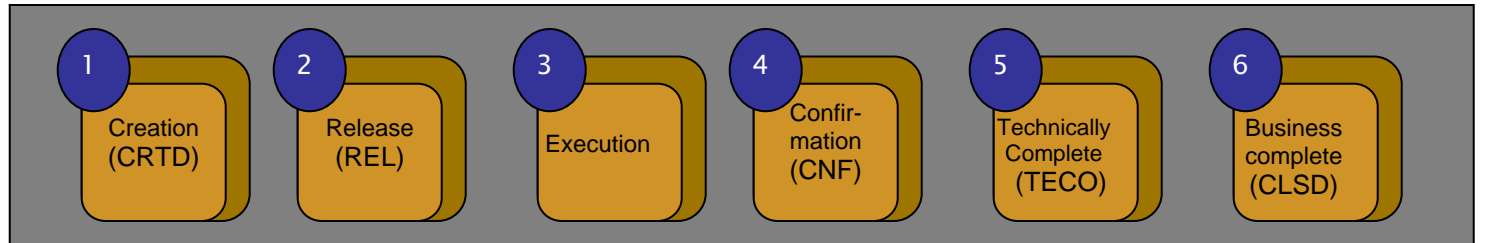


Quick Reference Card

PM Work Order Process Flow

Process

This job aid describes the Work Order Process Flow



Sequence	Who does this step?
1. Creation (CRTD) –	Department Requestors create the orders using the appropriate type to indicating who is to pay for the activity
2. Release (REL) –	Work Request Center (WRC) reviews and releases the orders so that they may be printed and work can begin, posting of goods issues and receipts can occur, labor can be recorded, and finally the tasks can be completed
3. Execution (PRT) or (Print) –	PM Supervisors or PM Clerks assign the work and print the order. Techs order parts, report the completion of tasks and report labor.
4. Confirmation (PCNF or CNF)	Techs report completion of tasks. PM Supervisors mark operations as being confirmed (this ‘task’ is complete).
5. Technically Complete (TECO) –	PM Supervisor or PM Clerk mark the work as completed
6. Settlement (SETC) –	PM Cost Managers or PM Clerks monitor the process of applying costs accumulated on the order to a designated “receiver” (usually cost center)
7. Business Completion (CLSD) –	PM Cost Managers or PM Clerks monitor the process of closing out old orders after 40 days