

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME I, CHAPTER 7

SUBJECT: GENERAL
CHAPTER TITLE: REMIS - STANDARD DOT TSO (TIME SHARING OPTION) FIELD REPORTS

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INTRODUCTION

Effective 1/1/2000

The West Virginia Department of Transportation has available, for its use, a tremendous amount of current, accurate and meaningful information relating its fiscal and operational status. This information is valuable in helping to arrive at sound management decisions in the day-to-day operation of DOT.

The gathering of this detailed information is made possible through the daily field entry and input of data provided for in the REMIS System (Remote Entry Management Information System). Processing the captured information into a format that is useful, that can be analyzed, and that can be helpful in making sound management decisions for efficient operations, is made available, to the various DOT agencies or organizations, through the Time Sharing Option (TSO) REMIS Field Reports. The TSO REMIS Field Reports enable the user/requestor to derive meaningful reports covering the areas of Payroll, Equipment, Inventory, Accounts Payable and Accounting.

SYSTEM SECURITY AND ACCESS

Access to the TSO REMIS Field Reports System, to retrieve information and process subsequent reports, is controlled and restricted in order to protect sensitive information such as payroll. An employee's access to the TSO REMIS Field Reports System varies according to each employee's job related responsibilities. An employee may have access to all of the following TSO REMIS Field Report areas: Payroll, Equipment, Inventory, Accounts Payable and Accounting, limited to one or several of these areas or not permitted access to any of the report areas.

An employee will normally be restricted to TSO Field Reports that retrieve information for the agency or organization to which assigned.

The Systems Security Officer for each agency or Organization must coordinate with Information Services Division to ensure that proper access to the TSO REMIS Field Reports is provided to the individual/s for their agency or organization. System security and access to the REMIS System is generally coordinated with Information Services Division through the completion of a Form DOH-357, "System Security Request."

RESPONSIBILITIES

The manager of the agency or organization should designate one individual per their agency or organization who must be contacted to initiate the TSO REMIS Field Reports.

The number of individuals with the capability to run these reports should be limited and they must possess familiarity with both REMIS and TSO. Additional individuals may be given the capability, but only one individual should be designated as the "Point of Contact" (POC) for the agency or organization.

The POC should evaluate all requests for reports to determine the availability of the requested data and the time required to print the request. In the event that standardized reports fail to meet the needs of the requestor or when only a limited number of fields in a particular report are required, specialized reports may be advisable. A Form BI-15, "Request For Services," should be submitted to Information Services Division in these cases.

A designated POC for each agency or organization provides coordination and evaluation of all report requests, and helps to determine if a requested report will meet the needs of the requesting individual. The POC will be familiar with all of the available standardized TSO REMIS Field Reports and will be able to utilize the Field Report System in the most cost effective and beneficial manner, and at the same time serve the needs of those requiring needed data to make sound management decisions.

TSO REPORT GENERATION CONSTRAINTS

There are constraints or limitations that are common to all of the standardized TSO REMIS Field Reports. Generally, access to TSO REMIS Field Reports is limited to the data available for the requesting individual's own agency or organization.

The most significant constraint to all of the reports is **TIME**. Detailed data for Comptroller TSO REMIS Reports that is older than five (5) weeks, and on screen Authorization detail through HWIQ that is older than two (2) weeks is copied and stored on tapes, and is not found on the active REMIS system. Therefore, the data can not be retrieved under the normal TSO REMIS Field Report System. In addition, the detail of that data is not copied and stored in the same format as that of the TSO REMIS Field Reports. In order to receive a report, after the data is aged and in the format utilized in the standardized reports or, for that matter, in any particular format, a Form BI-15, "Request For Services" must be submitted to Information Services Division. Other time constraints for TSO report generation are as follows:

1. Payroll Time Sheet Summary data is available for the preceding month only until the current month's payroll is processed. The system will only reflect two (2) months of payroll data.
2. Equipment Time Sheet Summary data is available for the preceding month only until the current month's payroll is processed. The system will only reflect two (2) months of payroll data.
3. The results and the numbers reflected in any report can change from the time the

report is processed since REMIS is an "on-line" system that is constantly receiving and updating input data.

TSO FIELD REPORT CATEGORIES

There are currently five (5) general TSO REMIS Field Report categories available to the Department of Transportation personnel and are as follows: Payroll Reports, Equipment Reports, Inventory Reports, Accounts Payable Reports and Accounting Reports. A Job Selection Menu, under each of these general categories, is presented to the user/requestor upon entry into the Field Report System. Each category is assigned a Field Job Production and Report Number which identifies a particular report. Payroll Reports are numbered in the 100s, Equipment Reports are numbered in the 200s, Inventory Reports are numbered the 300s, Accounts Payable Reports are numbered in the 400s and Accounting Reports are numbered in the 600s.

FIELD PRINTER ADDRESSES

An Inquiry selection is also available in the TSO REMIS Field Report System that identifies all of the DOT field printers to which TSO REMIS Field Reports can be directed to for printing. The Inquiry, Field Printer Addresses Listing identifies the following: Organization Number, Printer VPRT Number, Name of the Organization, and the Name of the specific Sub Location (office) within the Organization.

TSO REPORT SAMPLES

The attached pages provide samples of all of the currently available TSO REMIS Field Reports along with Report Number Listing at the beginning of each report category.

PAYROLL FIELD REPORTS

<u>NUMBER</u>	<u>DESCRIPTION</u>
<u>100</u>	<u>Weekly Payroll Time Report</u>
<u>101</u>	<u>Payroll Month-To-Date Summary</u>
<u>102</u>	<u>Payroll Detail By SSN, Report Date</u>
<u>102</u>	<u>Payroll Detail By Acct, Auth, SSN</u>
<u>103</u>	<u>Weekly Payroll Summary Report</u>
<u>104</u>	<u>Employee Office Phone Verification By Organization</u>
<u>105</u>	<u>Employee Work Summary By Organization</u>
<u>106</u>	<u>Overtime Summary By Organization</u>

EQUIPMENT FIELD REPORTS

<u>NUMBER</u>	<u>DESCRIPTION</u>
<u>200</u>	<u>Weekly Equipment Time Report</u>
<u>201</u>	<u>Equipment System PM Control Report</u>
<u>201</u>	<u>Equipment System Preventive Maintenance Work Order</u>
<u>201</u>	<u>Equipment System Preventive Maintenance Work Order</u>
<u>201</u>	<u>Equipment System PM Control Log</u>

<u>202</u>	<u>Preventive Maintenance Status Report Recap By Organization Operational Classes</u>
<u>202</u>	<u>Preventive Maintenance Status Report Recap By Organization Seasonal Classes</u>
<u>202</u>	<u>Preventive Maintenance Status Report Recap By Equipment Class Operational Classes</u>
<u>202</u>	<u>Preventive Maintenance Status Report Recap By Equipment Class Seasonal Classes</u>
<u>202</u>	<u>Preventive Maintenance Status Report Recap By Organization And E.D. Operational</u>
<u>202</u>	<u>Preventive Maintenance Status Report Recap By Organization And E.D. Seasonal</u>
<u>203</u>	<u>Equipment Meter Reading Status Report In-Season By Recap By Class</u>
<u>203</u>	<u>Equipment Meter Reading Status Report In-Season By Organization and Class</u>
<u>203</u>	<u>Equipment Meter Reading Status Report Delinquent Meter Reading Report</u>
<u>204</u>	<u>Equipment Master File Listing By Organization And Class</u>
<u>205</u>	<u>Equipment Detail By E.D. Number</u>
<u>205</u>	<u>Equipment Detail By Account Number</u>
<u>206</u>	<u>Weekly Equipment Summary Report</u>
<u>207</u>	<u>Equipment Month-To-Date Summary</u>
<u>208</u>	<u>Equipment Rental Rate Schedule Reported Classes</u>
<u>209</u>	<u>Equipment Utilization Report By Class</u>
<u>210</u>	<u>Equipment Master Transfer Receipts By Organization and Class</u>
<u>210</u>	<u>Equipment Master Transfer Receipts By Class</u>

INVENTORY FIELD REPORTS

<u>NUMBER</u>	<u>DESCRIPTION</u>
<u>300</u>	<u>Inventory Report Reorder List</u>
<u>300</u>	<u>Inventory Report Obsolete Or One-Time Use Materials No Minimum Or Maximum Quantities</u>
<u>301</u>	<u>Inventory Detail By Item Number</u>
<u>301</u>	<u>Inventory Detail By Category</u>
<u>302</u>	<u>Inventory Balance Report By Class-Type-Subcode</u>
<u>302</u>	<u>Inventory Balance Report By Organization</u>
<u>303</u>	<u>Inventory Min/Max Analysis Report By Class-Type-Subcode</u>
<u>303</u>	<u>Inventory Min/Max Analysis Report By Organization</u>
<u>350</u>	<u>Fixed Asset Inventory Report By Class-Type-Org</u>
<u>350</u>	<u>Fixed Asset Inventory Report By Org Class-Type-Org</u>
<u>351</u>	<u>Fixed Assets Transfer Receipts By Org-Class-Type</u>
<u>351</u>	<u>Fixed Assets Transfer Receipts By Organization, Loc, Tag Number</u>

ACCOUNTS PAYABLE FIELD REPORTS

<u>NUMBER</u>	<u>DESCRIPTION</u>
<u>400</u>	<u>Accounts Payable System Purchase Number</u>
<u>401</u>	<u>Confirmation Of Purchase Order</u>
<u>402</u>	<u>Receipt Of Materials/Services Record (DOH-5C)</u>
<u>403</u>	<u>Receipt Of Materials/Services Record (DOT-5)</u>
<u>404</u>	<u>Visa Credit Card Purchases Statement</u>
<u>404</u>	<u>Visa Credit Card Purchases Card Holder Reconciliation</u>
<u>404</u>	<u>Visa Credit Card Purchases Card Holder Detail</u>
<u>410</u>	<u>Accounts Payable System Status Report</u>
<u>411</u>	<u>Accounts Payable System Line Item Status Report</u>
<u>412</u>	<u>Accounts Payable System Balance Report</u>
<u>413</u>	<u>Accounts Payable System Vendor Status Report</u>
<u>414</u>	<u>Accounts Payable System Possible Masters To Be Terminated 60 Day Analysis</u>
<u>420</u>	<u>Accounts Payable System Payment Status Report</u>
<u>421</u>	<u>Accounts Payable System Disbursement Listing</u>

ACCOUNTING FIELD REPORTS

<u>NUMBER</u>	<u>DESCRIPTION</u>
<u>600</u>	<u>Routine Maintenance Charges</u>
<u>601</u>	<u>Detail Accounting Report By Receiving Organization</u>
<u>601</u>	<u>Detail Accounting Report Who Charged Me</u>
<u>602</u>	<u>Maintenance Financial Summary Current Status District Summary</u>
<u>602</u>	<u>Maintenance Financial Summary Current Status By Organization</u>
<u>602</u>	<u>Maintenance Financial Report Detail Summary By Date</u>
<u>602</u>	<u>Maintenance Financial Report Detail Accounting Report By Receiving Organization</u>
<u>602</u>	<u>Maintenance Financial Report Detail Accounting Report Who Charged Me</u>
<u>603</u>	<u>Activity-Route Summary</u>
<u>603</u>	<u>Route Number Activity Report</u>
<u>604</u>	<u>General Operations Budget Percent Of Allocation By Authorization</u>
<u>604</u>	<u>General Operations Budget Percent Of Allocation Summary</u>
<u>605</u>	<u>SRIC Expenditures By Organization</u>
<u>605</u>	<u>SRIC Activity-Route Detail</u>
<u>606</u>	<u>Outside Agency Authorization Listing</u>
<u>607</u>	<u>Detail Work Order Report</u>