TAMS Procedures
Property & Buildings Module

These procedures are aimed at showing users how parks & buildings asset data can be entered into TAMS.

The data entry procedure is based upon a 'minimum effort' approach aimed at satisfying immediate requirements for asset register and valuation while still providing a growth path for further extension of the register.

Please note that the procedures do not attempt to explain how properties and sites should be structured in TAMS or how data should be collected. These aspects are covered in implementation training. It simply shows how the software can be used to setup an asset register.

For convenience, you should ensure that the Audit Prompt has been turned off for the data entry (under Special on the menu bar). It should of course be turned back on following completion of data entry.

Sample data for the procedures is shown in the Appendix at the end of this document so that these procedures can also serve as a tutorial.

A. Initial Setup

Sample values for certain lookup tables are contained in the Appendix . Your lookup tables may already be loaded with these sample values. You will however need to check.

Note: If you need to delete existing lookup table values you will need to do it in the following order:
- facility and component lookup tables
- rates lookup table
- description lookup table
- designation lookup table

The procedure for entering values into the lookup tables is as follows:

1. Setup facility lookup table.

2. Setup component lookup table.

3. Setup suggested component codes for each facility code in the facility lookup table.

4. Setup designation lookup table. Ensure that the following have been entered
   - Dimension Type
   - Meter Units
   - Valuation Type

5. Setup default designations in the facility lookup table. These should be the same as the facility codes.

6. Setup description lookup table. Descriptions should be entered for each designation as appropriate.

7. Setup the rates lookup table for each designation/description combination. Ensure that all assets are covered by a unit rate and standard life.

8. Setup user-defined fields as required (eg for the BUILD designation) using the Designations/Specific Fields lookup table

9. If you wish, setup the Configurable Asset Details screen for each designation to best facilitate the viewing of asset data. If you have installed Version 1.3 as a new installation, you can use the defaults supplied with TAMS. If you have upgraded from an existing installation, then the defaults will not appear. You can however get these defaults from the TAMS Home Page, or alternatively you can setup your own screen settings. See 'Configurable Asset Details Screen' in chapter 14 of the manual for details. To change to the Configurable Details screen, select 'Special' from the menu bar, choose 'Select Asset Details Form', select 'Configurable', and then press the Close button.

B. Entry of Property & Site Details

1. Use the Reference Navigator for entry of property and site codes.

2. Create a !!! asset record for each site by entering the !!! code in the facility column for each site.

3. Enter the following details on the Property Details screen
   - Property Name
   - Location Details

4. Enter the following details for each site on the Site Details screen
   - Site Name

5. Enter the following details on the Asset Details screen for each !!! record
   - Designation (LAND)
   - Land Value

- Valuation Date
- Valuer
- Area

C. Entry of Asset Data - Facility Table Entry System

1. Use the Facility Table Entry System for entry of facility codes and asset data. In the Select Fields screen, select fields in the order as follows: Description, Quantity, Area, Length, Construction date, Est Replacement Cost, Est Residual Life. You should also select the required specific fields by ticking the specific fields checkbox at the top left of the screen and choosing the required designation. The specific fields for that designation will now appear ready for selection. Make your selection and repeat for the next designation. When you are finished press the Process button.

2. The resulting screen shows the selected fields as columns. For convenience, rotate the columns to remove the Component and Component ID.

3. Use the 'Enter Default Values' button at the bottom of the screen to enter default values for the following fields: Component Code (!!!), Construction date (1/1/80). Press the OK button.

4. Select the first property and site. Enter each facility code/Id and asset data. Exclude those fields that are being catered for by default values. For convenience use the down arrow key to move to each new facility record. The default values will be applied to each record as they are created.

5. Next step is to apply unit costing to the records that have just been created. Press the Perform Costing button. *(Note: If you get an error message at this stage it probably means that the cursor is on the next blank line ready for insertion of another record. Use Alt-Backspace to rectify and press the perform costing button again).* After the function has been run a message screen will appear advising on how many records were successfully calculated, how many were skipped (because costing records already exist) and how many errors because of faulty information. You will see that replacement costs and residual lives will be calculated for those successful records.

6. Manually enter replacement costs for those assets being manually costed, by unticking the 'Use Costing' checkbox.

7. Choose the next site (using the F4 key) and repeat steps 4-6.

D. Entry of Asset Data - Component Table Entry System

1. Use the component table entry system for entry of component codes and asset data. Select fields in the order as follows: Description, Quantity, Area, Construction date, Est Replacement Cost, Est Residual Life. Press the Process button.

2. Use the 'Enter Default Values' button to enter default values for the following fields: Construction date (1/1/80). Press the OK button.

3. Select the first facility. Enter each component code/id and asset data. Excude those fields that are being created through default values. For convenience use the down arrow key to move to each successive new record. The default values will be applied to each record as they are created.

4. Next step is to apply unit costing to the records that have just been created. Press the Perform Costing button. *(Note: If you get an error message at this stage it probably means that the cursor is on the next blank line ready for insertion of another record. Use Alt-Backspace to rectify and press the perform costing button again).* After the function has been run a message screen will appear advising on how many records were successfully calculated, how many were skipped (because costing records already exist) and how many errors because of faulty information. You will see that replacement costs and residual lives will be calculated for those successful records

5. Select the next facility (using the F4 key) and repeat steps 3-4

E. Bulk Entry of Common Data

1. Use the Bulk Changes/Assets function (on the menu bar) to bulk enter the following values:
   - Depreciation Method (S)
   - Valuation date (30/6/97)

   With regard to Depreciation Method, use the prefilter to exclude non-depreciable assets (eg enter NOT GARD OR LAWN OR TREE in the facility code field of the prefilter)

2. Use Bulk Changes/Assets to enter a designation for each component code (designations for each facility code will have already been created through the default designations stored in the facility lookup table).. To do this, on the Bulk Changes Assets screen press the Perform Filter button, enter the first component code and press the Set Filter button. The Bulk Changes Assets screen displays. Enter the required Designation and an Audit Reason, and press the Process button. Repeat this process for each component code.

F. Entry of Condition Rating Data

1. Setup the Raters lookup table

2. Setup condition indexing using the Condition Indexing option on the Setup menu. Enter each designation (no need to enter descriptions). Click on the Rating Weights button and enter 100 into the condition field for each designation (this indicating that 100% weight will be allocated to the main condition rating field). Click on the

Condition Rating Percentage Life button and enter condition rating values and percentage life values for each of the designations.

3. Use the condition table entry system for entry of condition data. This is accessed from the condition function on the main menu (rating tab). For ease of data entry, rotate the columns (by putting the cursor on the appropriate column and clicking on the Rotate Columns button) so that they appear in the following order - Facility, Facility ID, Component, Component ID, Condition rating.

4. When you have finished entering data, press the OK button and enter the survey details in the prompt box that appears on the screen.

5. Next step is to use the condition indexing function to automatically calculate residual life. 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. Ensure that all necessary data has been entered prior to running this script (see tamsnew.txt for further details). When the script has been run, the Asset Details screen for each asset will be updated for the new residual life (via the Residual Performance Life field of the Unit Costing screen).

APPENDIX

Property Codes

BRAM (Brampton Reserve)
COWL (Cowley Park)
GANT (Ganting Reserve)

Site Codes

BRAM   ADMI (Administration)
              SWIM (Swimming Centre)
              PGND (Playground)
COWL   PARK (Park)
              PGND (Playground)
GANT   PARK (Park)
              TENN (Tennis Centre)

Facility Codes, ID's & Descriptions

Property = COWL
Site = PARK

Facility Code	Description	Facility ID's	Descriptions	Qty	Length	Area
BBQ	Barbeque	GS (gas)	GS (gas)	3		
BUILD	Building	AMEN (amenity)	BR (brick)			48
CPARK	Carpark		UNSLD			500
ELEC	Electrical Lines	OH (overhead	OH (overhead		20	
FENCE	Fencing	PA (paling)	PA (paling		210	
FLAGP	Flagpole			1		
GARDB	Garden Bed				30	
LAWN	Lawn				600	
LPOLE	Lightpole	ST (steel	ST (steel	3		
P-SEW	Sewer pipework				20	
PATHW	Pathway	CO (conc	CO (conc		46	
ROAD	Road	GR (gravel	GR (gravel		50	
SEAT	Seating	TI (timber	TI (timber	4		

Component Codes, ID's & Descriptions

Property = COWL
Site = PARK
Facility = BUILD
Facility ID = AMEN

Code	Name	Component ID's	Descriptions	Qty	Area	Length
LGEN	General Lighting	INC(incandescent)	-	1		
HWS	Hot Water System	ELEC	ELEC	1		
TCIST	Toilet Cistern	CH(china)	CH	3		
HBASN	Hand Basin	CH	CH	3		
TPAN	Toilet Pan	CH	CH	3		
HDRY	Hand Dryer	-	-	3		

Designations

Designation	Dimension Type	Meter Unit	Valuation Type
BBQ	Q		E
BUILD	A	m2	E
CPARK	A	m2	E
ELEC	L		E
FENCE	L	m	E
FLAGP	Q		E
GARDB	A	m2	E
HBASN	Q		E
HDRY	Q		E
HWS	Q		E
LAWN	A	m2	E
LGEN	Q		E
LPOLE	Q		E
P-SEW	L	m	E
PATHW	A	m2	E
ROAD	A	m2	E
SEAT	Q		E
TCIST	Q		E
TPAN	Q		E