

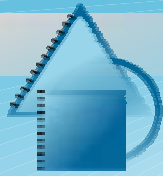
PURCHASE REQUESTS

The mps Utility Manager supports department personnel with their purchase requests. By tying to the inventory files, purchase request line items can be easily chosen from pop-up lists



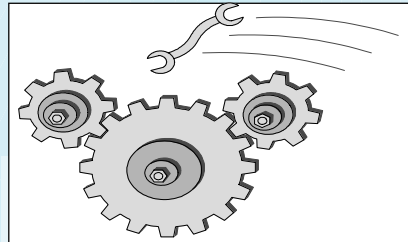
and the inventory items on file can be updated with new purchase data. Vendor files provide both data to include on a purchase request and an opportunity to easily review other items for pooling orders.

Once a purchase request has been entered, it can be printed, faxed or e-mailed via an Adobe portable document file (pdf). Purchase requests can be altered and cancelled. A tracking screen shows the status of a purchase request as it is approved, as a purchase order is prepared, as the line items are received, as the vendor sends an invoice, and as a check is written. The receiving screen accommodates partial receipts, backorders, returns and other receiving transactions. These transactions update the parts and supply inventory records to track the current status. Receiving reports can be printed and sent to accounts payable to authorize payment.

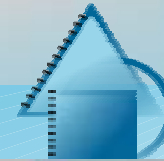


INVENTORY

Inventory management intertwines throughout the mps Utility Manager. Asset spare parts and attached parts are managed by the inventory system. Kits and their component parts are managed by the inventory system. Purchase requests and work orders update the inventory with current transactions. Suppliers and manufacturers are identified and dynamic screens of what inventory each provides gives support to storeroom management. Inventory transactions, such as issues, restock and transfers can be entered through a detail transaction screen. Reports are available in summary and detail to document the combined impact of purchase requests, receiving, work orders and explicit inventory transactions.



Both cost and charge out price are maintained. Both desired inventory minimum and maximum are available for inventory exception reports. Inventory reporting can be done by part number, warehouse, storage location and much more.



Success Through Information

- † Record Facility and Asset Data
- † Plan and Manage Work
- † Schedule Preventive Maintenance
- † Maintain Equipment History
- † Track Projects and Budgets
- † Control Part and Supply Inventories
- † Supervise Personnel and Crews
- † Focus on Safe Working Conditions
- † Comply with GASB Statement 34

Management Planning Systems



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ASSETS



Assets include any property for which you wish to maintain records, such as facilities, buildings, parks, pipes, pumps, motors, power lines, treatment plants, equipment, tools and rolling stock. The mps Utility Manager™ includes more than 60 asset data forms detailing the wide range of data appropriate for different assets.

In addition to a form view of assets, the mps Utility Manager™ has a tree view that shows the structure of assets and their parts. For example, a water



treatment facility can be made up of several buildings, tanks and equipment. Each of these in turn can have components and the data for each different kind of component is presented in a different form that details the data appropriate for that item.

The tree view is a common point of focus for assets. The groups can be expanded and collapsed. Structure can be observed. Work orders can be created and managed. Various data can be accessed by clicking on file folder tabs, including purchasing information, spare parts, safety considerations, maintenance and inspection scheduling, drawings, maps, pictures, verbal notes, and attached material. Where appropriate, customer data tabs are included, as are tabs for sequencing wire and pipe connections.



WORK ORDERS



The mps Utility Manager provides over 15 work order formats from which to choose. A Preventive Maintenance work order, for example, is different from a Service Install or Estimate or Daily Log. A work order can be generated from a customer request, from supervisor plans or as part of a project. Data is entered on the screen much as it is entered on paper forms. As work is performed, the data can be progressively entered into the mps Utility Manager to keep the system up to date.



Work costs include labor, materials, equipment and contractors and may have both estimates and actual costs. In addition, common problems and activities can be accessed from files. Kit breakdowns and parts lists can be automatically attached to the work orders.

Work order reports include history by facility, expense account, equipment item, crew and more. Both summary and detail reports are included. For example, where departments are charged for work, a report for monthly work by facility would summarize and document the costs.



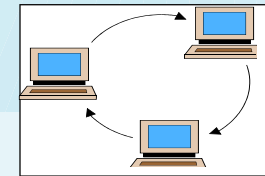
SCHEDULING



Scheduling in the mps Utility Manager™ can be done using days, weeks or months as time units. It can be specified to a particular day in a week (Tuesday), to a particular day in a month (every 6 months on the 2nd) or to a particular day in a week of a month (every 3 months on the 3rd Wednesday). In addition to automatic repetitive scheduling, specific days can be manually added. Also, seasonality can be specified (e.g. inspect the boiler only during the winter).

Schedule reports, Inspection Request Forms, Crew Schedules and Calendars document preventive maintenance, inspections and other activity. Events are summarized in a monthly calendar and are shown in more detail in a weekly calendar. Confirming a scheduled item places it in history for performance reporting, analysis and documentation.

The mps Utility Manager™ is a multiuser system that runs on both Windows and MAC operating systems.



FOR INFORMATION OR TO ORDER, PLEASE CONTACT:

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