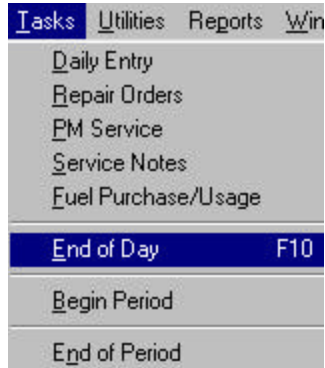


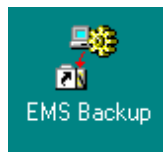
Chapter 11. End of Day Procedure

Business Purpose



The End of Day procedure is performed after all data has been entered for each operating day. This procedure includes running the End of Day process, backing up the database and log files, and running the Replication process.

The **END OF DAY** option on the **TASKS** menu is used to accumulate the day's entries, update various tables, create PM service orders, and print daily activity summary reports, repair order forms, and PM service order forms.



The **BACKUP** icon on the computer desktop is used to back up the plant database and log files to an external medium.



The **REPLICATION** icon on the computer desktop is used to transfer data between the plant and the division databases.

Refer to the Daily Checklist in Appendix E Work Papers.

**Business
Rules****Overview of the End of Day Process**

The **END OF DAY** option on the **TASKS** menu is used to execute the End of Day process. During this process, the system accumulates the day's entries and updates various system tables with month-to-date, year-to-date, and life-to-date activity information. This information includes items such as hours, miles, days, PM/repair costs, operating costs, inventory usage, depreciation, job cost, etc. Although accumulations are primarily associated with equipment, there are also accumulations associated with components and sub-components. The End of Day process also updates on-hand inventory balances and period usage quantities. The outputs of this process include the creation of PM service order forms and generation of reports.



Refer to the Accumulation Type reference screen for a complete list of all accumulations.

End of Day can be processed either for the current period or for entire history. On a daily basis, the End of Day process will be executed for the Current Period. This will re-accumulate detailed information for all operating days in the current month up to the date End of Day is being processed. End of Day will be processed for All History at month-end after Job Cost information is imported from the Accounting Database. The division Coordinator may also process All History on an exception basis if correcting records in prior periods.

End of Day Reports

The output of the End of Day process consists of two forms and three reports. It is recommended that the End of Day reports be retained for one year. They will serve as a backup in case data is lost and will assist in troubleshooting problems. *Refer to Chapter 20 Reports for more details.*

- **PM Service Order Form** lists detailed information about each PM service order opened on the day for which the End of Day process is run. It includes detailed tasks, lubricants, and parts required for the service. It is used to complete tasks and record the results of PM service activities.
- **Repair Order Form** lists detailed information about each repair order opened or closed on the day for which the End of Day process is run. It may include detailed instructions and parts required for the repair. It is used to complete tasks and record the results of repair activities.
- **Daily Equipment Usage Summary** report, also known as the Daily Audit report can be used to verify the accuracy of the data entered for the day.

- **Open PM Service Summary** provides summary information about all open PM service orders. This report can be used to review the status of open PM service orders and to schedule personnel to perform the services.
- **Open Repair Summary** provides summary information of all currently open repair orders and serves as a checklist for management to review the status of open repair orders. This report can also be used to schedule personnel to complete the repairs.

PM Service Order Creation

During the End of Day process, the system determines if a PM service is due for a piece of equipment by comparing the current LTD value (Hours, Miles or Days) to the LTD value of the last service plus the service interval minus the lead time associated with the PM Schedule Type.

Example: If a service with a 250 hour interval was last performed when LTD hours was 500, the PM service order would be created when the current LTD hours reach 725 (500 + 250 – 25 hours lead-time).



The last LTD value can be found on the PM Schedules tab in Equipment Maintenance.

A separate PM service order is created for each service level on each piece of equipment. These orders then display on the open PM Service Summary report until they are completed. Also, a PM Service Form will be printed for the service orders that were created at the conclusion of the End of Day process.



Lead times have been established on the Reference, Equipment PM Schedule Type screen. Lead times are established for each schedule type and apply to all PMs associated with that schedule type.