then Click **Save**.

Post Work Order Commercial Work

Add Commercial Posting - Line 2

Service Request ID: [dropdown] Post Request

Task ID: BLD-OD-RMRPL BUILDING - OVERHEAD DOOR REMOVE AND REPLAC

Function Code: [dropdown]

Vendor ID: 241246 TIGGES OVERHEAD DOORS LLC

Date Received: 08/19/2019

Vendor Contract ID: [dropdown]

Labor Cost: [input] Taxable? [checkbox] Labor Hours: [input]

Parts Cost: [input] Taxable? [checkbox]

Misc Cost: [input] Taxable? [checkbox]

Vendor Invoice: [input] Invoice Date: 08/20/2019

Object Code: 402 EXTERNAL LABOR

Voucher type: [dropdown]

Part ID: [input]

Quantity Issued: [input]

Repair Reason: FPR FACILITY PLAN REQUEST

Line Description: [input]

Undo Add **If you are editing this transaction, the button will say Update**

Line	Task ID	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Action
1	BLD-OD-RMRPL - BUILDING - OVERHEAD DOOR REMOVE AND REPLACE	08/19/2019	241246	200.00			POST

Cancel **Save** History

Note:

The pencil icon will not disappear the next day after entering payment. So be aware the date you submitted your payment is the only day you can edit your payments.

All voucher payments in AW will feed into the financial system later that evening.

If you need to make corrections the following day, you can make them in the AP system. These corrections will feed back into AW.



Voucher Payments – Edits – Full Reversal

If you want to cancel your payment transaction. Clicking on the pencil icon, the **Edit Commercial Work** screen appears.

Click on the **Full Reversal** button to reverse your payment. Then click **Save**.

The screenshot shows the 'Edit Commercial Work' window with the following fields and values:

- Vendor ID: 241246 (TIGGES OVERHEAD DOORS LLC)
- Task ID: BLD-OD-RMRPL (BUILDING - OVERHEAD DOOR REMOVE AND REPLACE)
- Function Code: DNF (DO NOT PROCESS VOUCHER)
- Date Received: 08/19/2019
- Vendor Contract ID: (empty)
- Labor Cost: 200 (Taxable? checkbox)
- Parts Cost: 0 (Taxable? checkbox)
- Misc Cost: 0 (Taxable? checkbox)
- Labor Hours: 0
- Vendor Invoice: 9877 (Invoice Date: 08/20/2019)
- Object Code: 402 (EXTERNAL LABOR)
- Voucher Type: VT-90 (MISCELLANEOUS)
- Part ID: (empty)
- Quantity Issued: 0
- Line Description: (empty)

Buttons: Cancel, Save, Full Reversal

Commercial Work History Table:

Date	Reversal	Labor Hours	Labor Cost	Parts Cost	Misc Cost	Total Cost
08/19/2019	N	0	200	0	0	200



Voucher Payments – Edits – Reviewing Transactions

After clicking Save on any edits, it will take you back to the **Work Order Details** screen. If you go to the **Work Order Postings** section, you will see all of your entries.

If you have multiple voucher payment transactions, you can only edit the same day posting even though you see the pencil icon. This pencil icon cannot be removed after the day you make a payment.

You may want to keep the invoices you pay in AW for that day in a pile with a date, so you know what you can edit in AW.

Work Order Postings

Tasks Labor Parts Voucher New Task

BLD-OD-RMRPL - BUILDING - OVERHEAD DOOR REMOVE AND REPLACE Remaining Hours: 0.00 Function: DNP

Commercial:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
08/20/2019	011405 - 3M COMPANY	0.00	0.00	-200.00	-200.00
08/20/2019	275847 - MENARDS	0.00	0.00	-200.00	-200.00
08/20/2019	427894 - 300 INDUSTRIAL LLC	0.00	0.00	-200.00	-200.00
08/19/2019	241246 - TIGGES OVERHEAD DOORS LLC	200.00	0.00	0.00	200.00
08/12/2019	241246 - TIGGES OVERHEAD DOORS LLC	250.00	0.00	0.00	250.00
08/12/2019	241246 - TIGGES OVERHEAD DOORS LLC	-50.00	0.00	0.00	-50.00
06/21/2019	275847 - MENARDS	0.00	0.00	1824.00	1824.00
Total:		400.00	0.00	1224.00	1624.00



**Voucher Payments
For A
Multi-Asset Work Order**



Posting Voucher Payments For A Multi-Asset Work Order

Go To the **Work Mgmt** Portal, click on **Multi-asset WO** button. Look for your Parent WO. Click on the Parent Work Order red hyperlink.

AssetWORKS

Home Service Requests **Work Mgmt** Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Management Portal

Current Working Location: 751000-ARS - CENTRAL REPAIR SHOP Layout Refresh OFF

View Calendar **Multi-asset WO** Service/Inspection Due Direct Charges - Commercial

Asset Search: [Asset ID - Equipment ID - Asset Address - VIN #] ... Go

Part Search: [Rebuild Part ID] ... Go

Go To Work Order: 751000-ARS Year 2020 No. [] Go

Change Requests

ID	Screen ID	Screen Name	Status	Description
45	3008	Change Password	PENDING	
46	3008	Change Password	PENDING	
52	2031	Service Requests/Defects	PENDING	
55	2031	Service Requests/Defects	PENDING	
76	2326	Replenishment Management	PENDING	

Work Order Summary Add Filter

Filter	Edit	Saved Filter	Pending	Open	Finished
		ALL	0	362	11
<input type="checkbox"/>		Multi-Asset Yes	0	0	0
<input type="checkbox"/>		J # JOBS	0	0	0
<input type="checkbox"/>		External Customers Requests	0	0	0
<input type="checkbox"/>		Rep Reas - EMEP MA_N	0	0	0
<input type="checkbox"/>		Part Fabrications	0	0	0

Home Service Requests **Work Mgmt** Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Current Working Location: 751000-ARS - CENTRAL REPAIR SHOP Status: OPEN

Multi-asset Work Orders: 47 Expand All Collapse All

Parent Work Order	Opened	Title	Assets	# Finished	# Assets	% Complete	Status	Finished	Closed	Account	Priority	Repair Site	Work Class
751000-ARS-2020-283	07/16/2019 09:50 AM	FY 20 FAB OF NEW THING ON THE B THING	B12963, B39175, B18138, B17510	0	4	0%	OPEN			702	FM	3	O
751000-ARS-2020-261	07/16/2019 09:25 AM	FY 20 PREP OF STUMP BLASTERS	B999	0	0	0%	OPEN			702	EP	3	O
751000-ARS-2020-266	07/16/2019 09:22 AM	FY 20 PREP ON A07 TRUCKS		0	0	0%	OPEN			701	EP	3	O
751000-ARS-2019-200	05/21/2019 09:53 AM	FY 2019 OUTFITTING		0	0	0%	OPEN				EP	3	S
751000-ARS-2020-550	07/22/2019	FY 2020 OUTFITTING TEST	A35022, A35031, A35030, A35029, A35028, A35025, A35024, A35023...	0	10	0%	OPEN			701	EP	3	O
751000-ARS-2020-238	07/14/2019 03:04 PM	FY19 - A12 - TRUCKS PREP	A35130, A35129, A35128, A35127	0	4	0%	OPEN			701	EP	3	O
751000-ARS-2020-263	07/16/2019 09:22 AM	FY20 - A12 - PREP		0	0	0%	OPEN			701	EP	3	O
751000-ARS-2020-264	07/16/2019 09:22 AM	FY20 - A12 - PREP		0	0	0%	OPEN			701	EP	3	O
751000-ARS-2020-276	07/16/2019 09:47 AM	FY20 A07 PREP	A35018, A34995, A35021, A35020, A35019, A35017, A35016, A35015...	1	66	2%	OPEN			701	EP	3	O

Current Filter: []

No filter defined

Define Filter Clear Filter



Posting Voucher Payments For A Multi-Asset Work Order

You will pay from the Parent WO for A equipment and J #'s only.

Note:

- To submit payments against a Work Order, the Work Order must be in Open or Finished status.
- You have the options to pay the full, partial or multiple voucher payments to a Work Order.

To start your payment, click on the **Commercial Work** button.

The screenshot displays the AssetWORKS software interface. At the top, there are navigation tabs: Home, Service Requests, Work Mgmt, Motor Pool Reservation, Meter Readings, Query, Reporting, and Mechanic. The main header shows the Parent Work Order ID: 751000-ARS-2020-235. Below this, there are fields for Job Type (REPAIR), Status (OPEN), Warranty (UNKNOWN), Object Code (701), Priority (EP), Work Class (S), PM Service, Standard Job, and Title (FY19 - A12 - TRUCKS PREP). On the right side, there are fields for Date Opened (07/14/2019 03:04 PM), Date Finished, Date Closed, Repair Reason (EMEP), Repair Site (AMES CENTRAL EQUIP REPAIRS), and PM Scheduled. A 'Commercial Work' button is highlighted with a red box. Below the main form, there is a 'Notes' section with a 'New Note' button. At the bottom, there is a table of Child Work Orders. The 'WO Status' column in this table is highlighted with a red box. The table contains the following data:

Remove	Asset ID	Asset Description	Child Work Order ID	WO Status	Date In	Finish	Date Finished	Close	Date Closed
<input type="checkbox"/>	A35130	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-237	OPEN	7/14/2019 08:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	A35129	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-238	OPEN	7/14/2019 08:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	A35128	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-239	OPEN	7/14/2019 08:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	A35127	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 2WD - CAB/CHASSIS	751000-ARS-2020-240	OPEN	7/14/2019 08:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	

Showing 4 records

Buttons at the bottom: Back, Save Multi-asset WO, Assignments

Click on a Child Work Order to do a charge.



Overview Posting Voucher Payments For A Multi-Asset Work Order

After clicking the Commercial button, the **Post Work Order Commercial Work** page will appear.

Note:

- The yellow fields are required fields.
- You need to **TAB** out of each field. Clicking **Enter** button on the keyboard after entering information into a field will add the line with incomplete information.
- **Once you have entered the information, tab or click into the next field.**

Things to keep in mind when Submitting Voucher Payments:

- Add **Files**- It is recommended to avoid using special characters in your actual file names. Add the File to a Child Asset Work Order, not the Parent.
- Click **Save** – This will go to the AP Voucher system and create your AP Voucher Payment.

What if I need to make changes to my Voucher Payment?

These posts will run during the evening. If you need to make changes to your entries, you can do this by 4:30 pm of the day you submit the Voucher payment.

What is the default Charge to CC?

Charge to is set up to charge to the Dept the equipment is assigned to. You can do a CC override to charge the appropriate CC.

What if my payment doesn't match the Finance AP Voucher?

The AW Voucher post requires a 3 way match validation. It must match the invoice date, invoice # and total dollar amount of the invoice. If this validation does not match after submittal, you will need to go into the AP Voucher system and correct your payment entry.


How do I know when my Voucher payment is accepted?

If the payment validates, the payment submittal will come back into AW after the DM abstract is completed with the voucher #. It will post the Voucher # on each individual Child Asset.

Asset ID	Work Order ID	Labor Cost	Parts Cost	Misc Cost	Comments
A35130	751000-ARS-2020-237				
A35129	751000-ARS-2020-238				
A35128	751000-ARS-2020-239				
A35127	751000-ARS-2020-240				



Posting Voucher Payments For A Multi-Asset Work Order – Vendor ID

When you click on the Vendor ID search  button the Vendor Chooser page will appear. The Vendor list is tied to the Financial Business System. As any updates occur in the Financial Business System, it will also be updated in the AssetWorks system. These new vendor adds occur at night in the current system. If you request a new vendor to be added into the financial system, you will need to wait until the following day to submit your payment. You have a few options to find the Vendor ID.

Post Commercial Work - 751000-ARS-2020-235

Vendor ID ...

Task ID ... VEHICLE OUTFITTING A

Date ...

Function Code ...

Labor Cost Taxable Rate

Parts Cost Taxable Rate

Misc Cost Taxable Rate

Total

Allocation Method ▼

Comment to apply to selected rows

<input type="checkbox"/>	Asset ID	Work Order ID	Labor Cost	Parts Cost	Misc Cost
<input type="checkbox"/>	A35130	751000-ARS-2020-237	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	A35129	751000-ARS-2020-238	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	A35128	751000-ARS-2020-239	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	A35127	751000-ARS-2020-240	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vendor Chooser

Filter

Vendor Name Contains

Address Contains

Vendor ID

Task ID

MENARDS 275847
370 36TH AVE SW
ALTOONA
IA 50009

MENARDS 444214
2505 S DELAWARE AVE
ANKENY
IA 50021

MENARDS 898692
5101 MENARD DR
EAU CLAIRE, WI 54703

MENARDS 136401
1125 BRANDILYNN BLVD
CEDAR FALLS
IA 50613

MENARDS 532889
2800 WILEY BLVD SW
CEDAR RAPIDS
IA 52404

MENARDS 470564
2805 NAPLES AVE
IOWA CITY
IA 52240

MENARDS 962207
3319 5TH AVE S

Page 1 of 3

Vendor ID- Vendor Chooser screen appears. Then click the Clear Filter, type in the Vendor name, address. Tasks are not assigned to a Vendor so this option will not be helpful. Click **Apply Filter**. Select the Vendor. It will be added to the Vendor ID field.



Posting Voucher Payments For A Multi-Asset Work Order

Invoice # cannot exceed 13 characters. This is the limitation from the current voucher system.

Date Received

This is the date the work was completed. This is critical if you are wanting to pay for a WO for a particular FY. This date cannot be prior to WO date opened. Date Received will determine the FY payment.

Note:

- An error message will pop up on the screen if your invoice date is before your WO open date.
- Clicking Enter on the keyboard after entering information into a field will add the line with incomplete information.
- Once you have entered the information, tab or click into the next field.

Contract ID -If you are paying against a Purchasing or AP Contract, you will need to put that contract # in this field.

Fail Cause- Voucher Type

Cost Options -You have the choice when posting costs to Labor, Parts and Misc. If the costs are not broken down on the Invoice by Parts and/or Labor, select Misc. If the invoice is only Labor or only Parts, select the appropriate cost type.

Comments- description of charges.

When you have completed filing in all of the required fields, click **Save**.

Post Commercial Work - 751000-ARS-2020-235

Vendor ID: 275847 MENARDS
 Task ID: VEH-PREP VEHICLE OUTFITTING A
 Date: 07/17/2019
 Function Code: 801 A EQUIP REPAIR
 Labor Cost: Taxable Rate
 Parts Cost: 456.90 Taxable Rate
 Misc Cost: 25.00 Taxable Rate
 Total: 481.90
 Allocation Method: Apportion by # of selected rows
 Comment to apply to selected rows: A12 PREP MATERIALS

Contract ID:
 Object Code: 701 A EQUIPMENT
 Vendor Invoice: 1245678
 Vendor WO:
 Fail/Cause ID: VT-90 MISCELLANEOUS
 Invoice Date: 07/17/2019
 Reversal:
 No Parts Needed:
Voucher Type

Asset ID	Work Order ID	Labor Cost	Parts Cost	Misc Cost	Comments
✓ A35130	751000-ARS-2020-237		114.23	6.25	
✓ A35129	751000-ARS-2020-238		114.22	6.25	
✓ A35128	751000-ARS-2020-239		114.23	6.25	
✓ A35127	751000-ARS-2020-240		114.22	6.25	

Cancel Save

A few things to consider on Voucher Payments:

- You can make more than one payment against a Task.
- Once you have entered in your payment information, you will need to attach your invoice before the end of the day to one of the Child WO's, not the parent. This needs to be done before the end of the day or it will error and you will have to go into AP and fix it.



Posting Voucher Payments For A Multi-Asset Work Order

- After you click the Save button, you can go back to the Parent WO and view the payment entries. You can also see costs under **Summary Cost Info**.
- You see an edit pencil, this allows you to edit hours or costs. For payments please make any changes before 5 pm the same day.

move	Asset ID	Asset Description	Child Work Order ID	WO Status	Date In	Finish	Date Finished	Close	Date Closed
<input type="checkbox"/>	A35130	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-237	OPEN	07/14/2019 06:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	A35129	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-238	OPEN	07/14/2019 06:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	A35128	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-239	OPEN	07/14/2019 06:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	A35127	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 2WD - CAB/CHASSIS	751000-ARS-2020-240	OPEN	07/14/2019 06:27 PM	<input type="checkbox"/>		<input type="checkbox"/>	

Work Order Details

Equipment ID: A35130 - 2019 FORD F350 CREW CAB - HD 4WD	Physical Location: 755000-ES - DELIVERED EQUIPMENT
License Number: 5108	Repair Location: 751000-ARS - CENTRAL REPAIR SHOP
Work Order ID: 751000-ARS-2020-237	Job Status: OPEN
Job Type: REPAIR	WO Meter 1: 0 MILES
Projected Completion Date: 07/17/2019 04:50 PM	Priority: EP - EQUIPMENT PREP

Summary Cost Info

Labor Hours	Labor Cost	Parts Cost	Commercial Cost	Equipment Cost	Total Cost
3.06	87.87	0.00	120.48	0.00	208.35

Notes

New Note

Title and comments

Title

Comments

Save

Work Order Postings

Tasks

VEH-PREP - VEHICLE OUTFITTING AND PREP Remaining Hours: -3.06 Function: 801

Date	Technician	Function	Hours	Cost
07/14/2019	02080 - TANNER SMITH	801 - A EQUIP REPAIR	4.10	0.00
07/14/2019	00415 - DAVID J ROORDA	801 - A EQUIP REPAIR	4.10	157.07
07/14/2019	69193 - NATHAN PARKER	801 - A EQUIP REPAIR	4.10	196.14
Total:			12.30	353.21

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
07/17/2019	275847 - MENARDS	0.00	114.23	6.25	120.48
Total:		0.00	114.23	6.25	120.48

No attributes on work order. Add Attribute



How to know what the Work Order Charge to Cost Center is

Sept 2019



Posting Voucher Payments For A Multi-Asset Work Order – Charge To CC

To charge to a different CC than your CC, you will need to click and open the Child Asset Work Order. Go to the action buttons and click on the Edit Basic Info tab located on the right side of the Work Order Details page.

This will open the Edit Work Order Basic Info Screen. See Cost Center override field. You will need to add a CC charge to in that field.

AssetWORKS

Home Service Requests Work Mgmt Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Order Details

Equipment ID	A35130: 2019 FORD F350 CREW CAB - HD 4WD	Physical Location	755000-ES - DELIVERED EQUIPMENT
License Number	5108	Repair Location	751000-ARS - CENTRAL REPAIR SHOP
Work Order ID	751000-ARS-2020-237	Job Status	OPEN
Job Type	REPAIR	WO Meter 1	0 MILES
Projected Completion Date	07/18/2019 12:21 AM	Priority	EP - EQUIPMENT PREP

Summary Cost Info

Labor Hours	Labor Cost	Parts Cost	Commercial Cost	Equipment Cost	Total Cost
3.06	87.87	0.00	120.48	0.00	208.35

Edit Work Order Basic Info

Equipment ID	A35130: 2019 FORD F350 CREW CAB - HD 4WD	Physical Location	755000-ES - DELIVERED EQUIPMENT
License Number	5108	Repair Location	751000-ARS - CENTRAL REPAIR SHOP
Work Order ID	751000-ARS-2020-237	Job Status	OPEN
Job Type	REPAIR	WO Meter 1	0 MILES
Projected Completion Date	07/18/2019 12:15 AM	Priority	EP - EQUIPMENT PREP

Asset ID: A35130

Meter 1:

Service Status:

Repair Reason: EMEP EQUIPMENT PREP

Update Changed Repair Reason from Header:

Work Class: S SCHEDULED

Priority ID: EP EQUIPMENT PREP

Object code: 701 A EQUIPMENT

Approved:

Warranty work: NO

Repair Site: 3 AMES CENTRAL EQUIP REPAIRS

Contact Name:

Phone:

Email Address:

City:

Cost center override

Date and Time In: 07/14/2019 08:27 PM

Date and time due: 07/14/2020 08:27 PM

Shop Downtime: Begin - 07/14/2019 06:27 PM End -

User Downtime: Begin - 07/14/2019 06:27 PM End -

Work Order Postings

Hours	Cost
4.10	0.00
4.10	157.07
4.10	196.14
Total:	353.21

Misc Cost	Total Cost
6.25	120.48

Posting Voucher Payments For A Multi-Asset Work Order – Charge To CC

To charge to a different CC other than the Dept ID (Charge to CC the equipment is assigned to) you will need to click and open the Child Asset Work Order. Go to the action buttons and click on the Edit Basic Info tab located on the right side of the Work Order Details page.

This will open the Edit Work Order Basic Info Screen. See Cost Center override field. You will need to add a CC charge to in that field.

The screenshot displays the AssetWORKS interface for editing a work order. The top navigation bar includes 'Messages', 'Screens', and 'Reports'. The main menu has 'Home', 'Service Requests', 'Work Mgmt', 'Motor Pool Reservation', 'Meter Readings', 'Query', 'Reporting', and 'Mechanic'. The 'Work Order Details' section shows equipment information for a 2019 Ford F350 Crew Cab. The 'Edit Work Order Basic Info' screen is active, showing various fields for asset and work order details. The 'Charge to Cost' field is highlighted with a red box, and the 'Cost center override' field is also highlighted with a red box. The 'Assignment Info' section shows 'Charge to Cost' set to '755000 - EQUIPMENT - INVENTORY &'. The 'Motor Pool' section shows 'Dispatch Status' as 'Last Out'.

Field	Value
Equipment ID	A35130: 2019 FORD F350 CREW CAB - HD 4WD
Physical Location	755000-ES - DELIVERED EQUIPMENT
License Number	5108
Repair Location	751000-ARS - CENTRAL REPAIR SHOP
Work Order ID	751000-ARS-2020-237
Job Status	OPEN
Job Type	REPAIR
WO Meter 1	0 MILES
Projected Completion Date	07/18/2019 12:15 AM
Asset ID	A35130
Meter 1	0
Service Status	
Repair Reason	EMEP
Update Changed Repair Reason from Header	
Work Class	S
Priority ID	EP
Object code	701
Approved	<input checked="" type="checkbox"/>
Warranty work	NO
Repair Site	3
Contact Name	
Phone	
Email Address	
City	
Cost center override	
Date and Time In	07/14/2019 06:27 PM
Date and time due	07/14/2020 06:27 PM
Shop Downtime: Begin -	<input checked="" type="checkbox"/> 07/14/2019 06:27 PM
User Downtime: Begin -	<input checked="" type="checkbox"/> 07/14/2019 06:27 PM

Posting Voucher Payments For A Multi-Asset Work Order – Charge To CC

To view what the Charge to Cost Center, click on the Equip ID magnifying glass to see this information in the Asset Viewer screen. You can do this in the Work Order Details or Edit Work Order Basic Info screen.

AssetWORKS

Home Service Requests Work Mgmt Motor Pool Reservation Meter Readings Query Reporting Mechanic

Work Order Details

Equipment ID: **A35130: 2019 FORD F350 CREW CAB - HD 4WD** Physical Location: 755000-ES - DELIVERED EQUIPMENT

License Number: 5108 Repair Location: 751000-ARS - CENTRAL REPAIR SHOP

Work Order ID: **751000-ARS-2020-237** Job Status: OPEN

Job Type: REPAIR WO Meter 1: 0 MILES

Projected Completion Date: 07/18/2019 12:21 AM Priority: EP - EQUIPMENT PREP

Summary Cost Info

Labor Hours	Labor Cost	Parts Cost	Commercial Cost	Equipment Cost	Total Cost
3.06	87.87	0.00	120.48	0.00	208.35

Notes

No attributes on work order.

Messages

Equipment History

Print Work Order

Start Delay

Edit Basic Info

Relationships

Files

Test Results

Equipment Usage

Crew Time Entry

Add / Manage SRs

Work Order Tasks

New Job

Edit Work Order Basic Info

Equipment ID: **A35130: 2019 FORD F350 CREW CAB - HD 4WD** Physical Location: 755000-ES - DELIVERED EQUIPMENT

License Number: 5108 Repair Location: 751000-ARS - CENTRAL REPAIR SHOP

Work Order ID: **751000-ARS-2020-237** Job Status: OPEN

Job Type: REPAIR WO Meter 1: 0 MILES

Projected Completion Date: 07/18/2019 12:15 AM Priority: EP - EQUIPMENT PREP

Save

Asset ID: A35130

Meter 1:

Service Status:

Repair Reason: EMEP EQUIPMENT PREP

Update Changed Repair Reason from Header

Work Class: S SCHEDULED

Priority ID: EP EQUIPMENT PREP

Object code: 701 A EQUIPMENT

Approved:

Warranty work: NO

Repair Site: 3 AMES CENTRAL EQUIP REPAIRS

Contact Name:

Phone:

Email Address:

City:

Cost center override

Date and Time In: 07/14/2019 08:27 PM

Date and time due: 07/14/2020 08:27 PM

Shop Downtime: Begin - 07/14/2019 06:27 PM End -

User Downtime: Begin - 07/14/2019 06:27 PM End -

Labor Parts Voucher New Task

Hours	Cost
4.10	0.00
4.10	157.07
4.10	196.14
Total:	353.21

Misc Cost	Total Cost
6.25	120.48

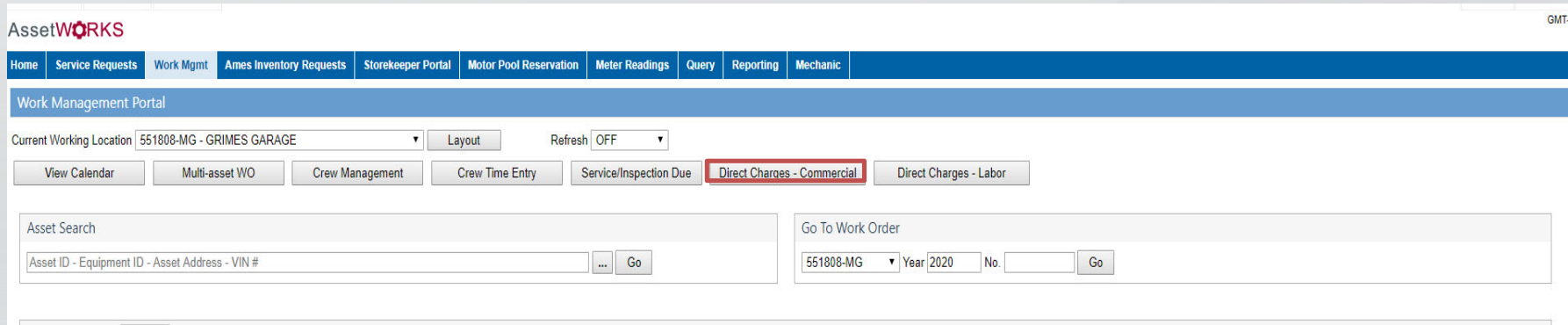
**Direct Charges- Commercial
Not assigned to an Asset
Voucher Payments**



Posting Direct Charges – Commercial Voucher Payments

If you need to pay for charges against an Asset without a Work Order. You can do this through the Direct Charges – Commercial button located on the Work Mgmt portal.

Click on the **Direct Charges – Commercial** button.



The screenshot shows the AssetWORKS Work Management Portal interface. At the top, there is a navigation menu with the following items: Home, Service Requests, Work Mgmt, Ames Inventory Requests, Storekeeper Portal, Motor Pool Reservation, Meter Readings, Query, Reporting, and Mechanic. Below the navigation menu is a header for the 'Work Management Portal'. Underneath, there is a 'Current Working Location' dropdown menu set to '551808-MG - GRIMES GARAGE', a 'Layout' button, and a 'Refresh' dropdown menu set to 'OFF'. Below these are several buttons: 'View Calendar', 'Multi-asset WO', 'Crew Management', 'Crew Time Entry', 'Service/Inspection Due', 'Direct Charges - Commercial' (which is highlighted with a red box), and 'Direct Charges - Labor'. Below the buttons are two search boxes. The first is 'Asset Search' with a text input field containing 'Asset ID - Equipment ID - Asset Address - VIN #' and a 'Go' button. The second is 'Go To Work Order' with a dropdown menu set to '551808-MG', a 'Year' dropdown set to '2020', a 'No.' input field, and a 'Go' button.



Posting Direct Charges – Commercial Voucher Payments

See example below of the following fields you will need to fill in. Once you have filled in the fields, click **Add**. Once all transactions have been added, click **Save**.

Different from WO Voucher payments

- Task ID- must be 1000-Voucher.
- A equipment charge to CC will automatically charge to the appropriate **CC 7540**.
- Path and File Name – Click on the **Search** button and the upload screen will appear. Make sure your File name you upload is the invoice # and it matches what you put in the invoice # field, or it will error.

Commercial Work Direct Charges

Add Direct Charge - Line 2

Asset ID: A21064 1975 CLARK TW20 FORKLIFT - ELECTRIC
 Cost Center: 751000 REPAIR SHOP
 Object Code: 701 A EQUIPMENT
 Date: 08/10/2019
 Task ID: 1000-VOUCHER LOOKUP DIRECT VOUCHER POSTING
 Vendor ID: 471725 AVOCA NAPA
 Vendor contract ID:
 Contract Line Item ID:
 Reversal
 Labor Cost: 197.00
 Parts Cost:
 Misc Cost:
 Labor Hours:
 Vendor Invoice: 123456
 Invoice Date: 08/09/2019
 Voucher Type: VT-90 MISCELLANEOUS
 Line Desc: PARTS FOR TRUCK
 Fiscal Year: 2020
 Function Code: 801
 Path and File Name: FAFILE //C1984A

Undo Add

Pending Direct Charges

Line	Asset ID	Cost Center	Object Code	Date	Vendor	Total Cost
1	A21064 - 1975 CLARK TW20 FORKLIFT - ELECTRIC	751000	701	08/10/2019	471725 - AVOCA NAPA	157.00

Cancel Save

Screen 1 added 1 line for payment.

Commercial Work Direct Charges

Add Direct Charge - Line 3

Asset ID: A21064 1975 CLARK TW20 FORKLIFT - ELECTRIC
 Cost Center: 751000 REPAIR SHOP
 Object Code: 701 A EQUIPMENT
 Date: 08/10/2019
 Task ID: 1000-VOUCHER LOOKUP DIRECT VOUCHER POSTING
 Vendor ID: 471725 AVOCA NAPA
 Vendor contract ID:
 Contract Line Item ID:
 Reversal
 Labor Cost:
 Parts Cost:
 Misc Cost:
 Labor Hours:
 Vendor Invoice:
 Invoice Date: 08/09/2019
 Voucher Type:
 Line Desc:
 Fiscal Year: 2020
 Function Code: 801
 Path and File Name:

Undo Add

Pending Direct Charges

Line	Asset ID	Cost Center	Object Code	Date	Vendor	Total Cost
1	A21064 - 1975 CLARK TW20 FORKLIFT - ELECTRIC	751000	701	08/10/2019	471725 - AVOCA NAPA	157.00
2	A21064 - 1975 CLARK TW20 FORKLIFT - ELECTRIC	751000	701	08/10/2019	471725 - AVOCA NAPA	197.00

Cancel Save

Screen 2 added 2 lines to the payment.



Voucher Payments Attachments



Posting Voucher Payments to a Work Order- Attaching Invoice to WO

You must attach your invoice to a single or child WO prior to the end of the business day if you clicked Save. Otherwise, this will error in the AP system if an invoice is not attached.

Click on the **File** button. The **File name you attach must equal the invoice #**, or this will error in the AP Voucher system.

Note: You can add multiple file attachments to your WO. Each file attachment cannot exceed 10MB and must be saved in PDF format.

Work Order Details

Asset ID	699R10: RED OAK-LAND-MAINT SITE		
Physical Location	554615-MG - RED OAK GARAGE		
Work Order ID	550904-DFC-2018-77	District	4
Title	RED OAK LAND - 100 TONS OF 1" CLEAN ROCK FOR DRIVE WAY	Work Project	FY19PL4001 - DISTRICT 4 FACILITY PLAN FY19
Service Status		Job Status	PENDING

Messages

Equipment History

Print Work Order

Start Delay

Comments

Edit Basic Info

Relationships

Files

Test Results

Equipment Usage

Crew Time Entry

Add / Manage SRs

Work Order Tasks

Summary Cost Info

Parts Cost	Commercial Cost	Equipment Cost	Total Cost
0.00	0.00	0.00	0.00

Notes

New Note

Work Order Postings

Tasks	Labor	Parts	Voucher	New Task
LND-LM-MISC - LAND - LANDSCAPE MISCELLANEOUS	Remaining Hours: 0.00	Function:		
LND-LM-NEW - LAND - LANDSCAPE NEW INSTALL	Remaining Hours: 0.00	Function:		



Posting Voucher Payments to a Work Order- Attaching Invoice to WO

The **Work Order Files** page will appear. Click on the Add Link button to attach a PDF file. **File name must be the same as the invoice #.** If you do not do this, it will error and you will need to go into AP system and fix this. Please do not add any special characters to the file name. The Description is recommended to include the WO number, but you can enter what you feel is appropriate.

Work Order Files			
Asset ID	699R10: RED OAK-LAND-MAINT SITE		
Physical Location	554615-MG - RED OAK GARAGE		
Work Order ID	550904-DFC-2018-77	District	4
Title	RED OAK LAND - 100 TONS OF 1" CLEAN ROCK FOR DRIVE WAY	Work Project	FY19PL4001 - FY19 D4 PLAN
Service Status		Job Status	PENDING

Related File Links	

Equipment Links	
699R10-AER1.JPG AERIAL PHOTO	

The **Add Link** page will appear, click Upload File.

Add Link

- Upload File
- Scan in File
- Add URL Link
- Add Report Link
- Cancel

The **Upload a file** page will appear, click the **Browse** button to find your file and type in a **Title** and **Description**. Your Title and Description does not have to be the same.

Upload a file

File: WO77VER1.pdf

Title:

Description:

File Size: <1 MB

Max File Size: 12 MB

Note: The file name (WO77VER1.pdf) cannot include special characters and is limited to 13 characters.



Posting Voucher Payments to a Work Order- Attaching Invoice to WO

The **Work Order Files** page will appear. Click on the Add Link button to attach a PDF file. **File name must be the same as the invoice #.** If you do not do this, it will error and you will need to go into AP system and fix this. Please do not add any special characters to the file name. The Description is recommended to include the WO number, but you can enter what you feel is appropriate.

Work Order Files			
Asset ID	699R10: RED OAK-LAND-MAINT SITE		
Physical Location	554615-MG - RED OAK GARAGE		
Work Order ID	550904-DFC-2018-77	District	4
Title	RED OAK LAND - 100 TONS OF 1" CLEAN ROCK FOR DRIVE WAY	Work Project	FY19PL4001 - FY19 D4 PLAN
Service Status		Job Status	PENDING

Related File Links	

Equipment Links	
699R10-AER1.JPG AERIAL PHOTO	

The **Add Link** page will appear, click Upload File.

Add Link

- Upload File
- Scan in File
- Add URL Link
- Add Report Link
- Cancel

The **Upload a file** page will appear, click the **Browse** button to find your file and type in a **Title** and **Description**. Your Title and Description do not have to be the same. Your title.

Upload a file

File: WO77VER1.pdf

Title:

Description:

File Size: <1 MB

Max File Size: 12 MB

Note: The File: is the file name (**WO77VER1**.pdf) cannot include special characters. **This file name must be the same name as invoice #, or it will error in AP system.**

