Connecting the Virtual Dots Webinars

Work Order Inventory Interface

Amy Horne
Product Analyst II

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Utility Billing Work Orders

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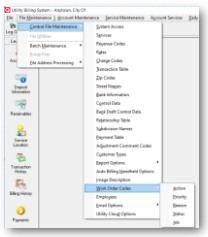
Work Order Codes

User defined codes to track work order information



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Work Order Codes

Action – Type classifications
Priority – Detail the order for technicians
Reason – Identification
Status – User defined status codes
Job – Added in SP 20 for Inventory Control

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Work Order Types

- Connect
- Disconnect
- Miscellaneous

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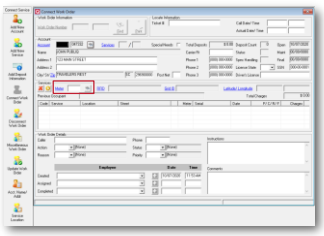
Work Order - Connect

Account Services > Connect



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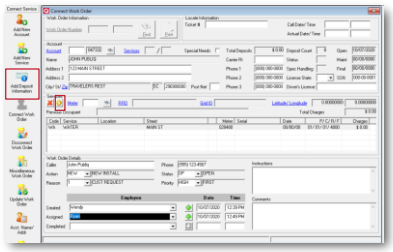
Work Order - Connect



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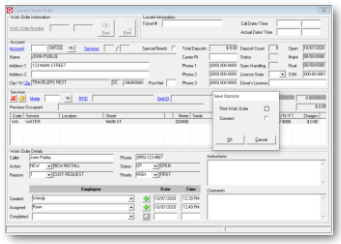
Work Order - Connect



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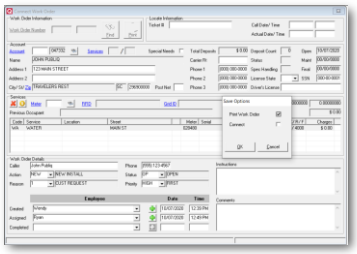
Work Order - Connect



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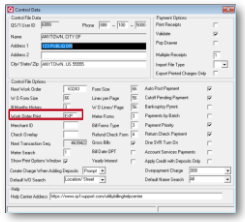
Work Order - Print

Generic

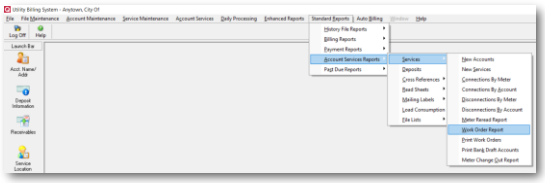
- Standard
- Enhanced

Custom

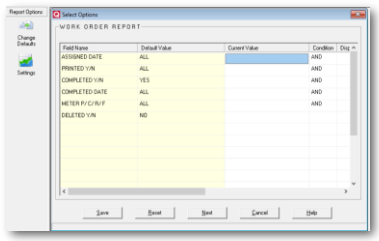
- Customer specific layout



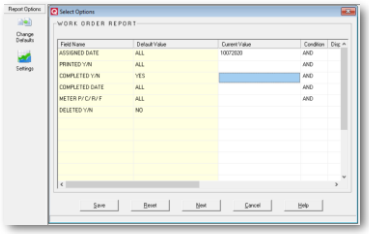
Work Order - Report



Work Order - Report



Work Order - Report



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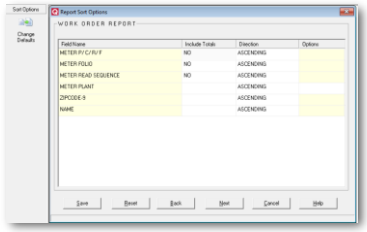
Work Order - Report



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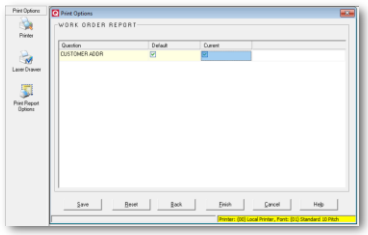
Work Order - Report



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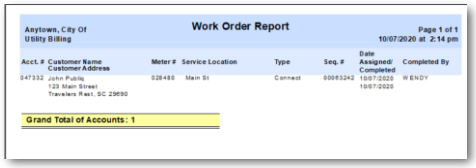
Work Order - Report



Anytown, City Of
Utility Billing

Work Order Report

Page 1 of 1
10/07/2020 at 2:14 pm

Acct. #	Customer Name Customer Address	Meter #	Service Location	Type	Seq. #	Date Assigned/ Completed	Completed By
047332	John Public 123 Main Street Travelers Rest, SC 29690	028480	Main St	Connect	00063242	10/07/2020 10/07/2020	W ENDY

Grand Total of Accounts: 1

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Work Order Inventory Interface

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Interface Requirements

Update Inventory when a work order is completed

- Technicians in field can update by removing or adding items used on the jobs
- Grant user access to update Inventory

Must have PUBLIQ Inventory and Utility Billing application

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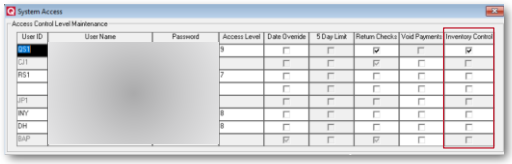
System Access – Inventory Control

File Maintenance > Control File Maintenance > System Access



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Work Order Job Codes

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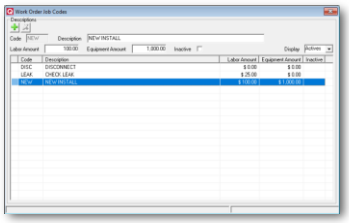
File Maintenance > Control File Maintenance > Work Order Code > Job



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Work Order Job Codes

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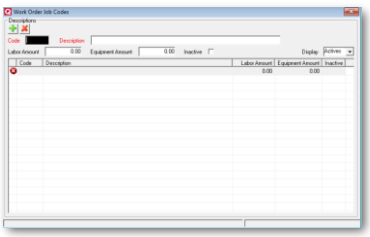

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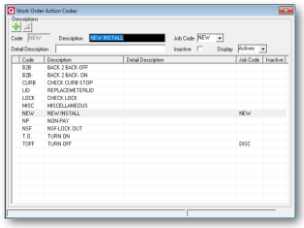
Work Order Action Codes

File Maintenance > Control File Maintenance > Work Order Codes > Action



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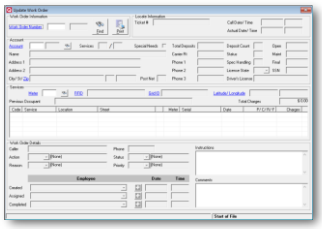
Work Orders – Update Work Order



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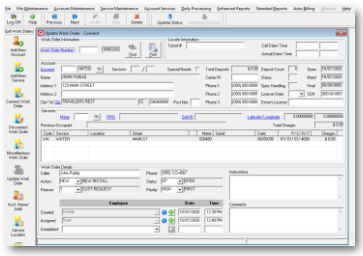
Work Order – Update Work Order



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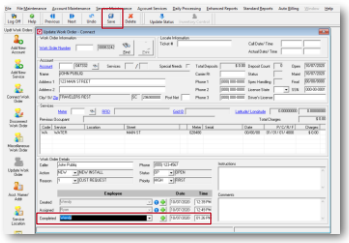
Work Order – Update Work Order



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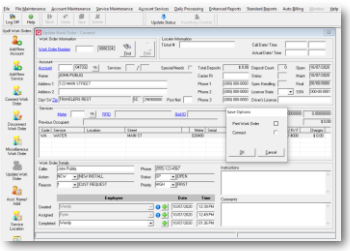
Work Order – Update Work Order



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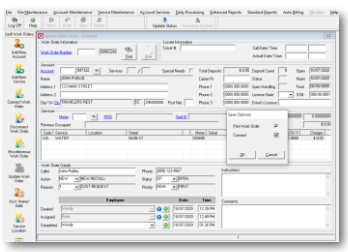
Work Order – Update Work Order



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Work Order – Update Work Order

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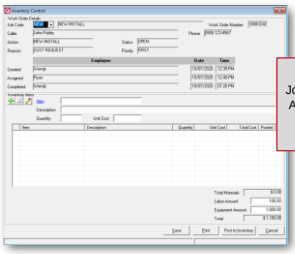
Work Order – Inventory Control



Job Code can be updated. Add inventory items used on the job.

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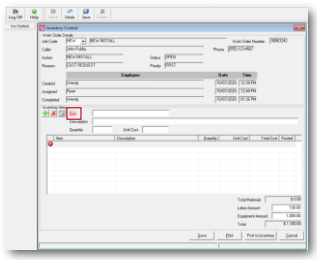
Work Order – Inventory Control



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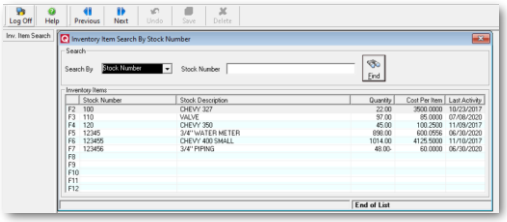
Work Order – Inventory Control



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Work Order – Inventory Control

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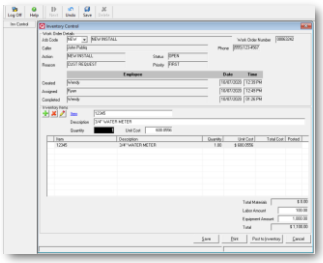

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Work Order – Inventory Control

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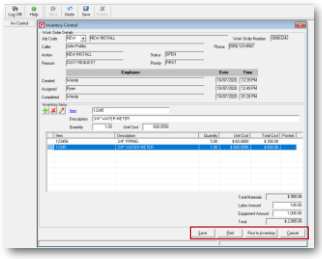

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Work Order – Inventory Control

Save – Save and then update if needed

Print – Prints details for your records

Post to Inventory – Updates items in Inventory

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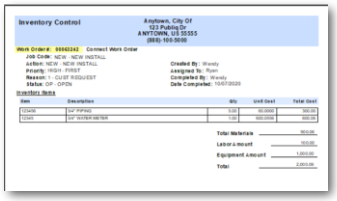
Work Order – Inventory Control Print Option



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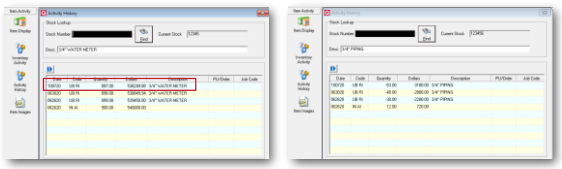
Work Order – Inventory Control Post to Inventory



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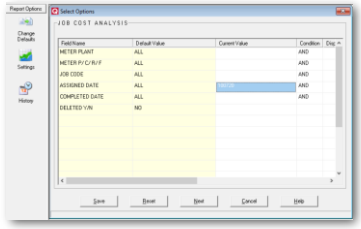
Job Cost Analysis Report

Enhanced Reports > Account Services Reports > Services > Job Cost Analysis



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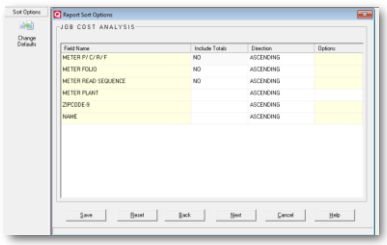
Job Cost Analysis Report



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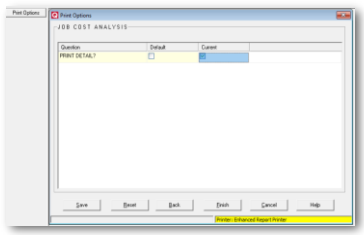
Job Cost Analysis Report



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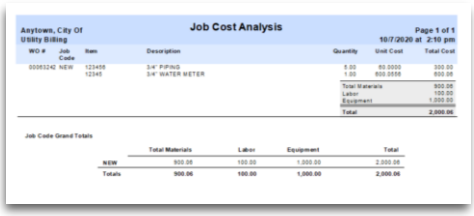
Work Order - Report



Anytown, City Of
Utility Billing

Job Cost Analysis

Page 1 of 1
10/7/2020 at 2:10 pm

WO #	Job Code	Item	Description	Quantity	Unit Cost	Total Cost
00065242	NEW	123456	3/4" PIPING	5.00	50.0000	300.00
		12345	3/4" WATER METER	1.00	600.0000	600.00
					Total Materials	900.00
					Labor	100.00
					Equipment	1,000.00
					Total	2,000.00

Job Code Grand Totals

	Total Materials	Labor	Equipment	Total
NEW	900.00	100.00	1,000.00	2,000.00
Totals	900.00	100.00	1,000.00	2,000.00

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Thank You

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