

Introduction to WOAs (Work Order Authorizations)

Updated September 18, 2006

Overview

A new document is now available in CIS, called the Work Order Authorization document (WOA); replacing paper IMO's currently in use by Facilities Management. The WOA is to be used when requesting services from Facilities for:

- actual time and material work orders
- fixed cost jobs (bid)
- plant fund transfers

It can be used on a one-time or fiscal year basis. Encumbrances in FRS will be created for the fixed cost jobs only.

Departments will be able to electronically create and approve documents, which are then routed to Facilities Management. Facilities will accept or reject the document. Document preparers will receive email notification upon acceptance or rejection. The actual charges or billings will not occur through CIS, but instead through a Facilities work order billing or a journal entry in FRS.

Actual Time and Material Work Orders

Use the actual time and materials WOA for annual open orders and small projects where you don't have a bid.

Actual time and material work orders will be billed through the Facilities work order system at actual costs once a month - at month-end. The final billing amount may differ from the amount on the WOA document. Actual time and material work orders are billed at actual costs based on labor hours, rates and material costs.

Fixed Cost Job (Bid)

Use the fixed cost job WOA for any projects, where you have a bid document issued from Facilities Management. Fixed cost jobs (bid) must reference the bid or project number provided by Facilities Management personnel. After the document is approved at the departmental level, it will be encumbered in FRS that evening. Fixed cost jobs are generally billed upon completion or at substantial completion.

Plant Fund Transfers

Use the plant fund transfer when transferring money between plant funds, or between a departmental fund and a plant fund. Plant fund transfers will be accepted by Facilities Management and processed by Business and Financial Services.

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Creating a WOA

From the menu select: Financial, Documents, Create Documents, WOA Create

Action Edit Query Block Record Field Help Window

TRAIN1 09/18/2006 07:28 AM

Work Order Authorization Page 1 of 2

FMISF055 Financial Management Information System

Doc #: [] Date Created: 09/18/2006 07:28:46 Supplier Acceptance Date: [] Status: []

Prepared by

Name	Dept	Phone
TRAIN1	8023 TRAINING DEPT 122	(970)491-5916

Ordered by

Name	Dept	Phone
TRAIN1	2029 TRAINING DEPT 122	(970)491-5916

Supplier

Name	Contact Person	Phone
FACILITIES-PROJECTS/WORK OR	FAC MGT DISPATCH TEST	(970)491-0077

Work Order Information

ACTUAL TIME AND MATERIAL ***** ESTIMATE MAY NOT MATCH ACTUAL CHARGES *****

FIXED COST JOB

PLANT FUND TRANSFER

Person Providing Estimate: []

Supplier Work Order Number: []

Work Location: Room [] Building []

Enter Comments Page 2 Comments?

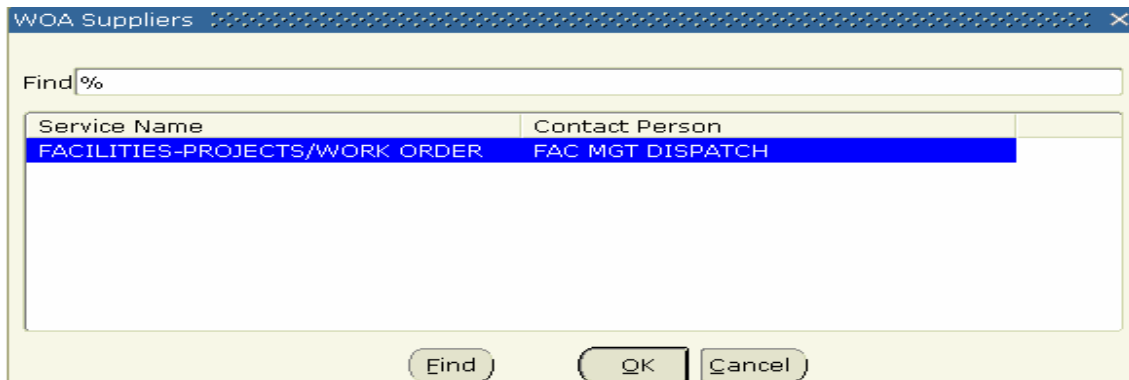
Prepared By: is fed by the login information used when first logging into CIS (information can't be changed).

Ordered By: the ordered by name, department and phone number will default (as you TAB through them) to your name, department and phone. If this is not the correct information, use your mouse to click in these fields and change the information as appropriate. A drop down list can be used for the Ordered by Name, click in the field then click on the blue down arrow in the menu bar. In the CSU Employees popup, enter the first few letters of the person's last name and the % sign, Click Find, then highlight the name and OK. Tab through the Ordered By fields to fill in the information for the new Ordered By person.

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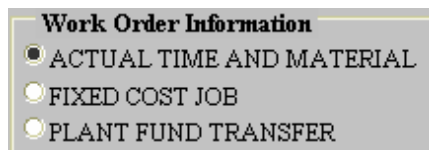
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Supplier: tab or mouse click in the supplier name field. A popup box of available WOA suppliers will appear. Highlight your supplier, click OK.



Work Order Information:

Determine which type of WOA document you are creating, and click in the circle to the left of the work order description.



Actual Time and Material

The fields “Person Providing Estimate” must be filled in. Input the persons name in this field. A drop down list can be used for the Person Providing Estimate; click in the field then click on the blue down arrow in the menu bar. In the CSU Employees popup, enter the first few letters of the person’s last name and the % sign, Click Find, then highlight the name and OK.

If you do not have an individual’s name, you may use the shop name instead.

The “Supplier Work Order Number” is greyed out. You do not need to input to this field. Facilities Management will input this data when they accept your WOA document.

Fixed Cost Job

The fields “Bid Number”, “Person Providing Bid” and “Bid Amount” must be filled in. Input the bid number, persons name and amount in these fields. A drop down list can be used for the Person Providing Bid; click in the field then click on the blue down arrow in the menu bar. In the CSU Employees popup, enter the first few letters of the person’s last name and the % sign, Click Find, then highlight the name and OK.

The “Supplier Work Order Number” is greyed out. You do not need to input to this field. Facilities Management will input this data when they accept your WOA document.

Plant Fund Transfer

The fields “Plant Fund Account” and “Project Manager” and “Project Number” must be filled in.

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Location Information: If you need to designate the work location, click on the Location Information button and input a name and address.

Ordered Goods and Funding

Click the Page 2 button to enter your order and funding information.

Input your account number and subcode, quantities, unit of measure, description and unit price.

In most instances the default of “1 - LOT” can be used.

Use the “Enter Comments” button to provide as much information as possible (work description, building, room number, contact person, telephone number, dates for work, etc.)

Ordering stock number: this optional field allows you to enter a number that is applicable to your department, such as an inventory control number.

Supplier stock number: if you know the stock number or catalog number that the supplier uses, input it in this field, otherwise, leave it blank.

Action Edit Query Block Record Field Help Window

Doc #: Total Cost:

IMO Order Items

Item #	Order Acct #	Sub code	Qty	UOM	Item Description	Unit Price	Extension
<input type="checkbox"/>	135555	3410	1.00	LOT	remodel classroom	900.0000	900.00
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Send into Approval Process Enter Comments Page 1

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Approve Document

Once you are satisfied with all the parts of your document and are ready to place the order with the supplier, click the Send into the Approval Process button. This completes document creation. The document will now flow to the approver.

Approve at a later time:

- Go to FINANCIAL, DOCUMENTS AVAILABLE FOR APPROVAL
- Click on the WOA tab
- Find your document and click on the APPROVE DOCUMENT button
- **To approve**, click on the YES button for each line item
- Save and exit your document.
- **To deny**, click on the NO button and exit. You will be prompted to input a reason; input a comment, and press the SAVE/CONTINUE key.

Attention to Details: Once your document has been approved, it will appear on the supplier's screen. But...does the supplier need something additional from you before they can process your order?? Don't forget to send them whatever they require to complete the WOA!! For example, a Signs Order form, drawings/dimensions, the fixed cost bid document, etc. These may be mailed or faxed along with a copy of the WOA, but be sure to indicate in the Comments section that you are sending them.

Other Issues

Act on Pending Documents – Buyer: Don't forget to click on the WOA tab!! An approver may have denied your document. All documents that are in process will appear on this screen.

Cancel a WOA: You may cancel a WOA prior to it being accepted by the supplying department.

From the Act on Pending Documents screen (WOA tab), select your document and press the CANCEL WOA OR LINES button.

- **To cancel a line item(s)** – click on the CANCEL? Box for each line you want to cancel, then press the PROCESS LINE CANCELLATION(S) button
- **To cancel the entire WOA** – click on the CANCEL ENTIRE WOA button – there is no need to cancel each line item.

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Inquiry

Go to FINANCIAL, DOCUMENTS, INQUIRY/PRINT...DOCUMENTS, IMO/WOA Inquiry

From this screen you can inquire on IMO or WOA documents by entering information into the boxes in the top portion, checking on or more of the boxes below, then clicking the Process Selections Button.

Action Edit Query Block Record Field Help Window

JHUNTER 04/13/2006 09:18 AM

IMO Inquiry

FMISF068 Financial Management Information System Page 1 of 1

IMO/WOA Search Criteria

Document Number:

Account #:

Date Created: to

Dept #:

Ordered By:

Prepared By:

Deliver To:

Supplier Name:

Inquire About

Approval History Document Comments

Approvals Pending Print Document

Document Status History

Process Selection(s) Exit

From this screen you can inquire on:

- | | |
|-------------------------------|---|
| View Approval History | see who approved an IMO or WOA (and when) |
| View Approvals Pending | see a listing of people who can approve an IMO or WOA |
| View Document | see a copy of an IMO or WOA |
| Document Comments | see comments or add comments to an IMO or WOA.
To add a comment, start a new line. |
| Print Document | |
| Status History | see who created, approved, or filled an IMO or WOA |