

PREFACE

About This Book

The AS/400 CIMS III Permit Management User's Canadian Guide is intended for management and staff-level users of the Warehouse Module (WHS).

How This Book Is Organized

Each chapter in this book is numbered with the chapter number and page number within the chapter. The Table of Contents lists each chapter by number as well as the chapter subsections. A glossary and index at the end of the book provides you with extra information.

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Introduction

This chapter describes how to use the CIMS III Permit Maintenance module. It also discusses the "flow" of operation and some alternatives of how it may be implemented within your environment.

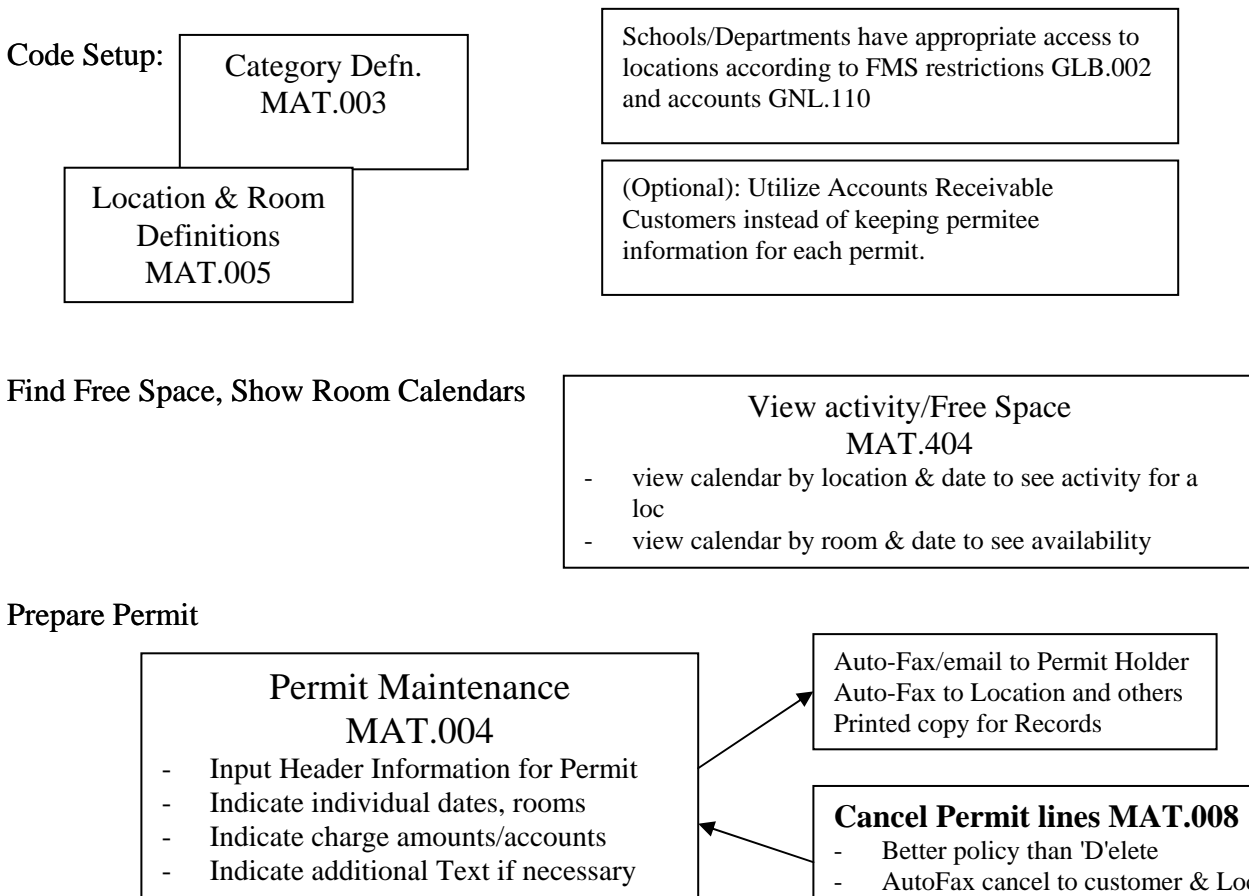
Refer to previous chapters to assure that the all pre-requisite and general options and procedures are in place before implementing Permits. Refer to the Financial Management User Manual for additional information on how to initially setup G/L accounts necessary if you are posting to A/R.

The permit system is a simple set of programs:

- a) Create Category(s) (eg: Internal, External for reporting and charging purposes)
- b) Pre-Requisite: create location/rooms that can be rented out including capacity, room type and usual rental cost information, and
- c) Search for available rooms
- d) Prepare Permits/cancellations and manage the paperwork
- e) Indicate necessary equipment rental and delivery notes for things like risers, chairs
- f) Build Accounts Receivable invoices for appropriate permit/rental lines
- g) Report To schools/custodians activity that is/will occur in their buildings

Schools and custodial can participate in either a lookup or change mode. There are two block date functions (rather than schools having to do fake permits to block rooms in their own buildings) to assist in appropriate location/rooms to become unavailable. Schools can see/print their own activity rosters.

How Information Flows in Permits



Maintenance & Reporting

Permit Printing

- By Location Activity - MAT.508

Customer/Permit Inquiries

- Damage Deposit Listing - MAT.510
- Letters/Labels based on permits - MAT.580
- Permit Activity - MAT.508

Link with Accounts Receivable

Optional (Post to A/R) - MAT.910

- Providing Permit has account and amount(s), items -
 - a) Use MAT.910 first to Report on expected Postings
 - b) Run again Report Only 'N' to create A/R Invoices
- items are marked as posted so will never post again.
- Once items have been posted, lines cannot be changed

How Permits works with Other Applications

The Permit System, based on general setup options, may have relationships with the following other CIMS systems:

CIMS Finance:

- G/L Accounts for confirmation of valid account revenue
- Account restrictions for users
- Location restrictions for users
- A/R for Customer/Permit Holders
- A/R to post Permit charges

System Setup and Definitions

Permits are annual. The yearend and yearstart process happens automatically with Accounts Receivable. In the new year all codes are brought forward and permits are blank.

Permit Carryforward from Previous Year - MAT.105

It is our expectation that permits follow the school year, ie: a single permit will not span from June to November of the following year. If this is not the case, there is a facility to copy forward certain permits.

Once the selected permits are brought forward, last year dates may be removed from the permit.

Category Codes - MAT.003

Categories are used to qualify type of permit (for reporting purposes) and also to dictate default charges on permit calendar lines. In combination with room definition, the system will look at the category and then room charge line to default.

Location/Room Codes - MAT.005

Locations are your school buildings and other buildings that may be used for renting out. The codes you use should match the location numbers already used in FMS and EMS.

Rooms are individual entities within a location, eg: School A might have a GYM, LIBRARY, CANTEEN, RM101, RM102 etc. It is important to name your room codes consistently between all locations, ie: if you want to rent a GYM you want to look for Room GYM and the system will identify what GYM is available. If a location has more than one GYM then the system has the capability of searching for both gyms at once as long as the names are in a consistent format.

Note: Locations must also be setup in REQ.210.

If you will have additional charges on Permits like Admin Fee, Custodial Overtime etc. our recommendation is to use a single location and create rooms in that location for ADM, CUST, With standard charges. This location/room can then be used in any permit to easily add the additional charges to permits.

Session A - [24 x 80]
 File Edit View Communication Actions Window Help
 7/13/05 FY 03 DEMONSTRATION SCHOOL DISTRICT 11:01:54 QPADEV0003
 CANWHS Location/Room Maintenance Ref: MAT.005 .11

Location: 103 Room: B10

Title 1 : BIOLOGY LAB
 Title 2 : _____

Capacity : 35

Type : LAB
 Sub-Type : _____

Rental Rate (1): 110.00
 (2): 100.00
 (3): 90.00

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

MR a MW 18/023
 1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001

Provide a Title for the Room for reports that allow Room Title to print and for defaulting in permit lines.

Indicate a Room Type to assist in reporting/potential for viewing space by room type rather than room name

Indicate a standard room hourly rental amount per category type defined in MAT.003)

Permit Maintenance and Reporting

Permit Maintenance is annual meaning that by default permits are not carried into following years. There is no close procedure to a permit. Permits may be altered/appended as required. Additional lines/dates/changes to hours/charges can be made until items have been posted to the G/L. All lines work independently meaning permit lines may be posted, but the permit and all other unposted lines are still available for edit.

Permits should never be 'D'eleted. This will make calendar views etc. seem unreliable ... instead there is a permit cancellation procedure that frees up the space but users can at least identify that there was initially a permit intact.

Permits show the charges applied to a customer, but do not indicate amount owing. The accounts receivable system is responsible for reporting on receivables.

Permit Maintenance - MAT.004

This maintenance screen is used by requesters' permits to Initiate, Confirm/Book, Print, and Edit requests for facilities. There are no other maintenance options. The only restrictions to editing will occur for posted A/R lines.

Permits are assigned a unique number according to DOCID. DOCIDs are setup by administration one-time. You can authorize people to DOCIDs to ensure that access is granted to only those that should have it.

```

Session A - [24 x 80]
File Edit View Communication Actions Window Help
7/13/05 FY 03 DEMONSTRATION SCHOOL DISTRICT 12:06:30 QPADEV0003
CANWHS Permit Maintenance Ref: MAT.004 .11
Permit No. : 930093 PR
A/R Customer 127 Bill A/R Customer _____
Name BAYCO INDUSTRIES _____
Attention MERV VANDERVEEN _____
Address 2200 LOGAN AVE. _____
City/Pr/PC WINNIPEG MB R4E2W4 _____
Phone 204 957-2700 Fax 204 957-1111 Send Permit F/E/ ? E Fax Email
Email taketwo@taketwoinc.com _____
In Charge PETER SMITH Ph 204 955-6678 Fax _____
Email petesmith@hotmail.com _____ Send Permit F/E? E
Purpose BROWNIES Category I Renewal N
Location 103 Room B10 Extra HALLWAY FOR ACTIVITIES Booked 7/04/05
Dates 7/05/05 - 6/30/06 _____
Times 16:30 - 22:00 EVENINGS _____
Description _____
Tot #1 _____ Tot #2 _____ Notifications 103F MAINTF _____
Chairs _____ Tables _____ Kitchen N PA N Outlet N Misc1 N Misc2 N
Approved By _____ Messages 500 _____
Chrg Info/$ _____ CALNDR/CHRG? Y
Damage Deposit$ _____ Collected? N Returned? N GOTO TEXT ? Y
Mode: Change F3=Exit F4=Index F5=Reset F6=Equip F12=Cancel

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MA a MW 20/061
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001

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Customer/Bill To: If you are posting to A/R, you must select a valid A/R customer. Use F4 to view a list of all customers as setup by Accounts Receivable. If the customer has not been setup - use ARS.310 first to setup the customer. Using this information will save you the time of entering Address, phone information

HINT: If you use F4 and then return having selected the right customer, the information will not fill-in until you advance to the next screen - you can press ENTER to auto-fill - then proceed with the rest of the permit information.

Send Permit F/E?: This is critical information if you will be auto-faxing or auto-emailing this permit. The Fax when turned on will look to the Fax number indicated here on the permit to decide whether it should auto-fax the request or not automatically when you 'P'. It is looking for an F if you wish to auto-fax or E to auto-email else blank.

In charge Information: (Optional) This person may also receive a copy of the permit automatically by Fax or Email if you use the Send Permit F/E at the contact information area.

Purpose: Indicate the purpose of the Permit. This will default into each of the charge/calendar date lines.

Date/Time Info: In screens to follow you will be able to itemize exact dates/times. This initial header screen is to generalize the request making calendar entry easier.

Renewal Type (Optional) .. but very useful. If you use this to indicate that this is probably annual, it will assist in the new year to know which letters/merges need to be done and automate the whole renewal/application process.

Damage Deposit Amount/Collected/Returned: Excellent fields to maintain whether you are charging a damage deposit and at what state payment has been provided. Damage deposits do not hit A/R.

Notification Code(s): (Optional) When you 'Print this permit, the system can automatically print, fax, or email the permit ALSO to notifiers you have predefined (PUR.206). Cancellations will also look to here to auto-notify of cancellations. This is an EXCELLENT way to automate distribution of permits to maintenance, schools

Message Codes: There is a text area to add additional notes, but if you have standard/common messages that are re-used many times it is simpler to record these into codes and re-use as you need.

Text: (Optional) A line by line text screen is available for you to write whatever is needed on the permit - unlimited lines

Calendar/Charges: This 'Y' answer will open up a second screen allowing you to book the individual dates and times. The system will indicate whether there is a booking already but will allow you to doublebook any date(s).

8/12/04 FY 3 DEMONSTRATION SCHOOL DISTRICT 18:01:36 QPADEV0002
 CANWHS Permit Maintenance Ref: MAT.004I.01
 Permit: PR 930085 TAKE TWO INC.
 Dates 8/31/04 - 12/31/04 EVERY 2ND MONDAY Times 19:00 - 21:00

CMD	Date	Locn	Room	Start	Stop	Amount	Account	Inv?
BEGIN	0/00/00							
001.0	9/01/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	
002.0	9/15/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	
003.0	10/03/04	103	GYM	19:00	21:00	70.00	**BOOKED** 000930084	
004.0	10/13/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	
005.0	10/28/04	103	GYM	18:00	20:00	70.00	9.1100.000.2910.23	
006.0	11/10/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	
007.0	11/24/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	
008.0	12/01/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	
009.0	12/21/04	103	GYM	19:00	21:00	70.00	9.1100.000.2910.23	

F20 = COPY LAST LINE (DAILY) F21 = COPY LAST LINE (WEEKLY)
 COMMANDS: A C D L F T # E POSITION: +n,n,n,-n,Roll-up,Roll-down

9.000 Date: 12/21/04 Time IN/OUT: 19:00 21:00 Locn: 103 Room: GYM
 Desc: ACTIVITY NIGHT 0/00/00
 Qty: 2.0000 Amt: 35.00 PST: N GST: Y 7.0000
 Acct: 9.1100.000.2910.23

- Create the first entry ... then use F20 or F21 to copy the entry for daily range or weekly permits. Then if additional editing is required to cancel for individual dates - use 'D' to delete the auto-creating lines.

Quantity/Amount/Account/Taxes: These fields are necessary if you will be posting lines to Accounts Receivable or if you want charge/dollar information to appear on the permit print.

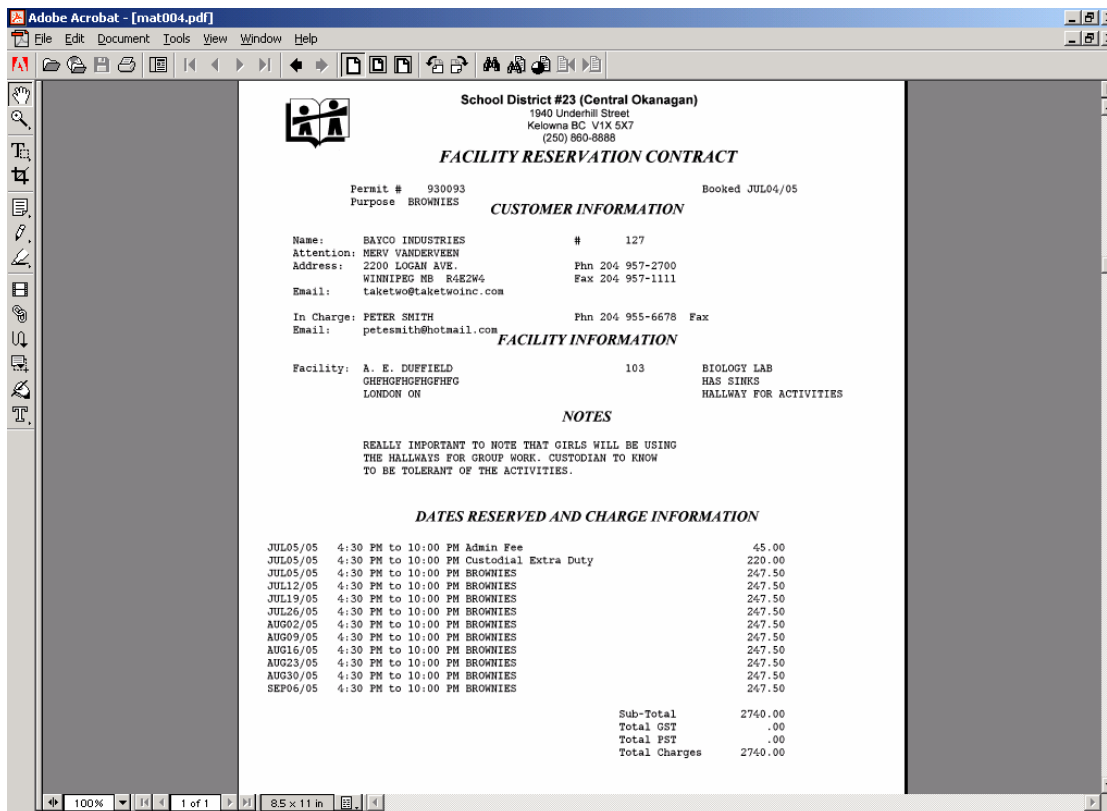
Time: Utilize 24Hour Clock

Inv:? This is a display field. If you are posting to A/R - this flag indicates that the entry has been posted – only limited changes to the line are allowed, ie you can change the location, room or description but not the date, times, amount, etc.

Note: Double bookings will appear when you exit/enter lines on the permit. If you add lines to the permit manually or edit a date value, you will see if the room is already booked along with the permit number.
 NOTE: Cancelled dates for the same location and room do not indicate as double bookings.

SPECIAL NOTE: If you have additional charges like Admin Fee, Custodial Time - enter these lines first AND if you use F4 to access the appropriate ADM room - then the description will update with the Room Title rather than the purpose of the event which is there by default.

Once the Permit is complete, Press ENTER then 'E'nd on the lines to exit the particular permit. Choose to 'Print the Permit and a copy will appear at your printer PLUS be emailed/faxed as setup in the permit contents.



Permit Prints are custom per district. Above is an example permit. This permit may have a signature line or something - get reviewed with the Permit Holder and once they approve the permit and the times, then the entry should be submitted to A/R (MAT.910) for invoicing.

Permit Equipment Delivery Maintenance - MAT.015

Inside a permit (F6-Equipment) and independently from permit maintenance, there is a facility in CIMS to record equipment delivery, eg: Permit for School Concert - indicate that risers must be delivered on December 23rd to location XYZ. This option can also help to determine whether you have enough equipment to accommodate the permit request.

Delvry	Locn	Vendor	Order#	Pickup	Permit	Item 1
10/18/04	103	TRIKE TWO INC.	500006	10/20/04		CHAIRS
10/20/04	023	TRIKE TWO INC.	12456	10/22/04		RIISERS
7/04/05	103	A & B RENTAL CE	110	7/04/05		CHAIRS - KID

From F6 in permit maintenance the screen to the right appears. You can see what equipment deliveries are already in place. Pressing Enter advances you to a screen that you can request delivery.

07/003

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Session B - [24 x 80]
File Edit View Communication Actions Window Help
7/13/05 FY 03 DEMONSTRATION SCHOOL DISTRICT 13:20:22 QPADEV000B
CANWHS Permit Maintenance Ref: MAT.015 .11
Delivery Date 7/04/05
Vendor 105 A & B RENTAL CENTRE
Location 103 A. E. DUFFIELD
Contact DRIVER PETE
Order# 110 Permit# PR Printed? Y
Pickup Date 7/04/05
Internal Note:
Special Instructions CONTACT SCHOOL FIRST TO ENSURE TIME/OPEN HOURS

Quantity 1000.00 Item CHAIRS - KID SIZE
          5.00      8X4X12 TABLES
          .00
          .00
          .00
          .00
          .00
          .00
          .00
          .00
          .00
          .00

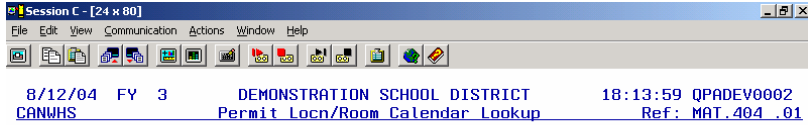
Mode: Change F3=Exit F5=Reset F12=Cancel
    
```

MA b 06/018
 1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001

Equipment deliveries are related to location and Vendor (PUR.301). You can define maintenance as a single Vendor (or several) along with your contractors etc. in order to know/track who should be delivering equipment.

Room/Location Calendar Search Capabilities

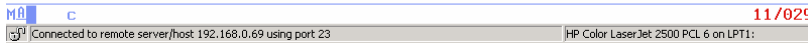
The system is not capable of finding a free-room based on criteria you enter. You can however use CIMS to search for availability. In most cases the permit inquirer has an idea of what facility they want. CIMS will allow you to review location monthly calendars or room calendars to make bookings more efficient.



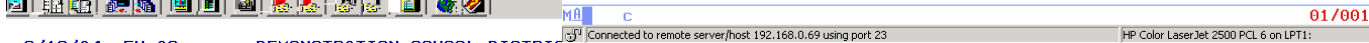
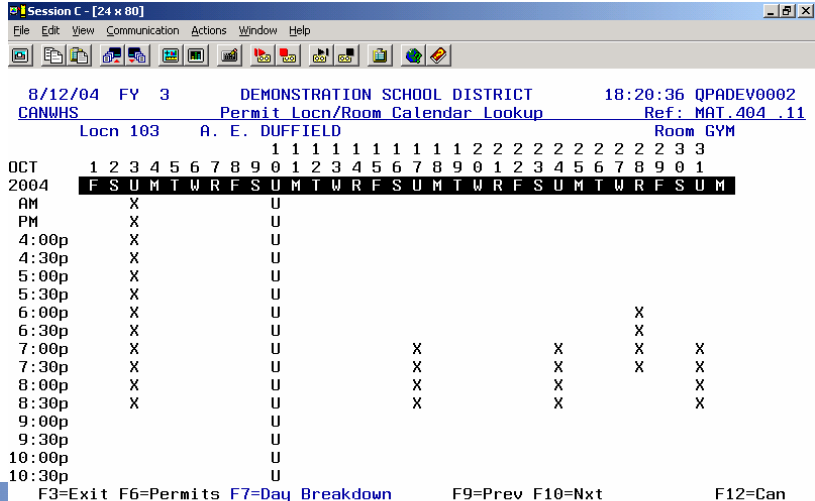
I Location _____ Room _____
 Change
 Lookup
 Index
 End

Index: 1
 1 = Permit Locations
 2 = Calendar for Locn/Date 8/12/04
 3 = Calendar for Room/Date
 4 = Locations

Use 'Index and:
 #2 to preview activities for a location for a selected date
 #3 to preview calendar/bookings for a room across all locations that have it for that date
 Use 'L'ookup and a location/room to preview a monthly calendar for that room and be able to drill down right to



'X's indicate when the room is booked
 'U' means the room is blocked (unavailable)
 Use 'F7' to flip from day to evening hours
 Use 'F10' 'F11' to advance through the months of the year
 Use 'F6' to view permits associated with this room during this month



Permit Cancellations

The system will allow you to 'Delete' date lines in a permit. If you do this however, there will be no record of that original entry in the permit. If the permit has not begun and it has been in the system for a very short while and potentially no printing has been done and nobody is expecting the activity - then go ahead and delete the permit. Otherwise, your recommendations are to cancel the line(s) instead. This means that if you need to cancel an entire permit, you actually need to cancel all the lines within that permit.

Address : BOX 608
 Postal Code : R0G1B0
 Person in Chrg: KIM PARR Telephone: 204 736-4555
 Location No. : 103 GYM EXTRA NOTES AREAS GYMNASIUM
 Permit Time : 7:00 PM - 9:00 PM
 Cancel Date : 12/22/04 DEC. 22, 2004
 Cancel Time : 7:00PM - 9:00 PM
 Cancel Reason: TOO CLOSE TO CHRISTMAS - A/R ALREADY DONE
 Cancel Code : 1
 Misc. : 081304

Input the date of cancellation, reason, and reason code (user defined) at minimum. Currently the Misc field is holding the date of cancellation, input whatever is appropriate.

If this line has already been posted to A/R a warning (example above) indicates that A/R has already occurred, but the system still allows the cancellation. In these situations, a printscreen should be done and submitted to A/R so that they can credit the Invoice if appropriate.

Once you have (Entered), there is an opportunity to print/fax the cancellation notice. The 'P' option listens to the flags and notification codes in the permit to know who should be automatically emailed/faxed regarding the cancellation.

NOTE: If you need to cancel a date range for a permit or permits, use MAT.908 to mass cancel a specified date range instead of having to individually cancel each date.

Block Dates

There are occasions to block location(s) and/or rooms. There is no need to create permits in order to save these times/dates. Either district office may block dates - or you may choose to allow schools to also block their own dates (CAREFUL - if you leave this to schools, harder for you to see that permits may need to be moved if the block occurs after permits already exist).

There are two programs available to block dates:

- a) MAT.006 - Single Date, Single function. You can block either *ALL locations *ALL Rooms ... or a location and room, or a location and *ALL rooms
- b) MAT.906 - Single date but more total control of what locations and rooms to block. User can input up to twenty locations and rooms at once, eg: 15 locations' gyms due to election call.

Posting Permit Lines to Accounts Receivable

Permits can be posted to Accounts Receivable. This process looks for appropriate lines, meaning:

- a) they fit the date range criteria selected
- b) they have not been previously posted
- c) customer number must exist
- d) line has valid account number and unit charges

and creates an invoice for each permit. An error report can be produced before posting to ensure that the entries are in place. This will also identify problems with no customer number, items already posted, etc.

Once line(s) have been posted, only the description, location, and room may be modified or deleted. The only operation that can be done on a posted line is to cancel it.

```

Session A - [24 x 80]
File Edit View Communication Actions Window Help
8/13/04 FY 03 DEMONSTRATION SCHOOL DISTRICT 10:33:48 QPADEV0003
CANWHS Build A/R Invoices from Permit Lines Ref: MAT.910.P.1

LIMIT TO A/R INVOICE BUILD:
Date Range 090104 - 093004
Permit # _____
Customer _____
Location _____
Room _____
Report ONLY Y A/R INVOICE DocID INVWH
Date 8/13/04
Terms DUE ON RECEIPT
From 01
Message 500

F3=Exit F4=Index F5=Reset F12=Cancel

```

```

M.A a 09/025
Connected to remote server/host:192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1:

```

Select a valid date range. Work on a policy of how charging will be done, ie:

- will you charge at the end of a month. Will you post strictly based on Permit#?
- How will you ensure no backdating of Permits etc. so that posting won't miss entries?
- How will you coordinate with A/R for development of customer#? Should they allow you to also create A/R customers?

```

Session A - [27 x 132]
File Edit View Communication Actions Window Help
Display Spooled File
Page/Line 1/3
Control . . . . . 4
Columns 1 - 130
Find . . . . .
Date: 08/13/04 BUILD A/R INVOICES FROM PERMITS
Time: 10:39:52 DATE RANGE: 9/01/04 - 11/30/04 * REPORT ONLY *
-----
PERMIT# LOCN ROOM A/R CUST# NAME DESCRIPTION PERMIT START PERMIT STOP CHARGE DATE AMOUNT ACCOUNT
-----
930004 103 GYM *INVALID A/R CUST# 10/03/04 GOLF LESSON 9/01/04 12/31/04 10/03/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 10/17/04 GOLF LESSON 9/01/04 12/31/04 10/17/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 10/24/04 GOLF LESSON 9/01/04 12/31/04 10/24/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 10/31/04 GOLF LESSON 9/01/04 12/31/04 10/31/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 11/07/04 GOLF LESSON 9/01/04 12/31/04 11/07/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 11/14/04 GOLF LESSON 9/01/04 12/31/04 11/14/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 11/22/04 GOLF LESSON 9/01/04 12/31/04 11/22/04 11.40 91100100711023
930004 103 GYM *INVALID A/R CUST# 11/29/04 GOLF LESSON 9/01/04 12/31/04 11/29/04 11.40 91100100711023
-----
INVOICE TOTAL INVWH 91.20
930006 103 GYM *INVALID A/R CUST# 09/03/04 BASEBALL BA 9/01/04 6/30/05 9/03/04 15.00 91100000231023
930006 103 GYM *INVALID A/R CUST# 09/10/04 BASEBALL BA 9/01/04 6/30/05 9/10/04 15.00 91100000231023
930006 103 GYM *INVALID A/R CUST# 09/17/04 BASEBALL BA 9/01/04 6/30/05 9/17/04 15.00 91100000231023
-----
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys

```

```

M.A a 09/022
Connected to remote server/host:192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1:

```

When you post 'live' the same listing is produced .. but the top indicates Invoices posted.

SPECIAL NOTE: Use the same MAT.910 with 'Report Only' 'Y' as a reporting tool to know what has currently not been billed out or needs to be billed.

School Participation in Permits

At minimum, schools can have lookup and reporting capabilities of what is going on in their buildings and what has been booked. The Permit options pay attention to location restrictions, so it is safe to give schools MAT.404L to assist in their being able to:

- a) Identify what is occurring in their rooms and when,
- b) Know when to request for date blocks/etc. to house their own activities

There are reports MAT.506 (calendar print) and MAT.508 (activity who/what/where) to assist schools in reporting on activity that has been booked for their facility. This should prevent constantly having to pull permits or hunt down who is doing what and when.

There is an option to 'Block date' for a location and room(s), ie: you can block a GYM for the day or if say parent/teacher interviews are on - block the entire school for a date. The block feature works only for an entire day. The system will warn you if you try to block a date that already has permits booked on it.