

I-SUITE

4.7 –ITS: POSTING CONTRACTED RESOURCE TIME

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Understand primary and special rate options.
2. Understand posting for each unit of measure.
3. Understand ½ day and the guarantee function.
4. Post contracted resource time.
5. Repost time.
6. Delete a row of time.
7. Review an OF-286 for contracted resources.

I. INTRODUCTION:

- A. Understand primary and special rate options.
- B. Understand posting for each unit of measure.
- C. Understand $\frac{1}{2}$ day and the guarantee function.
- D. Post contracted resource time.
- E. Repost a day of time.
- F. Delete posted time.
- G. Review an OF 286 for contracted resources.

II. EXERCISES

- A. Understand primary and special rate options, posting for each unit of measure, and $\frac{1}{2}$ day and the guarantee functions.
- B. To post contracted resource time.
 1. Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.
 2. Under **Select Type**, click **Contract Equipment**.
 3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
 4. Perform one of the following
 - a. Click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice.
 - b. Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
 5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.
 6. Under **Post Options**, click to select the **Rate Type** of your choice.
 7. If one-half rate applies, click to select the $\frac{1}{2}$ **Rate** check box.
 8. Post the required information as appropriate for that **Rate Type** and **Unit of Measure**.

9. To commit the posting, click the **Commit Posting** button.
- C. To repost a day of time.
 1. Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.
 2. Under **Select Type**, select the equipment type of your choice.
 3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
 4. Perform one of the following
 - a. Click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice.
 - b. Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
 5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.
 6. Click to select the **Post Options** for the **Rate** you want to repost.
 7. Complete the appropriate **Start Date** and **End Date** boxes.
 8. To commit the posting, click the **Commit Posting** button.
 9. On the **Already Posted** dialog box, click the **Overwrite** button.
- D. To delete a row of posted time.
 1. Click the cursor in the **Acct** column for the row of time you want to delete.
 2. Click the **Delete** button.
- E. Review an OF 286 for contracted resources.
 1. On the **Reports** menu, click **OF-286 w/ Deductions**.
 2. On the **OF-286** dialog box, complete the following
 - a. Click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice.
 - b. Click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.

- c. Click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.
3. Under **Report Options**, click to select one of the following
 - a. OF-286 with Itemized Deductions.
 - b. OF-286 Only.
 - c. Itemized Deductions Only.
4. To preview the report, click the **Preview Report** button.
5. To print the report, click the **Print Report** button.