

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS012-131120

Title: Work Order Fiscal Year End Processing

The following departmental procedure shall be utilized by Facilities Support Services personnel when executing Work Order (WO) Fiscal Year End Processing of Facilities Management's computerized maintenance management system.

Preparing for WO Fiscal Year End Processing

- WO Fiscal Year End processing occurs on the last day of the CSU's fiscal year, June 30th, beginning at 5:15pm.
- Prior to June 30th, Facilities Support Services will notify the campus community of the upcoming event, including the day and time when the Year End Process shall begin. Additionally, the campus community is informed that Facilities Management's online work request will be inaccessible beginning at 5pm on June 30th.
- Prior to June 30th, Facilities Support Services will begin a review and cleanup of backlogged PM work orders (defined as issued PM work orders older than 90 days) by running the report "Backlogged Open PM Work Orders FY 'yy'". Based on the report's findings, Facilities Support Services personnel will Batch Close all PM work orders greater than 90 days.
- A software program specialist from Facilities Support Services will be assigned to work with the vendor's software programmer to validate data upon completion of the Year End Process. Contact information will be exchanged between the software program specialist and the vendor's software programmer.

Performing the WO Fiscal Year End Process

- On June 30th at 5:15pm, the vendor's software programmer will block access to the maintenance management system, including the online work request application.
- The software program specialist will update the following System Control Values:
 - MP Fiscal Week Entry
 - Inventory Control Fiscal Periods
 - Current Period to 7
 - IC_Current_Period to 1
 - WO Fiscal Year to "yy"
- The vendor's software programmer will run a database script that performs a Fiscal Year update and upon completion, will notify the software program specialist to begin data validation.

Validating the WO Fiscal Year End Process

- The software program specialist will validate the results of the Fiscal Year Process. Data validation includes a) logging into the system, b) checking the fiscal year prefix of newly created work orders, c) checking PM schedule dates, and d) checking Stores Control Periods.

- The software program specialist will notify the vendor's software programmer of the testing results.
- Based upon a successful Fiscal Year Process determination, the vendor's software programmer will unlock the system and the online work request program to allow user access to both.
- The software program specialist will notify Facilities Support Personnel the Year End Processing was completed successfully and data entry can commence.
- Facilities Support Personnel will notify the campus community the online work request application is available for use. (Note: campus notification could be accomplished on the Facilities Maintenance website).

REFERENCES

- Work Control Operational Manual 2013