CAPITAL PROJECT JOB NUMBERS

Due to the migration of Job Cost to Maximo and the age of the Capital Project Accounting System, a deviation from the automated Maximo Job Number (6 digit) assignment is needed as the CP System does not accept a 6 digit format. This document outlines this process and shortcuts to help with this process. Any services associated with a Capital Project, currently R58 account series, should use the Job Number series that has been pre-loaded to allow interface with the system. The Job Number series begins with 70001.

Step 1. Go to the Jobs application and select the “RES_CP_JOBS” query from the query drop-down list (upper left hand corner).

Step 2. You should select the first available number in the series.

You will be able to modify the preset attributes as needed. The “Is Project?” box should remain checked.
You should be sure to provide the 4 digit CPID under the Project ID and the PAR ID on all jobs.

Follow the procedures to change the status from “WAPPR” to “APPR”. Once the status of the job is changed to “APPR”, the job number is no longer seen in the “RES_CP_JOBS” Query the next time it is run.