

TMSD Work Management System Definitions Quick Card

Actual Finish Date – The date an operation was completed. This date, when compared to the “early finish date”, will determine if an operation was completed on time.

Basic Finish – The date scheduled for completion based on the basic start date, durations of the operations, operational relationships, and any other constraints placed on the order. The system does not include weekends or holidays when calculating dates.

Basic Start – The date operations are scheduled to begin on the order.

Confirmation – The completion of an individual operation.

Cost Center – The budget code for individual employees.

Customer Type – see “Partner Function”

Description – Location name field having a maximum of 40 alpha, numeric, and/or symbol characters.

Duration – The length of time budgeted for an operation based on business days (the default is “day”).

Early Finish Date – The date an operation was scheduled to be completed. This date, when compared to the “actual finish date”, will determine if an operation was completed on time.

Functional Area – The old fiscal “task” code (required for WBS elements).

Functional Location – The physical location of the order either entered at the time of notification (if customer oriented) or at the time an order is created without a notification (standing/internal order). Current functional locations are as follows: Statewide, Divisions, and Counties.

Main Work Center – The work center responsible for the order.

Mode (Received) – The mode received is how the notification was received by the division (what form it took).

Notification – Contact from a customer notifying us of a problem, issue, or requesting information. Notifications may be associated with an order. The notification type for TMSD is T1.

Notification Date – The date the notification was created.

Operation – The “task” to be completed within orders. Operations are assigned to work centers and may be assigned to individuals. Operations may also have budgeted hours (work duration) and/or budgeted time periods for completion (operation durations).

Operation Duration – The time to complete an operation (the default is “days”). When scheduling operation completion dates (if applicable), the system looks at the duration in “business days” only and does not count weekends or holidays.

Order – A work order (project) where something needs to be done. Orders may be created through a notification (customer service) or be created by themselves (standing/internal). The order type for TMSD is TS01.

Partner (Function) – The partner function is the customer or requestor. Partners can be permanent (repeat customers maintained in the system) or one time customers (such as citizens). The account group for permanent partners is Z010.

Personnel Number – The fiscal number for each individual employee.

TMSD Work Management System Definitions Quick Card (continued)

Planner Group – The generic business unit responsible for the order.

Plant – All work centers are associated with a single plant within SAP, and the TMSD's plant is 1595.

PM Activity Type – The generic work type of the order.

Priority – The priority of a notification/order (normal or expedite).

Receiver Cost Center – The cost center “receiving” (paying for) the work time/expenses. Work time and expenses being paid for by a cost center are considered variance charges for that cost center. Variance charges are only allowed for cost center 150149 (2000 series employees).

Receiver WBS – The WBS element “receiving” (paying for) the work time/expenses.

Reference Date – The date the notification/order was technically completed (TECO). This date, when compared to the “required end date”, will determine if a notification/order was completed on time.

Release – The process that “releases” an order for time charges.

Required Start Date – The date work is scheduled to begin on the order.

Required End Date – Final due date for the Division to complete all tasks on the notification/order. This date, when compared to the “reference date”, will determine if a notification/order was completed on time.

Settlement (Rule) – The process that tells the system how to settle the billing for an order.

Shop Paper – A printed order/notification that contains location, customer, assignment, note, and correspondence information. The SAP printer name for viewing shop papers in the QAS environment is DOT_ITSAP_092_217255.

Template – A standard structure for a specific type of order. Templates are used for a type, or types, of order that are constantly used so the structure of the order does not have to be rekeyed each time.

Transaction – A module in SAP used for a specific purpose (creation, display, change, reports, etc.)

User Status (Notifications) – The status of a notification when it is created and saved. Only notifications with a user status of “Authorized” are allowed to become orders.

WBS Element – The work breakdown structure for funding of a project.

Work Center – A work center is an organizational unit within SAP and can be a group of people or a single individual.

Work – The amount of time budgeted for working on the operation (the default is “hours”).