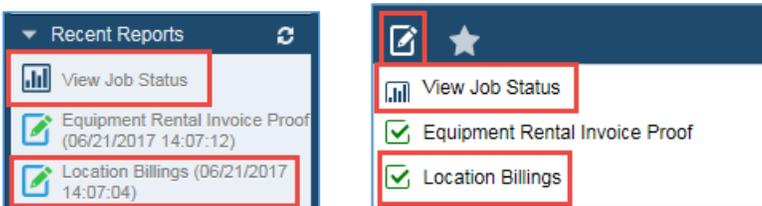Every time the Location Billing process is run in JDE, the finished process results in 2 reports. The second report is the most commonly known report, the Custom Invoice Report, used to provide back-up to Jobs and Owners of Equipment Charges. The first report is a system report that includes the same details (in a different format) of items being billed, but it also includes any error messages that may be preventing a piece of Equipment from billing. This report should be reviewed when the Location Billing process is run in Proof Mode, to fix any errors before the process is run in Final Mode. If the process is run in Final Mode and errors exist, they will appear again on the first report, and the Equipment will not bill. These errors will continue to appear, and the Equipment will continue to not bill, until the errors are resolved. This document will outline the error messages that appear on this first report and detail how to resolve them.

For details on how to handle Location Billing Batches that contain errors, please see the document titled "How to Resolve Billing Errors within Equipment Billing Batches" on the Equipment & Fixed Assets page of the JDE Training Materials Site.

Screen Shots of where to find the Error Report

The Error Report can be viewed by clicking the link circled in the screen shots below. First, navigate to your Submitted Jobs, then click on the Blue Report link for the first of the 2 Location Billing Jobs. The screen shots show several examples of the different types of Location Billing, as found on the CAM Menu under "Location Billing Reports".

Requirements to create an Equipment Billing Record

There are five requirements in JDE in order to bill a piece of Equipment. Those five requirements are as follows:

1. Equipment Rental Rule – most importantly, the Rental Rule determines what Prorate Code is used for a piece of Equipment, and whether or not Weekends are billed. It can also be used to set Billing Limits and apply different Rate Tables.
2. Equipment Distribution Rule – determines where a piece of Equipment is charged within a Job. Distribution Rules can be setup by individual Asset on a Job, or setup as "blank", which will then apply to all pieces of Equipment transferred to that Job.
3. Valid Equipment Rate – Must have appropriate Billing Rate Code based on the Rate Code in the Rental Rule, and also must be effective in the time period that the Equipment is on the Job (i.e. Start Date is less than start of Location Transfer, or blank, and End Date is blank or greater than Billing Thru Date).

4. <u>Job and Account in the Distribution Rule must allow Posting</u> – The Job and Account in the Equipment Distribution Rule must allow posting. The Posting Edit Code on the Job Master and on the Account itself must be "blank".

5. <u>Location Transfer Record that has not previously been billed</u> – Every time Location Billings is run in Final Mode, a record is entered in the F1304 Equipment Billing table. This record is what the system uses to determine how much it will bill in the subsequent billing. The system will never bill a time period twice.

The errors found on the Error Report will revolve around these 5 items.

Record could not be billed. Account Number is not specified for Location Tracking.

This error indicates that there is no Distribution Rule in place, or that the Location Transfer did not take on the information in the Distribution Rule. <u>This happens when the Location Transfer is performed before the Distribution Rule is in place</u>.

To resolve, click on the Location Inquiry & Transfer program on the CAM Menu. You can also navigate to this program via the Equipment Master. Find the piece of Equipment, select it, go to the Row Exit and choose Locations from the drop down. Then go to Business Unit, and then Location Inquiry.

If you accessed via the Location Inquiry & Transfer program, enter the Unit Number in the Header and click Find.

Work With Locations

✓ 🔍 🗑 ✕ ⌐ Form ☰ Row ⚙ Tools ⟳ One View

Display | Additional Selections

Unit Number	I401443		Location Code	*
Location	*		Transfer Number	*
From Date	*			
Thru Date			Previous Transfer Number	

Select the Location Transfer Record and click OK/Green Checkmark.

Work With Locations

✓ 🔍 🗑 ✕ ⌐ Form ☰ Row ⚙ Tools ⟳ One View

Display | Additional Selections

Unit Number	I401443		Location Code	*
Location	*		Transfer Number	*
From Date	*			
Thru Date			Previous Transfer Number	

Records 1 - 2

	📷	Unit Number	Unit Description	Location	Location Description	Begin Date	Ending Date	Quantity	Eq Status	Loc Code	Rate Code
☐		I401443	MS Surface Book - J Elwood	2001000	Non Dept		01/12/2017	01/12/2017	1.00 AV	H	03
☑		I401443	MS Surface Book - J Elwood	10459900	Apple Campus Manag...		01/12/2017		1.00 AV	C	03

Click on the Billing Information Tab, and enter the Business Unit, Object Account and Subsidiary in the applicable fields. Click OK/Green Checkmark to Save. Ensure that in the future, the Distribution Rule is in place before the Location Transfer is completed. *(Blank Distribution Rules can be setup on new Jobs to ensure all Equipment takes on a Rule when charged to that Job. However, all Equipment transferred to that Job will be charged to the same Account.)*

Location Revisions

✓ ✕ ⌐ Form ⚙ Tools

Location Information | Transfer Information | **Billing Information**

Transfer Action	1	Rented to the Job
Equipment Rate Code	03	Monthly
Business Unit		
Object Account		Subsidiary	
Subledger Type		Subledger	
Billing Amount		

Billed Information

| Rate Table | | Rate Group | |

Record could not be billed. Billing Rate Code could not be found on the Rate table.

Location	2003353	Operations			
Unit Number		**Description**	**Quantity**	**Begin Date**	**Ending Date**
1136152		HP Desktop - X.	1.00	8/17/2012	6/15/2017

Record could not be billed. Billing Rate Code could not be found on the Rate table.

This error indicates that a Rate cannot be found for this piece of Equipment. Either the existing Rate was expired & no new Rate was entered, a Rate matching the Rate Code on the Equipment cannot be found, or no Rate exists.

To fix this error, navigate to the Equipment Rates program on the CAM Menu.

Capital Asset Management
Equipment Maintenance and Work O

Equipment
- Equipment Master
- Licensing Information
- Parent Child Equipment Inquiry
- Equipment Message Log
- Parent History Inquiry
- Equipment Supplemental Data
- Create Equipment Extension - Proof
- Create Equipment Extension - Final
- Location Tracking by Asset
- Supplemental Data by Asset

Equipment Billing Setup
- Equipment Rates
- Rental Rules
- Equipment Distribution Rules
- Equipment Time Entry
- Location Inquiry & Transfer
- Time/Journal Entry
- Location Billing Inquiries
- Review & Post Equip. Time Entry Batches

Preventative Mai
- Equipment PM Sched
- PM Backlog
- PM Update
- Print PM Schedule
- Print Equipment Mai
- Post GL Costs to Wo
- Maintenance Rules

Enter the applicable information in the Header for how your Business Unit sets up Rates and click Find. Or click Add.

Work with Equipment Rates

✓ Q + 🗑 ✕ ☰ Row 🔻 Form ⚙ Tools ⏱ One View

Rate Table	*
Rate Group	*
Start Effective Date	*
Unit Number	

Work with Equipment Rates

✓ Q + 🗑 ✕ ☰ Row 🔻 Form ⚙ Tools ⏱ One View

Rate Table	*
Rate Group	*
Start Effective Date	*
Unit Number	

Enter the applicable information as required and click Save.

Equipment Rates Revision

✓ ✕ 🔻 Form ⚙ Tools

Table Information

Unit Number			
Rate Table		Start Effective Date	
Rate Group		Ending Effective Date	

Equipment Rate

| Equipment Rate Code | | | |
| Billing Rate | | Replacement Cost | |

Rate Components

| Ownership Component | | Rate Component 06 | |

Record could not be billed. Posting Edit Code does not allow entry.

Location		02- .9.'	__ _ _	Building			
Unit Number			Description		Quantity	Begin Date	Ending Date
..'12.'			HP 8770W Laptop -		1.00	2/16/2016	6/15/2017

Record could not be billed. Posting Edit Code does not allow entry.

This error indicates that the Account on the Distribution Rule, and therefore the Location Transfer Record, does not allow Posting. To fix, either change the Account on the Location Transfer Record using the steps shown above, or navigate to the Setup Accounts on Job Master Program on the Operations/Project Management Menu.

OPERATIONS / PROJECT MANAGEMENT
Main Menu

Project Management
- Job Address Information
- Job Master Inquiry
- Set Up Job Work Order
- Set Up Standard Rates
- Set Up Accounts on Job Master
- Update Budget Revisions
- Update Production Quantities
- Update Job Progress (EAC)
- View Job Status Inquiry (JSI)

Subcontract / Purchasing Mgmt
- Set Up Subcontract Orders - OS (3 Way)
- Receive Subcontract Orders - OS
- Set Up Subcontract Orders - O2 (2 Way)
- Print orders
- Set Up Material POs - OM (3 Way)
- Receive Material Purchase Orders - OM
- Set Up Material PO - OJ (2 Way)

Order Maintenance & Inqui
- Work with Logs
- Update Order Header
- View Material Receipts - OS/OM
- View Open Purchase Orders
- Commitment Inquiry
- Purchase Order Ledger

Enter the Job Number in the Header and click Find.

Original Budget / Account Master Sequence

✓ 🔍 🗑 ✕ ⚙ Clear 🗔 Form ☰ Row ⚙ Tools

Display   Additional Selection

Ledger Type	JA	JU		G/L Date	
Job Number	10174600	🔍		Level of Detail	9
Job Posting Edit				Subledger	*

Enter the Object Account, Subsidiary or both, in the QBE's above the column name. Click Find.

Original Budget / Account Master Sequence

✓ 🔍 🗑 ✕ ⚙ Clear 🗔 Form ☰ Row ⚙ Tools

Display   Additional Selection

Ledger Type	JA	JU	02001	G/L Date	06/30/2017
Job Number		10174600	AOC San Diego Courthouse	Level of Detail	9
Job Posting Edit				Subledger	*

Records 1 - 2

		5035		01004511						
		Cost Type #	Cost Type	Cost Code	Description	U M	L D	P E	M C	Original Units	Original Amount
☐	🔲	5035	E	01004511	Equipment - Internal	9	I	G		

Delete the Posting Edit and click Save. The PE column needs to be blank for the Account to accept charges.

Errors Occurred. Check Work Center.

For instructions on how to check your Work Center to investigate Batch errors, see the Basic Skills & Navigation JDE Training Page and the document labeled "Using Work Center to Investigate Batch Errors". More often than not, this error message appears when the Account on the Location record is on a Closed Job.

To resolve, either contact JDESETUP to get the Posting Edit removed from the Closed Job so that the Equipment can be charged to it, or follow the steps above to change the Job that the Equipment is being charged to. Note that if you open a Closed Job and charge costs to it, you will be required to re-run Profit Rec on that Job and the Job will need to remain open for the remainder of that Fiscal Year.

No Error Message. Time Period is too far in the past to be billed.

On occasion, all the prerequisites are not in place to bill a piece of Equipment and it does not bill. Then it is moved to another Job, and the prerequisites are entered to get that piece to bill (e.g. a Rate was missing, then it is entered and covers the unbilled period). If the system finds an unbilled period and all the prerequisites required to get Equipment to bill for that unbilled period, it will try to bill it, even if it is from a prior period.

If this period can no longer be billed because the job is long since closed and cannot take on new charges, it is possible to update it to non-billable so JDE will no longer try to bill it every month. To remove an item from the billing, it is necessary to change it to a non-billable Rate Code, or an Equipment Status that will not be picked up by the Data Selections of the Location Billing program.

To change either the Rate Code or the Equipment Status of an existing Location Transfer record, navigate to the Location Inquiry & Transfer program on the CAM Menu.

You can also navigate to this program via the Equipment Master. Find the piece of Equipment, select it, go to the Row Exit and choose Locations from the drop down. Then go to Business Unit, and then Location Inquiry.

If you accessed via the Location Inquiry & Transfer program, enter the Unit Number in the Header and click Find.

Select the Location Transfer Record and click OK/Green Checkmark.

Work With Locations

Display | Additional Selections

Unit Number	I401443
Location	*
From Date	*
Thru Date	

Location Code	*
Transfer Number	*
Previous Transfer Number	

Records 1 - 2

		Unit Number	Unit Description	Location	Location Description	Begin Date	Ending Date	Quantity	Eq Status	Loc Code	Rate Code
☐		I401443	MS Surface Book - J Elwood	2001000	Non Dept	01/12/2017	01/12/2017	1.00	AV	H	03
☑		I401443	MS Surface Book - J Elwood	10459900	Apple Campus Manag...	01/12/2017		1.00	AV	C	03

Click on the Transfer Information Tab, and change the Equipment Status to a value that **does not get included** in the Data Selections when you run Location Billings. Click OK/Green Checkmark to Save. *(**Do not change the Equipment Status on a Current Location record. This will change the Status on the Equipment Master, which will remain the Status until it is changed again. If the Equipment is transferred to a new Job with a non-billable Status, it will not be billed until the Status is manually updated. Only change the Equipment Status on a Historical Location record.**)*

Location Revisions

Location Information | Transfer Information | Billing Information

Transfer Number	112699
Quantity	1.00
Equipment Status	AV Available - On Job Site
Remark	$3545.27 Lump Sum
Column	Row

Meter Information

Curr Meter Reading	Orig Meter Reading

Data Selection

OK   Cancel   Delete   Up   Down

	Operator	Left Operand		Comparison		Right Operand	
☐	Where	Location Code (F1204) (AL) [BC]	▼	is equal to	▼	"C,H"	▼
☐	And ▼	Equipment Rate Code (F1204) (ERC) [BC]	▼	is equal to	▼	"03"	▼
☐	And ▼	Equipment Rate Code (F1204) (ERC) [BC]	▼	is equal to	▼	"04"	▼
☐	And ▼	Equipment Status (F1204) (EQST) [BC]	▼	is equal to	▼	"AV"	▼
☐	And ▼	Business Unit - Location (F1204) (LOC) [BC]	▼	is equal to	▼	Null	▼
☐	And ▼		▼		▼		▼

If the Location Record is current so the Status cannot be changed without affecting the Master, click on the Billing Information tab and update the Equipment Rate Code to "NB" for non-billable. Click OK/Green Checkmark to Save. If part of the Location Record has been billed in the past, the Rate Code cannot be updated. The fields will be greyed out as they are in the screen shot below.

If the fields are greyed out, enter a Location Transfer to move the Equipment to another Job (or to the Same Job), and change the Equipment Status on the Historical Location record.

Location Revisions

✓ ✕ 🖇 Form ⚙ Tools

Location Information   Transfer Information   **Billing Information**

Transfer Action	1	Rented to the Job
Equipment Rate Code	03	Monthly
Business Unit	10459900	Apple Campus Management
Object Account	5035	Subsidiary	01004511
Subledger Type		Subledger	
Billing Amount			

Billed Information

| Rate Table | | Rate Group | |