AssetWORKS

M5 Batch Processes

User Guide

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Section 1. Batch Process Overview

The M5 System has several internal batch processes that are critical to the overall integrity and functionality of the system. The configuring, scheduling and execution of these batch processes is controlled through the *Batch Process Manager*.

Different batch processes have different parameters to configure but maintaining and executing them is done through the same general steps.

Section 2. Technical Support

AssetWorks provides several ways to connect with the Customer Care team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen images of the problem. This information provides the Customer Care representative with the necessary information to quickly and effectively respond to you.

Customer Care is available 7AM – 7PM EST Monday through Friday.

Telephone: 800.900.8152

Email: M5Support@AssetWorks.com

Website: Community.AssetWorks.com

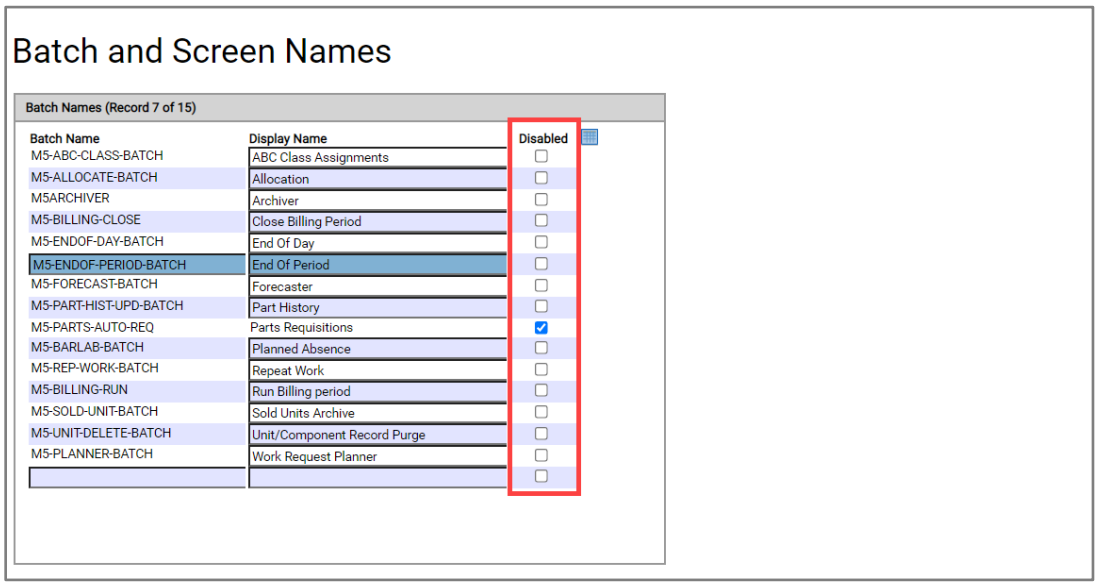
You can use this website to open issues, review the status of past submitted issues, review and download documentation, review additional training materials, and access the latest AssetWorks news. For secure access to the website, contact Customer Care by calling the listed telephone number.

Section 3. Batch and Screen Names

Before navigating to the *Batch Process Manager* frame, open the *Batch and Screen Names* frame to make sure the batch processes you want to run are not disabled.

1. To enable a specific batch process, clear the **Disabled** checkbox in the row of the process.
2. To disable a specific batch process, select the **Disabled** checkbox in the row of the process.
3. When you are finished enabling or disabling batch processes, select the **SAVE** button.

Now you are ready to move to the *Batch Process Manager* frame

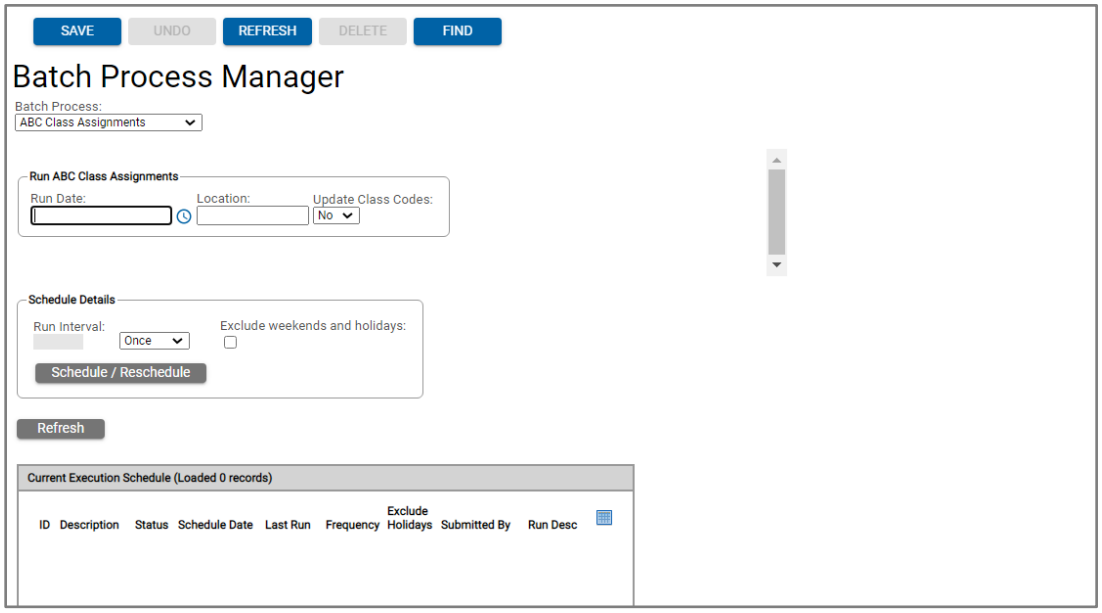


Batch Process Manager

Open the *Batch Process Manager* frame and select the **Batch Process** field to select a process. If there is a current schedule for that batch process, you will see a notice. It can be deleted or rescheduled as needed.

Each specific batch process will be covered more in depth in this document, the following general set of steps apply to the scheduling of each process.

1. To create a new schedule, delete any current schedule then set up the new one.
2. Each process will have different parameters to be entered.
3. Select the **Run Interval**.
4. Select the **Exclude weekends and holidays** checkbox, if applicable.
5. Select **Schedule/Reschedule**.



Section 4. ABC Class Assignment

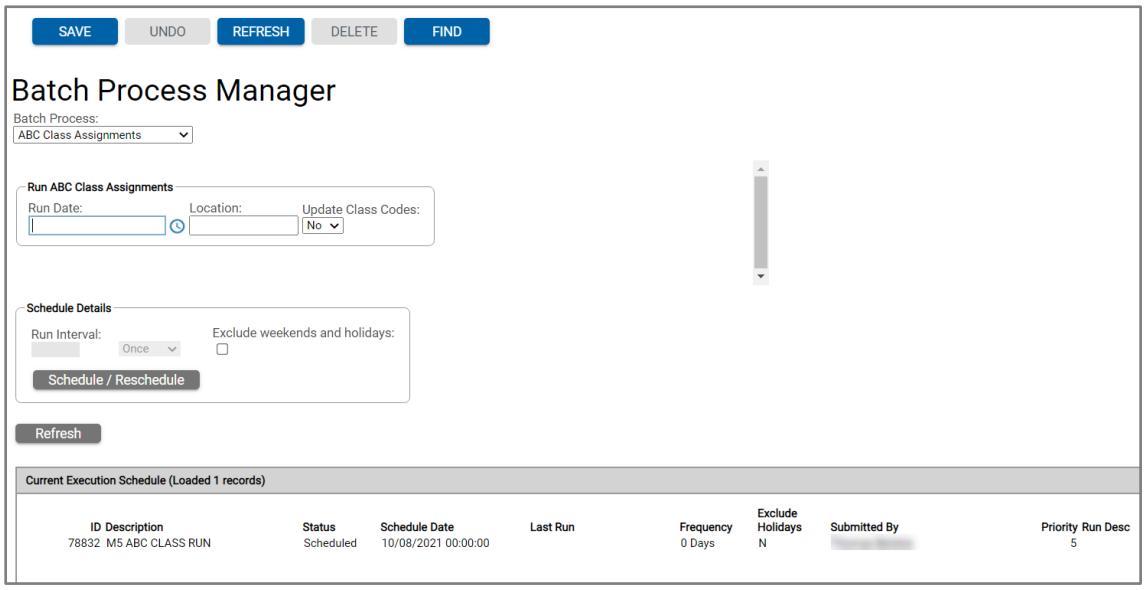
The *ABC Class Assignment* batch process produces a report that allows the user to preview how the ABC class codes will be assigned to stock parts.

Follow the steps to run the batch process.

1. From the **Batch Process** dropdown select *ABC Class Assignment*.
2. Enter a **Run Date** and a **Location**. You can also leave the **Location** blank to run the process for all locations.
3. The default value for the **Update Class Codes** field is *No*. Typically, you would run this process twice, once with the value set to *No*, then again with the value set to *Yes* after you verified the code assignments and made applicable corrections. You can set the interval and frequencies to run the batch, exclude holidays and weekends and schedule it. When you are satisfied with code assignments you can set the update value to *Yes* and run the batch to update the codes.

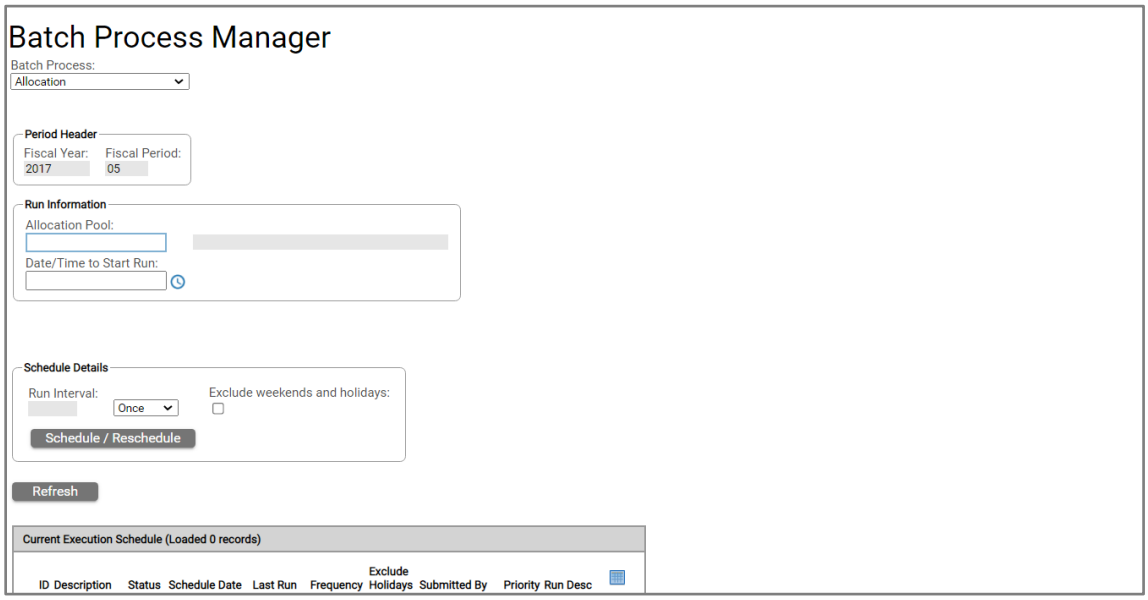
   Note: The value in the **Update Class Code** field ignores the setting in System Flag 5038 (Update ABC Class Codes to the Part Inventory Location Frame?). System Flag 5038 controls whether the update is performed during the *End of Period* batch process.

4. Select **Schedule/Reschedule** to schedule the batch process to run.



Section 5. Allocation

The *Allocation* batch process is a customer-specific process used for distributing costs to allocation pools or groups. The **Allocation Pool** is created by AssetWorks when requested by the customer and can be configured and executed through the *Batch Process Manager*.

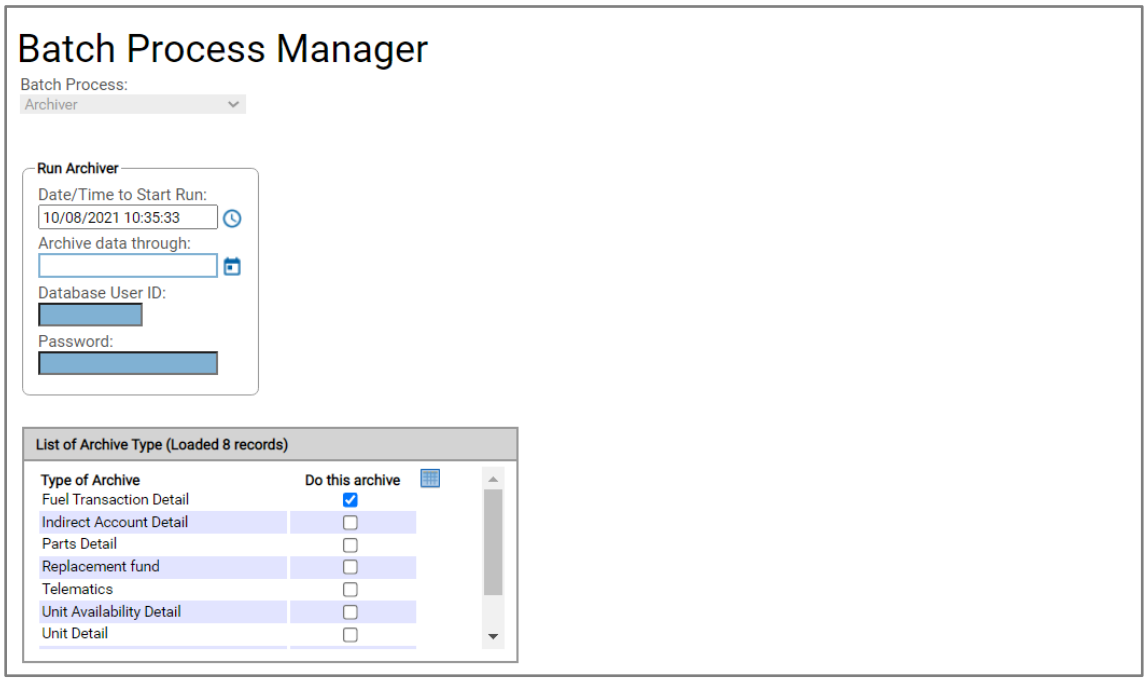


Section 6. Archiver

The *Archiver* batch process moves and stores older data that no longer needs to be readily available in active M5 tables. The program moves the data from various tables based on the type of transaction. M5 provides the ability to archive data transaction types.

The Archive Types:

- Fuel Transaction Detail
- Indirect Account Detail
- Parts Detail
- Replacement Fund
- Telematics
- Unit Availability Detail
- Unit Detail
- Work Order Detail



Follow the steps to run the batch process.

1. Enter the **Date/Time to Start Run** to run the batch process.
2. Enter the **Archive data through** date for which the program will archive data.
3. Enter the **Database User ID**.

Important: For Oracle clients the database user archives all companies within the database. For example, if your organization has two companies, both are archived.

Important: For SQL Server clients, it is recommended to run this batch process through mfiveapp database user.

4. Enter the database user **Password**.
5. The **Look Back Value, Look Back Term**, and **Unit Type** are locked fields used in the *Sold Units Archive* batch process. They are not editable.
6. Select the **Do this archive** checkbox to select the type or types of data to archive during the batch process execution. You can select multiple options.
7. Select the **Run Interval**. Options are *Once, Minutes, Hours, Days, Months*. You can select the **Exclude weekends and holidays** checkbox.
8. Select the **Schedule/Reschedule** button to schedule the batch process.
9. You can view the *Current Execution Schedule* i-frame.

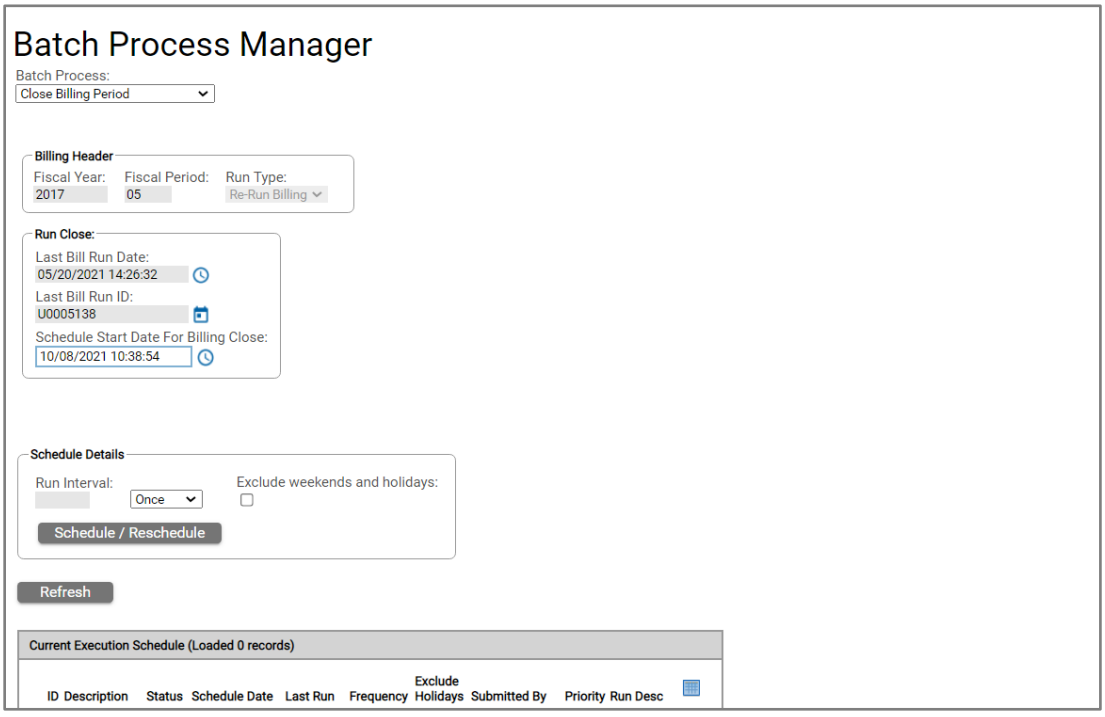
Section 7. Close Billing Period

The *Close Billing Period* batch process should be run after all billing transactions for the current period have been verified as accurate.

When this batch is selected, the user will be prompted to make sure they understand that when this process runs no further changes will be allowed in this period.

After this batch process is executed the billing transactions are posted to the accounting ledgers and cannot be changed. Any adjustments will have to be made in the next billing period and both entries will appear in the audit trail.

1. When you select the close button the *Billing Header* displays the **Fiscal Year** and **Fiscal Period** for which billing will be closed.
2. The **Last Bill Run Date** displays.
3. Enter the **Schedule Start Date For Billing Close**. Selecting the field will default to the current date and time.
4. Select the **Run Interval.**
5. Select the **Exclude weekends and holidays** checkbox, as applicable.
6. Select **Schedule/Reschedule**, and then select **SAVE**.



Section 8. End of Day

The *End of Day* batch process updates specific data into certain tables daily. By default, this process automatically run every day at the time specified unless it is changed. It generates an email when completed. The email is sent to the user specified in the *Application User Maintenance* frame.

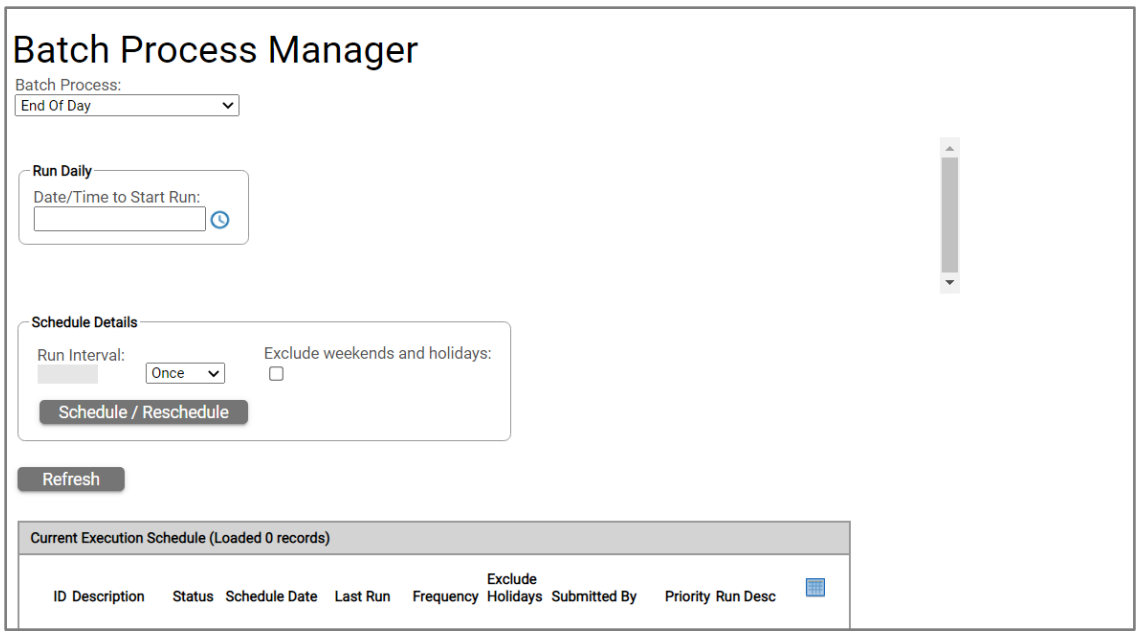
The *End of Day* process performs the following tasks:

- Calculates unit downtime accumulated since the last End of Day was run.
- Updates part statistics with the last physical inventory date if no last physical inventory date is present.
- Updates Parts_Usage_Occ table to identify failures of major parts.
- Updates Unit_Dept_Comp_Main with current values of Department numbers from Unit_Assign_Hist.

When you select the *End of Day* batch process you will see a notice if there is already a schedule active for it. Select **OK** to delete and reschedule to process.

1. Delete the existing schedule before creating a new one.
2. Enter the **Date/Time to Start Run** to reschedule the end of day process.
3. Select the **Run Interval**.
4. Select the **Exclude weekends and holidays** checkbox, as applicable.
5. Select the **Schedule/Reschedule** button.
6. When the *End of Day* process has finished running, the user who ran it will receive an email indicating that the process completed successfully or there were errors.
7. If there are any errors reported, they can be corrected, and the process can be run again.

Important: The *End of Day* batch process will not run during a system backup. Be sure to schedule it before or after your system backup runs. It is also recommended to run the *End of Day* process at a time when the system is in limited use.


Batch Process Manager
Batch Process:
End Of Day
Run Daily
Date/Time to Start Run:
Schedule Details
Run Interval:
Once
Exclude weekends and holidays:
Schedule / Reschedule
Refresh
Current Execution Schedule (Loaded 0 records)
ID Description Status Schedule Date Last Run Frequency Exclude Holidays Submitted By Priority Run Desc

Section 9. End of Period

The **End of Period** batch process must be run no earlier than the first day of a new fiscal period. End of Period automatically closes the oldest currently open period.

The End of Period tasks include:

- Verifying there is a unit history record for each unit for the current period.
- Propagating shift table information forward for the module flag designated amount of time.
- Running **Eop_Inv_Proc**, a process that performs inventory processing and cleanup by:
    - Rolling usage quantities by period and setting current period usage to zero.
    - Deleting transfers which have been rejected or completed over the number of days indicated by the **Inventory Management** module flag, *Del. expired POS/Trans after* (duration).
    - Rolling period start quantities and inventory dollar values by period.
    - Getting current on-hand quantity and unit price to calculate the current period start quantity/inventory dollar value.

The going price and Rav are calculated in the **Part_Get_Price** process according to the pricing method set for the **Inventory Management** module flag-*Type of pricing to use for inventory valuation*.

The valid pricing methods include:

- Location Standard: Locstd - Unit$ = Location Unit $.
- Location Average: Locavg - Unit $ = Location Calculated Unit $.
- System Standard: Sysstd - Unit $ = Part Unit $.
- System Average: Sysavg - Unit $ = Part Calc Unit $.
- Incrementing the period roll counter (Pd_Roll_Ct) to annualize usage.
- Calculating depreciation for all units that have a depreciation type of S (Straight-line), and that do not have a SOLD status.

Note: System Flag 5290 – “Calculate depreciation based on capital journal?” determines how the depreciation of capitalized value is calculated. If set to N for purposes of depreciation, the capitalized value of the unit is the purchase cost plus capital adjustments at the time the end-of-period is run. This preserves existing functionality. If set to Y, the capitalized value of the unit only includes the changes made prior to the end of the period being closed, excluding those after the period was closed and before EOP was run. The Y setting also enables EOP to "catch up" and process depreciation for periods prior to the period being closed, including those values as a depreciation adjustment for the period being closed.

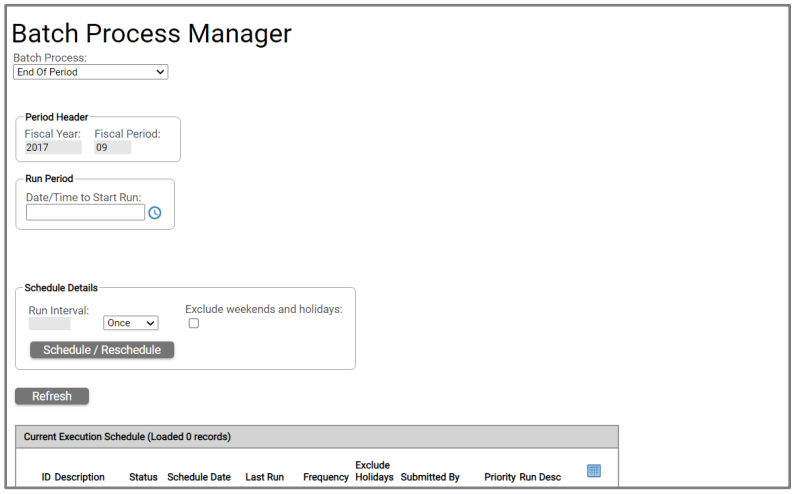
Note: This flag cannot be changed by users because of the potential duplication of values if the flag is changed from **N** to **Y**. Only new customers or customers that have not otherwise implemented depreciation calculations in M5 should consider changing the flag:

- Updates the line items in the *Budget* frame (some applications do not have this frame) if the appropriate budget flags are set in *System Management Flags*.
- Updates Maintenance Class Code history.
- Sums past five years of unit history for reporting purposes (rolling five year window).
- Closes the period (nothing else can be charged to a closed period).
- Renames the user log file that keeps track of users.
- Updates the *Last End of Period* run.
- A batch process called **Part_Hist** can be run separately by setting System Flag 5032.

Complete the steps to run the process.

1. Select *End of Period* in **Batch Process**.
2. The **Fiscal Year** and **Fiscal Period** display.
3. Enter the **Date/Time to Start Run** to run the process. The current date and time will default. Make adjustments, as applicable.
4. Select the **Run Interval**.
5. Select the **Exclude weekends and holidays** checkbox, as applicable.
6. Select the **Schedule/Reschedule** button.

M5 sends an automatic email when the process has completed to the person who started the process. The email address comes from the *Application User Maintenance* frame. The email indicates if the process completed successfully or had errors.



Section 10. Forecaster

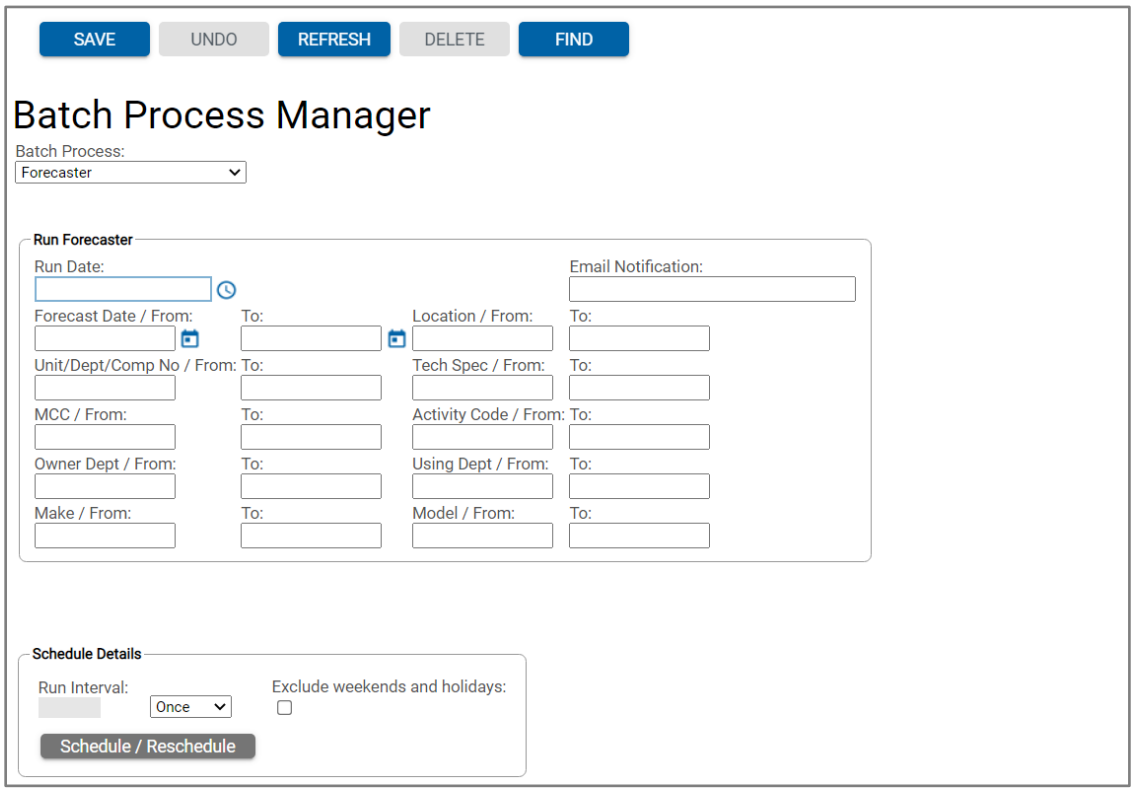
The *Forecaster* batch process is used to predict when a standard job is due for a unit, department, or component. The *Forecaster* uses the *Standard Job MCC* and the *Standard Job Tech Spec* to create work requests with a future due date. This date is calculated based on a time interval, the primary or secondary meter usage or fuel consumption.

The setup of the *Standard Job MCC* and interval must be completed prior to running the forecaster to have work requests generated. If the MCC setting is left at the default of zero the Forecaster will not calculate usage at all. The job may be set as recurring or one time only.

In the **Batch Process Manager** select *Forecaster* from **Batch Process** and you will be in the **Run Date** field. Press tab to select the current date and move to the **Email Notification** field. The email notification will let the user know if the process ran successfully or failed. The default schedule interval is *Once*. Select the **Schedule/Reschedule** button to run.

The Forecaster is a powerful tool for ensuring that your units remain in compliance with warranties and in optimal working condition.

See the *Forecaster Application User Guide* for more information.



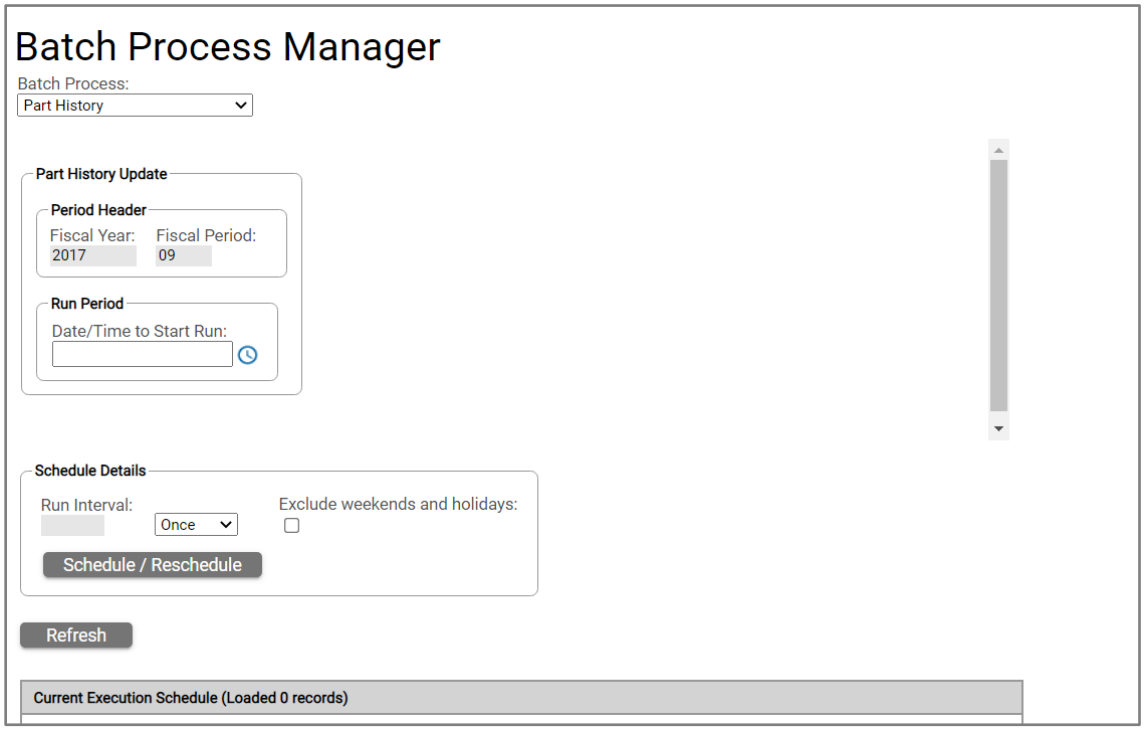
Section 11. Part History Update

The *Part History Update* batch process allows the user to close the Part History on exactly the last day of the month separate from the *End of Period* process. System Flag 5032 must be set for this to occur.

See the *End of Period* section for more details.

Complete the steps.

1. To run, select *Part History* in **Batch Process**. The **Fiscal Year** and **Fiscal Period** display.
2. Enter the **Date/Time to Start Run.**
3. Select the **Run Interval**.
4. Select the **Exclude weekends and holidays** checkbox, as applicable.
5. Select **Schedule/Reschedule**.



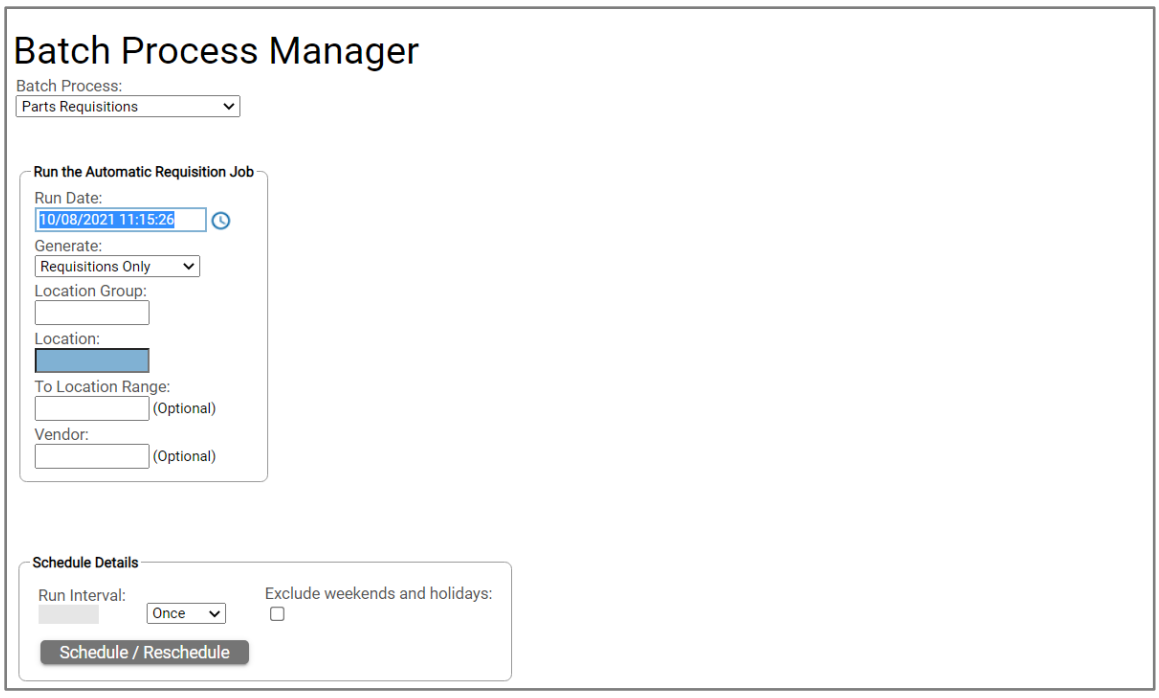
Section 12. Parts Requisitions

The *Parts Requisition* batch process automatically creates requisitions, requisitions, and purchase orders, or part transfers within the **Parts Inventory** module. When reordering is done manually the quantities are based on the **Standard Order Quantities** from the *Part Inventory Location Manager* frame.

When reordering is scheduled automatically the quantities are based on the *Economic Order Quantities* established by the ABC classification and historical transactions. When you select *Parts Requisitions* in the **Batch Process Manager** you will be in the **Run Date** field with the current date selected. Modify the date if desired or press tab to select what you want to generate with this run.

Complete the steps.

1. From the **Generate** dropdown, select *Requisitions Only, Requisitions* and PO's, or *Transfers Only*.
2. Enter the location in the **Location** field or a range of locations in the **To Location Range** field.
3. Enter a vendor in the Vendor field, as applicable.
4. Select **Run Interval** and the **Exclude weekends and holidays** checkbox, as applicable.
5. Select **Schedule/Reschedule**.



Section 13. Planned Absences

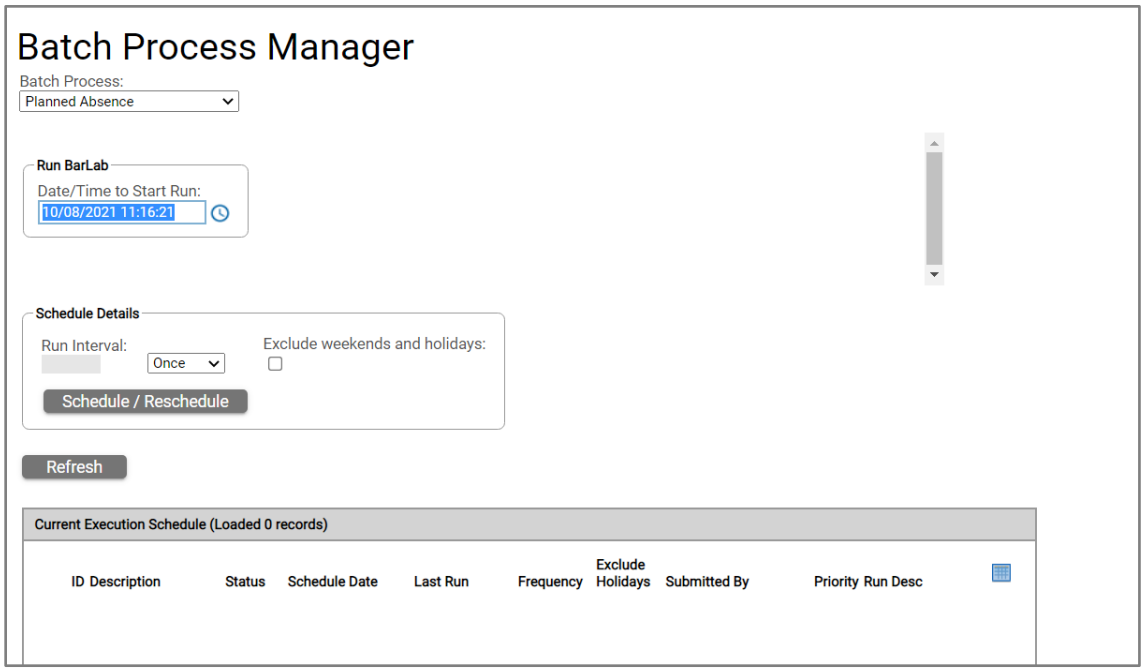
The *Planned Absences* batch process updates employee holidays and vacation schedules. These appear on the *Labor Timecard* frame. It must be run daily.

After the process is scheduled, it will automatically run every day. Use the *Holiday Calendar* frame to set up the company holidays to automatically appear as part of the Employee Absence. This frame example has a schedule set up to run daily.

Complete the steps.

1. To create a new one, enter the **Date/Time to Start Run**.
2. Select the **Run Interval**.
3. Select the **Exclude weekends and holidays checkbox**, as applicable.
4. Select **Schedule/Reschedule**.

As part of your regular maintenance, you can delete one time jobs that are not set to recur. See the *System Run List of Jobs* frame to complete this maintenance.



Section 14. Repeat Work

Used in conjunction with enhanced repeat repairs functionality and System Flag 5212 – Use Enhanced Repeat Repairs System? This flag must be set to **Y**.

See System Flag 5359 – Use “Ignored” WACs when evaluating job history for Repeat Repair - When a job is entered, default behavior is to check previous job occurrences whether or not the previous jobs have a WAC with the **Ignore Repeat Repairs** flag set to **Y**.

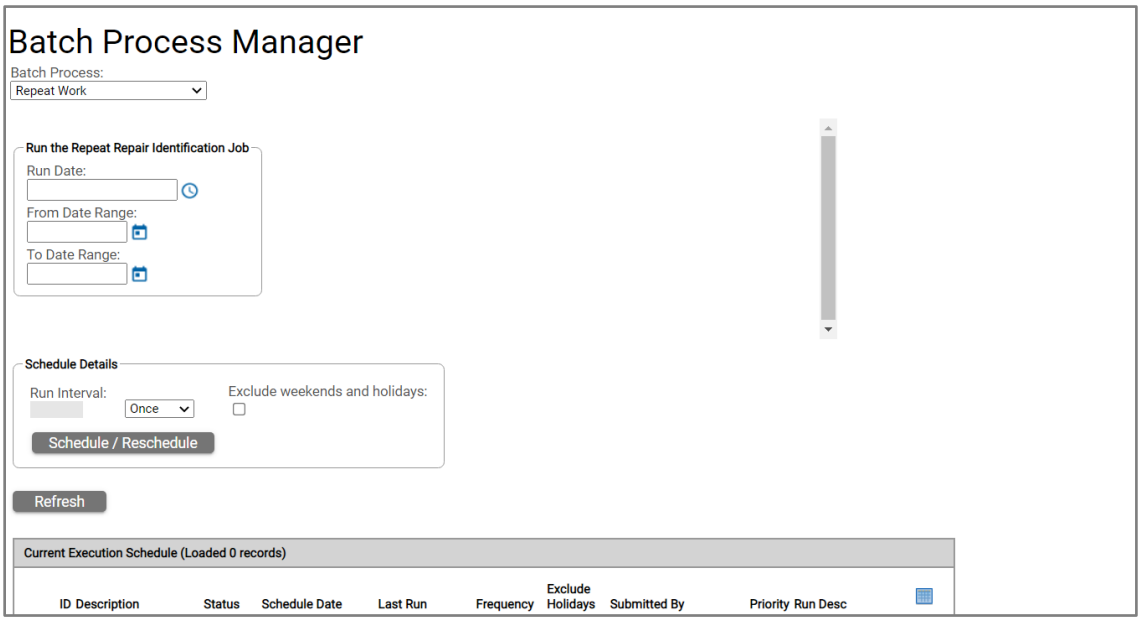
Also, when selecting a previously flagged job to see its history, jobs will appear in the history whether the WAC is set to Ignore.

The only function of the **Ignore** flag is that a job with an Ignored WAC will not itself be flagged as a Repeat Repair. However, if you set this flag to **N**, jobs with WACs that have the **Ignore** flag set will not be considered at all and will not appear in the Repeat Repair job history.

Alert: This flag is only used when System Flag 5212 is set to **Y**.

Alert: This batch process should be run when:

- Adding jobs to be tracked for the first time.
- Changing any job parameters in Repeat Repairs.
- To clear the repeat flags in o_job.



Section 15. Run Billing Period

The *Run Billing Period* batch process produces a detailed report showing all the items in the current billing period. It is not directly connected to the *End of Period* process. It can be run anytime you would like to examine the details of the items in the current Billing Period.

The Current Billing Period is based on the last time you closed a Billing Period by running the *Close Billing Period* batch process. The report produced by *Run Billing period* gives you the opportunity to find any mistakes in billing transactions before posting them to the current billing period ledgers.

The *Run Billing period* process populates data into specific tables based on the configuration of the billing structure in the M5 System.

After the *Run Billing period* process is finished the reports should be carefully reviewed to make sure the data is correct. If not, corrections can be made and the *Run Billing period* batch can be executed again as often as needed.

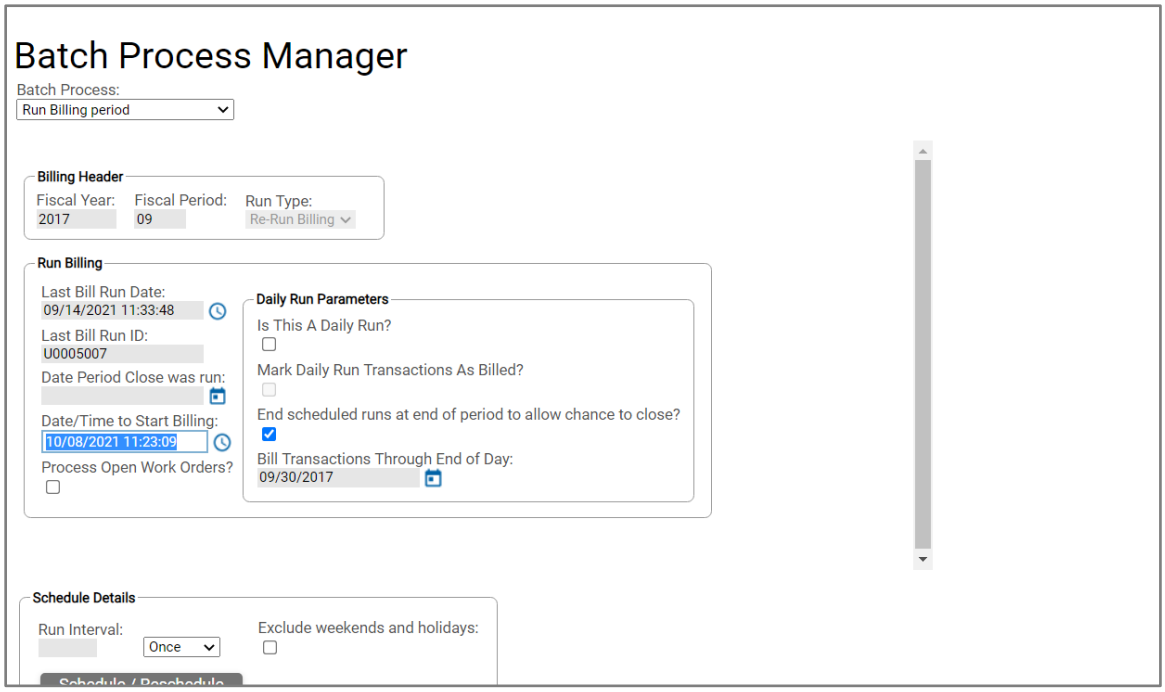
After the data is verified the billing can be finalized by running the *Close Billing Period* process. After the *Close Billing Period* process is complete no additional changes can be made to the current period.

Any changes discovered after this have to be corrected as adjustments in the new period and both items, the incorrect original charge and the corrected charge will appear in the audit trail.

Complete the steps to run the batch process.

1. Select *Run Billing period* from the list of batch processes.
2. The *Billing Header* will show the current **Fiscal Year** and **Fiscal Period** for the billing transactions that will display on the reports.
3. The **Run Type** setting is determined by the previous history of this batch. This example shows *Re-Run Billing* as the type because it was already executed in the current Billing Period. The last *Billing Run* information is shown here.
4. If the billing period has not already been closed you will be able to set up the details discussed in the next steps. Most importantly, the **Run Type** will include *Run Billing* in addition to *Re-Run Billing*.
5. Enter the **Date/Time to Start Billing**. Selecting the field defaults to the current date and time.
6. Select the **Process Open Work Orders?** checkbox if you want the billing to include charges on open work orders.
7. The *Daily Run Parameters* section allows billing to be configured to run on a daily basis. You can choose to mark the transactions as billed and control the end date of run.
8. Select the **Run Interval**.
9. Select the **Exclude weekends and holidays** checkbox, as applicable.

10. Select **Schedule/Reschedule**.



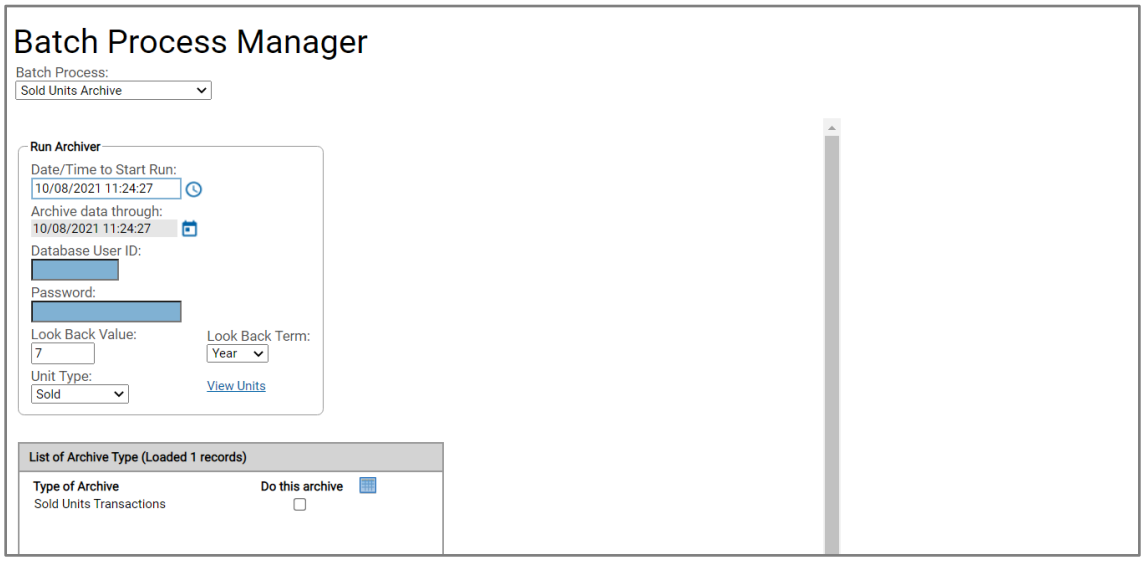
Section 16. Sold Units Archive

The *Sold Units Archive* batch process is a customer-specific batch process that provides the ability to archive units from M5. This process will remove all the historical data behind the units to limit the amount of data being searched when retrieving data from the M5 application.

The **Look Back Value, Term**, and **Type** defines which units and the cutoff for which of those units are eligible to be archived.

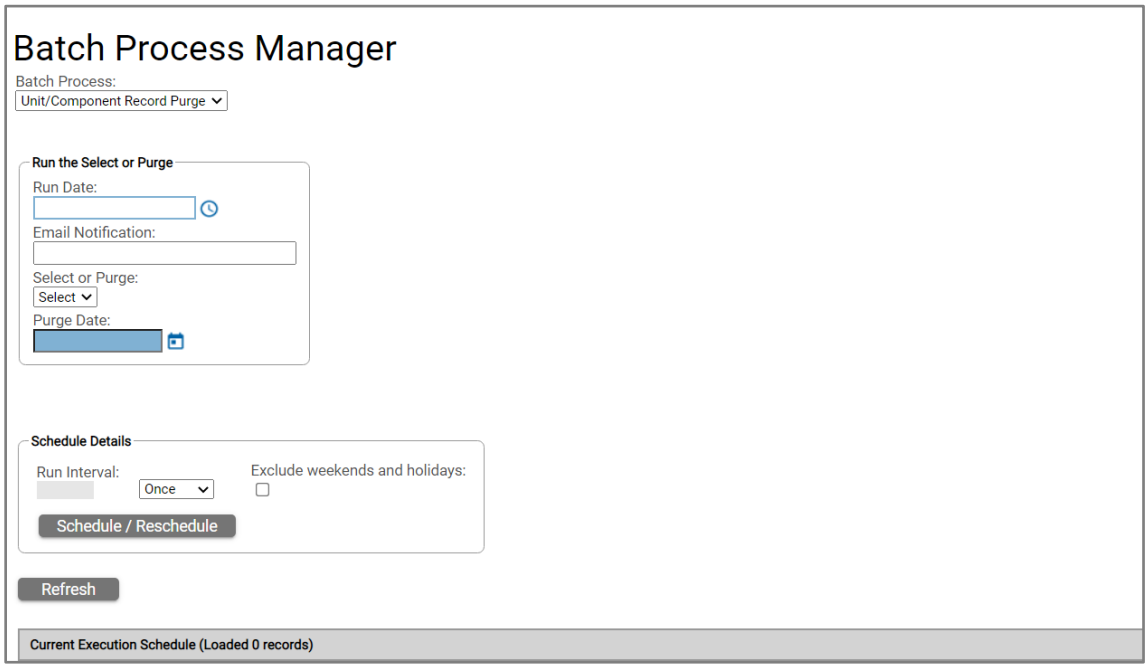
For example, if the term is set to years, the value is 7, and the **Unit Type** is *Sold*, then units sold more than seven years ago would be eligible to be archived by the batch process.

Alert: The **View Units** hyperlink allows you to view a list of units that match your parameters before running the batch process.
This is an important step. It is vital to verify the units being archived to ensure there are no mistakes or necessary changes. After archived, the data cannot be recovered.
This process is intended to be run on a yearly basis (during off hours) by only authorized users.



Section 17. Unit/Component Record Purge

The *Unit/Component Record Burge* batch process allows for the purging of disposed of (sold) assets after a determined amount of time has passed since the date of sale. The process selects and then permanently deletes asset records based on the defined batch process parameters when the user schedules the program.



Section 18. Work Request Planner

The *Work Request Planner* is a batch process to be used in conjunction with the Shop Planning module.

Important: This process is recommended to be run at the end of each *Forecaster* run but can be run as a standalone process.

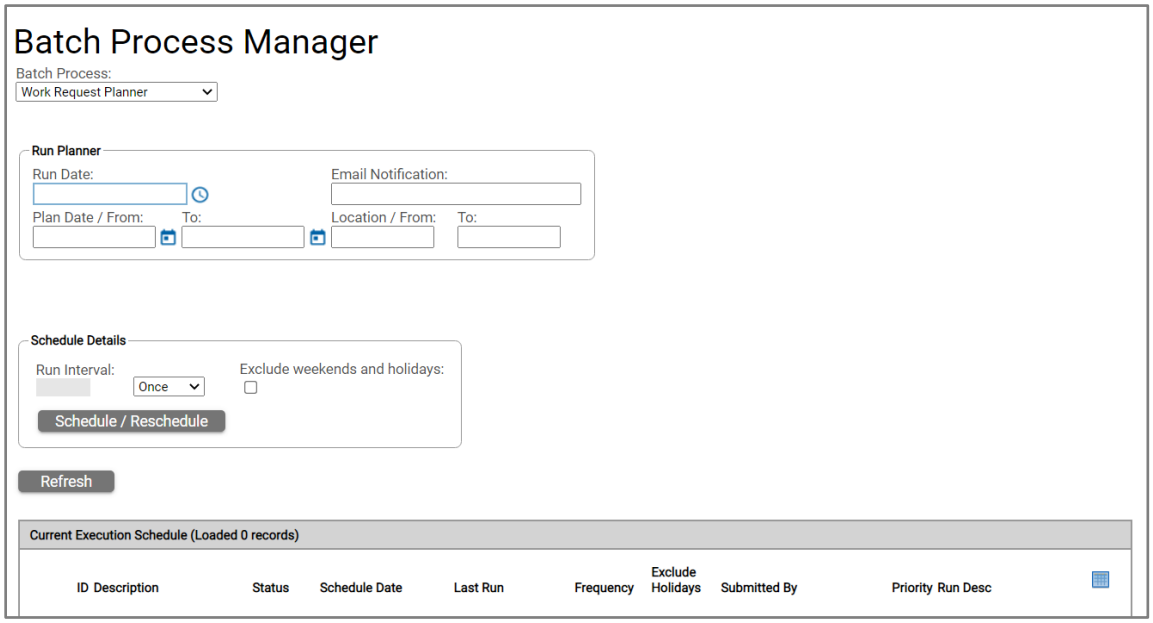
Important: The maintenance location parameter will select work requests be due date for the location scheduled shift.

Planner will replace the lesser of the hours for that schedule shift and the estimated hours for the WR.

Remaining house will be placed in the next schedule shift or day, depending on the maintenance location parameters.

This process repeats until the work request's hours are exhausted.

The planner will not attempt to place time on a schedule shift at a location where no employees are scheduled to work, or where the schedulable percentage time for that location and shift are zero.



Section 19. Updates

The following updates apply to the *M5 Batch Processes User Guide*.

Release	Section	Description
25.0	All sections	Applied miscellaneous writing style updates throughout the document.
24.0	Section 10. Forecaster	Updated the reference to the Forecaster Application User Guide.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.