

Shop Floor at a Glance

• Work Order Entry



- Shop Floor makes use of three work order categories:
 - *Inventory Work Orders* are for stocked, manufactured items. Inventory work orders explode/expand/launch automatically from bills when using the Bill of Materials module.
 - *Non-Inventory Work Orders* are for the manufacture of an item, job, or customer's order not normally stocked. Use a standard bill of material for a similar item as a starting point and modify as needed before issuing the work order.
 - *Recurring Work Orders* are for maintenance, repair, or capital project activities.
- Easily enter and track planned and quoted work orders without committing materials.
 - The Release Work Order process changes work orders from planned or quoted to open status and displays component shortages for review before committing materials. Once opened, the components required are *committed* and not available for other issues or sales. The release process also records the work order finished goods items as on order. Voilà, the inventory is always under control!
 - Schedule open work orders either forward from the scheduled start date or backwards from the scheduled completion date.
 - Additional options from within Work Order Entry allow viewing and editing (if applicable) materials, operations, and subcontracts, printing a Detail Report, Transaction History, Cost Summary, and Job Status reports, assigning Lot/Serial numbers, or making a Copy of a non-stock work order.

• Printing Work Orders



- The *Traveler* is a complete list of required materials, labor steps, subcontract requirements, and comments.
- The *Pick List* prints by Operations for more efficient staging of materials.

• Committing Material



- Materials are committed automatically when work orders are released, but the *Materials Commitment Entry* process facilitates commitment in situations where item substitutions are made, immediate production quantity differs from scheduled quantity, etc.

• Inquiry Processes



- *Dispatch Inquiry* enables viewing of work orders for a given operation, user-specified date range, and priority. It also shows planned or quoted work orders to review their potential impact on the work center schedule.
- *Load Balance Inquiry* displays a filtered, graphical view of an operation's scheduled labor compared to available hours.

• Transaction Processing



- *Create Purchase Requisitions* generates requisitions for subcontracted services. The work order indicates whether someone has requisitioned, ordered, or received those items.
- *Materials Issues Entry* issues from inventory items picked for their respective work orders.
- *Time Sheet Entry* allows the entry of labor hours accumulated against an open work order and entry of the number of production items completed at that operation; parameterized to allow entry from daily time sheets (by employee), weekly time sheets (by date), or work order travelers (by work order).
- *Cost Adjustment Entry* allows for recall and adjustment of open work order operation and subcontract transactions.
- *Work Order Close Data Entry* closes work orders; either closed *complete*, meaning that no additional units will be produced, or *partial*, meaning that a portion of the units will be completed later.

• Reporting



- *Work Order Header Report* prints all or selected work order header information. When run for all open work orders, it totals all transactions for a work in process register.
- *Shop Floor Dispatch Report* lists all work orders with outstanding production requirements by scheduling priority. Use it to identify which jobs are to be worked on for each work center.
- *The Production Exception Report* highlights what production is causing work orders to become overdue; determine if delays are due to labor, purchase orders, or to both.
- *Bottleneck Analysis Report* allows entry of a percent of utilization to report any operation scheduled over that utilization. Use it to identify which scheduled jobs are creating a bottleneck.
- *Labor Efficiency Analysis Report* reviews performance of each operation in comparison to the standards defined. Use closed work orders to get an historical perspective, open work orders to analyze the current situation, or both.
- *Cost Variance Analysis Report* analyzes the difference between standard and actual costs in operations, materials, and subcontracts. It is useful for adjusting standard labor hours, tracking the performance of shop labor and production management, and analyzing the sources of labor variances.
- *Date Analysis Report* analyzes work orders for estimated start or completion dates, actual start dates, or last active date.
- *Committed Materials Report* prints a list of material committed to a work order but not issued. The report compares committed balances for each item code to on-hand, total committed, available, and on-order quantities.