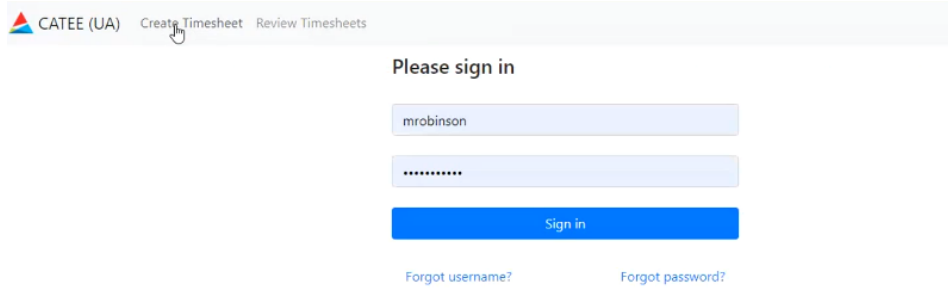


CATEE- Work Authorization (aka Project Initiation)

Purpose: Ensure that project being communicated is being charged to the right project/task/type combination.

What to do:

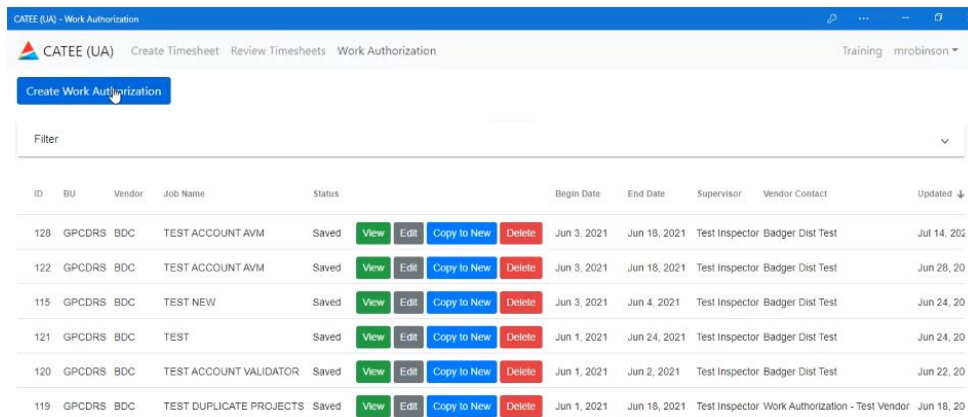
1. Log into CATEE.



2. Select “Work Authorization/Project Initiation”.



The following screen will open.



ID	BU	Vendor	Job Name	Status	Begin Date	End Date	Supervisor	Vendor Contact	Updated
128	GPCDRS	BDC	TEST ACCOUNT AVM	Saved	Jun 3, 2021	Jun 18, 2021	Test Inspector Badger Dist Test		Jul 14, 2021
122	GPCDRS	BDC	TEST ACCOUNT AVM	Saved	Jun 3, 2021	Jun 18, 2021	Test Inspector Badger Dist Test		Jun 28, 2021
115	GPCDRS	BDC	TEST NEW	Saved	Jun 3, 2021	Jun 4, 2021	Test Inspector Badger Dist Test		Jun 24, 2021
121	GPCDRS	BDC	TEST	Saved	Jun 1, 2021	Jun 24, 2021	Test Inspector Badger Dist Test		Jun 24, 2021
120	GPCDRS	BDC	TEST ACCOUNT VALIDATOR	Saved	Jun 1, 2021	Jun 2, 2021	Test Inspector Badger Dist Test		Jun 22, 2021
119	GPCDRS	BDC	TEST DUPLICATE PROJECTS	Saved	Jun 1, 2021	Jun 18, 2021	Test Inspector Work Authorization - Test Vendor		Jun 18, 2021

3. Click “Create Work Authorization”.

CATEE (UA) - Work Authorization

CATEE (UA) Create Timesheet Review Timesheets Work Authorization

Create Work Authorization

Filter

ID	BU	Vendor	Job Name	Status	Begin Date	End Date	Su
128	GPCDRS	BDC	TEST ACCOUNT AVM	Saved View Edit Copy to New Delete	Jun 3, 2021	Jun 18, 2021	Te
122	GPCDRS	BDC	TEST ACCOUNT AVM	Saved View Edit Copy to New Delete	Jun 3, 2021	Jun 18, 2021	Te

4. Create Work Authorization as usual.

CATEE (UA) - Create Work Authorization

CATEE (UA) Create Timesheet Review Timesheets Work Authorization Training mrobinson

Business Unit * GATRLS - UA GPC TRANS. D&C / LINE & SUBSTATION Vendor * SEC - SERVICE ELECTRIC CO

Begin Date * 9/8/2021 End Date * 9/10/2021 Job Name *

GPC Supervisor * Greg Welch (tgwelch@southernco.com)

Vendor Contact * Sven Lofbloom (slofbloom@serviceelectricco.com)

Notes
TEST

All Contracts
Contract(s)
GPC58998-0001-58998-2

5. The “Select Project” screen opens as shown below.

Select Project

[Add new project...](#)

	Name	Description	Project Number
Edit	000002	NORTH DRUID HILLS - WINDER OPGW	
Edit	000008	DALTON CITY #12	
Edit	000009	SOUTH AUGUSTA - URQUHART (SCE&G) 115 KV	
Edit	000013	NELSON	
Edit	000042	CARTERSVILLE - CARTERSVILLE #11 115 KV	
Edit	000043	CARTERS DAM (USA) - NELSON 230 KV	
Edit	000044	TIOGA 064358 - ELLIJAY #3 46 KV	

Items per page: 20 1 - 20 of 25333

[OK](#) [Can](#)

Scroll to the right of the Project screen. The projects that will open shows “Name”, and “Description” columns as usual. What is new will be the POET information; “Project Number”, “Task Number” and “Expenditure Type”.

Select Project

Add new project...

Name	Project Number	Task Number	Expenditure Type
10568363 PI 1880401	10568363	1880401	KCL
10568363 PI 1880402	10568363	1880402	KCL
10568363 PI 1880801	10568363	1880801	KCL
10568363 PI 1880901	10568363	1880901	KCL
10568363 PI 1881001	10568363	1881001	KCL
10568617 15.01.04	10568617	15.01.04	KCL
10568617 15.01.05	10568617	15.01.05	KCL

6. If there is a need to add a new project, click “Add new project...”

Select Project

Add new project...

Name	Project Number	Task Number	Expenditure T
10568363 PI 1880401	10568363	1880401	KCL
10568363 PI 1880402	10568363	1880402	KCL
10568363 PI 1880801	10568363	1880801	KCL

7. Obtain the Project and Task from whichever core system you use (TEAMS, JETS, etc.) and enter if not already in the list.

New Project ×

Name *

Description

Project Number *

Task Number *

Expenditure Type *

KCL

OK

Cancel

8. Process work authorization/project initiation as usual.