LaGov ERP – Linear Assets (Agile) Bulletin Board

Last Updated June 16, 2016

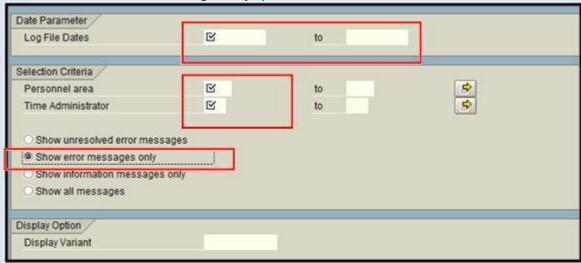| DATE	ARTICLE TITLE
8/28/13	Maintaining Your Labor Shortlist in AGILE Assets
8/27/12	New PM Activity Type for PM01 WO
8/27/12	M5 Notification New Asset Class Catalog
6/15/12	Linear Assets (AGILE) Upgrade Improvements
2/24/12	Additional Personnel Data in Agile Assets
1/10/12	PDA Work Order Advisory
12/1/11	Agile Multiple Operators for Equipment
10/7/11	Posting Dates MIGO
3/28/11	Labor Daycard Interface Errors
3/1/11	Agile Work Order Interface

Notes	Date Issued	Article Title	Article Content	
	8/28/2013	Maintaining Your Labor Shortlist in AGILE Assets	Please reference Maintaining Your Labor Shortlist in AGILE Assets for instructions on deselecting any employees who have been transferred and/or separated from DOTD. If not deselected, these employees will continue to be downloaded to the Mobile device and presented for selection to create/correct labor daycards.	
	8/27/2012	New PM Activity Type for 3rd Party Building Repairs	Effective 8/27/12, the PM01 Work Order type has been enhanced to include a new PM Activity Type recorded at the work order header level. The new PM Activity Type, "Third Party", was added to allow users to group work orders assigned to other than State emplyoees (HVAC Contractors, Plumbers, Automotive Repairs, etc.) for reporting purposes. Please see our Bulletin Board article New PM Activity Type for PM01 WO for a pictorial of the new PM Activity Type.	
	8/27/2012	M5 Notification new Asset Class Catalog	Effective 8/27/12, the Object Part Catalog Selection (Movable Property Asset Class) functionality has been enhanced to provide users an easy to read, folder based type menu selection. M5 Notifications using the former Object Part Catalog will not be affected unless it is necessary to edit the asset class. If an edit is necessary to the asset class, LaGov will default to the new Object Part Catalog and allow users to choose from the folder options in the selection menu. Please see our Bulletin Board article M5 Notification new Asset Class Catalog for a pictorial of the new Object Part Catalog (Movable Property Asset Class.) Please note this enhancement is to M5 Notifications for movable property tracking ONLY. No other notification types are affected.	
	6/15/2012	Linear Assets (AGILE) Upgrade Improvements	The upgrade to the Linear Assets (AGILE) application will be moved into production the weekend of June 16th through June 17th. View the Linear Assets AGILE Upgrade Improvements document for some of the more notable improvements.	
	2/24/2012	Additional Personnel Data in Agile Assets	Effective Monday, February 27th, the Personnel Number will be added to the Employee Name on Progress>Daycards screen in Agile Assets. Please click Additional Personnel Data in Agile Assets for screen captions from the Agile Assets system of this enhancement.	
	1/10/2012	PDA Work Order Location Advisory	All PDA users should follow the following published instructions for proper entry of **Work Order Location** to avoid repeated Location Errors that encountered during upload. Please click PDA User Guide (Work Order Location) for these instructions.	

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	12/01/2011	Agile Multiple Operators for Equipment	The equipment day card function in Agile has been enhanced to allow multiple operators for the same piece of equipment. This change allows authorized users to assign as many operators as necessary for proper equipment operation. For example, pavement marking equipment often requires more than one operator. Currently this enhanced functionality is only available for desktop portal users and is not available for PDA users. The PDAs will be upgraded when the upgrade is provided by Agile. Please click on the following link for a guide on using this new functionality. Click here to view the Agile Multiple Operators for Equipment	
	10/07/2011	Posting Dates MIGO	It is critical to the Agile Material Day Card interface that MIGO transactions are entered timely. If not entered timely, the Agile Material Day Card will fail. Please access the following link for a brief article that includes MIGO screen shots of the date fields that need to be entered timely. Posting Dates within MIGO Transactions	

How do I find rejected daycards that must be fixed? **Run ZT09.**

- Enter yesterday's date in **Log File Dates** field.
- Enter your **Personnel Area** and **Time Administrator** (number).
- Select **Show error messages only** option.

To find **ALL REJECTED daycards** that have not been fixed:

Clerks (Time Administrators): Repeat steps above except in **Log File Dates** field enter <u>1st day of current pay period</u> **to** <u>Last day of current pay period</u>.

Business Manager/ADA of Business: Repeat steps above except in **Log File Dates** field enter <u>11/12/2010</u> **to** <u>Current date</u>.

What are the more common errors and how do I fix each?

Regular Hours > Planned Hours

Problem: The entry was rejected because, when added to the number of regular attendance + absence hours that were already recorded for the employee for that day, the total would exceed the number of hours that the employee was scheduled to work that day (planned hours).

Solution: Change the number of EA01 hours in Agile <u>or</u> correct employee's work schedule and then delete and re-enter attendance in Agile.

Regular Attendance EA01 Not Allowed on Holiday

Problem: The attendance was rejected because regular attendance or absence hours are not allowed on a State holiday. Only overtime hours are permitted on a State holiday.

Solution: Change EA01 to appropriate OT value or change holiday to regular work day.

IMPORTANT:

1. First review the employee's record in PTMW to determine exactly what change must be made.

2. To fix a CURRENT PERIOD error in Linear Assets (Agile), the daycard must first be **'un-approved'**. After making necessary changes, the daycard must be **'re-approved'** for it to be included in the next interface and the correction posted to HCM (SAP).

   If no correction to Agile is necessary, the record still has to be **'un-approved'** and then **'re-approved'** for it to be included in the next interface run.

3. Business Manager/ADA of Business must consider the following when fixing a PRIOR PERIOD ERROR:
   - If the work order is 'completed', it will need to be **'un-completed'** before any corrections can be made. Go to the **Progress > Completion** window and **'un-complete'** the work order.
   - If 45 days has passed since the last financial transaction in SAP, the work order may be **"Business Complete"**. The ADA of Business will have to change this work order's status in SAP from **"Business Complete"** back to **"TECO"** before any further action can be

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				taken. The overnight interface will change this work order's settings in Linear Assets so that the next day, it can be **'un-completed'** and work can proceed as described above.	
			4.	Always run ZT09 the following day after a correction is interfaced to confirm that the error no longer appears in your list. If still there or another error has resulted for this same date, contact the LaGov Help Desk for assistance resolving.	
				Review the ZT09 report descriptor for many **OTHER ERRORS** and how to fix them.	
	3/01/2011	Agile Work Order Interface		Agile work orders – Material Day Cards – should not be entered until the Inventory counts are completed and the inventory has been reconciled. Once the inventory is reconciled and the inventory is no longer frozen, you should enter all outstanding goods receipts, wait 1 day (so that the inventory balances can be interfaced to Agile) and then enter the Material Day Cards.	