

COMBINED - RTM Boron Operations Training Assignments

GENERAL USERS TRAINING (GEN)

GEN101 GETTING STARTED WITH THE BUSINESS SOLUTION

GEN101 - MANAGE YOUR DETAILS

- [GEN101.01](#) UPDATE YOUR ADDRESS AND EMERGENCY CONTACT DETAILS
- [GEN101.02](#) REQUEST LEAVE
- [GEN101.03](#) CHANGE A LEAVE REQUEST
- [GEN101.04](#) DELETE A LEAVE REQUEST
- [GEN101.05](#) VIEW YOUR PAY SLIP
- [GEN101.06](#) UPDATE YOUR BANK INFORMATION
- [GEN101.07](#) CHECK AND BOOK YOUR REQUIRED TRAINING
- [GEN101.08](#) FIND AND BOOK A CLASSROOM COURSE
- [GEN101.09](#) FIND, BOOK AND BEGIN A WEB-BASED TRAINING COURSE
- [GEN101.10](#) FIND AND BOOK A CLASSROOM COURSE USING THE TRAINING CALENDAR

GEN101 - HSE ACTIVITIES

- [GEN101.11](#) RECORD A HSE INTERACTION
- [GEN101.12](#) RECORD A HSE INCIDENT
- [GEN101.13](#) ENTER AN ACTION'S IMPLEMENTATION DATE
- [GEN101.14](#) RECORD A HSEQ SUGGESTION
- [GEN101.15](#) RECORD A HSEQ OBSERVED HAZARD

GEN101 - IDENTIFY WORK

- [GEN101.16](#) CREATE A MAINTENANCE NOTIFICATION VIA PROSPECT
- [GEN101.17](#) TRACK A MAINTENANCE NOTIFICATION
- [GEN101.18](#) UPDATE A MAINTENANCE NOTIFICATION

GEN101 - RESERVE MATERIALS

- [GEN101.19](#) CREATE A RESERVATION
- [GEN101.20](#) CHANGE A RESERVATION
- [GEN101.21](#) TRACK A RESERVATION / PURCHASE REQUISITION

GEN101 - OTHER ACTIVITIES

- [GEN101.22](#) UPDATE YOUR TIME ZONE IN PROSPECT
- [GEN101.23](#) DISPLAY ORGANIZATION AND POSITION DATA IN ORGPUBLISHER

GEN105 USING MY REPORTS

GEN105 - USING MY REPORTS

- [GEN105.01](#) RUN AND MANIPULATE A REPORT

GEN105 - FREQUENTLY USED REPORTS

- [GEN105.02](#) RUN THE LEADERS HSE SUMMARY REPORT (R2052)
- [GEN105.03](#) RUN THE TOTAL COSTS REPORT (R6001)
- [GEN105.04](#) RUN THE QUALIFICATIONS DISTRIBUTION REPORT (R3413)

GEN106 NAVIGATE STANDARD TRANSCRIPTS

GEN106 - IN THIS COURSE

- [GEN106.01](#) MANAGE FAVORITES USING THE "FAVORITES" MENU
- [GEN106.02](#) ENTER DATA USING SEARCH TOOLS

GEN107 OBTAIN SERVICES

GEN107 - CREATE SERVICES PURCHASE REQUISITIONS

- [GEN107.01](#) CREATE A SERVICE PURCHASE REQUISITION
- [GEN107.02](#) CHANGE A SERVICE REQUISITION
- [GEN107.03](#) ADD / VIEW A PURCHASE REQUISITION ATTACHMENT
- [GEN107.04](#) TRACK A RESERVATION / PURCHASE REQUISITION
- [GEN107.05](#) CREATE AN EMERGENCY PURCHASE REQUISITION

GEN107 - RECEIPT SERVICES

- [GEN107.06](#) CREATE A SERVICE ENTRY SHEET
- [GEN107.07](#) REVOKE A SERVICE ENTRY SHEET

GEN108 OBTAIN MATERIALS

GEN108 - RESERVATION

- [GEN108.01](#) CREATE A RESERVATION
- [GEN108.02](#) CHANGE A RESERVATION
- [GEN108.03](#) DISPLAY A RESERVATION

GEN108 - PURCHASE REQUISITION

- [GEN108.04](#) CREATE A PUNCH-OUT PURCHASE REQUISITION
- [GEN108.05](#) CREATE AN INTERNAL CATALOGUE PURCHASE REQUISITION
- [GEN108.06](#) CREATE A NON-CATALOGUED PURCHASE REQUISITION
- [GEN108.07](#) ADD / VIEW A PURCHASE REQUISITION ATTACHMENT
- [GEN108.08](#) ADOPT A PURCHASE REQUISITION
- [GEN108.09](#) CHANGE A MATERIAL PURCHASE REQUISITION
- [GEN108.10](#) CREATE AN EMERGENCY PURCHASE REQUISITION
- [GEN108.11](#) CREATE A PURCHASE REQUISITION FOR KMAT MATERIALS
- [GEN108.12](#) TRACK A RESERVATION / PURCHASE REQUISITION
- GEN108 - RECEIVE GOODS
 - [GEN108.13](#) CREATE A GOODS RECEIPT
 - [GEN108.14](#) REVERSE A GOODS RECEIPT
- GEN201 *MY EXPENSES: EXPENSE REPORT BASED*
 - GEN201 - CREATE AND SUBMIT EXPENSE REPORTS
 - [GEN201.01](#) CREATE AND SUBMIT A CREDIT CARD EXPENSE REPORT
 - [GEN201.02](#) RECONCILE A CREDIT CARD CASH ADVANCE
 - GEN201 - NON-POLICY EXPENDITURE
 - [GEN201.03](#) RECORD A NON-POLICY TRANSACTION
 - GEN201 - FRAUDULENT TRANSACTIONS
 - [GEN201.04](#) RECORD A FRAUDULENT TRANSACTION
 - GEN201 - OUT-OF-POCKET EXPENSE REPORTS
 - [GEN201.05](#) CREATE AND SUBMIT AN OUT-OF-POCKET EXPENSE REPORT
 - GEN201 - DELEGATE EXPENSES
 - [GEN201.06](#) DELEGATE EXPENSES
 - GEN201 - APPROVE AN EXPENSE REPORT
 - [GEN201.07](#) APPROVE AN EXPENSE REPORT (LEADER AND MANAGERS)
- GEN202 *MY EXPENSES: TRANSACTION BASED*
 - GEN202 - CREATE AND SUBMIT EXPENSE REPORTS
 - [GEN202.01](#) CREATE AND SUBMIT A CREDIT CARD TRANSACTION REPORT
 - [GEN202.02](#) CREATE AND SUBMIT AN OUT-OF-POCKET TRANSACTION CLAIM
 - [GEN202.03](#) RECONCILE A CREDIT CARD CASH ADVANCE
 - [GEN202.04](#) RECORD AND REPORT A FRAUDULENT TRANSACTION
 - [GEN202.05](#) RECORD AND REPORT A NON-POLICY TRANSACTION
 - GEN202 - DELEGATE EXPENSES
 - [GEN202.06](#) DELEGATE EXPENSES
 - GEN202 - APPROVE AN EXPENSE REPORT
 - [GEN202.07](#) APPROVE A TRANSACTION BASED EXPENSE CLAIM (LEADER AND MANAGERS)

MANAGE PHYSICAL ASSETS (MPA)

- MPA201 *BUSINESS SOLUTION FOR MAINTENANCE TEAM MEMBERS*
 - WM11 - UNDERSTANDING THE PLANT REGISTER
 - [WM11.01](#) DISPLAY PLANT REGISTER (IH01)
 - WM11 - IDENTIFY SECONDARY AND BREAKDOWN MAINTENANCE
 - [WM11.02](#) CREATE NOTIFICATION (IH01)
 - [WM11.03](#) IDENTIFY AS BREAKDOWN WORK (IW22)
 - [WM11.04](#) CONTACT RESPONSIBLE PERSONS AND OBTAIN FURTHER INFORMATION (IW22)
 - [WM11.05](#) CLOSE NOTIFICATION AND NOTIFY ORIGINATOR (IW22)
 - WM11 - STATUTORY WORK
 - [WM11.06](#) CREATE NOTIFICATION FOR STATUTORY WORK (IH01)
 - WM11 - IDENTIFYING ADDITIONAL WORK REQUIRED
 - [WM11.07](#) ASSIGN NOTIFICATION TO EXISTING ORDER (IW22)
 - [WM11.08](#) FIND A NOTIFICATION USING MPA CUSTOM FIELDS (IW22)
 - WM11 - IDENTIFY WARRANTY WORK
 - [WM11.09](#) IDENTIFY WARRANTY WORK IN NOTIFICATION (IW22)
 - WM13 - REVIEW ASSET LIFE CYCLE PLAN
 - [WM13.01](#) PROCESS BREAKDOWN NOTIFICATION (IW28)
 - [WM13.02](#) PROCESS SECONDARY NOTIFICATION (IW28)
 - [WM13.03](#) PERFORM MASS CHANGE OF WORK ORDERS (IW38)
 - [WM13.04](#) CHANGE ORDERS AND OPERATIONS (IW37N)

- [WM13.05](#) ADD HISTORY TO THE NOTIFICATION AND NOTIFY THE ORIGINATOR (IW22)
- WM13 - PLAN MAINTENANCE USING TASK LISTS
 - [WM13.06](#) CREATE WORK ORDER AND PLAN USING TASK LIST (IW28)
- WM13 - PLAN MAINTENANCE DIRECTLY INTO WORK ORDER
 - [WM13.07](#) CREATE MAINTENANCE NOTIFICATION FROM ORDER OPERATION (IW32)
 - [WM13.08](#) ADD LABOR OPERATION (IW32)
 - [WM13.09](#) ADD STOCK MATERIAL (IW32)
 - [WM13.10](#) ADD MATERIAL FROM CATALOGUE (IW32)
 - [WM13.11](#) ORDER STOCK CONSUMABLES (MB21)
 - [WM13.12](#) ORDER NON-STOCK CONSUMABLES (ME51N)
 - [WM13.13](#) PLAN SHARED MAINTENANCE EQUIPMENT USAGE (IW32)
 - [WM13.14](#) ATTACH JOB INSTRUCTIONS TO WORK ORDER (IW32)
 - [WM13.15](#) ADD COST ESTIMATE TO WORK ORDER HEADER (IW32)
 - [WM13.16](#) MAINTAIN INTERNAL ORDER GROUP (KOH2)
- WM16 - SCHEDULE URGENT WORK
 - [WM16.01](#) CHANGE PM ORDERS FOR A SELECTION OF ORDERS (IW38)
 - [WM16.02](#) ASSIGN AND SCHEDULE USING A WORK ORDER (IW32)
 - [WM16.03](#) RESCHEDULE A TASK ASSIGNED TO AN INDIVIDUAL (IW32)
 - [WM16.04](#) MANUAL RELEASE OF WORK ORDER (IW32)
 - [WM16.05](#) PRINT ORDER PAPERS (IW32)
- WM18 - ADDITIONAL WORK AND CONSUMABLES
 - [WM18.01](#) REQUEST ADDITIONAL MATERIALS (IW32)
 - [WM18.02](#) RETURN MATERIALS TO STORE (IW32)
 - [WM18.03](#) ORDER STOCK CONSUMABLE (MB21)
- WM20 - MAINTENANCE TIME AND HISTORY RECORDING
 - [WM20.01](#) RECORD PARTIAL TIME CONFIRMATION (CAT2)
 - [WM20.02](#) RECORD HISTORY VIA CATS (CAT2)
 - [WM20.03](#) REQUEST ADDITIONAL TASKS TO BE PERFORMED (IW22)
- WM20 - FINAL CONFIRMATION
 - [WM20.04](#) PERFORM FINAL CONFIRMATIONS (CAT2)
- WM20 - SUBSEQUENT NOTIFICATIONS
 - [WM20.05](#) CREATE SUBSEQUENT NOTIFICATION FROM AN EXISTING NOTIFICATION (IW22)
- WM20 - MEASURED DOCUMENTS
 - [WM20.06](#) RECORD MEASUREMENT DOCUMENTS (IW22)
- WM20 - TECHNICALLY COMPLETE WORK ORDERS
 - [WM20.07](#) TECHNICALLY COMPLETE THE WORK ORDER (IW32)
 - [WM20.08](#) RESCHEDULE OPERATIONS (IW32)
- MPA202 BUSINESS SOLUTION FOR MAINTENANCE SUPERVISORS
 - WM21 - MAINTAIN TIME AND HISTORY RECORDING
 - [WM21.01](#) DISPLAY ORDERS AND OPERATIONS (IW49N)
 - [WM21.02](#) RECORD MULTIPLE TIME CONFIRMATIONS (CAT2)
 - [WM21.03](#) CANCEL ORDER CONFIRMATIONS (CAT2)
 - [WM21.04](#) CHANGE TASK REQUESTS (IW66)
 - [WM21.05](#) COMPLETE A NON-COSTED LABOR ACTIVITY CONFIRMATION (CAT2)
 - [WM21.06](#) COMPLETE SHARED EQUIPMENT USAGE TIME CONFIRMATIONS (IW41)
 - [WM21.07](#) REPROCESSING INCORRECT CATS CONFIRMATIONS - MAINTENANCE (IW46)
 - [WM21.08](#) REPROCESSING INCORRECT CATS CONFIRMATIONS - PROJECTS (IW41)
 - WM21 - CONTRACTOR MAINTENANCE TIME RECORDING AND APPROVAL
 - [WM21.09](#) PERFORM TIME DISPUTE RESOLUTION (CATS_DA)
 - [WM21.10](#) APPROVE CONTRACTOR TIME (CATS_APR_LITE)
 - [WM21.11](#) CREATE A SERVICE ENTRY SHEET (Z7127)
 - WM24 - MEASUREMENT DOCUMENTS AND COUNTER READINGS
 - [WM24.01](#) REVERSE A MEASUREMENT DOCUMENT (IK12)
 - [WM24.02](#) REPLACE PHYSICAL COUNTER (IK11)
 - [WM24.03](#) RESET TOTAL COUNTER READING (IK11)
 - [WM24.04](#) VERIFY COUNTER READING TRANSFER (IH01)
 - WM24 - EQUIPMENT WARRANTY
 - [WM24.05](#) CHANGE WARRANTY DATES (IL02)
- MPA203 BUSINESS SOLUTION FOR MAINTENANCE PLANNERS
 - WM14 - PLAN MAINTENANCE

[WM14.01](#) VIEW MATERIALS ATTACHED TO A TASK LIST (Z4190)

WM14 - REVIEW ASSET LIFE CYCLE PLAN

[WM14.02](#) REVIEW ASSET FUTURE WORK (ORDERS) (IW37N)

[WM14.03](#) REVIEW ASSET FUTURE WORK (NOTIFICATIONS) (IW28)

WM14 - STATUTORY WORK

[WM14.04](#) DISPLAY STATUTORY WORK ORDERS (IW38)

WM14 - PLAN MAINTENANCE DIRECTLY INTO WORK ORDER

[WM14.05](#) RECORD HISTORY FOR REFURBISHMENT WORK ORDERS (IH01)

[WM14.06](#) ADD A NON-COSTED LABOUR OPERATION (IW32)

[WM14.07](#) ADD SERVICE TO WORK ORDER (IW32)

[WM14.08](#) ADD SERVICE WITH LIMITS (IW32)

WM14 - SETTLEMENT RULES AND WORK ORDERS

[WM14.09](#) CREATE CAPITAL WORK ORDER (IW22)

[WM14.10](#) ADD MULTIPLE SETTLEMENT RULES (IW32)

WM06 - CHANGE WORK CENTER CAPACITY

[WM06.01](#) CHANGE WORK CENTER CAPACITY

WM17 - DEVELOP ROUGH CUT CAPACITY SCHEDULE

[WM17.01](#) GENERATE FORWARD WORKLOAD REPORT (R4154)

[WM17.02](#) INCLUDE OR EXCLUDE PLANNED WORK (R4154)

[WM17.03](#) UPDATE ORDERS OR OPERATIONS USING A REVISION (IW37N)

[WM17.04](#) PRODUCE ROUGH CUT SUMMARY OF FORWARD WORKLOAD BY PRODUCTIVE UNIT (R4160)

WM17 - CREATE PRELIMINARY CAPACITY SCHEDULE

[WM17.05](#) PRODUCE AND REVIEW CAPACITY SCHEDULE REPORT (R4154)

WM17 - CONFIRM SERVICES AVAILABLE FOR A JOB

[WM17.06](#) REVIEW WORK ORDER FOR SERVICE REQUIREMENTS (IW37N)

[WM17.07](#) REVIEW CONTRACT SERVICE SCHEDULE (R4154)

[WM17.08](#) REVIEW CONTRACT SERVICE SCHEDULE (CM07)

[WM17.09](#) UPDATE CONTRACT SERVICE SCHEDULE ON WORK ORDER (IW37N)

WM17 - FINALIZE DRAFT MAINTENANCE SCHEDULE

[WM17.10](#) FINALISE DRAFT WEEKLY MAINTENANCE SCHEDULE (IW37N)

[WM17.11](#) ASSIGN AND DESPATCH WORK BY CAPACITY LEVELLING (CM25)

WM17 - PRODUCE CONFIRMED MAINTENANCE SCHEDULE

[WM17.12](#) RELEASE WORK ORDERS - MASS CHANGE STATUS (Z4022)

[WM17.13](#) PRINT ORDER PAPERS (IW32)

[WM17.14](#) ISSUE REQUIRED PERMITS (IW32)

[WM17.15](#) FORMAT AND PUBLISH MAINTENANCE SCHEDULE (R4025)

WM17 - RESCHEDULE WORK

[WM17.16](#) REVIEW SCHEDULE (IW37N)

[WM17.17](#) RESCHEDULE WORK VIA A REVISION (IW32)

[WM17.18](#) UPDATE REQUIRED WORK ORDERS (CM25)

WM17 - INDIVIDUAL SCHEDULING

[WM17.19](#) ASSIGN TO INDIVIDUAL AND SCHEDULE WORK ORDER (CM25)

WM17 - RELEASE ORDERS

[WM17.20](#) RELEASE MULTIPLE WORK ORDERS (IW38)

[WM17.21](#) PRINT MULTIPLE ORDER PAPERS (IW37N)

WM17 - ADDITIONAL WORK MANAGEMENT FUNCTIONALITY

[WM17.22](#) CHANGE TASK REQUESTS (IW66)

[WM17.23](#) CANCEL ORDER CONFIRMATIONS (CAT2)

[WM17.24](#) COMPLETE SERVICE ENTRY SHEET (Z7127)

[WM17.25](#) RETURN MATERIALS TO STORE (IW32)

WM17 - TECHNICALLY COMPLETE WORK ORDER

[WM17.26](#) TECHNICALLY COMPLETE WORK ORDER (IW32)

[WM17.27](#) RESCHEDULE OPERATIONS (IW32)

WM23 - ANALYZE WORK MANAGEMENT HISTORY

[WM23.01](#) DISPLAY ACTUAL/PLAN/VARIANCE COSTING FOR MAINTENANCE ORDER GROUPINGS (S_ALR_87012993)

[WM23.02](#) CLOSING COMMENTS REPORT (Z4150)

WM10 - REVIEW CURRENT PRIMARY FORECAST

[WM10.01](#) REVIEW GRAPHICAL FORECAST (IP19)

[WM10.02](#) REVIEW SCHEDULE OVERVIEW LIST (IP24)

WM10 - MODIFY MAINTENANCE PLAN

- [WM10.03](#) RESCHEDULE MAINTENANCE PLAN (IP10)
- [WM10.04](#) CHANGE MAINTENANCE PLAN (IP02)
- WM10 - MANUALLY TRIGGER PRIMARY MAINTENANCE CYCLE
 - [WM10.05](#) INITIATE MANUAL CALLS (IP10P)
- WM08 - TASK LISTS
 - [WM08.01](#) IDENTIFY POTENTIAL TASK LISTS (IH01)
 - [WM08.02](#) IDENTIFY TASK LIST COSTING (IA16)
 - [WM08.03](#) TASK LIST SUPPORT OF PERFORMANCE (MCJC)
 - [WM08.04](#) CREATE A TASK LIST WITH REFERENCE (IA05)
 - [WM08.05](#) OPTIMISE TASK LIST (IA06)
 - [WM08.06](#) CREATE GENERAL TASK LIST (IA05)
 - [WM08.07](#) CREATE TASK LIST FROM MAINTENANCE ORDER (Z4260)
 - [WM08.08](#) IDENTIFY TASK LIST FOR CHANGE (CA82)
 - [WM08.09](#) CREATE ENGINEERING CHANGE NUMBER (CC01)
 - [WM08.10](#) DISPLAY TASK LIST CHANGE DOCUMENT (1A21)
- WM08 - MAINTENANCE PLANS
 - [WM08.11](#) CREATE SINGLE CYCLE MAINTENANCE PLAN (IP41)
 - [WM08.12](#) CREATE STRATEGY MAINTENANCE PLAN (IP42)
 - [WM08.13](#) CREATE MULTI COUNTER MAINTENANCE PLAN (IP43)
 - [WM08.14](#) SCHEDULE MAINTENANCE PLAN (IP10)
- MPA501 MAINTAIN BU SPECIFIC MPA MASTER DATA
 - MPA501 - MANAGE PLANT REGISTER
 - [MPA501.01](#) VIEW MATERIALS ATTACHED TO A FUNCTIONAL LOCATION (Z4191)
 - MPA501 - MAINTAIN PLANT REGISTER
 - [MPA501.02](#) CREATE NAVIGATION FUNCTIONAL LOCATION (IL01)
 - [MPA501.03](#) MAINTAIN NAVIGATION FUNCTIONAL LOCATION (IL02)
 - [MPA501.04](#) CREATE PRODUCTIVE UNIT FUNCTIONAL LOCATION (IL01)
 - [MPA501.05](#) CREATE FUNCTIONAL LOCATION FROM A REFERENCE FUNCTIONAL LOCATION (IL04)
 - [MPA501.06](#) CREATE MAINTAINABLE ITEM FUNCTIONAL LOCATION (IL01)
 - [MPA501.07](#) MAINTAIN MAINTAINABLE ITEM FUNCTIONAL LOCATION (IL02)
 - [MPA501.08](#) CREATE AN EQUIPMENT RECORD (IE01)
 - MPA501 - MAINTAIN SERVICE LIFE FOR COMPONENT
 - [MPA501.09](#) ENTER COMPONENT SERVICE LIFE HOURS ON A TASK (Z4451)
 - MPA501 - MAINTAIN CONSTRUCTION TYPES AND ASSEMBLIES
 - [MPA501.10](#) DISPLAY MATERIAL AND VIEW CONSTRUCTION TYPE DETAILS (MM03)
 - [MPA501.11](#) CREATE A NEW CONSTRUCTION TYPE OR ASSEMBLY (MMP1)
 - [MPA501.12](#) CHANGE A CONSTRUCTION TYPE (MM02)
 - MPA501 - MAINTAIN BILLS OF MATERIAL
 - [MPA501.13](#) CREATE MATERIAL BOM (CS01)
 - [MPA501.14](#) CHANGE MATERIAL BOM (CS02)
 - [MPA501.15](#) ADD MEASURING POINT (IL02)
 - [MPA501.16](#) REVERSE A MEASUREMENT DOCUMENT (IK12)
 - [MPA501.17](#) RESET COUNTER READING AFTER PHYSICAL COUNTER REPLACEMENT (IK12)
 - [MPA501.18](#) CREATE PRODUCTIVE UNIT FUNCTIONAL LOCATION (IL01)
 - [MPA501.19](#) RESET TOTAL COUNTER READING MANUALLY (IK11)
 - [MPA501.20](#) VERIFY COUNTER READING TRANSFER (IH01)
 - MPA501 - MAINTAIN WARRANTIES
 - [MPA501.21](#) CREATE MASTER WARRANTY (BGM1)
 - [MPA501.22](#) WARRANTY SELECTION IN THE MASTER DATA (Z4300)
 - [MPA501.23](#) ADD WARRANTY TO FUNCTIONAL LOCATION (IL02)
 - [MPA501.24](#) CHANGE WARRANTY DATES (IL02)
- MPA502 MAINTAIN DOCUMENTS USED FOR MAINTENANCE
 - MPA502 - DOCUMENT MANAGEMENT
 - [MPA502.01](#) EDIT DOCUMENT - DOCUMENTUM
 - [MPA502.02](#) IMPORT MAINTENANCE DOCUMENT - DOCUMENTUM
 - [MPA502.03](#) TO PROMOTE DOCUMENT - DOCUMENTUM
 - [MPA502.04](#) VIEW DOCUMENTUM AND VERSION - DOCUMENTUM
 - MPA502 - QUICK FLOW
 - [MPA502.05](#) TO SEND QUICK FLOW TASK
 - [MPA502.06](#) TO ACTION QUICK FLOW TASK

- [MPA502.07](#) TO CHECK INBOX FOR INTERFACE MESSAGE
- [MPA502.08](#) SEARCH FOR MAINTENANCE DOCUMENT - DOCUMENTUM
- [MPA502.09](#) FIND DOCUMENT BY OBJECT LINK - CV04N
- [MPA502.10](#) FIND DOCUMENT BY CLASSIFICATION - CV04N
- MPA502 - LINK ONE
 - [MPA502.11](#) FIND DOCUMENT - CV04N
- MPA502 - DELETE A DOCUMENT
 - [MPA502.12](#) REMOVE LINKS AND RETIRE DOCUMENTS - Z4350
- MPA503 ZERO BASED BUDGETING (NEW SOLUTION)*
 - MPA503 - CREATE AND MAINTAIN ZERO BASED BUDGET (Z4441)
 - [MPA503.01](#) CREATE ASSET BASED MAINTENANCE BUDGET (ASSET STRUCTURE)
 - [MPA503.02](#) CREATE ASSET BASED MAINTENANCE BUDGET (COST CENTRE)
 - [MPA503.03](#) CREATE REPAIRABLE MATERIAL BUDGET
 - [MPA503.04](#) COST AND SCHEDULE A SMALL NUMBER OF PLAN BASED TASKS
 - [MPA503.05](#) COST AND SCHEDULE A LARGE NUMBER OF PLAN BASED TASKS
 - [MPA503.06](#) RESCHEDULE PLAN BASED TASKS TO OTHER PERIODS
 - MPA503 - MAINTAIN ZBB GROUP USING TASKLIST BASED TASKS
 - [MPA503.07](#) ADD TASK BASED TASKS TO ZBB (Z4441)
 - [MPA503.08](#) ADD RELATED TASKLIST TO ZBB (Z4441)
 - [MPA503.09](#) ADD GENERAL TASKLIST TO ZBB (Z4441)
 - MPA503 - MAINTAIN ZBB GROUP USING ALLOWANCES
 - [MPA503.10](#) ADD ALLOWANCE BASED TASKS TO ZBB (Z4441)
 - [MPA503.11](#) CHANGE ALLOWANCE BASED TASKS IN A ZBB (Z4441)
 - MPA503 - ANALYSE ZBB PLANNING
 - [MPA503.12](#) ANALYSE ZBB PLANNING (Z4440)
 - [MPA503.13](#) CHANGE STATUS READY FOR APPROVAL (Z4441)
 - MPA503 - REVIEW ZBB GROUP PRIOR TO APPROVAL
 - [MPA503.14](#) REVIEW ZBB PLAN GROUP FOR APPROVAL (Z4442)
 - [MPA503.15](#) APPROVE ZBB GROUP (Z4442)
 - MPA503 - TRANSFER ZBB GROUPS TO COST OBJECTS (Z4443)
 - [MPA503.16](#) TRANSFER ZBB PLAN GROUPS TO COST CENTRE PLANNING
 - [MPA503.17](#) PROCESS REFURBISHMENT TRANSFER
 - MPA503 - REVALUE ZBB PLAN GROUPS TO APPROVED RATES
 - [MPA503.18](#) REVALUE ZBB PLAN GROUPS TO APPROVED RATES (Z4443)
 - MPA503 - REFORECAST ZBB GROUP
 - [MPA503.19](#) REFORECAST ZBB GROUP (Z4441)
- MPA401 CAPITAL PROJECT ADMINISTRATION*
 - CAPO9 - DEVELOP CAPITAL PLAN
 - [CAP09.01](#) CREATE AN INVESTMENT PROGRAM DEFINITION (IM01)
 - [CAP09.02](#) CHANGE AN INVESTMENT PROGRAM STRUCTURE (IM22)
 - [CAP09.03](#) RE-ASSIGN INVESTMENT MEASURES (IM05)
 - [CAP09.04](#) ENTER OR CHANGE THE PROJECT PLANNED COSTS (CJ40)
 - [CAP09.05](#) CHANGE COST PLANNING - GENERAL PROJECTS (CJR2)
 - [CAP09.06](#) CHANGE COST PLANNING - MAJOR PROJECTS (CJR2)
 - [CAP09.07](#) ENTER/UPDATE PROJECT MILESTONE DATES (CJ20N)
 - [CAP09.08](#) CHANGE THE USER STATUS AFTER DEPARTMENTAL REVIEW (Z4230)
 - [CAP09.09](#) COPY A PROGRAM INTO THE SUMMARISATION DATABASE (IMB0)
 - [CAP09.10](#) COPY A PROGRAM INTO THE SUMMARISATION DATABASE (IMB1)
 - [CAP09.11](#) REPLICATE ASSIGNED ENTITIES IN THE SUMMARISATION DATABASE (IMB2)
 - [CAP09.12](#) MONITOR INVESTMENT PROGRAM SUMMARISATION DETAILS (IMBM)
 - [CAP09.13](#) COMPARE SUMMARISATION REPORTS (Z4067)
 - [CAP09.14](#) IDENTIFY NEW ARS PROPOSED WITHOUT A PROJECT STRUCTURE (Z4230)
 - [CAP09.15](#) UPDATE / REVIEW PLANNING COSTS FOR APPROPRIATION REQUESTS (IMAPL)
 - [CAP09.16](#) CREATE AN INITIAL PROJECT STRUCTURE FROM A LIST (Z4230)
 - [CAP09.17](#) CREATE A WBS ELEMENT GROUP (CJSG)
 - [CAP09.18](#) COPY A PROJECT COST PLAN (CJ9F)
 - [CAP09.19](#) COPY PLANNING (CJ9FS)
 - [CAP09.20](#) UPDATE PHASE USER STATUS ON AR (IMA11)
 - [CAP09.21](#) CAPITAL PLAN FINANCIAL PERFORMANCE REPORT (R4210)
 - [CAP09.22](#) CLOSE THE OLD APPROVAL YEAR (IM27_CLOSE)

- [CAP09.23](#) 5 YEAR PROPOSED CAPITAL PLAN - BUSINESS PROFILE (R4196)
- [CAP09.24](#) 5 YEAR PROPOSED (COST PROFILE) CAPITAL PLAN (R4197)
- [CAP09.25](#) 1 YEAR DRAFT CAPITAL PLAN - FINANCIALS (R4138)
- [CAP09.26](#) CHECK THE DRAFT CAPITAL PLAN BEFORE SUBMISSION (R4212)
- CAP03 - CREATE AND CHANGE FUNDING REQUESTS
 - [CAP03.01](#) CREATE FUNDING APPROVAL REQUEST FOR A CAPITAL PROJECT
 - [CAP03.02](#) APPROVE OR DECLINE A CAPITAL PROJECT FUNDING REQUEST
 - [CAP03.03](#) FORWARD OR RETURN A CAPITAL PROJECT FUNDING REQUEST (FINANCIAL)
 - [CAP03.04](#) FORWARD OR RETURN A CAPITAL PROJECT FUNDING REQUEST (NON-FINANCIAL)
- CAP03 - CAPITAL PROJECT WORKFLOWS AND REPORTS
 - [CAP03.05](#) CHANGE A FUNDING APPROVAL REQUEST FOR A CAPITAL PROJECT
 - [CAP03.06](#) REASSESS OR CANCEL A CAPITAL PROJECT FUNDING REQUEST
 - [CAP03.07](#) CAPITAL APPROVAL WORKFLOW REPORT (R4260)
 - [CAP03.08](#) DISPLAY AN UPDATE ERROR IN MY WORKLIST
- CAP04 - CREATE APPROPRIATION REQUESTS (AR)
 - [CAP04.01](#) CREATE AR FOR CAPITAL ACQUISITION (IMA11)
 - [CAP04.02](#) CREATE AR FOR REPETITIVE ACQUISITIONS (IMA11)
 - [CAP04.03](#) CREATE AR FOR CAPITAL PROJECT (IMA11)
 - [CAP04.04](#) CREATE AR FOR MAJOR CAPITAL PROJECT (IMA11)
- CAP04 - OTHER ACTIVITIES
 - [CAP04.05](#) LIST APPROPRIATION REQUESTS (IMR6)
 - [CAP04.06](#) CHANGE APPROPRIATION REQUEST (IMA11)
- CAP02 - MONTHLY REVIEW OF CAPITAL PROJECT AND PLAN
 - [CAP02.01](#) CAPITAL PLAN FINANCIAL PERFORMANCE REPORT (R4210)
 - [CAP02.02](#) RUN NO CAPITAL PROJECTS REPORT (R4144)
 - [CAP02.03](#) PROJECT CAPITALISATION REPORT (R4151)
- CAP02 - COMMITMENT CONTROL
 - [CAP02.04](#) CAPITAL EXPENDITURE COMMITMENT CONTROL: TRIGGER WORKFLOW (Z4025)
 - [CAP02.05](#) PROJECT STRUCTURE OVERVIEW (CN41)
- CAP02 - PROJECT SETTLEMENT
 - [CAP02.06](#) DISPLAY ACTUAL PROJECT LINE ITEMS (CJ13)
 - [CAP02.07](#) REPROCESSING INCORRECT CATS CONFIRMATION FOR PROJECTS (CN30)
- CAP02 - PROJECT ORGANISATIONAL CHANGE
 - [CAP02.08](#) PROJECT LEADER SPONSOR EXCEPTION REPORT (Z4131)
 - [CAP02.09](#) MASS UPDATE OF PROJECT LEADER / SPONSOR (Z4130)
- CAP02 - APPROVE CAPITAL PROJECTS
 - [CAP02.10](#) CREATE INITIAL PROJECT STRUCTURE - ACTIVATE PROJECT (Z4230)
 - [CAP02.11](#) UPDATE PHASE USER STATUS ON AR (IMA11)
 - [CAP02.12](#) ENTER ACTUAL DATES FOR CAPITAL PROJECT (CJ02)
 - [CAP02.13](#) RELEASE IMPLEMENTATION PHASE WITH LOWER LEVEL WBS (CJ02)
 - [CAP02.14](#) CREATE OR CHANGE WBS WORK PACKAGE (CJ20N)
 - [CAP02.15](#) LOAD PHASE BUDGET (CJ30)
 - [CAP02.16](#) COPY PLANNING (CJ9FS)
 - [CAP02.17](#) CREATE PROJECT VERSION (CN72)
 - [CAP02.18](#) DELETE PROJECT VERSION (CN71)
 - [CAP02.19](#) SUPPLEMENT BUDGET TO PROJECT (CJ36)
 - [CAP02.20](#) DISPLAY ORIGINAL PROJECT BUDGET (CJ31)
 - [CAP02.21](#) REDISTRIBUTE APPROVED PROJECT BUDGET (Z4043)
- CAP08 - STANDALONE ACQUISITIONS
 - [CAP08.01](#) CREATE THE APPROPRIATION REQUEST FOR A CAPITAL ACQUISITION (IMA11)
 - [CAP08.02](#) LIST APPROPRIATION REQUESTS (IMR6)
 - [CAP08.03](#) ENTER A COST FORECAST (CJ40)
 - [CAP08.04](#) ENTER CASH FLOW FORECAST BY PERIOD (CJR2)
 - [CAP08.05](#) CREATE A NETWORK ACTIVITY FOR A CAPITAL ACQUISITION (CJ20N)
 - [CAP08.06](#) CREATE A NON STOCK COMPONENT FOR A CAPITAL ACQUISITION (CJ20N)
 - [CAP08.07](#) RELEASE A NETWORK ACTIVITY (CJ20N)
 - [CAP08.08](#) RUN THE OVERALL/ANNUAL COST OVERVIEW REPORT (Z4051)
- CAP08 - REPETITIVE ACQUISITION
 - [CAP08.09](#) CREATE AN APPROPRIATION REQUEST FOR A REPETITIVE ACQUISITION (IMA11)
 - [CAP08.10](#) ENTER A COST FORECAST (CJ40)

- [CAP08.11](#) ENTER CASH FLOW FORECAST BY PERIOD (CJR2)
- [CAP08.12](#) CREATE A NETWORK ACTIVITY FOR A REPETITIVE ACQUISITION (CJ20N)
- [CAP08.13](#) CREATE A NON STOCK COMPONENT FOR A REPETITIVE ACQUISITION (CJ20N)
- [CAP08.14](#) RELEASE A NETWORK ACTIVITY (CJ20N)
- [CAP08.15](#) RUN THE OVERALL/ANNUAL COST OVERVIEW REPORT (Z4051)

CAPO8 - CLOSE OUT ACTIVITIES

- [CAP08.16](#) SET WBS ELEMENT STATUS TO TECHNICALLY COMPLETE - TECO (CJ20N)
- [CAP08.17](#) REVIEW OUTSTANDING COMMITMENTS REPORT (CJ15)

CAPO5 - CAPITALISE THE ASSET

- [CAPO5.01](#) DISPLAY OVERALL/ANNUAL COST OVERVIEW (Z4051)
- [CAPO5.02](#) PROJECT STRUCTURE OVERVIEW (CN41)
- [CAPO5.03](#) RUN PROJECT ACTUAL COST LINE ITEMS REPORT (CJ13)
- [CAPO5.04](#) DISPLAY SERVICES PURCHASE ORDERS (ME25)
- [CAPO5.05](#) DISPLAY PURCHASING DOCUMENTS BY PROJECT (ME2J)

CAPO5 - CLOSE THE PROJECT

- [CAPO5.06](#) CREATE ASSET MAIN NUMBER (AS01)
- [CAPO5.07](#) CREATE ASSET SUB NUMBER (AS11)
- [CAPO5.08](#) UPDATE WBS SETTLEMENT RULES (CJ20N)
- [CAPO5.09](#) RUN PROJECT SETTLEMENT (INDIVIDUAL)(CJ88)
- [CAPO5.10](#) ACTUAL SETTLEMENT - PROJECTS / WBS ELEMENTS / NETWORKS (CJ8G)
- [CAPO5.11](#) UPLOAD BULK ASSETS (Z6498)
- [CAPO5.12](#) ASSETS UNDER CONSTRUCTION RECONCILIATION (Z6075)
- [CAPO5.13](#) PROJECT CAPITALISATION REPORT (R4151)
- [CAPO5.14](#) CLOSE CAPITALISED WBS ELEMENT (CJ20N)
- [CAPO5.15](#) DISPLAY OVERALL/ANNUAL COST OVERVIEW (Z4051)
- [CAPO5.16](#) CHANGE APPROPRIATION REQUEST (IMA11)

CAPO5 - SCHEDULE POST IMPLEMENTATION REVIEW

- [CAPO5.17](#) UPDATE PROJECT MILESTONES DATES
- [CAPO5.18](#) MILESTONES REPORT (CN53N)

MPA403 PROJECT LEADERS

CAP11 - PROJECT LIFECYCLE

- [CAP11.01](#) CREATE LOWER LEVEL WBS ELEMENTS FOR WORK PACKAGES (CJ20N)
- [CAP11.02](#) CREATE A NETWORK ACTIVITY (CJ20N)
- [CAP11.03](#) ENTER COST FORECAST AGAINST PHASES OR WORK PACKAGES (CJ40)
- [CAP11.04](#) ENTER CASH FLOW FORECAST BY PERIOD (CJR2)
- [CAP11.05](#) ENTER PROJECT MILESTONE DATES (CJ20N)
- [CAP11.06](#) RUN THE PROJECT STRUCTURE OVERVIEW REPORT (CN41)
- [CAP11.07](#) SET WBS ELEMENT OR NETWORK ACTIVITY STATUS TO TECO (CJ20N)

CAP10 - REPORTS FOR PROJECT REFORECASTING

- [CAP10.01](#) RUN THE PROJECTS LIST REPORT (R4143)
- [CAP10.02](#) RUN THE PROJECT STRUCTURE OVERVIEW REPORT (CN41)
- [CAP10.03](#) RUN THE OVERALL/ANNUAL COST OVERVIEW REPORT (Z4051)
- [CAP10.04](#) DISPLAY ACTUAL PROJECT LINE ITEMS (CJ13)

CAP10 - MAKING PROJECT UPDATES AND REFORECASTING

- [CAP10.05](#) ENTER PROJECT MILESTONE DATES (CJ20N)
- [CAP10.06](#) ENTER COST FORECAST AGAINST PHASES OR WORK PACKAGES (CJ40)
- [CAP10.07](#) RUN THE PROJECT FINANCIALS REPORT (R4199)
- [CAP10.08](#) ENTER CASH FLOW FORECAST BY PERIOD (CJR2)
- [CAP10.09](#) RUN THE PROJECT EAC/CASHFLOW DIFFERENCE REPORT (Z4065)
- [CAP10.10](#) COMPARE BASELINE TO FORECAST (Z4054)

MPA404 PROJECT PROCUREMENT

MPA404 - PREPARE PROJECT FOR PROCUREMENT (CJ20N)

- [MPA404.01](#) CREATE A NETWORK ACTIVITY

MPA404 - PROCURING NON STOCK MATERIALS (CJ20N)

- [MPA404.02](#) ADD A NON STOCK COMPONENT TO AN EXISTING NETWORK ACTIVITY

MPA404 - RESERVING STOCK MATERIAL FROM STORES (CJ20N)

- [MPA404.03](#) ADD A STOCK COMPONENT TO AN EXISTING NETWORK ACTIVITY

MPA404 - PROCURING EXTERNAL SERVICES (CJ20N)

- [MPA404.04](#) CREATE A SERVICE REQUEST USING A NETWORK ACTIVITY ELEMENT
- [MPA404.05](#) CREATE A SERVICE REQUEST FROM AN OUTLINE AGREEMENT

MPA404 - RELEASING ACTIVITIES TO GENERATE REQUISITIONS (CJ20N)

[MPA404.06](#) RELEASE A NETWORK ACTIVITY (CJ20N)

MPA404 - ADDITIONAL PROJECT PROCUREMENT TASKS

[MPA404.07](#) ADD OR VIEW A PURCHASE REQUISITION ATTACHMENT (ME52N)

[MPA404.08](#) CREATE SERVICE ENTRY SHEET FOR CAPITAL PROJECT (Z7127)

MPA404 - PROCUREMENT REPORTING

[MPA404.09](#) DISPLAY PURCHASE REQUISITIONS FOR PROJECT (CNB1)

[MPA404.10](#) DISPLAY PURCHASE ORDERS BY PROJECT (ME2J)

[MPA404.11](#) REVIEW OUTSTANDING COMMITMENTS REPORT (CJ15)

[MPA404.12](#) DISPLAY OVERALL/ANNUAL COST OVERVIEW (Z4051)

[MPA404.13](#) DISPLAY SERVICES PURCHASE ORDERS (ME2S)

[MPA404.14](#) DISPLAY COMPONENT OVERVIEW (CN52N)

MPA405 PORTFOLIO AND PROJECT REPORTING

MPA405 - PORTFOLIO REPORTING

[MPA405.01](#) CAPITAL FORECAST SUMMARY (R4250)

[MPA405.02](#) PROJECT LISTS (R4143)

[MPA405.03](#) NO CAPITALISATION PROJECTS (R4144)

[MPA405.04](#) PROJECT CAPITALISATION REPORT (R4151)

[MPA405.05](#) NO PROGRESS PROJECTS (R4193)

MPA405 - PROJECT REPORTING

[MPA405.06](#) RUN THE OVERALL/ANNUAL COST OVERVIEW REPORT (Z4051)

[MPA405.07](#) RUN THE OVERALL/ANNUAL COST OVERVIEW VARIANT (Z4051)

[MPA405.08](#) ASSETS UNDER CONSTRUCTION RECONCILIATION (Z6075)

[MPA405.09](#) PROJECT BUILDER COMMITMENT STATUS CHECK (CJ20N)

[MPA405.10](#) COMPARISON TO BASELINE/FORECAST (Z4054)

[MPA405.11](#) PROJECT STRUCTURE OVERVIEW (CN41)

[MPA405.12](#) DISPLAY ACTUAL PROJECT LINE ITEMS (CJ13)

[MPA405.13](#) PLAN LINE ITEMS (CJ14)