Job Aid

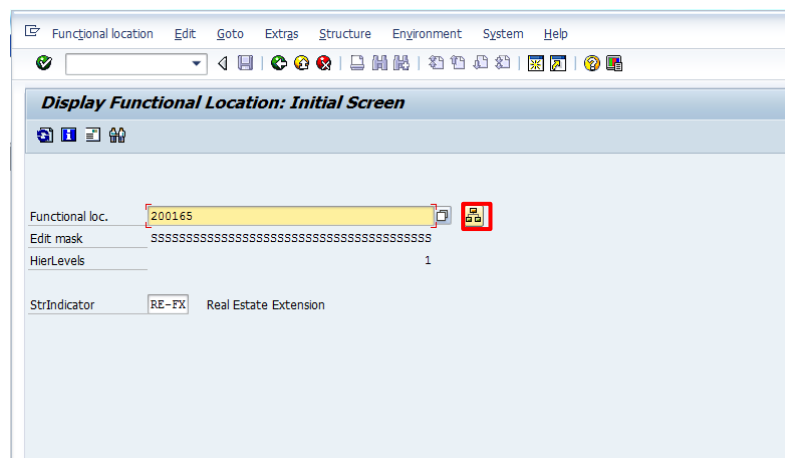## View Functional Locations and Building Components

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A.   Parent Functional Location/AOID is known

Details of all Functional Locations subordinate to a known parent (includes Building Components)
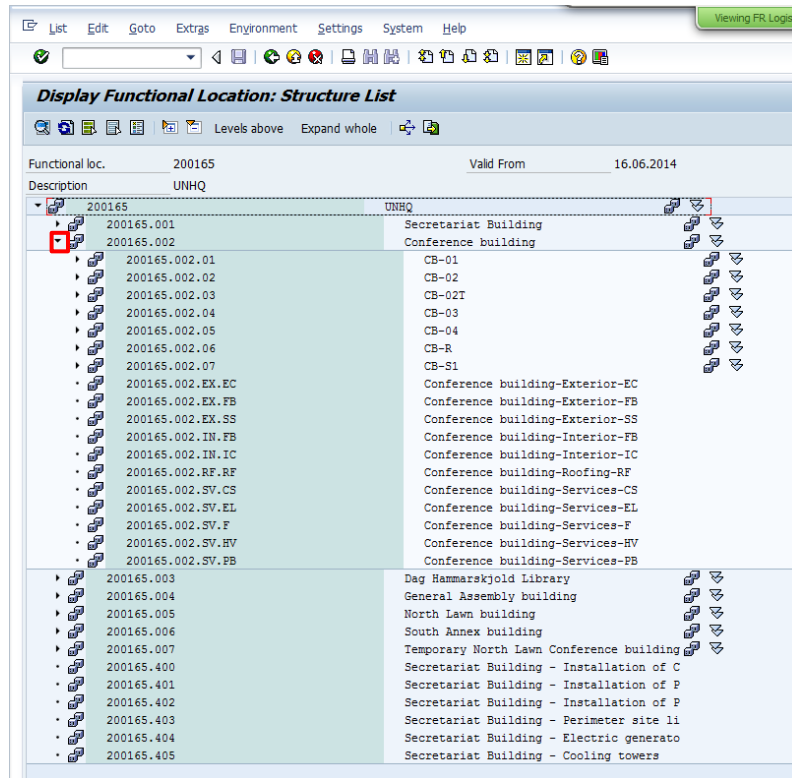
1. Navigate to IL03 *Display Functional Location.*
2. Enter in the Functional Location number of the parent Site/Building (ID for any Functional Locations apart from Building Components will match the AOID) e.g. 200165, then click the Structure List button to the right:


3. Hierarchical view of all the Functional Locations under the parent Site/Building specified will be shown.
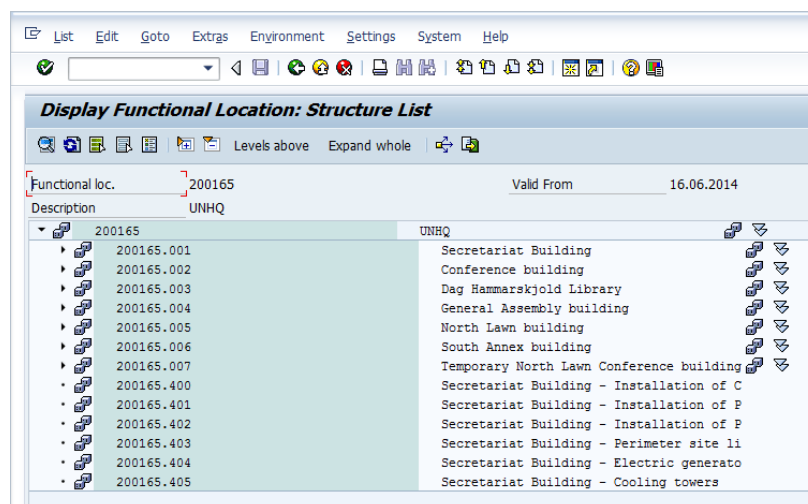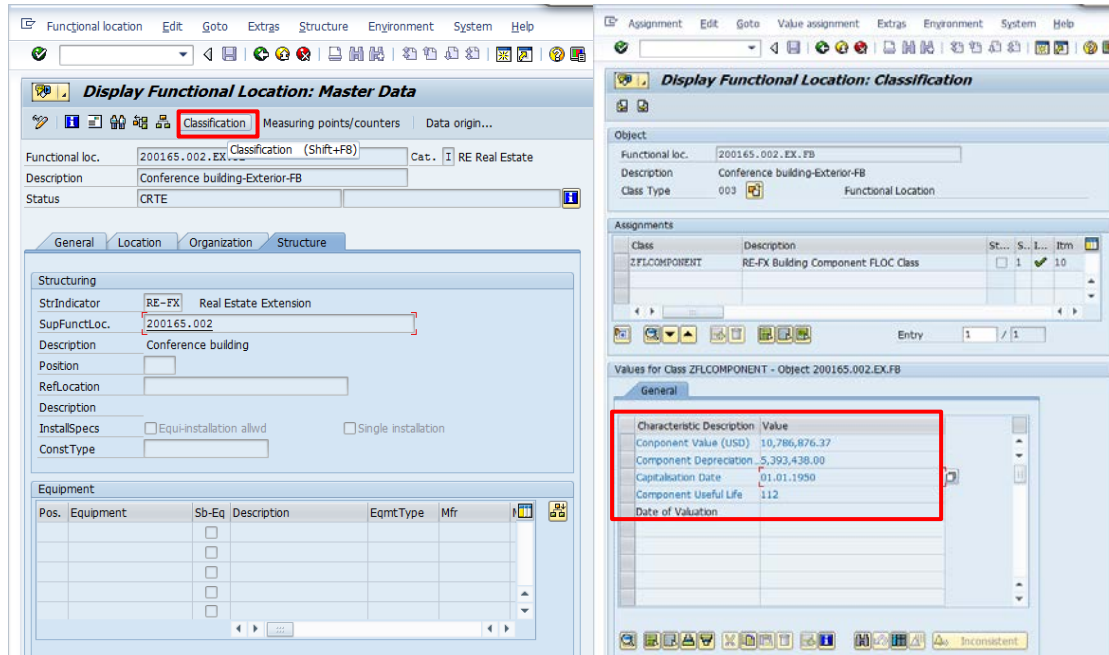
4. The user is able to drill down to view Functional Locations of subordinate objects, e.g. Conference Building by clicking on the drop down arrow. In this example, all of the Building components can also be seen:

5. Click on any of the Functional Locations listed to open the individual record, e.g. 200165.002.EX.FB. Navigate to the Structure tab to also show the superior Functional Location:
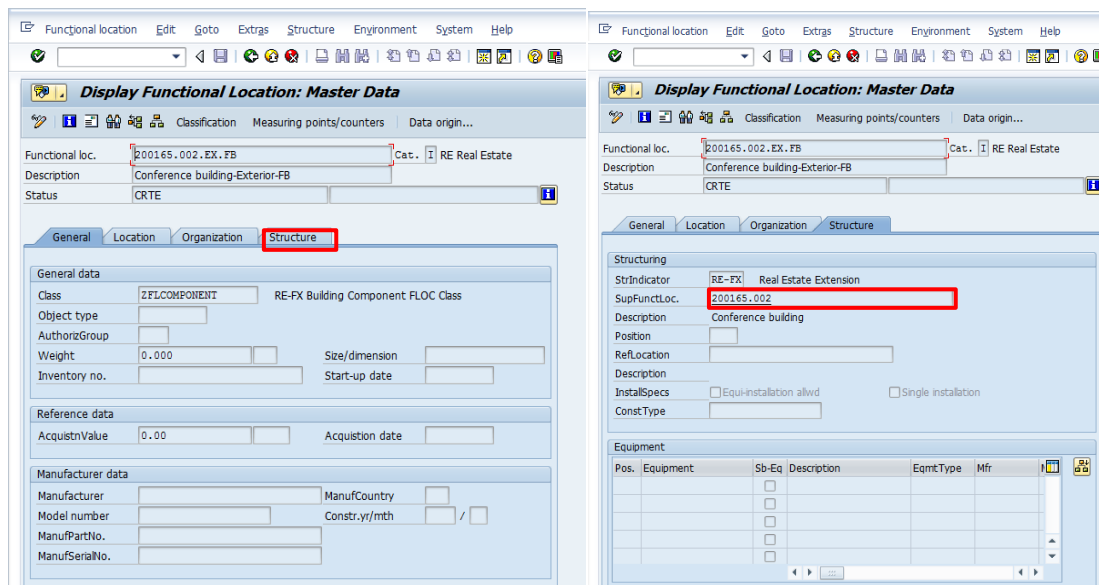
6. Click on the Classification button to display additional details on the Location including Component Value, Component Depreciation, Capitalisation date and Useful Life:

B.   Functional Locations linked to RE Objects

Details of all Functional Locations subordinate to a known parent (includes Building Components)
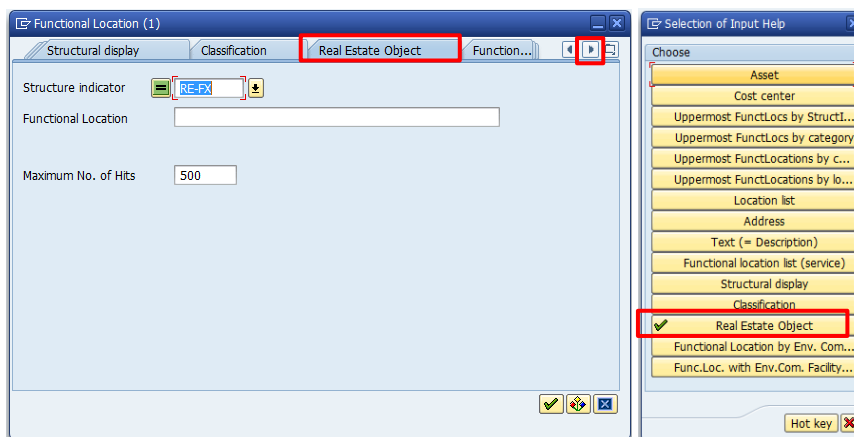
1.   Navigate to IL03 *Display Functional Location* and click on the selection matchcode:
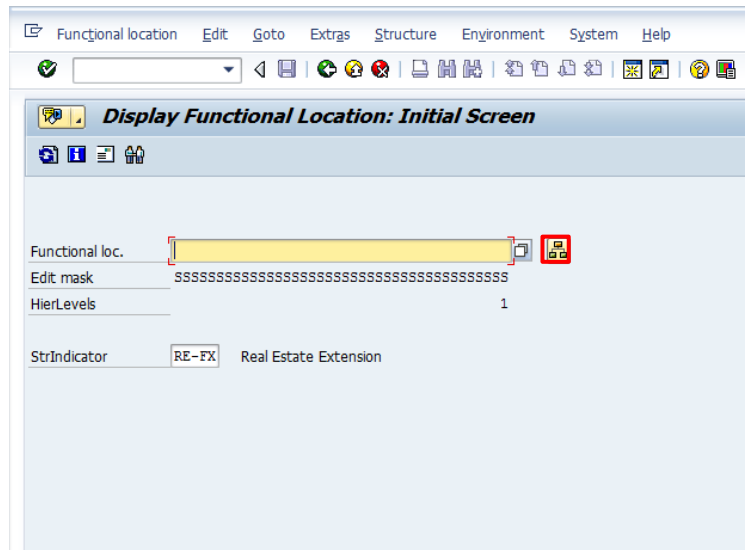
2.   From the pop-up window, navigate tabs to the right until the Real Estate Obect tab is visible. Click on the tab. (Sometimes the window may appear in a different format (see image on the right):

3. A new window will open. Ensure the radio buttons "Selection using Arch. Objects", and "All Assigned FLs" are selected. Enter an ID in the **Arch. Obj. ID** field.   To view all subordinate Functional Locations, add a * following the ID, e.g. 200165*. Press execute:

4. A report is generated showing all Functional Locations subordinate to 200165, along with the corresponding AOID. This will not show Building Components because these are not directly linked to an RE Object:


C. Search and View Building Components

Details of only Building Components (this does not include Functional Locations linked to RE Objects)

1. Navigate to IL03 *Display Functional Location* and click on the selection matchcode:
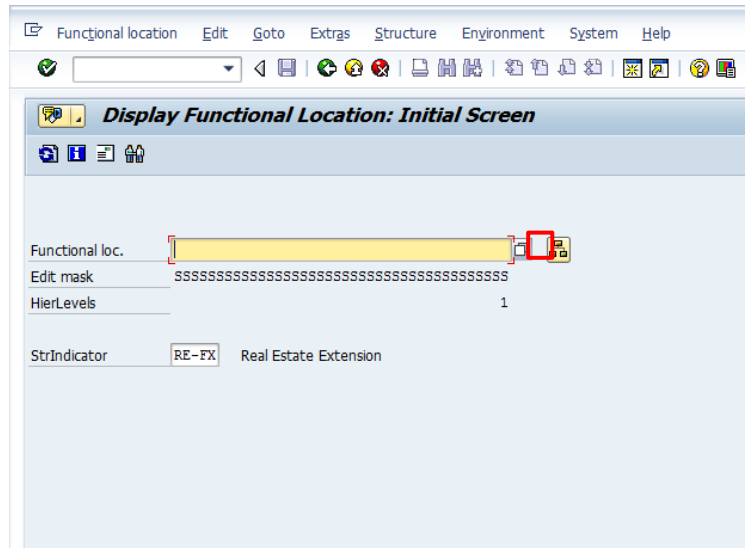
2. From the pop-up window, navigate tabs to the right until "Functional Location List (service)" is visible. Click on the tab. (Sometimes the window may appear in a different format, see image on the right):
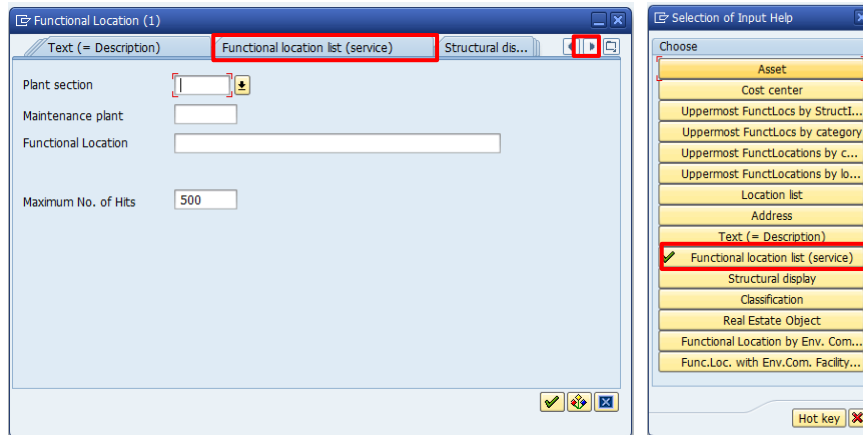
3. *Display Functional Location: Functional Location Selection* window will appear. Enter under Class Type "003" and under Class "ZFLCOMPONENT". The user can choose to run the report open so all Building Components in the system will be returned (warning this may take a long time). If the parent Functional Location/AOID is known, user can also enter this number in Functional Location with a * following, e.g. 200165*:
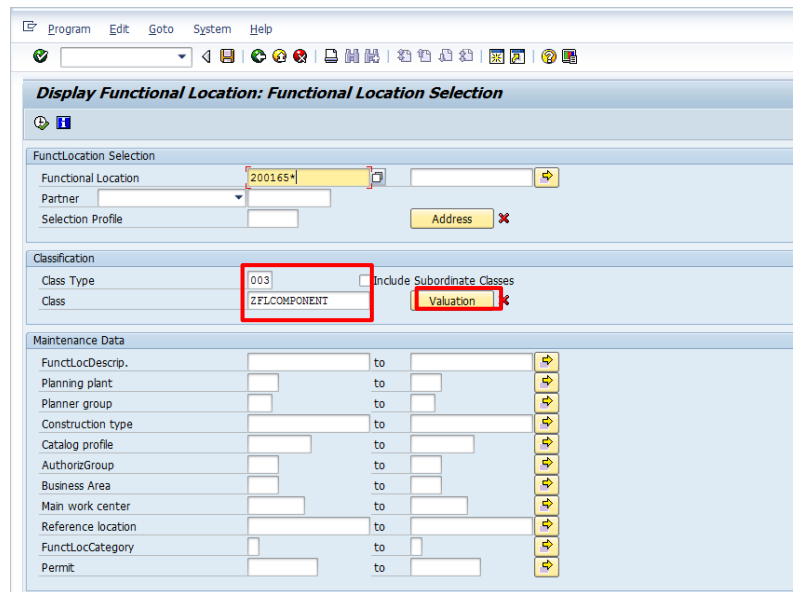
4. Clicking on the Valuation button will allow more detailed search on the Classification values:
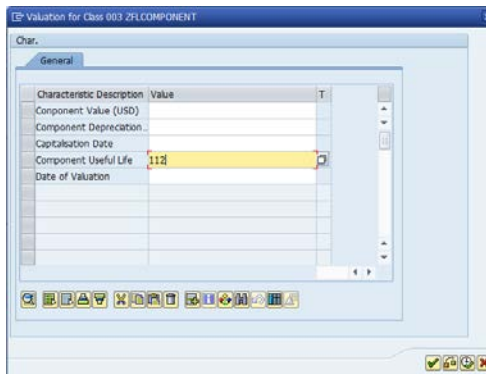
5. Execute the report to return a list of all Building Components relevant to the specified parameters (all buildings subordinate to 200165 with a Useful Life of 112):
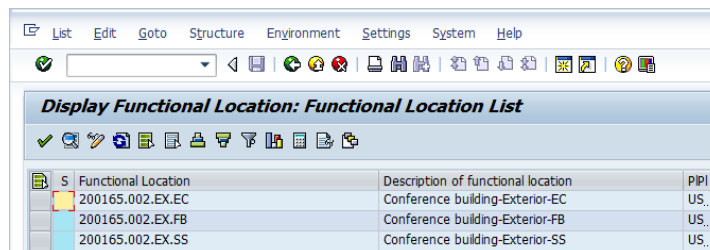
6. Select one of the records and click on the magnifying glass to go to the master data record: