

## TAMS Procedures - Costing and Depreciation

These procedures explain how TAMS can be used for satisfying AAS27 requirements for asset valuation.

The procedures assume that assets have already been registered in TAMS, and if applicable, condition rating data has been entered. If these have not been entered then you should refer to the procedure documents 'Asset Register' and 'Condition Rating'

The process will differ depending upon whether TAMS was used for the previous year's depreciation or whether depreciation is being carried out for the first time in TAMS. Separate procedures are provided for each case.

Roads module users that have transferred data from RRL but have not done any costing or depreciation should refer to section 1(a)

Also included at the end of this document are details on using condition indexing.

You should ensure that you have loaded the latest upgrade (Version 1.3) before commencing. To check go to Help\About TAMS on the menu bar or the main menu and press Alt-I. The version number will appear at the bottom of the screen.

### **1. Depreciating for the First Time in TAMS**

#### **(a) Assets not yet Costed**

If you are depreciating assets for the first time in TAMS and the assets are yet to be costed by unit rates, then the following process should be followed. If assets have already been costed then you should refer to the next section.

1. Ensure that data has been entered in the following fields for those assets being costed and depreciated:
  - Construction Date (see Note below)
  - Valuation Date (see Note below)
  - Depreciation Method (use S)
  - Designation
  - Description
  - Quantity/Area/Length/Capacity (Trafficable Area for pavement assets-roads module)
  - Diameter (for pipes)

For Roads module users, ensure that the following data has been entered:

- Pavement type and Surface Type for each pavement asset
- Road Classification and Traffic hierarchy for each segment (optional)
- Kerb & Gutter Type, Footpath Type and Shoulder Type

NOTE: For Roads module users, construction dates only need to be entered for pavement assets. Valuation dates are not required. These are created using the FILLCOST script (see next step).

2. For Roads module users, execute the FILLCOST script to automatically populate the Description, Valuation Date and Construction Date fields. To run scripts, go to 'Help-About TAMS' on the menu bar of the main menu, press Alt-P and enter the script name. To populate the Description field, the script uses Pavement Type/Surface Type (and optionally Road Classification and Traffic Hierarchy) for pavement assets, and Shoulder Type/ Kerb & Gutter Type and Footpath Type for other assets. To populate the Construction Date field, the script uses the construction date of the pavement asset for each segment.

NOTE: For construction date, if only approximate year is known then use 01/01/yy. If actual year is known then use 25/12/yy. If you do not have any idea of the construction date then the FILLCONS script can be used - see later in this section for details.

3. If you have used the condition rating function of TAMS, and you wish to use the condition indexing function to determine residual life values, you will need to run the CALCCOND script. Before you do this you will need to ensure that condition index values have been properly setup. For further details refer to the section on condition indexing in the Appendix at the end of this document, and Chapter 6 of the Users Guide.
4. If you wish, you can use the FILLCONS script to determine construction date from standard life and residual life. This script is however not recommended as it will produce relatively inaccurate figures for the construction dates. It is better to manually enter dates even if they are only approximate (using 1/1/yy format if approximate year is known, and 25/12/yy format if actual year is known). If you still wish to use the script, it is recommended that you at least initially enter those construction dates that are known (using the above format) before running the script.
5. If unit costing is being used, ensure that the rates table has been properly setup and that a rate and standard life is available for the assets to be costed. If salvage rates are being used, ensure that these are also entered. A Salvage Rate is the unit rate that is applicable at the end of the asset's life.

NOTE: You should ensure that the rates are up to date. If you wish you can use the Update Unit Rates function from under SPECIAL on the menu bar to update your unit rates using construction index figures (These figures are held in the Construction Index lookup table under SETUP on the menu bar. Up to date figures can be obtained from the TAMS Home Page).

6. If you are using salvage rates, run the Calculate Residual Value function from under SPECIAL on the menu bar. The Est. Residual Value of these assets will be populated (based upon the dimension type specified in the Setup Designations/Specific Fields screen).
7. Next step is to execute unit costing. Go to the main menu and click on one of the Table Entry System buttons. The Select Fields screen appears. Click on the Process button. The Table Entry screen appears. Press the Perform Costing button. Select the 'Global' option and then press the Process button. This will produce replacement costs and residual lives based upon unit rates and standard lives. A list of errors will be produced which can be viewed and printed from the Bulkcost.txt file located in your private directory (if you don't know where your private directory is, do a search in the File Manager to locate the bulkcost.txt file). Make the necessary corrections and re-run the Perform Costing function.

NOTE: Assets that have already been costed will not be re-costed by the Perform Costing function. If they need to be re-costed (because rates or asset data has changed) then the Update Valuations function (from under SPECIAL on the menu bar) should be used. See later in this section for details.

8. Where necessary, update residual performance life, residual design life and residual economic life figures on the Unit Costing screen. Residual Performance Life is the remaining life based upon condition, Residual Design Life is the remaining life based upon demand requirements (eg amount of traffic on a road, demand on a water system), while Residual Economic Life is the remaining life based upon maintenance considerations (eg the pipe is too costly to maintain). This process can be automated through the 'Bulk Changes - Unit Costing' function accessible from the menu bar on the main menu screen. The residual life of these assets will be automatically updated in accordance with these changes.

NOTE: If you have used Condition Indexing there is no need to update Residual Performance Life figures as these will already have been updated through the Condition Indexing function.

NOTE: You can also use Bulk Changes Unit Costing to factor replacement costs for SID (survey, investigation & design), REMOTE, and CON (contingencies and construction difficulty). The prefilter can be used to set the criteria for the change.

9. On completion of the above, it is a good idea to carry out the following integrity checks:
  - check that Lengths or Areas exist for the appropriate assets by running the report prefilter with the appropriate facility or component code entered and the text BLANK in the length or area field.
  - check that a Description exists for assets by running the report prefilter with the text BLANK entered into the Description field, and if necessary, the appropriate facility or component codes entered.

- check that a Replacement Cost exists for every asset by running the report prefilter with the text BLANK OR 0 entered into the Replacement Cost field
- check that a Residual Life exists for every asset by running the report prefilter with the text BLANK OR 0 entered into the Residual Life field
- check that a Valuation Date exists for every asset by running the report prefilter with the text BLANK in the Valuation Date field
- check that a Construction Date exists for every asset by running the report prefilter with the text BLANK in the Construction Date field.
- check that a Depreciation Method exists for every asset by running the report prefilter with the text BLANK in the Depreciation Method field.

Each integrity check will need to be done separately. After running the prefilter in each case, inspect the number of filtered records at the bottom of the report menu (below the Perform Prefilter button). If it is not zero you can run one of the asset listing reports to inspect those records.

Note: If you find that you are missing Valuation Dates or Depreciation Method for a number of assets, then it would be best to use the 'Bulk Changes-Assets' function to populate these fields.

10. Run the Update Valuations function (located under Special on the menu bar). This function will re-process unit costing based upon current asset data and current unit rates. The Valuation Date field should be blank and the Construction Index checkbox unticked.
11. Allocate assets to the appropriate accounting categories so that summary reports can be produced for entry into the council's general ledger. Standard accounting categories from the NSW Asset Accounting Manual have been included in TAMS. These can be found in 'Classifications' and 'Asset Types' under Setup on the menu bar and these can be modified according to the requirements of each council. If assets have not already been allocated to asset accounting categories, these can be entered using the Facility Details screen (Functional Category/Activity Classification) and Asset Details screen (Asset Type). This procedure can be automated using Bulk Changes-Facilities accessible from the menu bar on the main menu.

HINT: For the Roads module, classifications should be allocated for each facility code using Bulk Changes-Facilities. For the Property & Buildings module, it would be best done for each site code.

12. Ensure that asset accounting categories have been allocated to all assets by running the following integrity checks.
  - enter BLANK into the Functional Category field of the Report Prefilter and process
  - enter BLANK into the Asset Type field of the Report Prefilter and process
13. Run the Depreciation function. Run it initially for the period ended 30/6/97 before running it for 30/6/98 in order to produce depreciation figures for the 12 month period. After running this function, depreciation and written down current cost figures will be produced and can be viewed using the View Depreciation Table function.

14. Run the following summary depreciation reports and ensure that the total values match:
  - Depreciation by Classification
  - Depreciation by Asset Type
  - Summary Depreciation
15. For the Water & Sewerage or Stormwater Drainage modules, you may wish to run the Pipe Depreciation reports. These will include any assets that have been defined as “Pipe Asset” on the Setup Designations/Specific Fields screen.
16. For the Property & Buildings module, run the Cost Summary by Classification and Cost Summary by Asset Type reports to account for land assets and other non-depreciable items such as lawns, trees and gardens. Note that land assets must have a designation of LAND. To ensure that only non-depreciable assets are included in the report, use the prefilter to set the depreciation method to BLANK, and if required, set the component code to show the non-depreciable assets (eg LAWN OR TREES OR GARD).
17. Run the Disposed Depreciation reports. Note that only those assets that have been fully disposed will be included in this report (ie. they have been removed from the active list using the Disposals function).
18. Backup your data onto a network or external drive!!.

**(a) Assets have already been Costed**

If you are depreciating assets for the first time in TAMS and replacement costs and residual life figures have already been entered/calculated, then the following process should be followed.

1. Ensure that data has been entered in the following fields for those assets being depreciated:
  - Est. Replacement Cost
  - Est. Residual Life
  - Est. Residual Value (optional)
  - Construction Date
  - Valuation Date (eg 30/6/97)
  - Depreciation Method (use S)

In order to do this, it is a good idea to carry out the following integrity checks:

- check that a Replacement Cost exists for every asset by running the report prefilter with the text BLANK OR 0 entered into the Replacement Cost field
- check that a Residual Life exists for every asset by running the report prefilter with the text BLANK OR 0 entered into the Residual Life field
- check that a Valuation Date exists for every asset by running the report prefilter with the text BLANK in the Valuation Date field

- check that a Construction Date exists for every asset by running the report prefilter with the text BLANK in the Construction Date field.
- check that a Depreciation Method exists for every asset by running the report prefilter with the text BLANK in the Depreciation Method field.

Each integrity check will need to be done separately. After running the prefilter in each case, inspect the number of filtered records at the bottom of the report menu (below the Perform Prefilter button). If it is not zero you can run one of the asset listing reports to inspect those records.

NOTE 1: If you find that Valuation Dates or Depreciation Method are missing for a number of assets, then it would be best to use the 'Bulk Changes-Assets' function to populate these fields.

NOTE 2: If Replacement Cost or Residual Life figures are missing, it could be that these assets have not been costed. If this is the case you should refer to section 1(a).

NOTE 3: If you have used the condition rating function and need to update the residual life values based upon the asset condition, you will need to use the CALCCOND script. For details see the section on Condition Indexing at the end of this document.

NOTE 4: If Construction Dates are missing you can use the FILLCONS script to determine construction date from standard life and residual life. This script is however not recommended as it will produce relatively inaccurate figures for the construction dates. It is better to manually enter dates even if they are only approximate (using 1/1/yy format if approximate year is known, and 25/12/yy format if actual year is known). If you still wish to use the script, it is recommended that you at least initially enter those construction dates that are known (using the above format) before running the script.

2. Where necessary, update residual performance life, residual design life and residual economic life figures on the Unit Costing screen. Residual Performance Life is the remaining life based upon condition, Residual Design Life is the remaining life based upon demand requirements (eg amount of traffic on a road, demand on a water system), while Residual Economic Life is the remaining life based upon maintenance considerations (eg the pipe is too costly to maintain). This process can be automated through the 'Bulk Changes - Unit Costing' function accessible from the menu bar on the main menu screen. The residual life of these assets will be automatically updated in accordance with these changes.

NOTE: If you have used Condition Indexing there is no need to update Residual Performance Life figures as these will already have been updated through this function.

NOTE: You can also use Bulk Changes Unit Costing to factor replacement costs for SID (survey, investigation & design), REMOTE, and CON (contingencies and construction difficulty). The prefilter can be used to set the criteria for the change.

3. Run the Update Valuations function (located under Special on the menu bar). This function will re-process unit costing based upon current asset data and current unit rates. The Valuation Date field should be blank and the Construction Index checkbox unticked.
4. Allocate assets to the appropriate accounting categories so that summary reports can be produced for entry into the council's general ledger. Standard accounting categories from the NSW Asset Accounting Manual have been included in TAMS. These can be found in 'Classifications' and 'Asset Types' under Setup on the menu bar and these can be modified according to the requirements of each council. If assets have not already been allocated to asset accounting categories, these can be entered using the Facility Details screen (Functional Category/Activity Classification) and Asset Details screen (Asset Type). This procedure can be automated using Bulk Changes-Facilities accessible from the menu bar on the main menu.

HINT: For the Roads module, classifications should be allocated for each facility code using Bulk Changes-Facilities. For the Property & Buildings module, it would be best done for each site code.

5. Ensure that asset accounting categories have been allocated to all assets by running the following integrity checks.
  - enter BLANK into the Functional Category field of the Report Prefilter and process
  - enter BLANK into the Asset Type field of the Report Prefilter and process
6. Run the Depreciation function. Run it initially for the period ended 30/6/97 before running it for 30/6/98 in order to produce depreciation figures for the 12 month period. After running this function, depreciation and written down current cost figures will be produced which can be viewed using the View Depreciation Table function.
7. Run the following summary depreciation reports and ensure that the total values match:
  - Depreciation by Classification
  - Depreciation by Asset Type
  - Summary Depreciation
8. For the Water & Sewerage or Stormwater Drainage modules, you may wish to run the Pipe Depreciation reports. These will include any assets that have been defined as "Pipe Asset" on the Setup Designations/Specific Fields screen.
9. For the Property & Buildings module, run the Cost Summary by Classification and Cost Summary by Asset Type reports to account for land assets and other non-depreciable items such as lawns, trees and gardens. Note that land assets must have a designation of LAND. To ensure that only non-depreciable assets are included in the report, use the prefilter to set the depreciation method to BLANK, and if required, set the component code to show the non-depreciable assets (eg LAWN OR TREES OR GARD).

10. Run the Disposed Depreciation reports. Note that only those assets that have been fully disposed will be included in this report (ie. they have been removed from the active list using the Disposals function).
11. Backup your data onto a network or an external drive!!.

## **2. Previous Depreciation exists in TAMS**

If depreciation has been previously carried out in TAMS then details will appear in the 'View Depreciation Table' function under Special on the menu bar. If this is the case then the following procedure should be followed.

1. If new assets have been created since the last depreciation date, then these assets should be entered into TAMS and replacement costs and residual values determined (refer to the procedure document 'Capital Works & Disposals'). If unit rates are being used, a quick way to determine replacement cost and residual life is to use the global costing option in the table entry system (the checkbox 'global' should be ticked on the Perform Costing screen). You will need to first ensure that sufficient information is available to do the costing calculations (ie designation, description, diameter, quantity/area/length/capacity, valuation date, construction date, and a rate for each designation/description/diameter combination).
2. If upgrades or improvements have occurred to assets then the asset register should be amended (refer to the procedure document 'Capital Works & Disposals').
3. If assets have been disposed since the last depreciation, use the Disposals function to record these disposals (refer to the procedure document 'Capital Works & Disposals').
4. If you have used the condition rating function of TAMS, and you wish to use the condition indexing function to update residual life values, you will need to run the CALCCOND script (go to 'Help-About TAMS', press Alt-P and enter the script name). Before you do this you will need to ensure that condition index values have been properly setup. For further details refer to the section on condition indexing in the Appendix at the end of this document and Chapter 6 of the Users Guide.
5. Where necessary, update residual performance life, residual design life and residual economic life figures on the Unit Costing screen. Residual Performance Life is the remaining life based upon condition, Residual Design Life is the remaining life based upon demand requirements (eg amount of traffic on a road, demand on a water system), while Residual Economic Life is the remaining life based upon maintenance considerations (eg the pipe is too costly to maintain). This process can be automated through the 'Bulk Changes - Unit Costing' function accessible from the menu bar on the main menu screen. The residual life of these assets will be automatically updated in accordance with these changes.



NOTE: If you have used Condition Indexing there is no need to update Residual Performance Life figures as these will already have been updated through this function.

NOTE: You can also use Bulk Changes Unit Costing to factor replacement costs for SID (survey, investigation & design), REMOTE, and CON (contingencies and construction difficulty). The prefilter can be used to set the criteria for the change.

6. On completion of the above, it is a good idea to carry out the following integrity checks:
  - check that Lengths or Areas exist for the appropriate assets by running the report prefilter with the appropriate facility or component code entered and the text BLANK in the length or area field.
  - check that a Description exists for assets by running the report prefilter with the text BLANK entered into the Description field, and if necessary, the appropriate facility or component codes entered.
  - check that a Replacement Cost exists for every asset by running the report prefilter with the text BLANK OR 0 entered into the Replacement Cost field
  - check that a Residual Life exists for every asset by running the report prefilter with the text BLANK OR 0 entered into the Residual Life field
  - check that a Valuation Date exists for every asset by running the report prefilter with the text BLANK in the Valuation Date field
  - check that a Construction Date exists for every asset by running the report prefilter with the text BLANK in the Construction Date field.
  - check that a Depreciation Method exists for every asset by running the report prefilter with the text BLANK in the Depreciation Method field.

Each integrity check will need to be done separately. After running the prefilter in each case, inspect the number of filtered records at the bottom of the report menu (below the Perform Prefilter button). If it is not zero you can run one of the asset listing reports to inspect those records.

Note: If you find that you are missing Valuation Dates or Depreciation Method for a number of assets, then it would be best to use the 'Bulk Changes-Assets' function to populate these fields.

7. Update construction index figures in TAMS (under Setup on the menu bar). Updated figures can be obtained from the TAMS home page.
8. Update unit rates with the latest construction index figures by using the 'Update Unit Rates' function under Special on the menu bar.
9. Update all replacement cost figures with the new unit rates by using the 'Update Valuations' function under Special on the menu bar. You will need to enter the new valuation date (eg 30/6/97). If any assets have been manually costed then you should tick the Use Construction Index checkbox to update these values. The Update Valuations function will take into account any changes that have been made to Asset Details (eg changes to lengths or areas). For the Roads module, you will also need to

tick the checkbox 'Update Descriptions' to allow for any changes that may have occurred to Pavement Type, Surface Type etc.

10. Allocate assets to the appropriate accounting categories so that summary reports can be produced for entry into the council's general ledger. Standard accounting categories from the NSW Asset Accounting Manual have been included in TAMS. These can be found in 'Classifications' and 'Asset Types' under Setup on the menu bar and these can be modified according to the requirements of each council. If assets have not already been allocated to asset accounting categories, these can be entered using the Facility Details screen (Functional Category/Activity Classification) and Asset Details screen (Asset Type). This procedure can be automated using Bulk Changes-Facilities accessible from the menu bar on the main menu.

HINT: For the Roads module, classifications should be allocated for each facility code using Bulk Changes-Facilities. For the Property & Buildings module, it would be best done for each site code.

11. Ensure that asset accounting categories have been allocated to all assets by running the following integrity checks.
  - enter BLANK into the Functional Category field of the Report Prefilter and process
  - enter BLANK into the Asset Type field of the Report Prefilter and process
12. Run the Depreciation function. After running this function, depreciation and written down current cost figures will be produced which can be viewed using the View Depreciation Table function under SPECIAL on the menu bar.
13. Run the following summary depreciation reports and ensure that the total values match:
  - Depreciation by Classification
  - Depreciation by Asset Type
  - Summary Depreciation
14. For the Water & Sewerage or Stormwater Drainage modules, you may wish to run the Pipe Depreciation reports. These will include any assets that have been defined as "Pipe Asset" on the Setup Designations/Specific Fields screen.
15. For the Property & Buildings module, run the Cost Summary by Classification and Cost Summary by Asset Type reports to account for land assets and other non-depreciable items such as lawns, trees and gardens. Note that land assets must have a designation of LAND. To ensure that only non-depreciable assets are included in the report, use the prefilter to set the depreciation method to BLANK, and if required, set the component code to show the non-depreciable assets (eg LAWN OR TREES OR GARD).
16. Run the Disposed Depreciation reports. Note that only those assets that have been fully disposed will be included in this report (ie. they have been removed from the active list using the Disposals function).

17.Backup your data onto a network or an external drive!!.

## APPENDIX

### Condition Indexing

Condition indexing is used to determine residual life from condition rating. When this function is run, the residual life field on the Unit Costing screen is updated and the residual life of the asset updated accordingly. The best way of running this function is by using the CALCCOND script. The procedure is set out below.

#### **Procedure for Condition Indexing**

1. Setup condition indexing using the Condition Indexing option on the Setup menu. Enter each Designation/Description. (Note that entry of Description field is optional. If only the Designation is entered then the settings will be applied to all Descriptions for that Designation). For each Designation/Description click on the Rating Weights button and enter percentage weights to show the relative importance of each rating field in the determination of residual life. Leave the field blank if the value is zero. Click on the Percentage Life button and enter percentage life values for each of the designations. For pavement assets you should enter percentage life values using Setup Drop-Down Lists.

Note: For the Roads module, you can also flag 'Predominant Distress' where appropriate. By using this feature, certain condition values could be setup to override any other condition value regardless of the weightings involved. For example, certain values of rutting could be setup as Predominant Distress to indicate that if these values occur then the road is in such a bad condition that any other values for cracking, edge breaks etc should be ignored even though they may have been included in the condition indexing weightings.

2. Ensure that a standard life exists in the rates table for each designation/description combination being used.
3. Next step is to run the condition indexing function. To do this use the CALCCOND script which can be run from the 'About TAMS' option under Help on the menu bar. To run the script enter Alt-P and enter CALCCOND in the prompt box. When the script has been run, the residual life for each asset will be updated via the Residual Performance Life field on the Unit Costing screen. See below for further details of the CALCCOND script.

#### **General Notes on the CALCCOND script**

The function can be run again and again. If costing records exist then it will update the residual performance life field on the Costing screen and the residual life field on the Asset Details screen (as long as the 'use costing' button is on), and produce audit records (if the residual life changes).

A standard life must exist in the rates table for the range of assets in the database.

Condition index values do not need to be setup for every designation/ description combination in the database. If you wish you can just set up values for each designation and it will be automatically applied to each description for that designation.

The process of running this script is very iterative. You run it and it gives you a list of errors. You fix those errors and run it again. It gives you a new list of errors. Etc. The errors can be printed out and are shown in order of the type of error.

If you wish to re-view the error produced during CALCCOND open the Help/About TAMS form and hit Alt-R (for open 'Report') and type in CONDERRS.

Details of possible error messages and their meaning are setout in the next section.

### **Error Messages associated with the CALCCOND Script**

Listed below are the possible error messages while running CALCCOND. An explanation of each error message follows:

- 1 Invalid Facility Code
- 2 Facility is missing default designation, facility: xxxxx
- 3 Facility xxxxx has an invalid default designation: xxxxx
- 4 Invalid Designation: xxxxx
- 5 No Rate Record for desig/descr: xxxxx/xxxxxxxxxxxxxxxxxxxxxx
- 6 No Standard Life for desig/descr: xxxxx/xxxxxxxxxxxxxxxxxxxxxx
- 7 No Weighting information for desig/descr: xxxxx/xxxxxxxxxxxxxxxxxxxxxx
- 8 Missing value for field: xxxxxxxxxxx, desig/descr: xxxxx/xxxxxxxxxxxxxxxxxxxxxx
- 9 Couldn't find entry in desig/descr: xxxxx/xxxxxxxxxxxxxxxxxxxxxx list for field: xxxxxxxxxxx, value xxxxx
- 10 Missing percent life figure for desig/descr: xxxxx/xxxxxxxxxxxxxxxxxxxxxx list, field: xxxxxxxxxxx, value: xxxxx
- 11 Missing percent life figure for field: xxxxxxxxxxx, value: xxxxx
- 12 Couldn't find entry in lists for field: xxxxxxxxxxx, value: xxxxx
- 13 Totals for Designation/Description: xxxxx/xxxxxxxxxxxxxxxxxxxxxx do not add up to 100  
(xx)

1: The facility code for an asset is not in the facility lookup table. Add the facility code to the lookup table or change all assets with that code to another one

2: An asset has a blank designation (used to find standard life and weighting) and is facility also has a blank designation (assets default to their facility's designation if theirs is blank). Either assign a designation to the asset or it's facility

- 3: The default designation for a facility is not in the designation table. Add the designation to the designation table or change the default designation for that facility
- 4: The assets designation is not in the designation table. Add the designation to the designation table or change the assets designation
- 5: The rate table has no record for an assets designation/description combination. Add the record to the rate table (filling in standard life and rate) or select a different designation/description for all assets that use this combination
- 6: The rate table has a record for an assets designation/description combination, but the standard life has not been specified. Specify the standard life for that designation/description or choose a new designation/description for all assets that use that combination
- 7: The condition indexing table has no record for an assets designation/description combination. Add a record to the condition indexing table, or select a new designation/description for all assets that use that combination
- 8: A field used in the condition assessment calculation is missing a value in the rating for an asset. Every field with a figure next to it in the condition indexing table requires a value in the rating table. Enter a value in the rating for that field or remove that field from the calculations in the condition indexing form.
- 9: A value in either the condition rating or optional rating fields is missing a corresponding record for that designation/description in the condition indexing form. Add a record to the corresponding table in the condition indexing form or select a new value in the condition rating form.
- 10: A record in either the condition rating or optional rating list in the condition indexing form for a designation/description has a blank percent life value. Specify the percent life figure for that value in the condition indexing form for that field for that designation/description.
- 11: Similar to 10, but this time the record in the drop down lists form for that field has a blank percentage. Specify the percent life figure for that value in the drop down lists form for that field
- 12: Similar to 9, but in the drop down lists form. Add an entry for that value for that field in the drop down lists form. If that list is locked (RTA defined) then the value in the rating is incorrect and must be changed.
- 13: Weighting totals should add up to 100% for each designation/description in the condition indexing form. Edit the weightings for that designation/description until they total 100.