

# How To Use the Enterprise E2 Shop System



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## Overview and Additional Resources

The purpose of this document is to provide information regarding the creation and general use of records within the Enterprise Version of the E2 Shop System and is designed as a reference resource that can be used in conjunction with Shoptech Software's other educational offerings as a means to learn how to best utilize the software based on your circumstances.

### Configuring the System

This section covers the key elements of setting up and configuring E2 by reviewing System related areas (including Company Preferences) and Table Items.

### Using the System

This section covers basic navigation concepts and the key fields that impact the creation and use of "daily records" within E2 such as Quotes, Customer Orders, and Purchase Orders. Each area will consider the following topics:

- Overview – A synopsis of what the record/utility is used for.
- Source Record(s) – A list of potential Sources that could be used to create the record.
- Destination Record(s) – A list of records that could use the current record as a Source of information, if not creation.
- Key Values/Points of Consideration – A brief overview of required and otherwise significant fields located on the record along with observations about the creation and/or use of the record.

### Additional Resources

Information on the use of the E2 Shop System can also be found in the following resources:

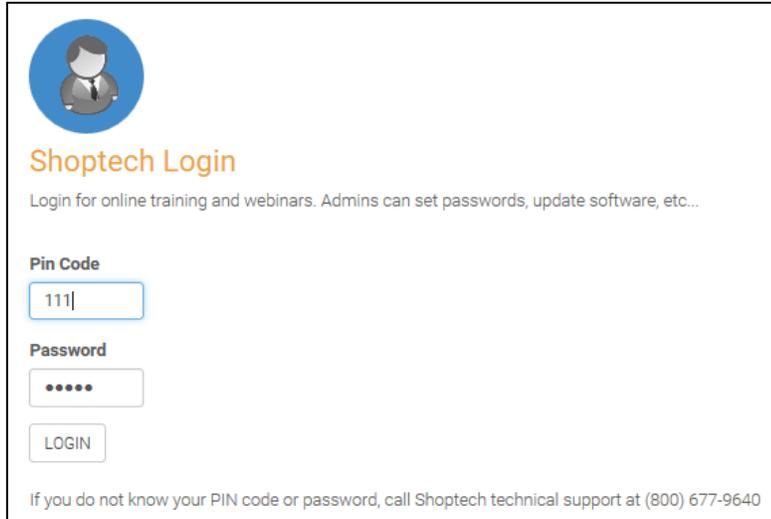
- The E2 Implementation Guide, designed to assist in the creation of a comprehensive Implementation Plan for customers that are just now setting E2.
- Recorded content regarding key features of the System.
- Getting Started With E2 Classes, three-day sessions geared toward new users to provide an overview of the System.
- Online Virtual Classes, designed to cover specific topics that can be attended at your shop.
- How Do I Documents, located throughout E2 that provide general overviews of specified topics.
- Onsite Consultations, customized training that takes place in your shop designed to help you decide how to specifically configure the System to fit your needs.

### *Shoptech Education Center*

To view recorded content and register for classes (both classroom and virtual), follow these steps:

1. Go to <https://www.shoptech.com/customer-home/>
2. Enter your Company's Pin Code and Password.
3. Click Login.

# How To Use the Enterprise E2 Shop System



**Shoptech Login**  
Login for online training and webinars. Admins can set passwords, update software, etc...

**Pin Code**

**Password**

If you do not know your PIN code or password, call Shoptech technical support at (800) 677-9640

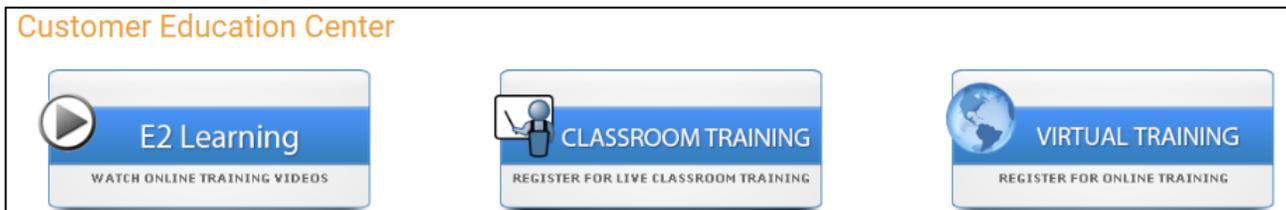
4. Click the Education Center Button.



5. To view recordings, click the E2 Learning Button.

6. To register for Classroom Sessions, click the Classroom Training Button.

7. To register for online Virtual Classes, click the Virtual Training Button.



For additional information regarding any of these training options, contact the Shoptech Education Department at 1-800-525-2143 or email [training@shoptech.com](mailto:training@shoptech.com).

For information regarding customized onsite training on the use of the E2 Shop System, contact your Inside Sales representative at 1-800-525-2143 for details and to check the availability of our Consultants.

# How To Use the Enterprise E2 Shop System

## Configuring The System

This portion of the manual covers the System Area and Table Items in order to provide an overview of the key values associated within each one.

### User Groups

**Location:** System | User Group Maintenance

#### Overview

- Provides a centralized means of managing security rights and permissions by assigning Users to the appropriate User Group based on their need for access within E2
- Create as many User Groups as necessary
- Users can only belong to one User Group

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

#### General Tab

- \*User Group Code can be up to 20 alpha-numeric characters
- The ADMIN Group will be present by default and has access to all areas of the software (based on Modules purchased)

#### Permissions Tab

- Allow (checked) or Prevent (unchecked) associated Users from performing listed operations

#### Global Sub-tab

- Functions found throughout the system, many regarding Searches and Reports
- Key Options:
  - **Allow Modifying Key Field Values:** Allows Users to edit existing Key Fields throughout the system that otherwise could not be changed. This feature is accessible throughout the system wherever the “Pencil and Paper” icon is found. Examples include Part Numbers, Customer Codes, Vendor Codes, etc.



**This is a very powerful setting and can lead to changes throughout the entire system, as it changes the selected value on EVERY RECORD where it is present.**

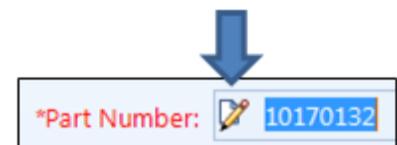
- **Allowed To Apply Software Updates:** Allows Users to apply pending updates to E2 when prompted during login

#### Documents Sub-tab

- Accessibility options regarding attached documents
- Applicable wherever Documents are available throughout the system

#### User-Defined Fields Sub-tab

- Accessibility options regarding User-Defined Fields
- Applicable wherever User-Defined Fields are available throughout the system
- Availability of User-Defined Fields is also dependent on User-Defined Maintenance settings



Modify Key Field Values (Pencil & Paper icon)

# How To Use the Enterprise E2 Shop System

- NEW User Groups have all Permissions allowed by default with the following exceptions:
  - Allow Access To Executive Overview
  - Allowed To Apply Software Updates

## Security Tab

- Determine the level of access for every (purchased) Module within the system for members of the Group
- Right click on desired (folder) area to gain access to Command Level Security options:

- Read/Write
- View Only
- No Access (Will not be visible to User)

- Command Level Security settings are inherited from the top down
  - Security settings selected at the E2 Shop System passes down to all folders, sub-folders, and options below it
  - Security settings selected at the Orders (folder) level passes down to all sub-folders and options below it
  - Etc.

- For each Data Entry Form (Order Entry, Job Material Processing, etc.)

- Security can also be set at the Field Level

- Detail Form: Ability to limit access to individual fields in Data Entry Form (e.g. Order Entry Form)

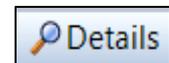
- Fields in panels (non-grid portions of Form) can have one of the following settings:

- Required (Green/Allows input by User/Cannot be changed)
- Read/Write (Green/Allows input by User /Can be changed)
- Hidden (Red/Cannot be seen by User/Can be changed)
- View Only (Yellow/Can be viewed by User/Can be changed)

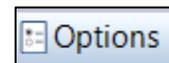
- Fields that can be changed are edited by (left) clicking on the displayed option

- Toggle through by clicking again until the desired security setting is reached
- Changes made to these settings cannot be undone by using Restore function
  - Each Setting must be set individually

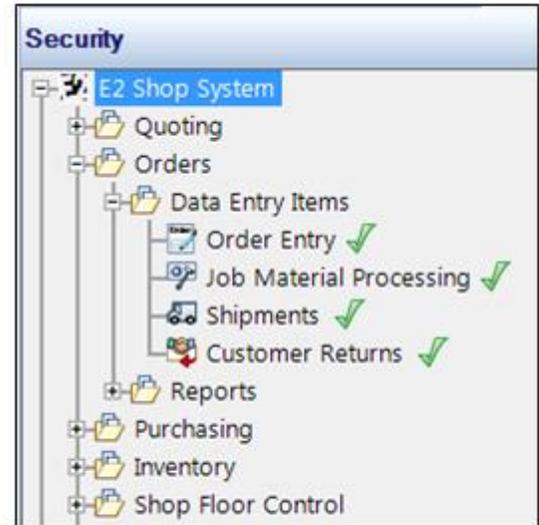
- Detail level fields can be edited by clicking the Details Icon



- Fields in grids can be edited by clicking the Options Icon and selecting "Edit user group settings"



- Groups Tab: Represents the Groups used to organize like values (Columns) in the Grid
  - Group Security can be set to:
    - ❖ None (No Access – Group and related Columns are hidden from User)
    - ❖ Read (View Only – User can see contents in columns but cannot edit them)
    - ❖ Read/Write (Full access to Column contents)
  - Grid Groups cannot be given higher security than provided as the system default
    - ❖ Security can be reduced
  - These settings apply to the Group as a whole – all Columns affected within the Group
- Columns Tab: Represents individual field (Column) Security settings within the Grid



Security Settings are inherited from the top down

# How To Use the Enterprise E2 Shop System



- If a Column is Required, Security must be Read/Write

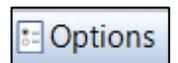


**There is a distinction between System Required and Required. System Required indicates that E2 itself requires input from the field; therefore data entry is mandatory in all circumstances. System Required fields will be marked Required by default. If you (as an Administrator of the system) want to make a field required that the system does not need, simply mark it Required. Users will be forced to enter a value to save the record in either case.**

- Non-required fields can be set to the following Security levels:
  - ❖ None (No Access)
  - ❖ Read (View Only)
  - ❖ Read/Write (Full Access)
- Columns cannot be given higher security than provided as the system default
  - ❖ Security can be reduced
- All values in a Column will use the designated Security setting
- Restoring settings will undo all Security-related changes made in the Grid Tabs only
  - Specific to Data Entry Form
  - Specific to Detail Form
  - Will restore settings on both Tabs (Groups and Columns)
  - Will not change or reset access levels to non-grid fields



- Navigator Form: Ability to limit access to Navigator Grid fields
  - Open Navigator Grid by clicking Options button and clicking “Edit user groups settings”
  - Functions same as Grid Security detailed in Detail Forms
    - Grid Group Security
    - Column Security
  - Restoring settings will undo all Security-related changes made in the Grid Tabs only
    - Specific to Data Entry Form
    - Specific to Navigator Form
    - Will restore settings on both Tabs (Groups and Columns)
    - Will not change or reset access levels to non-grid fields
  - Security Settings for like fields DO NOT carry over from one Form area (Detail/Navigator) to the other
    - If Net Amount is Hidden only in Detail Form it is still visible in Navigator Form
    - Must Hide in both to prevent from being seen
  - Do not have the ability to limit access to Navigator Options/Buttons
    - Actions
    - Searches
    - Forms And Labels
    - Etc.
    - These items are controlled by setting Command Level Security Preferences



**While it is possible to make changes to Grid Appearance when setting Security for Grid Groups and Columns, THIS IS NOT THE PLACE TO DO SO. To edit Column size or order of appearance, use the Customization feature for User Group Level changes, or edit specific records for User Level modifications.**

# How To Use the Enterprise E2 Shop System

- Reports can only have Command Level Security options designated
- NEW User Groups have Read/Write Access to all areas of the software by default
  - Consider using Copy feature to create new Groups once a base version has been configured



**Users that can access User Group Maintenance can edit the Security Settings of any User Group and effectively have access to the entire system despite what their original Group may allow them to do.**

## Membership Tab

- Add or remove Users to/from the selected User Group
  - A User Group can consist of a single User
- Can move a single User or multiple Users at once
- Every User must belong to a User Group
- Users can only belong to one User Group

## Customization Tab

- Edit the appearance of records within E2
  - Order of Tabs
  - Location and size of Grid Columns
  - Etc.
- Edits are applicable to all Users in Group
  - Some changes in system appearance can be User specific

## HotSpots Tab

- Assign HotSpots that will be accessible to members of the User Group

## Applications Tab

- Provides access to executable files and specials to members of the User Group

# How To Use the Enterprise E2 Shop System

## *User Codes*

**Location:** System | User Maintenance

### **Overview**

- Creates accounts for employees that will be able to access the E2 Shop System
  - Security and Permissions are inherited from the User Group the User is assigned to
- Users must belong to a User Group but can only belong to one User Group
- User records are not the same as Employee records
  - User accounts provide access to the software
  - Employee records track availability and labor costs for production purposes

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \*User Code can be up to 50 alpha-numeric characters
- \*User Group provides the Security and Permissions settings for the User

### **Settings Tab**

- Select default options pertaining to accessibility, viewing, and messaging

### **Preferences Sub-tab**

- \*Language Code determines the display language for real-time Data Collection devices
  - Options include English, French, and Spanish
- User Interface Skin determines background and font colors used throughout the system
  - Preview Skins before applying them to see if you want to keep them
  - Restore will reset the previously applied Skin
- Designate the preferred options regarding menu views/placement and tasks/messaging

### **Login/Logout Sub-tab**

- \*Designate the User's Password
  - Encrypted for security reasons
  - Can force password change by enabling option "Must Change Password At Next Login"
  - Specific Users can be prompted for a password when accessing the Shop Application



**Consider prompting for passwords at the Shop Application for User Codes that have extended access to the Office Application. In addition to security reasons, accessing E2 Office features will use an Office license**

- Designate a Default Company Code to log directly into that Company's data without being prompted
- The option "Locked Out Until Date" can be used to secure a User's account while out of the office

### **Messaging Sub-tab**

- Configure the various options located here to allow for emailing or faxing forms and reports from E2
- If desired you can also configure E2 to display the inbox contents of email services such as Outlook

### **Image Tab**

- Associated images will print on Employee Badges

# How To Use the Enterprise E2 Shop System

## ***Template Maintenance***

**Location:** System | Template Maintenance

### **Overview**

- Creates partially populated records that can be used throughout the system
  - Speeds up record creation
  - Reduces chances for errors/improves consistency

### **Creating a Template**

Templates can be created for most record types found in the following System Areas:

- Base Tables
- (Core) Tables
- Quoting
- Orders
- Shop Floor Control
- Quality
- A/R
- A/P
- G/L
- Contact Management

To create/edit a Template for use in record creation:

- Select the appropriate System Area (See list above)
- Within the designated System Area select the record type in the Command drop-down
- Choose the appropriate Action
- Example: To create a Part Template
  - System Area = Tables
  - Command = Part Numbers
  - Action = New Part Number Template

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

Since each Template would have different values in it depending on the System Area and Command selected, use the details in the Table and Record Creation portions of this Guide.

Each Template does have the following fields in common:

- \*Template Name can be up to 20 alpha-numeric characters
- \*Template Description can be up to 50 alpha-numeric characters

### **Using Templates**

Once created for a specific System Area/Command combination, the option to create a New Record From Template will be displayed

- This option will not display if there are no Templates for that Area/Record Type
- Templates can be very useful for standardizing record creation for Parts

# How To Use the Enterprise E2 Shop System

## *User-Defined Maintenance*

**Location:** System | User-Defined Maintenance

### Overview

- Offers customizable data entry fields found throughout the system

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

User-Defined Fields are available on over 30 record types within the system. Some of the more commonly used areas include:

- Customers
- Vendors
- Part Numbers

To configure User-Defined Fields for use on a particular Parent Record:

- Select the appropriate System Area/Table combination from the User-Defined Maintenance Grid and click Edit
- Within each Parent Record, the following User-Defined Field options are available for use (in User-Defined Values Grid):
  - Currency Fields (2)
    - Limited to numeric values
  - Date Fields (2)
    - Limited to date formats
      - mm/dd/yy
      - mm/dd/yyyy
      - Month dd yyyy
      - Etc.
  - Memo Field (1)
    - Alpha-numeric values allowed
  - Number Fields (4)
    - Limited to numeric values
  - Text Fields (4)
    - Alpha-numeric values allowed
    - Can create pre-defined drop-down lists (Value List Field):
- Each User-Defined Field has the following configuration options:
  - Field Name: System maintained reference to specific field (Read Only)
  - \*Field Description: Up to 100 alpha-numeric characters
    - Editable by User
    - Does not display in form
  - \*Caption: Up to 50 alpha-numeric characters
    - Editable by User
    - Displays on form (User-Defined Tab on Parent Record)
  - Required: Enable if the User will be forced to provide a value prior to saving the Parent Record
  - Hidden: Disable to allow use of field
    - All fields are Hidden by default

# How To Use the Enterprise E2 Shop System

- User-Defined Tab will not display on the Parent Record unless one or more fields are visible
- Default Value: Value will be present by default on new Parent Records
- Value List: Drop-down options that Users can select from
  - Available on four User-Defined text fields ONLY
  - Use “pipe symbol” | to separate values in list
    - Do not leave spaces between values (xxx|yyyy|zzz)
    - List will display in order entered
    - Presence of list does not prevent different value from being entered manually

## Availability of User-Defined Fields

- Level of availability of User-Defined Fields depends on Company Preference setting
  - Miscellaneous | Treat User-Defined Fields As One
- If enabled (Yes): User-Defined values will “flow” from the Parent Record to associated records that reference the Parent Record
  - Example: User-Defined Field configured for use on Vendors (Parent Record)
  - User-Defined Values entered for specific Vendor will travel wherever the Vendor is selected
    - Purchase Orders
    - Receivers
    - Etc.
- If not enabled (No): User-Defined values remain on the Parent Record only
  - Purchase Orders would not display User-Defined Tab for Vendor-related info from previous example

## User-Defined Field Functionality

- User-Defined Fields provide the ability to:
  - Reference and maintain information for Parent Records
    - If allowed, information will follow from the Parent Record through the subsequent records
  - Filter Reports and Summaries
  - Search for Records
- User-Defined Fields WILL NOT display on Reports, Summaries, or Forms by default
  - Report would need to be edited to display

# How To Use the Enterprise E2 Shop System

## ***Tables***

### **Overview**

Tables can be broken down into two categories: Base Tables and Core Tables.

From a general standpoint, Base Tables represent the “foundational building blocks” of the system in the sense they do not depend on other Tables (or other records) for required information. Base Tables are used throughout E2 to provide details, often in the form of a required field. There are a few instances where a Base Table calls for another Base Table as a field value, but not for a *required* field, with the exception of Currency Codes (see details on Currency Codes for a full explanation).

Core Tables build on this foundation by providing a means of gathering related information in one spot that can then be easily passed along to day-to-day business-related records such as Quotes, Orders, Purchase Orders, etc. Much of the information captured in Core Tables comes from Base Tables (for example: Customer Group Codes, Terms Codes, Tax Codes, and Work Codes on Customers), some of which may be required.

The Implementation Guide contains a checklist of Table Items and a suggested order of creation.

## **Bank Codes**

### **Overview**

- Tracks cash-related transactions through a corresponding (System-generated) Check Register for viewing and reconciliation purposes

### **Source Record(s)**

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*G/L Account (Cash account)
- Currency Code

### **Destination Record(s)**

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Cash Receipts
- \*Cash Disbursements/Checks

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

#### **General Tab**

- \*Bank Code can be up to 20 alpha-numeric characters
- \*G/L Account represents the account you want to associate with this Bank Code for reconciling purposes
  - This typically represents a cash account but could also represent a credit card/line of credit
  - The same G/L Account should not appear on multiple Bank Codes
  - The system will automatically create a Check Register for each Bank Code/ G/L Account
- Next Check Number is entered for each Bank Code independently
  - Not entered in System | Next Number Maintenance

# How To Use the Enterprise E2 Shop System

- Check Numbers can overlap between Bank Codes
- Currency Code is a Read Only field and displays the Currency associated with the selected G/L Account



To perform a Bank Code reconciliation, select a Bank Code and launch the Reconcile Bank Code Utility.

## Customers (Core Table)

### Overview

- Represents the entities to which you sell Parts or provide services
- Stores pertinent information regarding contacts and credit details

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Work Codes (Required, if Work Code has been selected to drive A/R Billing in Company Preferences)
  - NOTE: If using QuickBooks Interface, Product Codes *must* be selected to drive A/R Billing in Company Preferences.
- Territory Codes
- Shipping Codes
- \*Currency Codes
- Terms Codes
- Customer Group Codes
- Salesmen
- Tax Codes

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Quotes
- \*Orders
- \*Packing Lists
- \*Customer Returns
- \*A/R Invoices
- \*Cash Receipts
- Non-Conformances, if associated with Customer-based record (Requires Quality Module)
- Corrective Actions, if associated with Customer-based record (Requires Quality Module)
- Feedback records, if associated with Customer-based record (Requires Quality Module)

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Customer Code can be up to 20 alpha-numeric characters
- \*Customer Type provides the ability to distinguish established customers (Customer) from prospective ones (Prospect)

# How To Use the Enterprise E2 Shop System

- Designation changes from Prospect to Customer as Quotes are accepted, items sold, etc.
- Available as a filter on various reports
- Work Code (when present) will be used to auto-populate Quotes, Orders, and A/R Invoices
  - Each Line Item “inherits” the Work Code associated with the Customer by default but can be changed
  - Work Code becomes a Required Field if it has been selected to Drive A/R Billing in Company Preferences
    - **NOTE:** If using QuickBooks Interface, Product Codes *must* be selected to drive A/R Billing in Company Preferences.
- Priority indicates how important a Customer is and is automatically assigned to new Orders
  - Priority is set to 50 by default on new Customer records
  - The LOWER the Priority the more important a Customer is deemed to be
  - While this value is used to initially determine importance for scheduling (if using Forward/Finite), it will be replaced when the Prioritize Utility is used

## Contacts Tab

- Contacts that have an email address provided will be available to Users when emailing records from E2
- The information for the default A/P Contact designated at the bottom of the screen (if selected) will display on the A/R Aging Summary for reference

## Addresses Tab

- Enter as many addresses as required for the Customer
- Addresses can be designated as:
  - SHARED
  - BILLING
  - SHIPPING
  - QUOTATION



**You can designate multiple Billing Addresses, but if you need to distinguish between different business units when running Sales Summaries, etc. you may consider creating multiple Customer Codes for each one.**

- Territory Code can be used as a filter to search for records and running reports associated with Customers
- Associated Shipping Codes will populate Packing Lists

## Credit Tab

### ***Miscellaneous Sub-tab***

- \*Currency Code defaults to the one designated in Company Preferences
- \*Credit Status can be set as:
  - O (Open) – No restrictions on New Orders
  - C (Credit Hold) – Prompted to confirm if you want to continue with New Order
  - H (permanent Hold) – Prohibited from entering New Order
  - Credit Status is changed manually and is not dependent on other transactions
- Terms Code will auto-populate all Sales-related records created for the Customer but can be changed at that level
- Customer Group Codes can be changed or removed from Customers as desired

# How To Use the Enterprise E2 Shop System



When a Customer Group Code is assigned to a Customer, the Group Code details override the Billing Rate and Discount Percent values on the Credit Tab | Miscellaneous Sub-tab of the Customer record. (These fields will be grayed out and display no values on the Customer record itself even if values had been entered previously.)

- Restocking Percent is used in conjunction with Customer Returns if Parts are deemed acceptable and you place them back into Inventory
- Minimum Order will be used to determine if Orders and Sales-related records are of sufficient dollar value to proceed
  - You can choose to Ignore Minimum Order during Order Entry (via prompt)
- Credit Limit will be used to alert when the amount of open Orders exceeds the amount designated
  - New Orders can be entered by answering the prompt accordingly

## **Private Notes Sub-tab**

- This information is intended for internal use only

## **Salesmen Sub-tab**

- Designate as many Salesmen as necessary that deal with the Customer
- The designated Salesmen will auto-populate on Sales-related records but can be edited

Many companies designate a default “HOUSE” account if no specific salesperson is associated with a Customer for filtering purposes.

- The Commission associated with the Salesmen Code will be used on Sales-related records as opposed to any commission value entered at the estimating level (Sales Sub-tab of Parts, Quotes, etc.)

## **Taxes Sub-tab**

- Designate as many Tax Codes as necessary
- The designated Tax Codes will auto-populate on Sales-related records but can be edited

## **Employees (Core Table)**

### **Overview**

- Represents the people that perform the work in your shop
- Stores contact information and details regarding availability, payroll, and work history

### **Source Record(s)**

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Departments
- \*Rate Codes (Payroll)
- \*Attendance Codes
- \*Shift Codes
- \*User Codes
- Break Codes

# How To Use the Enterprise E2 Shop System

- Pay Periods

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Manufactured Parts
- Work Centers
- Quotes
- Orders
- Customer Return
- Purchase Orders
- Vendor Request For Quote
- Vendor Return
- \*Time and Attendance Tickets
- Schedule Codes
- Internal Rejections
- Non-Conformances (Requires Quality Module)
- Corrective Actions (Requires Quality Module)
- Preventive Actions (Requires Quality Module)
- Feedback records (Requires Quality Module)
- Documents (Document Control - Requires Quality Module)
- Training/Maintenance records (Requires Quality Module)

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Employee Code can be up to 20 alpha-numeric characters
- \*Employee Number can be a whole numeric value between 1 and 999,999,999
  - Can be system-generated or entered manually
- \*Employee Name can be up to 50 alpha-numeric characters
- Department Code can be used to filter reports and searches
  - From a Scheduling perspective it is the Departments associated with Work Centers that is looked at

### Addresses Tab

- Enter address and contact-related information for the Employee

### Human Resources Tab

#### ***Miscellaneous Sub-tab***

- Enter hiring, termination, and review related dates
- Enter Tax ID Number (Social Security Number) if desired

#### ***Private Notes Sub-tab***

- This information is intended for internal use only

#### ***Payroll Sub-tab***

# How To Use the Enterprise E2 Shop System

- \*Default Pay Rate will auto-populate Attendance Tickets for the Employee
  - Will be used for Payroll and Job Cost purposes on records created for Jobs
  - Can be edited on Attendance Ticket
- \*Pay Rates allow you to set the Hourly Rate paid to the Employee for each Rate Code present
  - The Default Pay Rate selected above must be present in the Pay Rates Grid
- Calculation Method (Overtime) can be either
  - Daily – Overtime calculated when number of hours listed has been exceeded on a given day
    - Designate Start Of Day (Time) in Company Preferences
  - Weekly – Overtime calculated when the number of hours listed has been exceeded in a given week
    - Designate Payroll Period Begin Day (Start of Week) in Company Preferences
- Overtime After (Hours) represents the number of hours that need to pass before E2 will automatically calculate Overtime pay
- Overtime Factor is applied to the Hourly Rate (dollar value) associated with the Time And Attendance Ticket when Overtime is reached



**If you allow E2 to calculate Overtime automatically we do not recommend the creation and use of an Overtime Rate Code and associated Hourly Rate, as this can lead to more than the anticipated amount of Overtime pay being calculated.**

## ***Time And Attendance Sub-tab***

- \*Default Attendance Code will auto-populate Time And Attendance Tickets for the Employee
  - Can be edited on the Attendance Ticket
- \*Default Shift Code will provide default hours on Time And Attendance Tickets for the Employee
  - Breaks associated with the Shift Code will auto-populate the Employee record (Breaks Grid)
- Break Codes assigned in the Breaks Grid will be used by the system in various ways:
  - Time And Attendance Tickets entered directly in the system for the Employee will use them to “auto-fill” Breaks into Time Ticket details once information is entered and the record saved
  - Scheduling capacity will be impacted when the Employee is assigned as the Default Shift Operator of a Work Center
  - If enabled to do so (See Data Collection Settings below) the system will automatically clock the Employee on and off of the Breaks listed (assuming they have clocked in via real-time Data Collection devices)
- Data Collection Settings
  - \*User Code provides the security and permissions settings the Employee will have access to when using the Shop Application
  - Enable the option to Allow Use Of Batch Entry At Data Collection Clock if you want the Employee to be able to enter Job-related information “after the fact” without having to do so within Office Application
    - The Employee would be prompted at the clock for required information (Job Number, Step, Work Center, Pieces Finished, etc.)
    - The system would simply place the information into the next available time slot on the Time Ticket details based on Setup and Cycle Hours provided
  - Enable the option to Automatically Process Scheduled Breaks if you want the system to clock the Employee on and off of Breaks (as listed in the Breaks Grid) without going to the clock

# How To Use the Enterprise E2 Shop System

## **Holidays Sub-tab**

- Enter the Holidays your Company will be closed for business in the Holidays Grid
- Pay Period will auto-populate based upon the date entered
- Holidays will be considered as non-work days by Scheduling Codes
- Holidays need to be manually entered (or copied)
  - They do not automatically recur each year

## **Scheduling Tab**

### **Calendar Sub-tab**

- Use the Days Of The Week Grid to specify the Employee's availability for scheduling purposes if it is different than the Calendar present in Company Maintenance
- Use the Specific Dates Grid to specify exceptions to the default Days Of The Week settings

### **Dispatching Sub-tab**

- Use the Alternate Employees Grid to list Employees that are able to perform the same work as the Employee if you want to be able to reallocate work in a Scheduling Code by Employee
- Use the Work Centers Grid to list which Work Centers the Employee is able to run

**Given the scope of the Scheduling Module the configuration and use of this feature will be covered independently.**

## **Training and Triggered Training Tabs**

The Training Tab provides a means to keep track of training previously provided or scheduled to be provided to the Employee and the Triggered Training Tab provides a means of tracking and notifying when training is required.

**Training and Triggered Training are available only when the Quality Module has been purchased; therefore, the use of these features is covered independently.**

## **Image Tab**

- Associated images will display on Employee Badges
- Supported image types are .bmp and .jpg

# How To Use the Enterprise E2 Shop System

## Parts: Purchased (Core Table)

### Overview

- Tracks material provided by an outside source
  - Purchased from Vendor
  - Provided by Customer
- Provides details regarding physical nature of material, along with stocking and purchasing-related information



**It is possible to enter Part Numbers on many records in the system without defining them as a Table Item; however, for purposes of this page, it is assumed they are being entered as Part Table Records with a Part Number Type = P.**

**If Parts are not entered as Table Items, you will not be able to track Available (On Hand) quantities or see them on an Inventory Summary for valuation purposes.**

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Inventory Codes
- G/L Accounts
- Product Codes
- Calculator Codes
- Container Codes
- Location Codes
- Vendor Codes
- Miscellaneous Charge Codes

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Purchase Orders (Material to Jobs or Inventory)
- \*Receivers (Material to Jobs or Inventory)
- \*Vendor Returns
- \*Vendor RFQs
- \*A/P Invoices
- \*Customer Orders (If Company Preferences configured to allow Purchased Parts on Orders)
- \*Material Allocations/Fill Job Requirements (Material Requirements Posted To/Removed From Jobs)
- \*Inspections (If Inspecting Receivers for a Purchased Part)
- Quality-related records (If Quality Module present)
  - Non-Conformances
  - Corrective Actions
  - Preventive Actions

# How To Use the Enterprise E2 Shop System

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**



**Where indicated as a required value, Part Number is the Required Field; for purposes of this section it is assumed they are Purchased Parts.**

## **General Tab**

- \*Part Number can be up to 50 alpha-numeric characters
- \*Revision Level can be up to 20 alpha-numeric characters
  - Revision Level and Part Number are viewed together for part identification purposes
  - Allows for the same Part Number with different Revisions if needed
  - The combination of the two fields taken together must be unique
- Part Number Type determines whether the record will be for Purchased Material or manufactured items
  - P = Purchased Material
    - Often referred to as “raw materials” but can also be other manufactured items
    - Anything you Purchase/Receive from someone else as oppose to make yourself
    - Purchasing Tab available to capture material cost details
    - Sales and Manufacturing Tabs hidden
  - M = Manufactured Items
    - Items made within your shop
    - If you alter Purchased Material in any way, the resulting item should be given a different Part Number and marked as M (Manufactured)
    - Sales and Manufacturing Tabs available to capture Sales Price Breaks and Production-related details
    - Purchasing Tab is hidden

**For purposes of this section we assume Part Number Type = P.**

- Description will appear on majority of records, reports, and summaries along with Part Number
  - Suggested to keep description relatively short to avoid printing large amounts of pages
  - Part Notes, User-Defined Fields, or attaching documents may be better ways to track large amounts of information
- Part Notes can be selected to print on Purchase Orders

## **Inventory Tab**

### **General Sub-tab**

- Inventory Code provides default values for different purchasing and stocking combinations regarding Purchased Material
  - Auto-populates several fields when selected; of primary importance are:
    - Stocking Unit – (General Tab) Cannot be changed if provided by Inventory Code
    - Purchasing Unit – (Purchasing Tab) Cannot be changed if provided by Inventory Code
    - Allow Decimal Inventory and related options – (Settings Tab) Cannot be edited on Part

**See information regarding Inventory Code (Base Table) for additional details on its function and purpose within E2.**

# How To Use the Enterprise E2 Shop System

- \*Stocking Unit represents how the material will be referenced and used internally
  - Displayed in Inventory
  - Displayed on Receivers (along with Purchasing Unit)
  - Used on Bills Of Material (Estimating purposes)
  - Used in Material Allocation records and related utilities
  - Displayed on Quotes, Customer Orders, and A/R Invoices (If Purchased Parts are re-sold)
  - Defaults to EA if Inventory Code is not selected
    - Can be edited in this case
  - Auto-populates if Inventory Code is selected
    - Cannot be edited in this case
- Stocking Cost represents how much one Stocking Unit of material is expected to cost
  - Represents Standard Cost if that option is selected in Company Preferences as Inventory Allocation Method
  - Value entered manually



**Make sure this value, and all others on this Tab relating to quantities or weight, are in terms of STOCKING UNIT if Stocking Unit and Purchasing Unit are different.**

- Reorder Level represents the point at which additional material should be Purchased
  - Part displays on Reorder Summary when Available Quantity drops below the listed Reorder Level
  - Set in terms of Stocking Unit
- Reorder Quantity represents how much material should be ordered if Available Quantity drops below Reorder Level
  - Set in terms of Stocking Unit
- Inventory G/L Account represents asset account the material should be associated with if any is available in Inventory
- Product Code provides a way to group material together by a common feature
  - Material Type is a common example
- Calculator Code allows for use of Material Calculator on Bills Of Material for the Part
  - If a Calculator Code is not associated with the Part the Calculator Utility will not be available on Bill Of Material
- Alternate Part Number could be used in two ways
  - Refer to another part that could be used in lieu of this one
  - Provide a different name for the same part for internal purposes
    - Vendor specific Part Numbers can be entered on the Purchasing Tab
- Packaging information provides details used by the system for the creation of Packing Lists
  - Part Weight represents how much one Stocking Unit of material weighs
    - Becomes required if any Vendors are designated to Price By Weight (Purchasing Tab)
  - \*Weight Unit represents the unit of measure used by the system to calculate shipping weight
    - Defaults to value designated in Company Preferences
  - Quantity Per Container is the default value used by the system when determining how many Stocking Units would fit in the designated Container Code
    - Would only be applicable if Purchased Parts are re-sold as-is
  - Container Code represents the default container used on Packing Lists when the Fill Container feature is used

# How To Use the Enterprise E2 Shop System



## **Settings Sub-tab**

### **Job Material Processing**

- Automatically Fill Requirements – The system will attempt to fill requirements for Parts using this setting during Job Material Processing
  - Works in conjunction with (Inventory) Company Preference Fill Requirements From Bins
    - If Company Preference not enabled, the option to Automatically Fill Requirements on the Part is ignored
- Automatically Use Drops – The system will attempt to use drops (partial quantities) of material if present
  - System will pull whole units first, even if drops are present
  - Material cannot be automatically used (Posted by System) if it has two or more Dimensions
  - Cannot enable this option if Allow Decimal Inventory is not enabled
- Automatically Combine Drops – The system will combine drops of the same material in an effort to fill requirements
  - System will pull whole units first, even if drops are present
  - Cannot enable this option if Automatically Use Drops is not enabled

### **Other**

- Allow Decimal Inventory – Parts using this setting will be eligible to have drops (partial quantities) of material in Inventory
  - Drops are in terms of Stocking Units
- Allow Decimal Values (In Stocking Unit) On Purchase Orders – Parts using this setting can be purchased in decimal quantities in terms of their STOCKING UNIT
  - It is possible to create Purchase Orders with partial Purchasing Units if they are different from the Stocking Unit even if this option is not selected
  - Cannot enable this option if Allow Decimal Inventory is not enabled



**Decimal and Drop-related Settings are inherited directly from the Inventory Code selected on the General Sub-tab and cannot be edited directly on the Part.**

- Use Time Tickets and Incremental Job Costing are available to select but are not really applicable for Purchased Parts

### **Inspection**

- All Inspection options are available to select, but Inspect Incoming Receivers (Material Purchases) is the only one that would typically be applicable
  - Must Inspect before material can be Posted to Jobs or placed in Inventory if enabled



**The use of Inspections requires access to the Quality Module since adverse dispositions must be dealt with by the creation of a Non-Conformance Record.**

### **Dimensions Sub-tab**

- Number Of Dimensions auto-populates from the selected Inventory Code
  - Determines the number of Dimension Value fields available
- Default Dimension Values auto-populate from the selected Inventory Code but can be edited

# How To Use the Enterprise E2 Shop System

## **Locations Sub-tab**

- Default Location Code represents the physical location the material is likely to be found
- The Available Items Grid displays the list of Available Quantities of the material along with related details
  - Read Only
  - Changes to this information must be made through Inventory Adjustments

## **Purchasing Tab**

- \*Purchasing Unit represents how material will be referenced for Purchasing purposes
  - Displayed on Purchase Orders
  - Displayed on Receivers (along with Stocking Unit)
  - Displayed on Vendor RFQs
  - Displayed on Vendor Returns
  - Defaults to EA if Inventory Code is not selected
    - Can be edited in this case
  - Auto-populates if Inventory Code is selected
    - Cannot be edited in this case
- \*Purchasing Factor converts Purchasing Units into Stocking Units
  - Value determined by using following equation: Purchasing Unit/Stocking Unit
    - Example: Purchase BAR, Stock FT; BAR is 12 FT in length
      - $1 \text{ (BAR)} / 12 \text{ (FT)} = 0.08333333$  (This is the value you would enter)
  - Field allows up to 8 decimal places
  - Auto-populates from Inventory Code selected
    - Can be edited
    - Defaults to 1 if no Inventory Code selected
  - If Stocking and Purchasing Units are different Purchasing Factor CANNOT be 1
  - If Stocking and Purchasing Units are the same Purchasing Factor MUST be 1
- Waiting For Vendor Cost Analysis – Indicates one or more Vendors listed in Grid have RFQ associated with them that has been updated but Vendor Cost Analysis Utility has not been run
- Purchasing G/L Account is the default G/L Account that will auto-populate Purchase Orders for the material

## **Vendor Pricing Grid**

- Select as many Vendors as desired from which the material could be purchased
- One Vendor must be designated as the Default Vendor
  - Costs and delivery information used for Estimating purposes
  - Automatically associates Default Vendor with Job Requirements and new POs for material
- Price By Weight indicates the Vendor costs are based upon the weight of the material
  - Part Weight becomes required if option used by any Vendor in Grid
  - Allows for association for up to three units of measure
    - Stocking Unit
    - Purchasing Unit
    - Weight Unit
  - Cost is entered in terms of Weight per STOCKING UNIT

# How To Use the Enterprise E2 Shop System



**If Stocking Unit and Purchasing Unit are different and the Vendor Prices By Weight, the weight cost is entered in terms of Weight Unit per Stocking Unit so you may need to calculate externally what this value is.**

- Lead Time represents how long you anticipate it to take for material to arrive if it needs to be ordered
  - Impacts Scheduling
- Need Pricing – Must be marked in order to create Vendor RFQ for material
  - Must be marked for each Vendor to create RFQ but does not have to be
    - Could create RFQ for one Vendor but not another
  - Flag marked in various ways
    - Manually select at Part level for each Vendor desired
    - Select for price update on BOM where material is present
      - All Vendors associated with Part are flagged at one time
    - Automatically resets once RFQ expires
  - Flag clears once RFQ is created and then updated with current prices
- In Details of each Vendor selected:
  - Set Quantity Breaks
  - Enter Unit Cost in terms of associated Unit of Measure
    - If Price By Weight = Yes – Unit will be Weight Unit (per Stocking Unit).
    - If Price By Weight = No – Unit will be Purchasing Unit
  - Enter Markup Percent for system to use to determine Sales value of material
    - Used in Billing Rate Method
    - Used on Time & Material Jobs
  - System calculates remaining values

## Miscellaneous Charges Tab

- Select as many Miscellaneous Charge Codes as necessary to capture additional costs associated with the material other than shipping and unit cost
  - Common Miscellaneous Charges include
    - Document-related fees
    - Certification fees
    - Fuel surcharges
  - Unit Of Measure determines how the Charge Amount will be calculated
    - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
    - LOT – Amount will be charged as flat amount regardless of quantity
    - C – Amount is divided by 100 and charged for each unit purchased
    - M – Amount is divided by 1,000 and charged for each unit purchased
  - Include In Piece Price determines how the Charge Amount will be displayed
    - Yes – Amount is rolled into Unit Cost on Purchase Order
    - No – Amount will display as separate line item on Purchase Order
  - G/L Account represents the default expense account that will auto-populate Purchase Orders for the material
  - Pay Tax – Indicates whether tax should be applied against Charge Amount if applicable
  - Apply Discount – Indicates whether Charge Amount is eligible for discount if A/P Invoices for material are paid within stated terms



# How To Use the Enterprise E2 Shop System

## **Maintenance and Triggered Maintenance Tabs**

The Maintenance Tab provides a means to keep track of maintenance previously performed or scheduled to be performed on the Parts set up as Tooling Items (Saw Blades, Drill Bits, etc.) and Triggered Maintenance provides a means of tracking and notifying when maintenance is required.

**Training and Triggered Training are available only when the Quality Module has been purchased, therefore the use of these features is covered independently.**

## **Image Tab**

- Supported image types are .bmp and .jpg

# How To Use the Enterprise E2 Shop System

## Parts: Manufactured (Core Table)

### Overview

- Tracks items manufactured in your shop
- Provides details regarding physical nature of material along with stocking and purchasing-related information



**It is possible to enter Part Numbers on many records in the system without defining them as a Table Item; however, for purposes of this page, it is assumed they are being entered as Part Table Records with a Part Number Type = M.**

**If Parts are not entered as Table Items, you will not be able to track Available (On Hand) quantities or see them on an Inventory Summary for valuation purposes.**

### Note Regarding Order of Creation of Manufactured Parts

As noted previously, we recommend the creation of Sub-assembly items prior to the creation of Top Level or Parent Parts. From an E2 perspective, the only thing that makes a Manufactured Part a Sub-assembly is that it is placed on the Bill Of Material of another Manufactured Item within the system, therefore we recommend creating them first, but the functional instructions would be the same for both - with one exception.

Due to the fact Manufacturing Details cannot be added to records created “on the fly” on a Bill Of Material we strongly encourage Sub-assemblies be entered as actual Part Table records for production purposes, even if you decide not to do so for Top Level items. (You could create Sub-assembly “proxies” to use on Bills Of Material in order to get the features of a Manufactured Part, even if you did not populate the details initially.)

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*Estimate Codes
- Customer Codes
- \*Rate Codes (Billing Rate)
- Parts
  - Purchased Parts – Material requirements on BOM provided by external source
  - Manufactured Parts – Material requirements on BOM made in our shop (Sub-assemblies)
- Vendor Codes
- Work Centers
- Operations
- Inventory Codes
- G/L Accounts
- Service Codes
- Product Codes
- Calculator Codes
- Container Codes
- Location Codes
- Miscellaneous Charge Codes

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Purchase Orders (Outside Services)
- \*Receivers (to Jobs)
- \*Vendor Returns
- \*Vendor RFQs (for Service)
- \*A/P Invoices (for Service)
- \*Customer Orders
- \*Packing Lists/Stock Job Transfers
- \*Customer Returns
- \*Material Allocations (If available during Job Material Processing)
- \*Inspections
- Quality-related records (If Quality Module present)
  - Non-Conformances
  - Corrective Actions
  - Preventive Actions



**Where indicated as a required value, Part Number is the Required Field; for purposes of this section it is assumed they are Manufactured Parts.**

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### General Tab

- \*Part Number can be up to 50 alpha-numeric characters
- \*Revision Level can be up to 20 alpha-numeric characters
  - Revision Level and Part Number are viewed together for part identification purposes
  - Allows for the same Part Number with different Revisions, if needed
  - The combination of the two fields taken together must be unique
- Part Number Type determines whether the record will be for Purchased Material or manufactured items
  - P = Purchased Material
    - Often referred to as “raw materials” but can also be other manufactured items
    - Anything you Purchase/Receive from someone else as opposed to making yourself
    - Purchasing Tab available to capture material cost details
    - Sales and Manufacturing Tabs hidden
  - M = Manufactured Items
    - Items made within your shop
    - If you alter Purchased Material in any way, the resulting item should be given a different Part Number and marked as M (Manufactured)
    - Sales and Manufacturing Tabs available to capture Sales Price Breaks and Production-related details
    - Purchasing Tab is hidden



**For purposes of this section assume Part Number Type = M.**

# How To Use the Enterprise E2 Shop System

- Description will appear on majority of records, reports, and summaries along with Part Number
  - Suggested to keep description relatively short to avoid printing large amounts of pages
  - Part Notes, User-Defined Fields, or attaching documents may be better ways to track large amounts of information
- Part Notes will appear on Job Travelers (as Job Notes)



**Entering the Inventory Code (located on the Inventory Tab) is recommended before entering other values as it can auto-populate several fields so we will consider it next.**

## Inventory Tab

### **General Sub-tab**

- Inventory Code provides default values for several fields when selected
  - Select an Inventory Code that has the same value for both Stocking Unit and Purchasing Unit, as Manufactured Parts cannot be in different units



**Manufactured Parts do not rely on Inventory Codes as heavily as Purchased Parts but they still provide a convenient way to provide many default values. See information regarding Inventory Code (Base Table) for additional details on its function and purpose within E2.**

- \*Stocking Unit represents how the material will be referenced throughout the system
  - Displayed in Inventory
  - Used on Bills Of Material (if Sub-assembly)
  - Displayed on Quotes, Customer Orders, A/R Invoices, etc.
  - Defaults to EA if Inventory Code is not selected
  - Auto-populates if Inventory Code is selected
    - EA is most common option even if populated from Inventory Code
- Stocking Cost represents how much one Stocking Unit is expected to cost to make
  - Represents Standard Cost if that option is selected in Company Preferences as Inventory Allocation Method
  - Value entered manually
- Reorder Level represents the point at which additional items should be made
  - Part displays on Reorder Summary when Available Quantity drops below the listed Reorder Level
- Reorder Quantity represents how many items should be made if Available Quantity drops below Reorder Level
  - Typically the same as Minimum Run Quantity, if designated
- Inventory G/L Account represents asset account the items should be associated with if any are Available in Inventory
- Product Code provides a way to group items together by a common feature
  - Production Process is a common example
- Calculator Code allows for use of Material Calculator on Bill Of Material for the Part
  - Would likely be of limited value on Manufactured Part since they cannot be used in decimal amounts
- Alternate Part Number could be used in two ways
  - Refer to another part that could be used in lieu of this one
  - Provide a different name for the same part for internal purposes
- Packaging information provides details used by the system for the creation of Packing Lists

# How To Use the Enterprise E2 Shop System

- Part Weight represents how much one Stocking Unit weighs
  - Becomes required if any Outside Service Vendors are designated to Price By Weight
  - Needed to allow system to calculate suggested shipping configuration on Packing Lists and Vendor Shipments
- \*Weight Unit represents the unit of measure used by the system to calculate shipping weight
  - Defaults to value designated in Company Preferences
- Quantity Per Container is the default value used by the system when determining how many Stocking Units would fit in the designated Container Code
- Container Code represents the default container used on Packing Lists and Vendor Shipments when the Fill Container feature is used

## Settings Sub-tab

### Job Material Processing

- Automatically Fill Requirements - The system will attempt to fill requirements for Parts using this setting during Job Material Processing
  - Works in conjunction with (Inventory) Company Preference: Fill Requirements From Bins
    - If Company Preference not enabled, the option to Automatically Fill Requirements on the Part is ignored
- Automatically Use Drops and Automatically Combine Drops cannot be enabled on Manufactured Parts

### Other

- Allow Decimal Inventory and Allow Decimal Values (In Stocking Unit) On Purchase Orders cannot be enabled on Manufactured Parts
- Use Time Tickets To Calculate Quantity Ready To Ship/Transfer determines the initial Order Material Status of Jobs for the Part
  - If Yes – Order Material Status = TO MAKE
    - System assumes Time Tickets will be entered during production process to track progress
      - Can be used in conjunction with Require Ready To Ship / Transfer settings at the Job or Packing List level to force the use of Time Tickets and prevent the creation of Packing Lists/Stock Job Transfer records before items are completed
      - This setting must be enabled (selected) in order for the options Incremental Job Costing and Require Ready To Ship / Ready To Transfer to be available
  - If No – Order Material Status = READY TO SHIP/TRANSFER (Depending on Release Type)
    - System cannot assume Time Tickets will be entered during production process
      - 
      -
- Incremental Job Costing determines when material is marked as consumed
  - If Yes – Material is marked as consumed as pieces are turned in against the first routed step that is marked to Consume Material
    - If the first consuming step is skipped, material is not marked as consumed until pieces are turned in against it
  - If No - Material is marked as consumed as soon as it is allocated or received to the Job



**Material cost is captured to a Job when it is marked as consumed.**

# How To Use the Enterprise E2 Shop System

Both the option to Use Time Tickets and Incremental Job Costing can be changed at the Job level.

## Inspection

- When enabled, Inspection settings REQUIRE the creation of an Inspection Record at the designated event, before the next expected production process can commence
  - Inspect Outgoing Orders And Stock Job Transfers
    - Must Inspect before Packing Lists or Stock Job Transfer records can be created
    - Cannot be used if option to Inspect Incoming Customer Returns is enabled
  - Inspect Incoming Receivers (for Outside Service POs)
    - Must Inspect before returning Parts can be Posted to Jobs
  - Inspect Incoming Customer Returns
    - Must Inspect to determine disposition of Returned Parts
    - Cannot be used if option to Inspect Outgoing Orders/Stock Job Transfers is enabled
      - Could use option to Inspect Internal Rejections on final routed Step instead
  - Inspect Internal Rejections
    - Must Inspect to determine disposition of Suspect Parts



**The use of Inspections requires access to the Quality Module since adverse dispositions must be dealt with by the creation of a Non-Conformance Record.**

## Dimensions Sub-tab

- Number Of Dimensions auto-populates from the selected Inventory Code
  - Determines the number of Dimension Value fields are available
  - Typically will be 0 for Manufactured Parts
- Default Dimension Values auto-populate from the selected Inventory Code but can be edited

## Locations Sub-tab

- Default Location Code represents the physical location the material is likely to be found
- The Available Items Grid displays the list of Available Quantities of the material along with related details
  - Read Only
  - Changes to this information must be made through Inventory Adjustments

## Sales Tab

- Calculation Method determines how E2 will calculate the suggested sales price (Unit Price) of the Part
  - 1 = Billing Rate Method: System looks at each component of the Part (Routing, Outside Services, Bill Of Material, and Miscellaneous Charges) and adds together the marked up value of each one
  - 2 = Cost Plus Markup Method: System takes the calculated cost of making the Part and applies the User-provided Markup Percentage for each Quantity Break
  - 3 = Profit Margin Method: System takes the calculated cost of making the Part and applies the User-provided Profit Percentage for each Quantity Break
  - Unit Price can be manually entered but requires User to enable the option to Prevent Automatic Calculation Of Unit Price to maintain them
- Prevent Automatic Calculation Of Unit Price – Prevents Unit Price from recalculating even if costs change
  - System automatically enables this option if Unit Price is manually adjusted
- Commission Percent is used for Estimating purposes only

# How To Use the Enterprise E2 Shop System

- Anticipated cost of Sales Commission is added back to Part as a cost and the Sales Price adjusts accordingly
- Actual Commission earned/paid determined by Commission of Salesmen Code(s) present on Jobs

## **Selling Price Breaks Grid**

- System calculates Unit Cost and Unit Price for each Price Break entered in the Quantity column
- Assign Estimate Codes to Price Breaks to determine what production-related costs and prices the system looks at to determine overall Unit Cost and Unit Price for each quantity
  - Allows for specific costing and pricing of multiple production run scenarios based on quantities
  - Example: Assume Quantity Price Breaks of 100, 500, and 1,000
    - Estimate Codes = LOW (Volume) and HIGH (Volume) in addition to DEFAULT
    - Could assign LOW to quantities of 100 and 500 and HIGH to quantity of 1,000 and above
  - For each Estimate Code referenced on the Sales Tab, a complete set of production details needs to be entered
- Markup Percent is applied to overall calculated Unit Cost at each Price Break if Calculation Method 2 selected
  - Profit Percent calculated accordingly
  - Markup can be different for each Price Break
- Unit Price is calculated by system based on Calculation Method selected
  - Can be manually entered/adjusted
- Pricing Unit determines how Unit Price is applied to Quotes and Jobs
  - EA: Unit Price applied to each unit
  - LOT: Unit Price applied as flat value for any quantity up to Price Break provided
  - C: Divides Total Sales amount on Quote or Order by 100
  - M: Divides Total Sales Amount on Quote or Order by 1,000
- If first Price Break is greater than 1, the Unit Cost associated with the first Price Break will be applied to all quantities between 1 and the second Price Break



**Make sure to click the Calculate Button when making changes to any component of a Manufactured Part to ensure the most accurate and up-to-date Price has been applied (unless they are locked).**

## **Manufacturing Tab**

- Manufacturing Tab (and associated Sub-tab) features and functionality are found on multiple records
  - Manufactured Part (Parts Table)
  - Quote – Line Item Details
  - Order – Job Details
- If defined as a Part Table record, Manufacturing Details auto-populate Quotes and/or Orders when selected
  - Can be edited on specific Quotes and/or Orders
  - Change would be unique to that record and would remain permanently, unless deleted/purged
- Complete Manufacturing details can be entered directly on Quotes or Orders
  - Permanent unless the record is deleted/purged
  - Cannot track available quantity or inventory value if not entered in Part Table
  - Manufacturing details can be copied to Part Table record

## **Engineering Sub-tab**

- Customer Part Number provides an additional way to identify the Part if the Customer has a different name for it
  - Assumes Part made for specific Customer

# How To Use the Enterprise E2 Shop System

- Assign a Customer Code if the Part should be identified with a specific Customer
  - Assigning one would not prevent making/selling the Part to other Customers
- \*Billing Rate represents the Billing Rate Code used by the system to pull Billing Rate dollar amounts from Work Centers when Calculation Method 1 is selected on the Sales Tab
- Minimum Run Quantity represents the lowest quantity for which a Job would be created when making the Part
  - Used as the default Quantity Ordered on Orders created using the Default Stock Customer Code designated in Company Preferences
    - Orders for any other Customer Code look to Quotes or first Quantity Break of Part
  - Used for Estimating purposes to keep anticipated costs for Sub-assemblies consistent on Estimates and Quotes for Top Level Parts for smaller quantities
    - Example: Minimum Run for SUB1 is 200
    - Quote created for Top Level Part that uses SUB1 for quantity of 100
    - System uses cost to make 200 units of SUB1 for ESTIMATING cost of Top Level Part
      - Assumes SUB1 will be made in advance or on separate Stock Run to accommodate Minimum Run as opposed to simply making 100 units
- Part Weight and Weight Unit Of Measure are dynamically linked to values on Inventory Tab

## **Bill Of Material Sub-tab**

- Enter Part Numbers for material or other manufactured items used in the production of the Manufactured Part being defined
  - Records can be one of two types
    - Purchased Material (Part Type = P)
      - Can be defined in Part Table or added “on the fly”
    - Manufactured items (Part Type = M)
      - Must be defined in Part Table
  - If using records defined in Part Table, select them using drop-down menu
  - If adding records on the fly, manually enter Part Number and related details
    - Limited information can be provided
    - Only Purchased Parts can be added in this manner
- Associate the appropriate Estimate Code for each item if creating multiple production scenarios
  - Parts must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Assigning a Step Number to a material indicates it is not needed until that point of the production process
  - If Part is not Posted during Job Material Processing:
    - Order By Date set based on anticipated Start Date/Time of designated Step (Purchased Part)
    - Due Date of Sub-Job based on anticipated Start Date/Time of designated Step (Manufactured Part)
  - Defaults to Step 0
    - Assumes Part is required at beginning of production
- Quantity (Stocking) represents how much material is anticipated to be needed to make the Part
  - Value entered depends on Unit Of Measure (Stocking) selected
  - If Unit Of Measure (Stocking) is set to the required item’s Stocking Unit (BAR, EA, etc.)
    - Quantity (Stocking) represents how much material it will take to make one Unit (BARS per Part)
    - Quantity can be decimal value when dealing with Purchased Parts

# How To Use the Enterprise E2 Shop System

- Be aware of material configuration regarding use of decimals, as this an Estimate of what it will take to make ONE UNIT
- Actual amount required will depend on Quantity To Make of Manufactured Item
- Quantity must be whole value when dealing with another Manufactured Part (Sub-assembly)
- If Unit Of Measure (Stocking) is set to P
  - Quantity (Stocking) represents how many Parts can be made out of one Stocking Unit's worth of material (Pieces or Parts per BAR)
  - System assumes at least one entire Stocking Unit (BAR, SHEET, etc.) will be Consumed and expensed to Job for the Part
  - Cost of one Stocking Unit spread proportionately across Price Breaks up to amount in Quantity (Stocking) field
  - Cost of another Stocking Unit is added each time Quantity threshold is reached
    - Example: Assume 10 Parts (Quantity) can be made from 1 BAR (**Unit Of Measure = P**)
    - Price Breaks = 1, 5, 10, and 15 (Sales Tab)
    - Entire cost of BAR placed in Unit Cost of Price Break = 1
    - 20% of cost of BAR placed in Unit Cost of Price Break = 5
    - 10% of cost of BAR placed in Unit Cost of Price Break = 10 (Optimal use of BAR)
    - Unit Cost of 15 will increase as another BAR is expensed but not as high as Price Break = 1
    - The larger the Price Break the less impact each additional BAR has
- Calculator Utility will be available for use if Calculator Code was associated with required material
  - Can be used to determine either Parts per Stocking Unit (Parts per BAR, SHEET, etc.) or Stocking Units per Part (BARS per Part, SHEETS per Part, etc.)
  - Formula pulls from Calculator Code assigned to material
- Unit Of Measure (Stocking) determines how material cost is distributed
  - See details of Quantity (Stocking) field immediately above for additional information
- Vendor Code represents the supplier from which the material is expected to be Purchased (Part Type = P)
  - Can select different Vendor if more than one associated with Part
  - Entire Vendor List will be available if adding "free form" material
  - There will be no Vendor Code associated with Sub-assembly items (Part Type = M)
- Additional fields are available for reference in the Grid

## ***Routing Sub-tab***

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert new Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers "shared" by Routing Tab and Outside Services Tab
    - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if it is common to more than one Estimate Code process

# How To Use the Enterprise E2 Shop System

- DEFAULT Estimate Code assigned automatically by system
- Work Center represents where work is being performed (internally)
  - Cost and Billing Rate values auto-populate from Work Center selected
- Operation Code can be used to specify what is being done at the Work Center
  - Auto-populates from Work Center if a Default Operation Code was designated
  - Can be selected or edited manually
  - Production-related details pull from Operation Code if selected
    - Operation Code is optional value
- Description provides written details regarding the work to be performed
  - Prints on Job Traveler
  - Auto-populates from Operation Code selected
  - Can be manually entered or edited as needed
- Setup Time represents the estimated amount of time (in terms of the selected Unit) it will take to prepare the Work Center
- Setup Unit works in conjunction with Setup Time to define how long it is estimated to take to prepare the Work Center
  - Options include
    - Hours
    - Minutes
    - Seconds
  - Setup Time is a fixed value regardless the quantity estimated/worked on
- Cycle Time represents the estimated amount of time (in terms of the selected Unit) it will take to perform the work detailed in the Description
- Cycle Unit works in conjunction with Cycle Time to define how long it is estimated to take to perform the work detailed in the Description
  - Options include
    - Hours
    - Minutes
    - Seconds
    - Pieces Per Hour (System uses value to calculate how many pieces it will make in terms of an hour)
  - Cycle Time will vary depending on the quantity estimated/worked on



**Regardless the Unit Selected for estimating purposes the system will convert all values into terms of hours for calculation and report purposes.**

- Machines Run (By Operator) represents the number of machines the Employee performing the work is capable of running at one time
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be reduced accordingly
- Machines Job Run On represents the number of machines the scheduled Job is able to be worked on at the same time (for a given Step)
  - If greater than 1:
    - Estimated Cycle Time is decreased (same number of Machine Hours spread across multiple machines)
    - Estimated Setup Time is increased (multiple machines must be prepared)

# How To Use the Enterprise E2 Shop System

- The Capacity Factor of Work Centers need to match this value in order for scheduling assumptions to be accurate
- Team Size represents the number of Employees it is estimated to take to perform the work detailed in the Description
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be increased accordingly
  - Scheduled Cycle Time will not be impacted
- Scrap Percent represents the amount of expected scrap or wasted material that will occur during the Step
  - If greater than 0, the system will calculate(during Job Material Processing) how many additional units need to be made to compensate for the anticipated scrapped pieces
    - *At a minimum, you will be required to make one additional unit*
  - Scrap is cumulative, meaning a 1% Scrap Percentage on each of 5 Steps will result in a minimum of 5 additional units being made
  - Costs and estimated times are impacted by what Step Scrap is associated with
    - If Scrap is on the first Step, the system assumes additional work is not required beyond that point for anticipated “extra” scrap units
    - If Scrap is on final Step, the system assumes extra work is required throughout the entire production process and the “extra” units will be dealt with at the end
    - If Scrap is located “somewhere in between,” additional work is scaled accordingly



**Since Scrap Percentages are cumulative, consider placing a single Scrap Percentage for the entire Routing on a designated Step, but realize scheduled time and associated costs are impacted by the Step selected.**

- Percent Efficient represents how efficiently the work detailed in the Description can be performed
  - If less than 100%, Cycle Times (at the Job Level) will be scheduled to take longer to complete than the amount of time listed here
  - Example: If Efficiency is 80%, Cycle Time will be increased by 20% FOR SCHEDULING PURPOSES



**Estimated Cycle Time itself is not changed, just the amount of time it is expected to take on this particular Work Center/Step.**

- G/L Account (Labor) represents expense account actual labor costs will be accumulated against as Time Tickets are turned in against the Step
- Mark a Step as Unattended (checkbox) if the Employee is able to prepare the Work Center and then leave it once the work process has begun
  - Unattended Steps will estimate/capture Burden Costs for Cycle Time but NOT Labor
  - Unattended Steps will estimate/capture BOTH Burden and Labor Costs for Setup Time
- Mark the option Consumes Raw Material if material is physically altered during the Step



**If Labor G/L Account is left blank at the Job Level, costing reports (Job Cost Summary, WIP Summary, Margin Summary, etc.) will display dollar amounts with no description or a reference of UNKNOWN.**

- If Jobs have the Incremental Job Costing option enabled, material is not Consumed until pieces are completed against the first step configured to do so
  - Once Consumed in this scenario

# How To Use the Enterprise E2 Shop System

- Material Cost captured
- Material will not be automatically placed back into Inventory if the Job is subsequently Cancelled
- Steps such as Engineering, Inspection, and Shipping would typically not Consume Material
- Location Code represents physical location of Work Center
  - Helps track movement of Material/Jobs
  - Used if you are requiring the creation of Inventory Transfer records before production can begin
- Mark the option (checkbox) Overlap Steps if work can begin on subsequent Steps before all the pieces have been completed on the current Step
  - If enabled, the system will schedule work to begin on the next Step once a pre-determined number of pieces have been completed on the current Step based on the Overlap Method
- Overlap Method determines how many pieces must be completed on the current Step before work will be scheduled to begin on the next Step
  - Automatic: The system will schedule the next Step to complete its Setup process as soon as the first piece is completed on the current Step
    - If the Cycle Time on the next Step is FASTER than the Cycle Time of the current Step, it will build in a “head start” amount to ensure the next Step does not run out of Parts
    - There is no additional input required for this option
  - Hours: The system will wait a specified length of time before scheduling the next Step
    - If selected, you must also designate the number of hours to wait in the Overlap Quantity field
  - Percent: The system will wait until a specified percentage of pieces have been completed before scheduling the next Step
    - If selected, you must also designate the percent that needs to be completed in the Overlap Quantity field
  - Pieces: The system will wait until a specified number of pieces have been completed before scheduling the next Step
    - If selected, you must also designate the number of pieces that need to be completed in the Overlap Quantity field
  - None: Overlapping is disabled and the system will schedule the next Step to begin after all the pieces have been completed on the current Step



**Each Step can have a different option with regards to Overlapping.**

- Additional fields are available for reference in the Grid

## **Outside Services Sub-tab**

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert new Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record is Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers “shared” by Routing Tab and Outside Services Tab
  - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios



# How To Use the Enterprise E2 Shop System

- Steps must be listed multiple times if it is common to more than one Estimate Code process
- DEFAULT Estimate Code assigned automatically by system
- Service Code represents the type of work being provided by the Vendor
  - Auto-populates Vendor (with Default Vendor) and Vendor-related details (Step Details) when selected
- In Outside Services Step Details

# How To Use the Enterprise E2 Shop System

## **Outside Services - Vendors Sub-tab**

- List of Vendors available to perform service provided
  - Can select a different Vendor from list for this specific Step
- For each Vendor, the following information is present:
  - Markup Percent: Determine what the Sales Price should be for the service
  - Lead Time Days: Anticipated amount of time it will take to receive items back
  - Price By Weight: Select if the Vendor prices the service based on the weight of the Parts sent to them as opposed to a per piece or Lot charge
  - Need Pricing: Mark this option to indicate the need to create a Vendor RFQ for the specific Service Step
- Price Breaks and Cost information become available in the bottom of the Grid as each Vendor is selected

## **Outside Services - Routing Step Details Sub-tab**

- If Certifications Required is marked:
  - System places a comment on the PO for the Service to that effect
  - The PO information is placed in the Certification print spool and is available to select to print
- Ignore Vendor Minimum Charge allows a PO to be created for an amount less than the stated Minimum Charge
  - If not allowed, the PO will be created for the Minimum Amount if the service cost is less than that value
- Description prints on the PO created for the Service Step
  - Auto-populates from the Service Code selected
  - Can be manually entered or edited

## **Miscellaneous Charges Tab**

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to be passed on to the Customer other than shipping and Unit Price
  - Common Miscellaneous Charges include
    - Document-related fees
    - Certification fees
    - Fuel surcharges
  - Unit Of Measure determines how the Charge amount will be calculated
    - Purchasing Unit (EA by Default) – The amount will be charged for each unit Purchased
    - LOT – Amount will be charged as flat amount regardless of quantity
    - C – Amount is divided by 100 and charged for each unit Purchased
    - M – Amount is divided by 1,000 and charged for each unit Purchased
  - Include In Piece Price determines how the Charge amount will be displayed
    - Yes – Amount is rolled into Unit Price on Quote/Order
    - No – Amount will display as separate line item on Quote/Order
  - G/L Account represents the default income account that will auto-populate on Orders
  - Pay Commission – Indicates whether Charge amount should be included in Sales Commission
    - Option must be selected if Include In Piece Price is used
  - Pay Tax – Indicates whether tax should be applied against Charge amount if applicable
  - Apply Discount – Indicates whether Charge amount is eligible for discount if A/R Invoices for Part are paid within stated terms

# How To Use the Enterprise E2 Shop System

## Maintenance and Triggered Maintenance Tabs

The Maintenance Tab provides a means to keep track of maintenance previously performed, or scheduled to be performed, on Parts that are set up as Tooling Items (Saw Blades, Drill Bits, etc.). Triggered Maintenance provides a means of tracking and notifying when maintenance is required.



**Training and Triggered Training are available only when the Quality Module has been purchased, therefore the use of these features is covered independently.**

## Image Tab

- Image will display in Scheduling Whiteboard if selected to do so
- Supported image types are .bmp and .jpg

## G/L Accounts (Core Table)

### Overview

- Lists the Chart of Accounts
- Tracks costs and Sales to specific profit and loss centers throughout the production process
  - Required on all Accounting-related records

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*G/L Group Code
- \*Currency Code
- \*Division (Defaults to 0; Divisions defined in Company Maintenance)
- G/L Accounts (Accumulation Account)

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Fiscal Year
- \*Invoices (A/R and A/P)
- \*Cash Receipts
- \*Cash Disbursements (Checks)
- \*Journal Entries
- Purchase Orders
- Work Centers (Quotes, Orders, Manufactured Parts, etc.)/Routing Steps (Labor Costs)
- Purchased Parts (Asset and Purchase Order designation)
- Manufactured Parts (Asset Designation)
- Service Codes/Outside Service Steps (Quotes, Orders, Manufactured Parts, etc.)
- Miscellaneous Charge Codes (Quotes, Orders, Manufactured Parts, etc.)
- Miscellaneous Job Costs (Orders)

# How To Use the Enterprise E2 Shop System

Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):



If you are not using the Accounting Module, G/L Accounts are still required on Fiscal Year records, which in turn is required in Company Maintenance. It is possible to leave the G/L Account field blank throughout the Shop Floor portion of the system, but this is discouraged. If left blank, you will not be able to view accurate Job Costing values, determine the value of Inventory, or see the profitability on Jobs.

## General Tab

- \*G/L Account can be up to 20 alpha-numeric characters
- Create and assign the same Accumulation G/L Account to like G/L Accounts you would like to see as a combined value when printing Consolidated Financial Reports
- \*G/L Group Code determines the financial report on which the G/L Account will appear
- \*Currency Code defaults to the one selected in Company Preferences
- \*Exchange Rate allows the system to convert foreign currencies to an equivalent value in your native currency
- \*Divisions allow for divisional Profit and Loss Statements
  - Divisions can be assigned to Balance Sheet-related G/L Accounts, but you cannot print divisional Balance Sheets so there is no real value in doing so
  - Divisions are defined in Company Maintenance
  - Division will default to 0 (Consolidated) unless otherwise specified

## Activity Tab

### Activity Sub-tab/Grid

- Activity Window displays net activity in the G/L Account for each listed Period in terms of a Debit (“positive” value) or a Credit (“negative” value) balance

### Budget Sub-tab

- Set a budget value for the Current Year for each G/L Account
  - Manually enter
  - Use the Budget Calculator Utility

### Current Year Sub-tab

- Displays the Beginning Balance of the current Fiscal Year
- Automatically populates from last year’s ending balance
- Can be entered manually
- Debits are displayed/entered as positive values
- Credits are displayed/entered as negative values

### Last Year Sub-tab

- Displays the Beginning Balance of the previous Fiscal Year (if present)
- Automatically populates when year is processed
- Can be manually entered, if desired

## Pay Periods (Core Table)

### Overview

- Defines time frames used for payroll purposes

# How To Use the Enterprise E2 Shop System

## Source Record(s)

- This Table does not rely on/pull from any other record

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Employees
- \*Time And Attendance Tickets

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Pay Period Code can be up to 20 alpha-numeric characters
- \*Start Date represents the first day of the defined Pay Period
- \*End Date represents the last day of the defined Pay Period
- Pay Periods allow for:
  - Exporting payroll-related information by defined time frames
  - Filtering time-related reports and records by defined time frames



**The Automatic Pay Periods Utility allows for the creation of multiple Periods at one time, as opposed to creating each one manually.**

### Automatic Pay Periods Utility

- Last defined Pay Period Code and related dates are referenced automatically (if present)
- Payroll Frequency can be set as
  - Weekly
  - Bi-Weekly
  - Monthly
- Start Date for Next Pay Period Code represents the first day of the next Pay Period you want to create
  - Typically this will be the “next day” following the previous Pay Period’s End Date
- End Date for Pay Period Creation Range represents the point in the future through which you want the system to create Pay Periods
  - If this date does not exactly match the “true” End Date for the final Pay Period based on the Payroll Frequency selected, the system will create Pay Periods up to the closest date possible that match the criteria provided



**Make sure to click Process before Finish in order to actually create the Pay Periods.**

## Salesmen (Core Table)

### Overview

- Tracks total Sales by Salesperson
- Calculates and tracks commissions for each Salesperson

## Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

# How To Use the Enterprise E2 Shop System

- G/L Account (Commission)

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Customers
- Quotes
- Orders
- A/R Invoices

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Salesmen Code can be up to 20 alpha-numeric characters
- Commission G/L Account represents the G/L Account paid commissions will be entered against
- The following reports contain a Salesmen Code Breakdown Report for commission purposes:
  - Sales Summary (Commissions would be based off of total sales)
  - Deposit Summary (Commissions would be based off of payments received, not just sales)
- The Commission Summary displays the amount of commission paid to each Salesperson

### Addresses Tab

- Enter the Salesperson's contact information for reference



**Multiple Salesmen can be associated with each line item of a record.**

## Vendors (Core Table)

### Overview

- Represents the entities from which you Purchase Parts or Services
- Stores pertinent information regarding contacts and credit details

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Vendor Types
- Shipping Codes
- Location Codes
- \*Currency Codes
- G/L Accounts
- Terms Codes
- Tax Codes

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- \*Vendor Request For Quote
- \*Purchase Orders
- \*Outside Service Packing Lists
- \*Vendor Returns
- \*A/P Invoices
- \*Cash Disbursements
- Non-Conformances (If associated with Vendor-based record – Quality Module Required)
- Corrective Actions (If associated with Vendor-based record – Quality Module Required)
- Feedback records (If associated with Vendor-based record – Quality Module Required)

## **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \*Vendor Code can be up to 20 alpha-numeric characters
- Vendor Type provides the ability to group Vendors together by products sold or services provided
  - Provides default Expense G/L Account when selected
  - Available as a filter on various reports

### **Contacts Tab**

- Contacts that have an email address provided will be available to Users when emailing records from E2
- The information for the default A/R Contact designated at the bottom of the screen (if selected) will display on the A/P Aging Summary for reference

### **Addresses Tab**

- Enter as many addresses as required for the Vendor
- Addresses can be designated as
  - SHARED
  - PURCHASING
  - SHIPPING
  - REMITTANCE

### **Purchasing Tab**

- Lead Time Days represents the amount of time it typically takes to receive Parts from the Vendor
  - This information will impact scheduling
- Restocking Percent is used in conjunction with Vendor Returns
- When greater than zero, Minimum Order will be used to determine if Purchase-related records are of sufficient dollar value to proceed
  - You can choose to Ignore Minimum Order during Order Entry via prompt
- Markup Percent will be applied as the default Markup to the Purchasing details of Parts when the Vendor is selected
- Default Shipping Code will populate Purchase Orders, Receivers, and Outside Service Packing Lists
- Location Code is the default used for Purchase Orders/Receivers when the Part does not have one associated with it
  - Used as default on Outside Service Purchase Orders/Receivers

# How To Use the Enterprise E2 Shop System

## Credit Tab

### **Miscellaneous Sub-tab**

- \*Currency Code defaults to the one designated in Company Preferences
- Expense G/L Account will auto-populate on Purchase-related records if the Part/Service selected does not have one associated with it
- Terms Code will auto-populate all Purchase-related records created for the Vendor
- Credit Limit will prohibit the creation of Purchase Orders if the total of open POs exceeds the amount designated

### **Private Notes Sub-tab**

- This information is intended for internal use only

### **Taxes Sub-tab**

- Designate as many Tax Codes as necessary
- The designated Tax Codes will auto-populate on Sales-related records but can be edited

## **Work Centers (Core Table)**

### **Overview**

- Represents areas where work is performed in your Shop
  - Individual Machines
  - Groups of similar Machines
  - Groups of different Machines (Work Cell)
  - Personnel (Shipping, Inspection, etc.)
- Tracks associated costs, provides suggested “sale price” of work, and defines availability (Capacity)

### **Source Record(s)**

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Departments
- G/L Accounts
- Attendance Codes
- Calculator Codes
- Location Codes
- \*Rate Codes
- Operations

### **Destination Record(s)**

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Routing Grids (Examples):
  - Quotes
  - Manufactured Parts
  - Jobs
- \*Time And Attendance Ticket Details

# How To Use the Enterprise E2 Shop System

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

## **General Tab**

- \*Work Center Code can be up to 20 alpha-numeric characters
- \*Work Center Number can be a whole numeric value between 1 and 999,999,999
  - Can be system-generated or entered manually
- Department Code allows for grouping of Work Centers by function/Department
  - Available as a filter on reports and searches
  - Used by Scheduling Codes when sorting Whiteboard by Department (as opposed to Department associated with Employees)
- Labor G/L Account represents expense account actual labor costs will be accumulated against as Time Tickets are turned in on Steps where Work Center is present



**If Labor G/L Account is left blank at the Job Level, costing reports (Job Cost Summary, WIP Summary, Margin Summary, etc.) will display dollar amounts with no description or a reference of UNKNOWN.**

- Default Attendance Code determines whether time entered against Steps where the Work Center is present is considered Productive or not
- Calculator Code must be present if you want to be able to launch Calculator Utility on Routing Steps where Work Center is present
  - Can be used to determine throughput of material to calculate estimated Cycle Times
- Location Code represents physical location of Work Center
  - Helps track movement of Material/Jobs
  - Used if you are requiring the creation of Inventory Transfer records before production can begin
- Mark the option Consumes Raw Material if the Work Center physically alters material when work is performed on Steps where it is present
  - If Jobs have the Incremental Job Costing option enabled, material is not Consumed until pieces are completed against the first step configured to do so
    - Once Consumed in this scenario:
      - Material Cost captured
      - Material will not be automatically placed back into Inventory if the Job is subsequently Cancelled
  - Steps such as Engineering, Inspection, and Shipping would typically not Consume Material

## **Quoting Tab**

### ***Billing Rates Sub-tab***

- Billing Rates represent various scenarios/conditions you can use to determine how much to charge for the Labor component of manufacturing your Parts or providing a service
- Common Examples include (but create as many as you need):
  - STANDARD or REGULAR
  - RUSH
- For each Billing Rate selected, enter a dollar amount for each of the following:
  - Setup Rate – Hourly charge for preparing the Work Center
  - Cycle Rate – Hourly charge for running the Work Center
    - Setup and Cycle Rates do not have to be the same

# How To Use the Enterprise E2 Shop System

- Set independently on each Work Center
- Would take into account Labor Cost, Burden Cost, and desired Profit

## **Burden/Labor Rates Sub-tab**

- \*Select the Rate Codes you designated as the Company BURDEN Rate and the Company LABOR Rate



**You are required to assign values to both Rate Codes in the Grid.**

- Designated Burden Rate Code represents the indirect (hourly) cost of running the Work Center
  - Typically takes into consideration items such as:
    - Depreciation
    - Insurance
    - Utilities
    - Etc.
  - Should be calculated using information covering at least one year (minimum) and preferably longer
- Designated Labor Rate Code represents estimated hourly Labor Cost of work performed on the Work Center
  - May consider using a weighted average if multiple people run the Work Center
  - Estimated Cost will be replaced by Actual Cost (Pay Rate) of Employee that performs the work

## **Operations Sub-tab**

- Default Operation Code will auto-populate Routing Grid when Work Center selected
  - If Work Center performs one Operation more frequently than any other, it would make sense to designate it as the Default
  - If the Work Center performs multiple Operations and none are more likely than any other, it may make sense to leave the Default blank and select it on the Routing Grid
  - If a Default Operation Code is designated, it must be listed in Operation Code Grid located below the field
- List the various Operations applicable to the Work Center in the Grid
  - Select as many, or as few, Operations as applicable
  - If Operations are selected, only the ones present in the Grid will be available to select on a Routing Grid
  - If no Operations are selected, the entire list will display on a Routing Grid

## **Scheduling Tab**

### **Miscellaneous Sub-tab**

- Utilization Percent represents how much of the Work Center's defined Capacity (Calendar Tab) can actually be used
  - When less than 100%, the system will create "Pad Time" for the un-utilized time
  - When Loading method is Finite, Work Centers will not be scheduled for work that exceeds the Capacity that can be utilized
- Capacity Factor represents the number of machines in the Work Center available to perform work
  - Needs to equal the value present on Machines Job Being Run On in Routing Details
  - If greater than 1:
    - Capacity for scheduled Cycle Time is multiplied by this value
    - The various machines need to be able to perform the same type and amount of work to avoid scheduling issues
    - Loading method must be Infinite
- Loading Method represents how the system will assign work to the Work Center for scheduling purposes

# How To Use the Enterprise E2 Shop System

- Finite – Work will not be assigned beyond the Work Center’s Capacity
  - Once loaded to Capacity, additional work is scheduled for the next available time slot large enough to accommodate it
  - Capacity may be reduced by a Utilization Percentage of less than 100
  - Suggested method if you want the system to assign Start and End Dates for scheduling
- Infinite – Work will be assigned to the Work Center regardless of Capacity or any restrictions
  - Once loaded to Capacity, additional work continues to be scheduled to the Work Center
  - Would require manual adjustment to get work to fit within defined Capacity
  - Must be the method used if Capacity Factor is greater than 1
- Assign Break Codes to the Work Center if it will not be in use during breaks

## **Calendar Sub-tab**

- Use the Days Of The Week Grid to specify the Work Center’s availability for scheduling purposes if it is different than the Calendar present in Company Maintenance
- Use the Specific Dates Grid to specify exceptions to the default Days Of The Week settings

## **Dispatching Sub-tab**

- Use the Operator Dispatching Grid to list Employees that are capable of running the Work Center
- Use the Work Center Dispatching Grid to list other Work Centers that are able to perform the same work as the current Work Center if you want to be able to reallocate work in a Scheduling Code to a different Work Center
- Use the Shift Dispatching Grid to indicate the default operator (Employee) for each Shift the Work Center is available

**Given the scope of the Scheduling Module the configuration and use of this feature will be covered independently**

## **Maintenance and Triggered Maintenance Tabs**

The Maintenance Tab provides a means to keep track of maintenance previously performed or scheduled to be performed on the Work Center and Triggered Maintenance provides a means of tracking and notifying when maintenance is required.

**Training and Triggered Training are available only when the Quality Module has been purchased, therefore the use of these features is covered independently.**

## **Image Tab**

- Associated images will display in Scheduling Codes (Whiteboard Tab) if desired
- Supported image types are .bmp and .jpg

## **Attendance Codes (Base Table)**

### **Overview**

- Determines how time will be tracked from a productivity standpoint

### **Source Record(s)**

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

# How To Use the Enterprise E2 Shop System

- G/L Accounts

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Employees
- \*Time and Attendance Tickets
- Work Centers

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Attendance Code can be up to 20 alpha-numeric characters
- \*Attendance Number can be a (whole) numeric value between 1 and 999,999,999
  - Can be system-generated or entered manually
- G/L Account represents the labor account used for payroll purposes for time entered at the Attendance Ticket level
  - Looks to Attendance Code assigned to Employee clocking in
  - Time Ticket (Job Costing) labor G/L Account is provided by the Work Center
- Enable the Productive checkbox for time that should be considered productive on Attendance Summary
  - Report will look to Attendance Code on Work Center (if present)
  - Non-productive Attendance Codes may be associated with Work Centers such as Cleaning or Inspection



Cycle Hours entered against a Step flagged as Unattended will display as Non-Productive.

## Break Codes (Base Table)

### Overview

- Provides default Break information used by Data Collection and Scheduling

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- G/L Accounts

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Employees
- Work Centers
- Schedule Codes

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Break Code can be up to 20 alpha-numeric characters
- \*Break Number can be a whole numeric value between 1 and 999,999,999

# How To Use the Enterprise E2 Shop System

- Can be system-generated or entered manually
- Mark the Productive checkbox if you want time associated with the Break Code to display as Productive on Attendance Summaries
- Mark the Paid Break checkbox if you want the system to include time associated with the Break Code in payroll calculations
- G/L Account would be used for breaks that are designated as Paid Breaks
- Break Begin Time indicates the time at which the system will automatically log Employees associated with the Break Code off of their Jobs and onto Break
  - This field will be left blank if the Break Code is designated as a Manual Break
- Break Duration indicates the amount of time that will pass before the system automatically logs Employees associated with the Break Code off of Break and back onto the Jobs they were previously working on
  - If the Break is associated with a Work Center/Scheduling Code, this represents the amount of time the Scheduling Engine will consider the Work Center to be offline for scheduling purposes
- Mark the Manual Break checkbox if this is the Break Code you want the system to use when Users click the Break Button on Data Collection devices
  - Manual Breaks would not have a Break Begin Time and would have a Duration of 0
  - Users remain on Break until they click the Break Button again
- NEW Systems come with a default Shift Code marked as a Manual Break



**Break Codes are typically created and used in environments where Auto Breaks are enabled for Employees, but can be assigned directly to Work Centers and/or Schedule Codes if desired. If Break Codes are associated with Employee records, the system will automatically insert the Breaks onto manually created Time and Attendance Tickets when they are saved. This allows for Time Ticket details to be entered without having to work around the Breaks; E2 will insert the Breaks in the correct time frames automatically.**

## Calculator Codes (Base Table)

### Overview

- Determines how to most efficiently use material to make Parts
- Determines throughput of Work Centers for routing purposes

### Source Record(s)

- This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Work Centers
- Purchased Parts

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Calculator Code can be up to 20 alpha-numeric characters

# How To Use the Enterprise E2 Shop System

- Spreadsheet Filename would be populated if you wanted to utilize a formula located on an (external) Excel Spreadsheet
  - Spreadsheet Tab becomes available when populated for reference
  - This option typically reserved for extensive formulas or ones already created external to E2
- Calculator Detail Grid contains the variables and related information used in the Formula field
  - Variable Name is the value used in the Formula field
    - To make formula creation easier consider using short simple values as Variable Names
  - Caption is the “long name” associated with the Variable for ease of reference
  - Mark the Required field if you want to force the user to enter a value for a Variable when using the Calculator
  - Default Value is the value that will auto-populate in the Calculator Utility when launched on the Bill of Material or Routing (as appropriate)
- \*Formula is the calculation the system will perform to yield results when the Calculator Utility is launched on the Bill of Material or Routing
  - Variables must be listed in brackets: [VARIABLE NAME]
  - Place parentheses around portions of the formula that should be calculated together: (([VARIABLE ONE] + [VARIABLE 2]) – [VARIABLE 3])
  - The system will follow the standard Order of Operations when performing calculations
  - Sample Formula (taken from System Default BAR Calculator Code):
    - $([Part\ Length] + [Cut-Off\ Allowance] + [Stock\ Allowance] + [Facing\ Allowance]) / ([Bar\ Length] - [Bar\ End\ Loss])$

## Instructions Tab

- Enter instructions and/or explanations about the use of the Calculator Code for reference
  - This information will be visible when launching the Calculator Utility on the Bill of Material or Routing

## Spreadsheet Tab (Present only if Spreadsheet Filename is provided)

- Direct connection to spreadsheet referenced on General Tab (Spreadsheet Filename path)
- User able to enter values in spreadsheet
- Values on spreadsheet can be used as Variables in the Formula (General Tab)
  - Reference to Column and Row location become available when spreadsheet present
- Must reference at least one Variable from spreadsheet, even if entire calculation performed externally
  - Variable would represent final result and the “Calculation” is merely the means to get the result into the Calculator Code so it can be used in the system elsewhere
    - Example: Assume a spreadsheet calculation allows multiple inputs and the result determines the Weight of the material
      - Could create a Variable Name of “W” with Caption of “Weight” in Calculator Detail Grid
        - Reference Cell Address (Column & Row) in Grid
      - Formula could simply be: [W] \* 1
      - This allows system to “see” the result as a Formula that can be calculated when the Utility is launched
- Create Calculator Code (if a new one is needed)



**In order to use the Calculator Utility, the Calculator Code must be associated with a Purchased Part or Work Center (depending on where the Code is to be used.)**

# How To Use the Enterprise E2 Shop System

- For use on Bill Of Material:
  - Associate Calculator Code with Purchased Part(s)
  - When the Purchased Part is placed on a Bill Of Material the Calculator Utility will be available to use
- For use on Routing:
  - Associate Calculator Code with Work Center
  - When the Work Center is placed on a Routing the Calculator Utility will available to use

## Default Records

- New Systems come with three Calculator Codes already present:
  - BAR
  - COIL
  - SHEET
- The Formulas for these Calculator Codes can be edited or used as they are

## Call Result Codes (Base Table)

### Overview

- Indicates result of Calls entered as Tasks

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Tasks (Contact Management)

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Call Result Code can be up to 20 alpha-numeric characters

### General Notes

- New Systems come with the following Call Result Codes already present:
  - CALL THEM BACK LATER
  - LEFT MESSAGE
  - NO ANSWER
  - NOT AVAILABLE
  - OTHER
  - SUCCESSFUL
  - WAITING ON THEM
  - WAITING ON US
  - WILL CALL BACK LATER

# How To Use the Enterprise E2 Shop System

## Collection Terminals (Base Table)

### Overview

- Provides operating instructions for Real-Time Data Collection devices

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*Prompt Codes
- User Codes
  - Required if Terminal Type = TOUCHSCREEN

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*E2 Shop Application (Real-time Data Collection application)

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Terminal Code can be up to 20 alpha-numeric characters
- \* Terminal Type indicates the type of physical device being used
  - TOUCHSCREEN: Represents a PC with monitor and keyboard
    - Provides the most functionality and greatest access to system from Shop Floor
  - IP: Represents a wall-mounted clock that connects directly to network via patch cable to data jack
    - Often referred to as Ethernet Clocks or Ethernet Terminals
      - Examples include (model types) ET205, ET214, ET215
    - Requires IP Address and Port Number designation on Collection Terminal
  - POCKETPC: Represents a mobile device that connects to network via Terminal Services
    - Requires IP Address and Port Number designation on Collection Terminal
  - TNET: Represents a wall-mounted clock that connects to network via TNET Box to PC COM Port
    - Often referred to as Trans-Terminal devices
      - Examples include (model types) TT4C, TT5A
    - The PC connected to the TNET Box needs to be set up as a TOUCHSCREEN Terminal (running Shop Application)
    - Use E2 Configuration Manager to designate COM Port used on PC connected to TNET Box



**Given constant changes in technology, physical specifications on configuration instructions are provided in a separate hardware White Paper.**

- \*Terminal Number can be a whole numeric value between 1 and 99
  - Can be system-generated or entered manually
- \*Prompt Code determines behavior of Collection Terminal
  - What Prompts Employees see?
  - Are Prompts required or optional

# How To Use the Enterprise E2 Shop System

- The following Prompts are always required:
  - Employee Number
  - Action Number
  - Job Number
  - Work Center Number
- Is a Password required for every person using Collection Terminal?
- IP Address – Static IP address used for devices connected directly to network
  - Required for the following Terminal Types
    - IP
    - POCKETPC
  - Not available for other Terminal Types
    - They use IP Address of associated PC
- Port Number – Network Port used by devices connected directly to network
  - Required for the following Terminal Types:
    - IP
    - POCKETPC
  - Not available for other Terminal Types
    - Use E2 Configuration Manager to designate COM Port used on PC connected to TNET Box
- User Code provides default security and language display settings for Data Collection Device
  - Required on TOUCHSCREEN Terminals



**Each TOUCHSCREEN Terminal must have its own, unique User Code.**

- Will be overridden by User Code associated with Employee using Collection Terminal

## Settings Tab

- Allow operator to clock on to more than one job
  - If enabled, Employees using Collection Terminal will be allowed to clock onto as many Jobs as desired
  - Labor Cost is split equally between the number of Jobs clocked onto
- Terminal Work Center/Operation defaults override bar codes on traveler
  - If enabled, system will look first to Default Response Values (on Prompt Codes) for input values for the following prompts when Starting Job:
    - Job Number
    - Step Number
    - Work Center (Number)
    - Operation (Number)
  - If not available as Default Response Values, it will then use values on Bar Code associated with specific Step (on Job Traveler)
    - Not required to use Traveler Bar Codes; can enter values manually if not in Default Values
  - If not enabled (left blank), system will use values provided by Bar Code on Traveler first and only use Default Response Values as “last resort”
    - This is the most typical configuration option

# How To Use the Enterprise E2 Shop System

## Events Tab

- Events represent alerts provided by Data Collection Devices
  - Typically used to indicate Break Time or Shift Change
- Configure Events in Terminal Events Grid
  - Event Type determines nature of alert
    - BELL: Audible alert
      - Device must be equipped with and configured for speakers/buzzer/bell
    - MESSAGE: A written (text) alert displayed on (Touchscreen) Clock Emulation screen or clock keypad display
  - Description – Brief description for purpose of Event
    - Examples: Morning Break, 2<sup>nd</sup> Shift, etc.
  - Event Time Begin determines when the Event should be launched
    - Enter in 12 HR format
    - Use AM and PM to designate morning or afternoon
  - Duration represents how long (in terms of Duration Unit) the alert should be broadcast
  - Duration Unit determines whether Duration value is in terms of
    - H (Hours)
    - M (Minutes)
    - S (Seconds)
  - Message is the text that will display on the Collection Device monitor/keypad display
    - Only for Event Type = MESSAGE

## General Notes

- If changes are made to Collection Terminal records, each Collection Terminal application needs to be re-started in order to apply the new settings
- New Systems come with the following Collection Terminals already present:
  - Terminal #65
  - Terminal #66
  - Terminal #67
  - Terminal #68
  - Each Terminal uses the following values:
    - Terminal Type = TNET (No IP Address or Port Number provided)
    - Prompt Code = DEFAULT (present by in New Systems)
    - All Settings options enabled

## Container Codes (Base Table)

### Overview

- Defines Containers (size and weight) commonly used for the shipping of Parts to Customers or Service Vendors

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- Parts (Manufactured and Purchased)
- Packing Lists
- Vendor Returns
- Vendor Shipments

## **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \*Container Code can be up to 20 alpha-numeric characters
- Assigning Container Codes to Parts allows the system to use the related details when creating Packing Lists as opposed to relying on the default Container Code assigned in Company Preferences
- Unit Of Measure Weight is a required field
  - Used by the system (along with the Empty Container Weight value) to determine total weight of items being shipped

## **Currency Codes (Base Table)**

### **Overview**

- Designates what Currencies your Company uses for financial transactions
- Provides default exchange rate information if foreign currency transactions occur

### **Source Record(s)**

This Table relies on/pulls information from the following records. (An asterisk [\*] indicates a required field on this Table):

- \*G/L Codes (Gain/Loss Account) [See Points of Consideration below for additional details]

### **Destination Record(s)**

This Table is used on the following records. (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Customers
- \*Vendors
- \*G/L Codes
- \*Quotes
- \*Orders
- \*Purchase Orders
- \*Invoices (A/R & A/P)

## **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \* Currency Code can be up to 20 alpha-numeric characters
- \*Gain/Loss G/L Account is used to track any increase or decrease in value of a transaction based on differences in listed Exchange Rates on an Invoice and the related cash instrument (deposit or check)
- Buy Rate/Sell Rate represents the Exchange Rate used by the system on records associated with the Currency Code

# How To Use the Enterprise E2 Shop System

- New records will auto-populate using the rates present on the Currency Code at the time of their creation but can be edited if needed
- Rates are entered in terms of the Foreign Currency value relative to the Native Currency
  - Example: If a Canadian Company is setting up United States as a Foreign Currency Code
    - Assume Exchange Rate is 1 US Dollar = 0.975 Canadian Dollars
    - Both Rates are entered as 0.975

**The same exchange rate is used in both fields. E2 will automatically determine which way the calculation should proceed based on whether it is a Sale or Purchase.**

- Exchange rates are set to 1 by default
- Decimal Places Extended Amount represents the number of decimal places Invoice and Purchase Order Totals will display
  - Can be a whole value between 0 and 6
- Decimal Places Unit Price represents the number of decimal places allowed when entering unit costs/prices for material
  - Can be a whole value between 0 and 6

**These settings apply only to dollar values as indicated. Quantity-related decimal settings are dealt with in Company Preferences (Inventory Settings).**

## General Notes

- The system comes with three Currency Codes already populated by default:
  - USA (Dollar)
  - CANADA (Dollar)
  - MEXICO (Peso)
- The Default Currency Code (Company Preferences) is automatically set to USA (Dollar)

**These three Currency Codes can be used (and even Edited/Saved) WITHOUT a Gain/Loss Account being designated to allow for the creation of G/L Accounts and other records. Any NEW Currency Code will require the selection of a Gain/Loss Account.**

## Customer Group Codes (Base Table)

### Overview

- Provides tiered pricing to blocks of Customers that have a unifying connection

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Rate Codes (Billing Rate)
- Product Codes

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Customers

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Customer Group Code can be up to 20 alpha-numeric characters
- Customers associated with a Customer Group Code will automatically receive the designated Discount Percent on Quotes/Orders/Invoices
  - The discount is calculated automatically and the discounted price displays as the Unit Price
- Discounts can be customized further by providing exceptions based on Product Code
  - When Product Codes are added to the Product Code Discount Grid, the Discount Percentage associated with the specified Product Codes take precedence over the “standard” Discount Percentage entered above
  - These Discounts will only be applied against Line Items that have the specified Product Codes listed
    - Product Codes will populate automatically if associated with a Part or can be entered/changed manually
- Customer Group Codes can be changed or removed from Customers as desired



**When a Customer Group Code is assigned to a Customer, the Group Code details override the Billing Rate and Discount Percentage values on the Credit Tab | Miscellaneous Sub-tab of the Customer record. (These fields will be grayed out and display no values on the Customer record itself, even if values had been entered previously.)**

## Departments (Base Table)

### Overview

- Provides a means of grouping Employees and Work Centers for filtering and report purposes

### Source Record(s)

- This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Employees
- Work Centers

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Department Code can be up to 20 alpha-numeric characters
- Various reports can be filtered based on the Department associated with Employees and/or Work Centers
  - Scheduling Codes display Departments associated with these Resources and can be used as a means of viewing Jobs on the Whiteboard

# How To Use the Enterprise E2 Shop System

## Description Codes (Base Table – Text Builder Defaults)

### Overview

- Provides default information available throughout system when using Text Builder
- Configures records to create Explorer-type “tree” menu

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Description Codes (Builds tree menu)

### Destination Record(s)

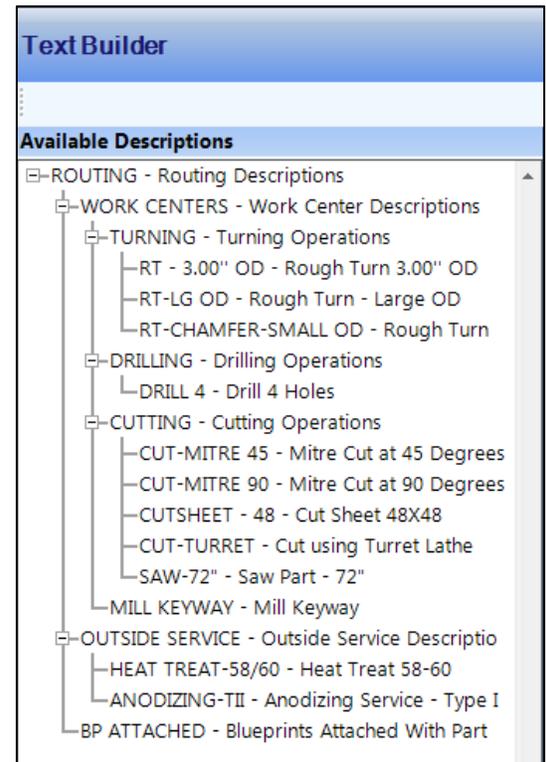
This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Anywhere Text Builder Utility is available
- Common examples:
  - Notes
  - Description fields

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Description Code can be up to 20 alpha-numeric characters
- Short Description used for reference
- Parent Description Code is used to create hierarchy of Description Code associations to create Explorer-type menu
  - Top-most Description Codes would not reference a Parent Code
  - Menu tree can go as deep as desired
  - Example: Assume creation of Description Code tree for Routing Tab use
    - Create Description Code = ROUTING (No Parent Code association; Makes it top level item)
      - Create Description Code = INTERNAL (Parent Code = ROUTING)
      - Create Description Code = OUTSIDE (Parent Code = ROUTING)
        - Both display immediately under ROUTING Code
    - Create Description Code = TURNING (Parent Code = INTERNAL)
      - Create Description Code = ROUGHTURN (Parent Code = TURNING)
      - Create Description Code = FINISHTURN (Parent Code = TURNING)
    - Etc.
      - You could accomplish much the same using Operations, but this serves the purpose of explaining functionality of Description Codes



# How To Use the Enterprise E2 Shop System

- Can create multiple top level Description Codes
- Use anywhere in system where Text Builder Utility is available for use [Sample Menu Tree](#)
  - Will have access to ALL Description Codes when Utility opened
    - Important to have good organization to locate desired Description information
- Long Description is the information that can be pulled onto Notes/Description fields through the Text Builder Utility

## Use of Text Builder

When Text Builder Utility is launched, Users will have ability to navigate custom-defined menu tree of Description Codes

- Expand & Collapse the menu tree to locate the desired Description Code
- When selected, the Long Description auto-populates the Source Text field of the Text Builder Utility
  - Source Text can be manually entered/edited
- Text To Return represents the information that will be used to populate the Notes or Description field of the selected record
  - Displays any text already present by default
- Overwrite Text To Return With Source Text – Information in Source Text field simply replaces anything present in Text to Return field
- Append Source To Text To Return – Source Text is added to the end of Text To Return
- Click OK to update record

## Estimate Codes (Base Table)

### Overview

- Allows for multiple production run details (Routing, BOM, etc.) based on quantities

### Source Record(s)

- This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Manufacturing Details throughout the system (Examples):
  - Bills Of Material
  - Routing Steps (internal)
  - Outside Service Steps
  - Miscellaneous Charges
  - Sales Tab
- In each instance above, these records can be found on
  - Quotes
  - Manufactured Parts
  - Jobs

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

# How To Use the Enterprise E2 Shop System

## General Tab

- \*Estimate Code can be up to 20 alpha-numeric characters
- Examples of Estimate Codes include:
  - HIGH (Quantity)
  - LOW (Quantity)
  - New systems come with an Estimate Code of DEFAULT
- When used, complete information needs to be entered for each Estimate Code even if it is the same for each Code
- Example:
  - Estimate Code = LOW
    - BOM = 1 Purchased Part (1018 Steel Bar)
    - Routing = 2 internal Steps (SAW and CNC LATHE)
    - No Outside Service Steps
    - No Miscellaneous Charges
  - Estimate Code = HIGH
    - BOM = 1 Purchased Part (1018 Steel Bar) – Same as LOW Estimate Code
    - Routing = 1 internal Step (SAW) – Same Work Center and details on SAW as LOW Estimate Code
    - Outside Services = 1 Service Step (DEBURRING) – Send to Vendor when quantity reaches certain amount
    - No Miscellaneous Charges
- Define what HIGH and LOW values by assigning Estimate Codes to quantity breaks on Sales Tab



**If all production details are not included for each Estimate Code, costs and suggested Sales prices will not be correct.**

## G/L Group Codes (Base Table)

### Overview

- Determines whether a G/L Code belongs on the Balance Sheet or Income Statement
- Determines what order the G/L Codes will appear on the appropriate report
- Provide sub-totals on each report

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*G/L Codes

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*G/L Group Code can be up to 20 alpha-numeric characters
- \*Classification determines which financial report associated G/L Codes will appear on
  - Balance Sheet Classifications
    - A (Asset)

# How To Use the Enterprise E2 Shop System

- L (Liability)
- O (Owner's Equity, also known as Capital)
- Income Statement Classifications
  - E (Expense)
  - I (Income)
  - S (Sales)
- The Classification list is hard-coded and cannot be edited
- The system comes with a default list of G/L Group Codes that can be edited as desired
  - 10 – Current Assets (A)
  - 20 – Fixed Assets (A)
  - 30 – Current Liabilities (L)
  - 45 – Capital (O)
  - 50 – Sales (S)
  - 60 – Cost of Goods Sold (E)
  - 70 – Selling and Administrative (E)
- G/L Codes appear on the appropriate financial report based on the numerical order of the Group Code
- Each Group Code prints a sub-total on the appropriate financial report
- A Group Code can have as many (or as few) G/L Codes associated with it as needed

## HotSpots (Base Table)

### Overview

- Pulls information from specified areas of the system
  - Can be customized or use pre-defined statements

### Source Record(s)

This Table does not directly rely on/pull from any other record

- However, SQL Statements will pull from records throughout the system

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- My Stuff Tab (Office Application)
- My Stuff Tab (Shop Application)

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*HotSpot Code can be up to 20 alpha-numeric characters
- \*Area represents the System Area the HotSpot looks to for values
- \*SQL Statement – The SQL command carried out by the system when a HotSpot is launched

#### Using HotSpots

HotSpots can be configured for use within the Office Application as well as the Shop Application

# How To Use the Enterprise E2 Shop System

## **Select/create HotSpots eligible for use (Designate as Table Records)**

- HotSpots can be created in multiple ways
  - Use a default HotSpot that comes with the System
    - New HotSpot From Template
    - Select from existing list
    - Covers most areas of the system and provides information most commonly requested
  - Edit an existing HotSpot
    - Edit a Template HotSpot by modifying SQL Statement
      - Manually edit
      - Click HotSpot Wizard icon to use query wizard
      - Cannot edit Area
    - Copy a HotSpot in the Table List (regardless how it got there)
      - Both SQL Statement and Area can be edited
  - Manually create HotSpot (New HotSpot button)
    - When Area is selected, system automatically launches HotSpot Wizard
      - Select fields to query and set parameters
    - Can enter SQL Statement “from scratch”
- Verify HotSpot will yield results by clicking Verify Icon
  - Results will display if any records exist that match the HotSpot

## **Assign Access to HotSpots**

- Edit User Group(s) that should have access to HotSpots
- On HotSpots Tab
  - Select HotSpot Code(s) that members of the User Group should be able to launch
    - Will only have access to HotSpots designated as Table Records
  - Can designate different HotSpots to each User Group, as appropriate
- Ability to launch HotSpots depends on how access to User Group is assigned
  - Within E2 Office Application
    - User Code selected when logging into system determines which HotSpots can be launched
  - Within E2 Shop Application
    - User Code assigned to Employee Number selected when accessing Shop Application determines which HotSpots can be launched



**It is possible for the same User to have different levels of Security and HotSpot accessibility, depending on the User Code associated with an Employee Record.**

## **Launch the HotSpot**

- Open the My Stuff Tab
- Open the HotSpots Tab
- Click the desired HotSpot
  - Results will display in a Grid
- This works the same in the Office and Shop Applications
  - As noted above, HotSpots available will be determined on User Code assignment

# How To Use the Enterprise E2 Shop System

## Inventory Codes (Base Table)

### Overview

- Provides details regarding Purchase, use, inspection, and storage of material
  - Associates with Purchased and Manufactured Parts
- Must be used to provide details on Purchased Parts if using decimal values

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Calculator Codes
- Location Codes
- Product Codes
- G/L Accounts

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Parts (Purchased and Manufactured)



**While not a required field, *per se*, Inventory Codes will auto-populate many values (all values present) on Parts when selected and are highly recommended for use. With regards to Purchased Parts, Inventory Codes must be used on Parts you want to set up using decimal values.**

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### General Tab

- \*Inventory Code can be up to 20 alpha-numeric characters
  - Consider using Codes that indicate how the material is used for easy reference
    - If purchased, you may include the Purchasing and Stocking Unit (BAR/BAR, BAR/FT, etc.)
- \*Stocking Unit Of Measure represents how the material associated with the Inventory Code will be stocked and used
  - Cannot be edited on Part if Inventory Code is present
- \* Purchasing Unit Of Measure represents how the material associated with the Inventory Code will be purchased
  - Cannot be edited on Part if Inventory Code is present
- \*Purchasing Factor converts Purchasing Units Of Measure into Stocking Units Of Measure
  - Value determined by using following equation: Purchasing Unit/Stocking Unit
    - Example: Purchase BAR, Stock FT; BAR is 12 FT in length
      - $1 \text{ (BAR)/12 (FT)} = 0.08333333$  (This is the value you would enter)
  - Field allows up to 8 decimal places
  - Can be edited on Part

### Notes Regarding Units Of Measure

- If Stocking and Purchasing Units are different (BAR & FT) Purchasing Factor CANNOT be 1

# How To Use the Enterprise E2 Shop System

- Select the most commonly used conversion value
- Edit on Parts that do not use the same value
- If Stocking and Purchasing Units are the same (BAR & BAR) Purchasing Factor MUST be 1
- Calculator Code allows for use of selected Material Calculator on Bills Of Material for Parts where the Calculator Code is present
- Location Code represents the default physical location where material associated with the Inventory Code would be found
- Product Code would be selected if all/the majority of material associated with the Inventory Code share the same common feature
- Inventory G/L Account would be selected if all/the majority of material associated with the Inventory Code belong in the same asset account of the Balance Sheet
- Purchasing G/L Account would be selected if all/the majority of material associated with the Inventory Code would use the same G/L Account on Purchase Orders

## Settings Tab

### ***Manufactured Parts Sub-tab***

Values entered here would only auto-populate Manufactured Parts (Part Type = M)

### **Job Material Processing**

- Automatically Fill Requirements is the only option that can be selected for Manufactured Parts
  - The system will attempt to fill demand for Parts using this setting during Job Material Processing
  - Works in conjunction with (Inventory) Company Preference Fill Requirements From Bins
    - If Company Preference not enabled, the option to Automatically Fill Requirements on the Part is ignored

### **Other**

- Allow Decimal Inventory and Allow Decimal Values (In Stocking Unit) On Purchase Orders cannot be enabled on Manufactured Parts
- Use Time Tickets To Calculate Quantity Ready To Ship/Transfer determines the initial Order Material Status of Jobs for the Part
  - If Yes – Order Material Status = TO MAKE
    - System assumes Time Tickets will be entered during production process to track progress
      - Can be used in conjunction with Require Ready To Ship / Transfer settings at the Job or Packing List level to force the use of Time Tickets and prevent the creation of Packing Lists/Stock Job Transfer records before items are completed
      - This setting must be enabled (selected) in order for the options Incremental Job Costing and Require Ready To Ship / Ready To Transfer to be available
  - If No – Order Material Status = READY TO SHIP/TRANSFER (Depending on Release Type)
    - System cannot assume Time Tickets will be entered during production process
    - 
    -
- Incremental Job Costing determines when material is marked as consumed
  - If Yes – Material is marked as consumed as pieces are turned in against the first routed step that is marked to Consume Material

# How To Use the Enterprise E2 Shop System

- If the first consuming step is skipped, material is not marked as consumed until pieces are turned in against it
- If No - Material is marked as consumed as soon as it is allocated or received to the Job



**Material cost is captured to a Job when it is marked as consumed.**

Both the option to Use Time Tickets and Incremental Job Costing can be changed at the Part level and the Job level.

## Inspection

- When enabled, Inspection settings REQUIRE the creation of an Inspection Record at the designated time before the next expected production process can commence
  - Inspect Outgoing Orders And Stock Job Transfers
    - Must Inspect before Packing Lists or Stock Job Transfer records can be created
    - Cannot be used if option to Inspect Incoming Customer Returns is enabled
  - Inspect Incoming Receivers (for Outside Service POs)
    - Must Inspect before returning Parts can be Posted to Jobs
  - Inspect Incoming Customer Returns
    - Must Inspect to determine disposition of Returned Parts
    - Cannot be used if option to Inspect Outgoing Orders/Stock Job Transfers is enabled
      - Could use option to Inspect Internal Rejections on final routed Step instead
  - Inspect Internal Rejections
    - Must Inspect to determine disposition of Suspect Parts



**The use of Inspections requires access to the Quality Module since adverse dispositions must be dealt with by the creation of a Non-Conformance Record.**

## Purchased Parts Sub-tab

Values entered here would only auto-populate Purchased Parts (Part Type = P)

## Job Material Processing

- Automatically Fill Requirements - The system will attempt to fill requirements for Parts using this setting during Job Material Processing
  - Works in conjunction with (Inventory) Company Preference Fill Requirements From Bins
    - If Company Preference not enabled the option to Automatically Fill Requirements on the Part is ignored
- Automatically Use Drops – The system will attempt to use drops (partial quantities) of material if present
  - System will pull whole units first, even if drops are present
  - Material cannot be automatically used (Posted by System) if it has two or more Dimensions
  - Cannot enable this option if Allow Decimal Inventory is not enabled
- Automatically Combine Drops – The system will combine drops of the same material in an effort to fill requirements
  - System will pull whole units first, even if drops are present
  - Cannot enable this option if Automatically Use Drops is not enabled

## Other

- Allow Decimal Inventory – Parts using this setting will be eligible to have drops (partial quantities) of material in Inventory

# How To Use the Enterprise E2 Shop System

- Drops are in terms of Stocking Units
- Allow Decimal Values (In Stocking Unit) On Purchase Orders – Parts using this setting can be Purchased in decimal quantities in terms of their STOCKING UNIT
  - It is still possible to create Purchase Orders with partial Purchasing Units if they are different from the Stocking Unit even if this option is not selected
  - Cannot enable this option if Allow Decimal Inventory is not enabled
- Neither Use Time Tickets nor Incremental Job Costing are options for Purchased Parts

## Inspection

- Inspect Incoming Receivers (Material Purchases) is the only option that can be selected for Purchased Parts
  - Must Inspect before material can be Posted to Jobs or placed in Inventory

## Dimensions Tab

- Number Of Dimensions represents the number of variables to use to define size and shape of material
  - Determines the number of Dimension Values (below) that will be available for definition
    - Only the designated Number Of Dimensions will display on Part records
  - Material with two or more Dimensions cannot be automatically used by the System even if the option to do so is selected (Purchased Part Setting)
- Dimension 1 – 5 fields represent the description of each dimension variable
  - The number of Dimension fields available depends on the Number Of Dimensions entered (above)
  - Examples of common Dimension descriptions include
    - Length
    - Width
    - Height/Thickness
  - Dimension descriptions cannot be edited on destination records
- Default Dimension Values represent the standard numeric value for each Dimension defined
  - Dimension Values will auto-populate but can be edited on destination records

## Location Codes (Base Table)

### Overview

- Represents physical location in your shop

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Parts
- Work Centers
- Vendors

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

# How To Use the Enterprise E2 Shop System

## General Tab

- \*Location Code can be up to 20 alpha-numeric characters
- Location Codes are used to track physical movement/location of material or finished goods
- Location Codes represent Bin Locations when associated with Parts
- Associate Location Codes with Work Centers if you expect to create Inventory Transfer records prior to production

## Miscellaneous Charge Codes (Base Table)

### Overview

- Tracks additional charges applied against Sales and/or Purchasing-related records

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*G/L Accounts

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Quotes
- Purchase Orders
- Parts (Purchased and Manufactured)
- Jobs
- Invoices (A/R and A/P)

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Miscellaneous Charge Code can be up to 20 alpha-numeric characters
- Description information will auto-populate on destination records when the Miscellaneous Charge Code is selected
- \*G/L Account represents the Income Statement account the dollar value of the Miscellaneous Charge will be applied to



**Consider creating different Codes for the same type of transaction if you expect to be charged for an item (Expense G/L Account) that you will then pass along as a charge to the Customer (Sales G/L Account).**

- Amount is the dollar value associated with the Miscellaneous Charge if it is a standard charge
  - If the amount varies widely it can be left at \$0.00 and edited on the destination record
- Include In Piece Price – Allows the charge to be rolled into the overall price on the record
  - If selected, the Miscellaneous Charge is effectively hidden
  - If not selected, the Miscellaneous Charge will appear as a separate line item
- Unit Of Measure determines how the charge will be calculated
  - LOT – Flat fee added to record
    - Amortized across quantity breaks if Included In Piece Price
  - MIN – Behaves same as LOT

# How To Use the Enterprise E2 Shop System

- C – Divides listed Amount by 100 and applies result as the charge
  - Increases Price/Cost of each quantity by same amount if Included In Piece Price
- M – Divides listed Amount by 1,000 and applies result as the charge
  - Increases Price/Cost of each quantity by same amount if Included In Piece Price

## Operations (Base Table)

### Overview

- Provides default information for internal work processes

### Source Record(s)

- This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Work Centers
- Routing Grids (Examples):
  - Quotes
  - Manufactured Parts
  - Jobs

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Operation Code can be up to 20 alpha-numeric characters
- \*Operation Number can be a whole numeric value between 1 and 999,999,999
  - Can be system-generated or entered manually
- Description information will auto-populate the description field of a Routed Step when the Operation Code is present



**All values listed here will auto-populate a Routing Step when the Operation Code is present and will serve the same purpose as detailed below.**

#### Settings Tab

- Default Setup Time represents the estimated amount of time it will take (in terms of the selected Unit) to prepare a Work Center associated with the Operation Code
- Default Setup Unit works in conjunction with Default Setup Time to define how long it is estimated to take to prepare a Work Center associated with the Operation Code
  - Options include
    - Hours
    - Minutes
    - Seconds
  - Setup Time is a fixed value regardless the quantity estimated/worked on
- Default Cycle Time represents the estimated amount of time (in terms of the selected Unit) it will take to perform the work detailed in the description of the Operation Code

# How To Use the Enterprise E2 Shop System

- Default Cycle Unit works in conjunction with Default Cycle Time to define how long it is estimated to take to perform the work detailed in the description of the Operation Code
  - Options include
    - Hours
    - Minutes
    - Seconds
    - Pieces Per Hour (System uses value to calculate how long it will take to make one unit in terms of an hour)
  - Cycle Time will vary depending on the quantity estimated/worked on



**Regardless of the Unit Selected for estimating purposes, the system will convert all values into terms of hours for calculation and report purposes.**

- Mark an Operation as Unattended (checkbox) if the Employee is able to prepare the Work Center and then leave it once the work process has begun
  - Unattended Operations/Steps will estimate/capture Burden Costs, but NOT Labor, for Cycle Time
  - Unattended Operations/Steps will estimate/capture BOTH Burden and Labor Costs for Setup Time
- Percent Efficiency: How efficiently the work detailed in the description of the Operation Code can be performed
  - If less than 100%, Cycle Time (at the Job Level) will be scheduled to take longer to complete than the amount of time listed
  - Example: If Efficiency is 80%, Cycle Time will be increased by 20% FOR SCHEDULING PURPOSES



**Estimated Cycle Time itself is not changed, just the amount of time it is expected to take on this particular Work Center/Step.**

- Scrap Percentage: The amount of expected scrap or wasted material that will occur during the Operation
  - If greater than 0, the system will calculate(during Job Material Processing) how many additional units need to be made to compensate for the anticipated scrapped pieces
    - At a minimum, you will be required to make one additional unit



**Since Scrap Percentages are cumulative on completed Routings, it is typically suggested to leave the value at 0 at this level and assign a single Scrap Percentage to each Routing as appropriate.**

- Team Size: The number of Employees it is estimated to take to perform the work detailed in the description of the Operation
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be increased accordingly
  - Scheduled Cycle Time will not be impacted
- Machines Run By Operator: The number of machines the Employee performing the work is capable of running at one time
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be reduced accordingly
- Machines Job Being Run On: The number of machines the scheduled Job can be worked on at the same time for a given Step
  - If greater than 1
    - Estimated Cycle Time is decreased (same number of Machine Hours spread across multiple machines)
    - Estimated Setup Time is increased (multiple machines must be prepared)

# How To Use the Enterprise E2 Shop System

- The Capacity Factor of Work Centers need to match this value in order for scheduling assumptions to be accurate
- Mark the option (checkbox) Eligible To Overlap With Other Routing Steps if work can begin on subsequent Steps before all the pieces have been completed on the current Step
  - If enabled, the system will schedule work to begin on the next Step once a pre-determined number of pieces have been completed on the current Step based on the Overlap Method
- Overlap Method: Determines how many pieces must be completed on the current Step before work will be scheduled to begin on the next one.
  - Automatic: System will schedule the next Step to complete its Setup process as soon as the first piece is completed on the current Step
    - If the Cycle Time on the next Step is FASTER than the Cycle Time of the current Step, it will build in a “head start” amount to ensure the next Step does not run out of Parts
    - There is no additional input required for this option
  - Hours: System will wait a specified length of time before scheduling the next Step
    - If selected, the number of hours to wait must also be designated in the Hours Completed field that will appear
  - Percent: System will wait until a specified percentage of pieces have been completed before scheduling the next Step
    - If selected, the percent that needs to be completed must be designated in the Percent Completed field that will appear
  - Pieces: System will wait until a specified number of pieces have been completed before scheduling the next Step
    - If selected, the number of pieces that need to be completed must be designated in the Pieces Completed field that will appear
  - None: Overlapping is disabled and the system will schedule the next Step to begin after all the pieces have been completed on the current Step



Each Step can have a different option with regards to Overlapping.

## Product Code (Base Table)

### Overview

- Groups Parts together based on a common point (material type, type of work required to make, etc.)
- One of two options available to drive A/R Billing details
  - REQUIRED if using QuickBooks Interface

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*G/L Account (multiple)

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- \*Customers (Required only if selected to drive A/R Billing)
- \*Quotes (Required only if selected to drive A/R Billing)
- \*Orders (Required only if selected to drive A/R Billing)
- \*A/R Invoices (Required only if selected to drive A/R Billing)

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Product Code can be up to 20 alpha-numeric characters
- Product Code provides the following default G/L Accounts on A/R Invoices, if selected to drive A/R Billing in Company Preferences. NOTE: Product Code must be used to drive A/R Billing if using QuickBooks Interface.
  - \*A/R Account
  - \*Cash Discount Account
  - \*Sales Account
  - \*Freight (Income) Account
- Of the default G/L Accounts provided, Sales is the one value that would not pull from Fiscal Year defaults if a Product Code was not present
  - It is possible that a source record was created without a Product Code if not originally selected to drive A/R Billing, but was later designated to do so
- If selected to drive A/R Billing, Sales information is driven by default based on what work is performed/what Parts are sold (each line items “inherits” the Product Code associated with the Part(s) assigned to the record)



**Product Code becomes a required field on other records when selected to drive A/R Billing in Company Preferences. Product Codes provide a valuable way of sorting and filtering production reports even if not selected to drive A/R Billing.**

## Prompt Codes (Base Table)

### Overview

- Determines the behavior of Collection Terminals regarding Prompts received and information required

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Collection Terminals

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Prompt Code can be up to 20 alpha-numeric characters

### **Prompts Grid**

- Prompt Sequence determines in which order Employees will receive Prompts at a Collection Terminal
  - Cannot edit sequence

# How To Use the Enterprise E2 Shop System

- Required – System requires a value to be entered for the Prompt when enabled
  - If value does not pull from Bar Code, Employee will be forced to enter one
  - Should also enable option to Show Prompt for Required Prompts unless a Default Response Value will be passed along
    - Would be only option ever possible if configured this way
  - The following Prompts are always required (Cannot disable option):
    - Employee Number
    - Action Number
    - Job Number
    - Work Center Number
  - All other Prompts can be optional or required as desired
- Show Prompt – Employee will be Prompted for input when enabled
  - Can be skipped without entering a value if not marked as Required



**Operation Number is the exception to this rule if Bar Codes are not being used.**

- If Step selected has an Operation Code associated with it, that value is used (No Prompt)
  - Step Operation Code is used even if a different Work Center is selected that has a Default Operation Code
- If Operation Code does not come from Step (none present or Step is skipped if not Required), the system will use the Default Operation Code of the Work Center selected if present
- If Operation Code does not come from Step or Work Center, Employee will be Prompted



**As with any Prompt, a Default Response Value will be used automatically (in place of any of the above scenarios) if one provided and Bar Codes are not used.**

- Prompt Caption provides a reference as to what information the system is Prompting for
  - Can be edited, but does not change the nature of the expected input
- Prompt At – Only applicable if Custom Prompts are created (See below for details)
  - When available, Custom Prompts can be set to Prompt at Start (Start Job) or Stop (Stop Job)
  - Standard Prompts list N/A and display as programmed (Cannot edit value)
- Default Response Value is value used by system if a specific value should always be used
  - Employee will not see Prompt, even if marked Show Prompt
  - Time Records entered on Collection Terminals associated with Prompt Code will use selected Value
- In Prompt Details:
  - Default Text for Prompt Messages displayed for each Language Code
    - Can edit text for any Language Code
  - Prompt Message (Long) – Display message for Shop Application (PC Monitor)
  - Prompt Message (Short) – Display message for wall-mounted clocks

## Use of Bar Codes

As indicated above, it is possible to utilize Bar Codes to provide input for certain Data Collection transactions

- Employee Badges:
  - Scan Bar Code for initial Prompt to Enter Employee Number
- Job Travelers:

# How To Use the Enterprise E2 Shop System

- If work being performed on a Routed Step is proceeding as listed on Traveler
  - Scan Bar Code located at the appropriate Step when Prompted for Job Number (after Start Job)
  - Step Level Bar Code contains the following information (if provided in Step Details)
    - Job Number
    - Step Number
    - Work Center (Number)
    - Operation (Number)
  - Scanning this Bar Code provides all four inputs at one time (if all are present)
    - Employee will not be Prompted for any other values at Start Job unless Custom Prompts have been created
  - If any of the four inputs are missing, the system will look for Default Response Values
  - If the input cannot be found in either location, the Employee will be Prompted for a value
  - If the Collection Terminal Settings call for Work Center/Operation Defaults to override Bar Code information, the system will look first to any Default Response Values for these inputs and then use the Bar Code if needed
    - As above, if the input cannot be found in either location, the Employee will be Prompted for a value
- If work being performed is not following the expected process
  - Scan Bar Code located at the top of the Traveler when Prompted for Job Number (after Start Job)
  - Scanning this Bar Code provides Job Number only
  - Employee will then be Prompted for Step Number, Work Center, and (possibly) Operation Number
    - Would not be Prompted if Default Response Value is present



**Consider making Bar Coded lists of Work Centers and “standard” Step Numbers (10, 20, 30, etc.) available by Collection Terminals if you would like Employees to have the ability to scan individual values (if needed), as opposed to selecting them from drop-downs or entering them via keyboard.**

## Use of Passwords

For security purposes, it is possible to require Employees to enter a password when accessing a Data Collection Terminal

- If required, Password comes from the User Code associated with the Employee record
  - If multiple Employees “share” the same User Code, they would all use the same Password
  - To have unique Passwords for everyone, each Employee would need their own User Code
- Universal Password Requirement
  - Make Employee Password Prompt a Required value on Prompt Code(s) used on all Data Collection Terminals
  - Every Employee would be Prompted for a Password before they could perform any transactions of any kind
- Collection Terminal-Specific Password Requirement
  - Make Employee Password Prompt a Required value on Prompt Code(s) used on specific Data Collection Terminals
  - Some Collection Terminals could require all Employees using it to enter a Password while other Terminals may not
- User-Specific Password Requirement
  - Enable option on User Code Settings (Login/Logout) to Prompt For Password at Clock
  - Only Employees associated with User Code(s) configured this way would be Prompted for Password

# How To Use the Enterprise E2 Shop System

- Example: ADMIN and Manager-Related User Codes may be Prompted but not “standard” Shop Users
  - Useful way to prevent accidental use of E2 Office Seat Licenses
- As noted above, if multiple Employees “share” the same User Code they would all use the same Password

## Custom Prompts

Custom Prompts can be created to capture information not already available as a Prompt, if desired

- Go to System | User-Defined Maintenance
- Edit Operation Code
- Remove the check from the Hidden option for any value you would like to use as a Custom Prompt
  - If Prompting for Text fields, Employees will need access to a keyboard
    - Value Lists will not be available to select from as a drop-down
- Edit any Prompt Code(s) the Custom Prompts should be available on
- Enable the Show Prompt option for the Custom Prompts if Employees are to enter values
  - Set Prompt At Start in order to receive Prompt when Starting Job
  - Set Prompt At End in order to receive Prompt when Stopping Job
- Customer Prompt input values can be seen on Time Ticket Details
  - They will not print on any report, as they are pulling from User-Defined fields
- To allow Employees to enter information that can be viewed on the Time Ticket Summary, show the Notes Prompt
  - Appears when Stopping Job and allows ability to type notes about that Step

## General Notes

- If changes are made to Prompt Codes, each Collection Terminal application, needs to be re-started in order to apply the new settings
- New Systems come with a Prompt Code of DEFAULT already present

## Rate Codes (Base Table)

### Overview

- Defines rates used for costing and sales price calculations

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Employees (Payroll)
- \*Work Centers (Burden/Labor/Billing)
- \*Manufactured Parts (Billing)

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### General Tab

- \*Rate Type determines where the Rate Code will be used
  - Billing Rates are used on Work Centers and Manufactured Parts



# How To Use the Enterprise E2 Shop System

- If the Billing Rate is marked to be the Company Labor Rate (checkbox) it is used on Work Centers to capture estimated labor costs (Required)
- If the Billing Rate is marked to be the Company Burden Rate (checkbox) it is used on Work Centers to capture estimated burden costs (Required)
- If the Billing Rate is NOT marked as either “Company Rate”
  - It can be used on Work Centers to determine the Sales value of Setup and Cycle Times
  - It is used (Required) on Manufactured Parts to designate which Sales value to pull from. It is associated with Work Centers (on Routing Tab) to utilize in the calculation of a suggested sales price of the Part if the Billing Rate option (Option 1) has been selected on the Sales Tab of that Part
- Payroll Rates are used on Employee records to track actual labor costs
- \*Rate Code can be up to 20 alpha-numeric characters
- \*Rate Number can be a whole numeric value between 1 and 255
  - Can be system-generated or entered manually
  - Cannot have duplicate Rate Number and Rate Type combinations

# How To Use the Enterprise E2 Shop System

## Default Records

- New Systems come with the following Rate Codes already present (for use on Work Centers)
  - BURDEN
  - LABOR

## Reason Codes (Base Table)

### Overview

- Defines codes used to note why Parts are marked as Suspect or to explain why an Inventory Adjustment is made.

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Time and Attendance Records
- Internal Rejections
- Inventory Adjustments
- Non-Conformance Forms (requires Quality Module)

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- Reason Code provides information to help explain Suspect Parts or why an Inventory Adjustment is being made
  - Suspect Parts are turned in on a Time and Attendance Ticket, either manually or through a Data Collection device entry
  - Inventory Adjustments are made when Inventory is added or subtracted outside of Purchasing, such as:
    - When setting up E2, there is Inventory on hand that needs to be added to the records
    - A physical count reveals more or less of an item than is currently reflected in E2
    - Etc.
- \*Reason Code can be up to 20 alpha-numeric characters
- \*Reason Number is system-generated, but can be edited (Minimum Value = 1)
  - Can be system-generated or entered manually
  - Cannot have duplicate Reason Numbers

### Default Records

- New E2 Systems do not come pre-loaded with defined Reason Codes.

## Service Codes (Base Table)

### Overview

- Provides default information for Outside Service routing Steps

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

# How To Use the Enterprise E2 Shop System

- Vendor Codes
- G/L Accounts

## Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Outside Service Grids (Examples):
  - Quotes
  - Manufactured Parts
  - Jobs



**While not a required field, *per se*, Service Codes will auto-populate key values on Outside Service Steps when selected and are highly recommended for use.**

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

## General Tab

### Service Sub-tab

- \*Service Code can be up to 20 alpha-numeric characters
- \*Service Number can be up to 10 numeric characters
- Scrap Percent represents the amount of expected scrap or wasted material that will occur during the service process
  - If greater than 0, the system will calculate(during Job Material Processing) how many additional units need to be made to compensate for the anticipated scrapped pieces
    - At a minimum, you will be required to make one additional unit



**Since Scrap Percentages are cumulative on completed Routings, it is typically suggested to leave the value at 0 at this level and assign a single Scrap Percentage to each Routing as appropriate.**

- Unit Of Measure Weight is the default unit the system will use when determining how heavy items are
  - The system will use the Part Weight associated with the items being made in conjunction with this value to create Outside Service Packing Lists if you choose to use them
- Description information will appear by default on Purchase Orders created for Outside Service Requirements
- Waiting For Vendor Cost Analysis – Indicates the need to run the Vendor Cost Analysis as a result of one or more Vendor RFQs being created from the Service Code
  - Given the wide variety of shapes and sizes of Parts, it is more likely that Vendor RFQs would be created for specific Outside Service Steps
- Consumes Raw Material – Indicates whether material will be physically altered during the service process
  - Material Consumption determines when material cost is applied to Jobs
    - The option to perform Incremental Job Costing impacts when material is seen as Consumed
      - Incremental Job Costing = Yes: Material Consumed as time entered/PO created for first Routed Step marked to Consume Material
      - Incremental Job Costing = No: Material Consumed immediately upon being Posted to Job
- Certifications Required – Makes notation on PO for Service if Certifications are required for the work performed

# How To Use the Enterprise E2 Shop System

- Also allows printing of Certification for Customer Order
- Ignore Vendor Minimum Charge – Allows for the creation of PO for service even if it falls below the Vendor’s stated minimum order amount

## **Vendors Sub-tab**

- Select Vendors that provide the service detailed on the Service Code
  - One Vendor must be marked as the Default service provider
    - The Default Vendor and associated details will auto-populate Outside Service Grids when the Service Code is selected
  - Markup Percent is used by the system to determine what the Sales Price should be for the service
    - Used in Billing Rate Method of determining suggested Sales Price of Manufactured Parts
    - Used on Job Cost Summary when viewing Time & Material costs and suggested Sales values
  - G/L Account (Purchasing) – Default G/L Account that will be used on POs for the service
  - Lead Time is used by Scheduling Codes to determine how long it will take for Parts to be returned from service Vendors
  - Price By Weight – Select if the Vendor prices the service based on the weight of the Parts sent to them, as opposed to a per piece or Lot charge
  - Vendor Part Number represents the Part Number (name) the Vendor uses to refer to the service being offered or the Part being serviced, if different than the information already in the system
  - Need Pricing - Mark this option to indicate the need to create a Vendor RFQ for the Service
  - Enter Quantity Breaks and related cost information in the Sub-details of each Vendor listed if possible



**Unless a service is being priced by weight, it may be difficult to list specific quantities and costs due to the potentially wide variety of sizes and shapes of items that could be sent. This is the same reason most RFQs for services will likely be generated from a specific Routed Step.**

## **Scheduling Sub-tab**

- Eligible To Overlap With Other Routing Steps – Allows Service Step to Overlap with the next Routed Step
  - Most Service Steps would likely not be eligible for Overlapping given the fact Parts would need to be delivered in many “batches” to keep scheduling correct
  - If enabled, select the desired Overlap Method
- Overlap Method determines how many pieces must be completed on the current Step before work will be scheduled to begin on the next Step
  - Automatic: The system will schedule the next Step to complete its Setup process as soon as the first piece is completed on the current Step
    - If the Cycle Time on the next Step is FASTER than the Cycle Time of the current Step, it will build in a “head start” amount to ensure the next Step does not run out of Parts
    - There is no additional input required for this option
  - Hours: The system will wait a specified length of time before scheduling the next Step
    - If selected, you must also designate the number of hours to wait in the Hours Completed field that will appear
  - Percent: The system will wait until a specified percentage of pieces have been completed before scheduling the next Step

# How To Use the Enterprise E2 Shop System



- If selected, you must also designate the percent that needs to be completed in the Percent Completed field that will appear
- Pieces: The system will wait until a specified number of pieces have been completed before scheduling the next Step
  - If selected, you must also designate the number of pieces that need to be completed in the Pieces Completed field that will appear
- None: Overlapping is disabled and the system will schedule the next Step to begin after all the pieces have been completed on the current Step

## **Shift Codes (Base Table)**

### **Overview**

- Sets up default shifts during which work is expected to be completed

### **Source Record(s)**

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Break Codes

### **Destination Record(s)**

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Employees
- \*Scheduling Codes
- Work Centers
- (Outside Service) Vendors
- Company Code (Company Maintenance)

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

#### **General Tab**

- \*Shift Code can be up to 20 alpha-numeric characters
- \*Shift Begin Time represents the time of day the shift is scheduled to start
- \*Shift End Time represents the time of day the shift is scheduled to end
  - Entered in non-military format
  - Use AM or PM to designate morning from evening
- If Breaks (Break Codes) are assigned to the Shift Code:
  - Employee records will auto-populate with the Breaks (along with the defined Start and End Times) if the Shift Code is assigned to them
    - Result of Break Code on Employee depends on whether Auto Breaks are enabled
  - Scheduling Codes will auto-populate with the Breaks (along with defined Start and End Times) if assigned to them
    - Scheduling Engine will assume no work is being performed during break(s) and will extend the length of the schedule by the length of the break(s)

# How To Use the Enterprise E2 Shop System

- Rollback Calculation provides the system with the logic of how to handle time past midnight on shifts that are scheduled to span two days
  - Example: Shift Starts at 09:00 PM and Ends at 04:00 AM the following day
  - Rollback Calculation would be set as follows:
    - Begin Time: 12:00 AM
    - End Time: 04:00 AM
  - Time worked between midnight and 4:00 AM will be associated with the day the shift began
  - Time worked after 4:00 AM will be associated with the day the shift ended
- NEW Systems will have a default Shift Code of 1<sup>st</sup> Shift from 09:00 AM to 05:00 PM



**Shifts that will be used in conjunction with each other should not overlap one another. For example, if you run two “standard” shifts all week long, the Begin Time of the second shift should be the same as (or after) the End Time of the first shift (no overlap). If you work varying shifts throughout the week (weekdays vs. weekends for example) create additional Shift Codes to use as defaults for each time frame. With this functionality it is possible to create a unique default set of shifts for each day of the week, if desired.**

## Shipping Codes (Base Table)

### Overview

- Provides details regarding options of getting material and Parts delivered to or from your shop

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- Vendor Codes

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Packing Lists
- Outside Service Packing Lists
- Vendor Returns
- Customer Records
- Vendor Records

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Shipping Code can be up to 20 alpha-numeric characters
- Description information prints on Job Traveler Ship Via field
  - Does not change based on Shipping Service selected (UPS & FedEx only)
- Mark Add Insurance checkbox if Declared Value should be used to determine cost of carrier insurance
- Shipping Service is available for UPS and FedEx only
  - Hard-coded options based on services offered by these carriers

# How To Use the Enterprise E2 Shop System

- Description does NOT change based on selection made
- Container Weight Maximum represents the maximum weight of a single container the carrier will transport in terms of Weight Unit of Measure
  - If a Container exceeds this weight, the system will prompt the User to edit the Packing List (or appropriate record)
  - Must select a different Shipping Code or re-distribute weight in Containers
- \*Unit Of Measure Weight – Determines how heavy a Container can be in relation to Maximum Weight value
  - Values are hard-coded and cannot be edited
- Enter information useful for tracking deliveries in Shipment Tracking Website fields
  - URL used on Containers Tab to connect to carrier's tracking page

## General Notes

- New Systems come with the following Shipping Codes already present:
  - FEDEX (FedEx Ground)
  - UPS (UPS Ground)
  - USPS (USPS Priority)

## Tax Codes (Base Table)

### Overview

- Calculates sales tax on Sales or Purchases
- Can represent one or more taxing authority on a given record

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*G/L Accounts (Tax Liability)
- G/L Accounts (Taxable items)

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Customers
- Vendors
- Quotes
- Orders
- Purchase Orders
- Invoices (A/R and A/P)

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### General Tab

- \*Tax Codes can be up to 20 alpha-numeric characters
- \*Tax Liability G/L Account represents the G/L Account that calculated tax amounts are entered against
  - This would typically be a liability account on A/R Invoices

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- This would typically be a Sales account on A/P Invoices



**Given the fact Tax Codes can be associated with both Sales and Expense-related transactions, we suggest creating separate Tax Codes for Vendors and Customers to avoid charging taxes against the incorrect Liability Account by mistake.**

- If the option “All G/L accounts are taxable” is selected, the listed Tax Percent will be applied to every item on the record
- If the option “All G/L accounts are taxable” is not selected, the listed Tax Percent will be applied only to items on the record that correspond to a G/L Account listed as taxable in the Grid “Taxable G/L Accounts”
- Multiple Tax Codes can be assigned to records as needed

## Terms Codes (Base Table)

### Overview

- Provides billing details regarding due date and discounts (if offered)
- Interchangeable for both Sales (Customer) and Purchase (Vendor) transactions
  - Required with use of Accounting Module

### Source Record(s)

This Table does not rely on/pull from any other record

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field [on the Destination Record]):

- \*Invoices (A/R and A/P)
- Vendors
- Customers
- Quotes
- Purchase Orders
- Orders

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Terms Code can be up to 20 alpha-numeric characters
- Discount Percent represents the discount being offered if the associated invoice is paid within the defined terms
- Late Charge Percent would only be applicable for A/R Invoices and is currently for reference purposes only. Late Charges must be manually calculated and applied.
- Discount Period represents the amount of time available in which an invoice can be paid and still receive the stated discount
  - See Method of Calculation below for additional information on how this value is used
- Net Due Period represents the amount of time an invoice can remain unpaid before it is considered to be past due
  - See Method of Calculation below for additional information on how this value is used
- \*Method of Calculation Options

# How To Use the Enterprise E2 Shop System

- Method of Calculation 1
  - Discount Period value represents the number of days (from the Invoice Date) the stated Discount Percentage can be applied by
    - If an invoice is paid within the stated number of days (from the Invoice Date), the system will automatically calculate and apply the discount accordingly
  - Net Due Period value represents the number of days (from the Invoice Date) the invoice can be paid prior to being considered Past Due
- Method of Calculation 2
  - Discount Period value represents the specific day of the following month the stated Discount Percentage can be applied by
    - If an invoice is paid by the specific day of the month specified, the system will automatically calculate and apply the discount accordingly
  - Net Due Period value represents the specific day of the following month that the invoice can be paid prior to being considered Past Due
- The system loads several Terms Codes by default, which can be edited as desired

## **Territory Codes (Base Table)**

### **Overview**

- Allows for tracking of Sales by customized Territories

### **Source Record(s)**

- This Table does not rely on/pull from any other record

### **Destination Record(s)**

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Quotes
- Orders
- A/R Invoices

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

#### **General Tab**

- \*Territory Code can be up to 20 alpha-numeric characters
- Salesmen – Default Salesmen associated with the Territory

## **Triggers (Base Table)**

### **Overview**

- Receives automated notifications of specified events

### **Source Record(s)**

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- User Codes

# How To Use the Enterprise E2 Shop System

- Contact Information (Customers and Vendors)
- SQL Statements will pull from records throughout the system

## Destination Record(s)

This does not pull to any other area of the software

- Once configured, Triggers simply provide alerts to designated Users or Contacts

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Area represents the System Area the Trigger is monitoring
- \*Trigger Code can be up to 20 alpha-numeric characters
- \*Trigger Type indicates how the Trigger information will be delivered
  - Internal Message – Sent to User Code within E2
  - Email – Sent to designated email address
    - Option to Use Associated Contact For Recipient Information becomes available when this option selected
    - Will use the email of the person listed as the designated Contact on the Customer or Vendor record as appropriate
  - Fax – Sent via fax if a Fax Server is connected to the PC running the Trigger
  - Task – Creates Task in Contact Management
  - Appropriate Tab will display for configuration purposes based on Trigger Type selected
- \*SQL Statement – The SQL command carried out by the system when the triggered event occurs
- Some Triggers may allow for attached Forms
  - Select from drop-down menus when available as appropriate

### Schedule Tab

- \*Start Date is the date the Trigger will begin monitoring for the triggered event
  - Defaults to the current day's date
  - Can be edited
- End Date represents the date the Trigger will stop monitoring the system if it is continuous
  - Defaults to the current day's date
  - Can be edited
- \*Interval Size is the value that represents how long the Trigger will take between notifications (in terms of Interval Unit)
  - The default Size is 10, but it can be edited
- \*Interval Unit determines how long the Trigger will take between notifications in relation to Interval Size
  - Options for Interval Unit are
    - SECOND
    - MINUTE
    - HOUR
    - DAY
    - WEEK
    - MONTH
    - YEAR

# How To Use the Enterprise E2 Shop System

- The default Unit is Minutes
- Mark the option to Delete Trigger After First Successful Occurrence if the Trigger should only notify of the designated event one time

## Notification Tab

- This Tab will change based on the Trigger Type selected
- Enter the appropriate notification-related information based on the option selected
- Common items to select include
  - To, CC, and BCC fields (Internal Message and Email)
  - Subject (Internal Message and Email)
  - Message/Cover Page Message
  - Task Type (Tasks)
- On Internal Messages, Emails, and Faxes can edit Message field
  - Edit manually
  - Use Fields drop-down at bottom of page to select additional values to display in message
    - Select an existing field value and the appropriate details will populate the Triggered message

## Using Triggers

- Triggers can be created in multiple ways
  - Manually create Trigger (New Trigger button)
    - When Area is selected system automatically populates SQL Statement
    - Edit SQL Statement manually
    - Use Trigger Wizard
    - Use a default Trigger that comes with the System
    - New Trigger From Template
    - Select from existing list
    - Default Triggers need to be edited to specify whether they should be Global or record-specific
      - Click the Search Icon (Binoculars)
      - Click YES to include all values (Global Trigger)
      - Click NO to make Trigger record-specific
      - Use Search Grid to select record
  - Edit an existing Trigger
    - Edit a Template Trigger by modifying SQL Statement
    - Manually edit
      - Click HotSpot Wizard icon to use query wizard
      - Cannot Edit Area
    - Copy a Trigger in the Table List
      - Both SQL Statement and Area can be edited
- Once configured, no additional action is needed
  - Triggers will automatically monitor system for Triggered Event and send notification(s) accordingly
  - E2 Service must be running for Trigger to function
  - Verify contact information (Email address, Internal Messaging enabled, etc.)

# How To Use the Enterprise E2 Shop System



If multiple Triggers are active at one time, your system - and possibly even your network - could suffer a reduction in performance depending on hardware capabilities and the number of Triggers enabled.

## Vendor Types (Base Table)

### Overview

- Groups Vendors together by products or services provided
- Provides default G/L Account for Purchasing-related records

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- G/L Accounts

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- Vendors

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

#### General Tab

- \*Vendor Type can be up to 20 alpha-numeric characters
- Expense G/L Account will auto-populate the Expense G/L Account on NEW Vendor records associated with the Vendor Type

## Work Codes (Base Table)

### Overview

- Groups Customers together based on a common point (industry type, type of work provided, etc.)
- One of two options available to drive A/R Billing details
  - If using QuickBooks Interface, this option cannot be selected to drive A/R Billing

### Source Record(s)

This Table relies on/pulls information from the following records (An asterisk [\*] indicates a required field on this Table):

- \*G/L Account (multiple)

### Destination Record(s)

This Table is used on the following records (An asterisk [\*] indicates this Table is a required field on the Destination Record):

- \*Customers (Required only if selected to drive A/R Billing)
- \*Quotes (Required only if selected to drive A/R Billing)
- \*Orders (Required only if selected to drive A/R Billing)

# How To Use the Enterprise E2 Shop System

- \*A/R Invoices (Required only if selected to drive A/R Billing)

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):

### General Tab

- \*Work Code be up to 20 alpha-numeric characters
- Work Codes provide the following default G/L Accounts on A/R Invoices if selected to drive A/R Billing in Company Preferences
  - \*A/R Account
  - \*Cash Discount Account
  - \*Sales Account
  - \*Freight (Income) Account
- Of the default G/L Accounts provided, Sales is the one value that would not pull from Fiscal Year defaults if a Work Code was not present
  - It is possible that a source record was created without a Work Code if not originally selected to drive A/R Billing, but was later designated to do so
- If selected to drive A/R Billing, Sales information is driven by default based on whom work is performed for (each line items “inherits” the Work Code associated with the Customer Code assigned to the record)
  - Work Code cannot be used to drive A/R Billing when using QuickBooks Interface. Select Product Code in this case.



**Work Code becomes a required field on other records when selected to drive A/R Billing in Company Preferences. Work Codes provide a valuable way of sorting and filtering production reports, even if not selected to drive A/R Billing.**

# How To Use the Enterprise E2 Shop System

## ***Fiscal Years***

**Location:** G/L | Fiscal Years

### **Overview**

- Defines Fiscal Year for accounting purposes
  - Years can be defined differently if needed
  - Post Periods to print finalized financial reports
    - Balance Sheet
    - Income Statement
    - Trial Balance
    - General Ledger Summary

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \*Fiscal Year can be up to 50 alpha-numeric characters
- \*Fiscal Year Begin Date is when the year being defined will begin for accounting purposes
  - Can be any month
  - Must be the first day of the month
- \*Fiscal Year End Date represents when the fiscal year being defined will end for accounting purposes
  - Can be any month
  - Can be any day of the month
- Period Creation options
  - Use 12 Periods (Monthly Periods)
    - Starts at designated Begin Date and creates 12 monthly Periods
  - Total Days In Period
    - Designate how many days each Period should have
    - System creates as many Periods as necessary between Begin Date and End Date to accommodate the number of days designated
    - Last Period may be longer or shorter to hit exact End Date
  - Click Set Periods to have system create Periods based on selected option
- Period Grid contains the list of Periods for the Fiscal Year
- Click the Post Icon (Green Arrow) to Post a specific Period
  - Cannot enter accounting records into a Posted Period (with the exception of a Journal Entry)
  - Period must be Posted for financial reports listed previously to print accurately
  - Unpost a Period to enter additional accounting records or edit existing ones
    - If Period has been Locked (Padlock icon) it cannot be Unposted
    - Only lock Periods that will not need to be edited as there is no Unlock option in the system
- Period Number is assigned by the system
  - Can be edited
- Begin and End Dates of specific Periods can be adjusted
  - Following Period adjusts automatically to match

# How To Use the Enterprise E2 Shop System



## Accounts Tab

- Designate the default G/L Accounts the system will use on accounting records if individual records do not have the necessary values
- Each Fiscal Year can have different default values
- There is no default Sales Account for A/R Invoices
  - Product Codes or Work Codes provide that default value

## Process Year

- Click the Process Year icon to close out the current Fiscal Year
  - All Periods must be Posted
  - Current Earnings closed and rolled into Retained Earnings
  - No accounting records can be entered into a closed Year (includes Journal Entries)
  - Financial reports can be printed for closed Years

# How To Use the Enterprise E2 Shop System

## ***Company Maintenance***

**Location:** System | Company Maintenance

### **Overview**

- Designates default information for your Company
  - Contact Information
  - Default Holidays and Company Work Shifts

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \*Company Code can be up to 20 alpha-numeric characters
- \*Company Name can be up to 50 alpha-numeric characters
- \*Fiscal Year Code indicates the current Fiscal Year for accounting purposes
  - Accounting records cannot be entered for date prior to current Fiscal Year
- Enter contact information for your Company
- Divisions Grid
  - Define Divisions for use on Income Statement-related G/L Accounts if needed
  - Divisions defined here will be available when creating G/L Accounts

### **Addresses Tab**

- Create as many Addresses as necessary for Billing, Shipping, and Remittance
  - If Address is used for multiple purposes select SHARED as Address Type
- \*Select Default Remittance and Shipping Location Codes (Addresses) at the bottom of the screen
  - Can be the same Location Code (Address)

### **Logo Image Tab**

- Assign the path to the image file the system can use to print Company Logo on specified forms
  - Designate which forms to print the logo on in Company Preferences (Forms | Print Logo On)
  - .bmp and .jpg files are supported by the system

### **Holidays Tab**

- List the Holidays your shop will observe
  - Must designate dates manually each year
  - Shop will be considered Closed on designated dates for Scheduling purposes

### **Scheduling Tab**

#### ***Calendar Sub-tab***

- Use the Days Of The Week Grid to specify the Company's default availability for scheduling purposes
  - Will provide default Shift values for Employees, Work Centers, and Schedule Codes
- Use the Specific Dates Grid to specify exceptions to the default Days Of The Week settings

#### ***Breaks Sub-tab***

- Designate Company-wide Breaks that should be used as default values for Employees

# How To Use the Enterprise E2 Shop System

## *Company Preferences*

Location: System | Company Preferences

### Overview

- Determines behavior of many areas of the system
- Preferences will do one of the following:
  - Designate default action to take (Yes/No)
  - Designate default record to use
  - Designate default value to use (Non-record input)

### Primary Preferences

While all Preference Settings impact the behavior of the system and should be considered accordingly, some undoubtedly have greater impact than others. Of particular note are the following options due to the impact they can have on costs and/or the production process:

- Accounting
  - Customer Billing G/L Coding Driven By
  - Company Burden Rate Code
  - Company Labor Rate Code
  - Default Currency Code (If not US Dollar)
- Data Collection
  - Validation Settings (If using Data Collection devices)
    - Validate Quantity Reported
    - Validate Quantity Reported On First Step
    - Validate Routing Step Status Before Starting New Step
    - Job Requirements Must Be Filled Before Start Job
- Inventory
  - Inventory Allocation Method
  - Fill Requirements From Bins
  - Fill Requirements From Stock Jobs
  - Automatically Perform Inventory Transfer
- Order Entry
  - Default Customer Code For Stock Jobs
  - Require Ready To Ship Status Prior To Packing List
  - Require Ready To Transfer Status Prior To Stock Job Transfer
  - Remove Open Job Requirements When Job Is Closed



**While not a Company Preference, it is important to consider whether the option to Track Consumed by Reported Pieces is enabled at the Part Level as well, especially with regards to Order Entry settings.**

# How To Use the Enterprise E2 Shop System

## Auto-numbers

### Overview

- Determines which records the system will automatically assign record numbers for

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Attendance Codes
- \*Break Codes
- \*Collection Terminals
- \*Corrective Actions
- \*Customer Returns
- \*Customer RFQs
- \*Documents
- \*Employees
- \*Feedbacks
- \*Internal Rejections
- \*Invoices (A/R only)
- \*Inspections
- \*Journal Entries
- \*Material Allocations
- \*Non-Conformances
- \*Operations
- \*Orders
- \*Packing Lists
- \*POs (Purchase Orders)
- \*Preventive Actions
- \*Quotations
- \*Reason Codes
- \*Receivers
- \*Service Codes
- \*Stock Job Transfers
- \*Outside Service Packing Lists
- \*Vendor RFQs
- \*Vendor Returns
- \*Work Centers

### Related Preferences/Settings

- Next Number Maintenance

# How To Use the Enterprise E2 Shop System

- Designate the numeric value the system should start with in Next Number Maintenance for each record enabled

## Initial Setting

The default value for this Preference (all options) is initially set to YES

## Functional Notes/Points of Consideration

- Record Numbers must be unique values
- Two records of note are not listed here
  - Jobs: Job Number Creation Method selected under Order Entry Preferences
  - Checks: Next Check Number is set in the appropriate Bank Code

## Accounting

### Match Invoice With Packing List Number

#### Overview

- Automatically forces A/R Invoice Numbers to match the related Packing List Number

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- A/R Invoices

#### Related Preferences/Settings

- Auto-numbers/Next Number Maintenance
  - If this option is enabled it will override Auto-numbering details even if A/R Invoices are set to YES

#### Initial Setting

The default value for this Preference is initially set to YES

#### Functional Notes/Points of Consideration

- If an Invoice Number already exists that matches a Packing List Number selected to create an Invoice for, the system will assign the Packing List Number with a “dash 1” at the end of it as the new Invoice Number

### Customer Billing G/L Coding Driven By

#### Overview

- Determines whether system looks to Work Code or Product Code for A/R Invoice details
  - If using QuickBooks Interface, Product Code must be selected

#### Source Record(s)

This Preference does not rely on/pull from any other record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*A/R Invoices

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to W (Work Code)

## Functional Notes/Points of Consideration

- Jobs can have both Work Code and Product Code present
  - Not mutually exclusive
- Preference merely determines which code A/R Invoice looks to for the following G/L Accounts
  - A/R
  - Cash Discount
  - Sales
  - Freight (Income)
- The option selected here becomes a Required Field on Orders

## Interest Earned G/L Account

### Overview

- Provides default G/L Account used during Bank Reconciliation for Interest Income

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- G/L Accounts

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Bank Reconciliation

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK (No Value)

### Functional Notes/Points of Consideration

- When dollar value entered during Bank Reconciliation for Interest Earned:
  - System will automatically create a Journal Entry to account for it
    - If Preference left blank, the system will prompt for a G/L Account when Bank Reconciliation is processed

# How To Use the Enterprise E2 Shop System

## Service Charge G/L Account

### Overview

- Provides default G/L Account used during Bank Reconciliation for Service Charges (expense)

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- G/L Accounts

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Bank Reconciliation

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK (No Value)

### Functional Notes/Points of Consideration

- When dollar value entered during Bank Reconciliation for Service Charge:
  - System will automatically create a Journal Entry to account for it
    - If Preference left blank, the system will prompt for a G/L Account when Bank Reconciliation is processed

## Bank Code A/R

### Overview

- Provides default Bank Code to use on Cash Receipts

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Bank Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Cash Receipts

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK (No Value)

### Functional Notes/Points of Consideration

- If left blank the User will have to select a Bank Code for each Cash Receipt created

# How To Use the Enterprise E2 Shop System

## Bank Code A/P

### Overview

- Default Bank Code to use on Cash Disbursements (Checks)

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Bank Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Cash Disbursements

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK (No Value)

### Functional Notes/Points of Consideration

- If left blank the User will have to select a Bank Code for each Cash Disbursement created

## Federal Tax ID Number

### Overview

- Company Federal Tax ID

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference does not impact any other record

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK (No Value)

### Functional Notes/Points of Consideration

- This value is for reference purposes

## Company Burden Rate Code

### Overview

- Designates Burden Rate Code for use on Work Centers

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

# How To Use the Enterprise E2 Shop System

- Rate Codes

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Work Centers

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to BURDEN

## Functional Notes/Points of Consideration

- BURDEN Rate Code is already present in New Systems
- The dollar amount of Burden is designated on each Work Center

## Company Labor Rate Code

### Overview

- Designates Labor Rate Code for use on Work Centers

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Rate Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Work Centers

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to LABOR

### Functional Notes/Points of Consideration

- LABOR Rate Code is already present in New Systems
- The dollar amount of estimated Labor is designated on each Work Center

## Default Currency Code

### Overview

- Provides default Currency Code for use on new records with dollar values

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Currency Codes

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Any record dealing with dollar values, including, but not necessarily limited to:
  - \*G/L Accounts
  - \*Customers
  - \*Vendors
  - \*Orders
  - \*Purchase Orders
  - \*Vendor Request For Quotation
  - \*Invoices (A/R and A/P)
  - \*Cash Receipts
  - \*Cash Disbursements

## Related Preferences/Settings

- Allow Multiple Currencies
  - If Multiple Currencies are not allowed, only the Default Currency Code will be available for use throughout the software

## Initial Setting

The default value for this Preference is initially set to USA

## Functional Notes/Points of Consideration

- The following Currency Codes are already present in New Systems
  - USA
  - CANADA
  - MEXICO

## Allow Multiple Currencies

### Overview

- Determines ability to complete transactions with foreign currencies

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Any record dealing with dollar values, including, but not necessarily limited to:
  - \*G/L Accounts
  - \*Customers
  - \*Vendors
  - \*Orders
  - \*Purchase Orders
  - \*Vendor Request For Quotation

# How To Use the Enterprise E2 Shop System

- \*Invoices (A/R and A/P)
- \*Cash Receipts
- \*Cash Disbursements

## Related Preferences/Settings

- Default Currency Code
  - If Multiple Currencies are not allowed, only the Default Currency Code will be available for use throughout the software

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- The following Currency Codes are already present in New Systems
  - USA
  - CANADA
  - MEXICO

## Data Collection

### Validation Settings: Flag User On Closed Jobs

#### Overview

- Determines whether Real-time Data Collection Users can clock onto Closed Jobs

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

#### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

#### Initial Setting

The default value for this Preference is initially set to YES

#### Functional Notes/Points of Consideration

- When enabled (set to Yes), Employees will not be allowed to clock onto Closed Jobs when using Real-time Data Collection Devices
- Time And Attendance records entered “manually” (in Shop Floor Control portion of system) do not produce a prompt regardless of this Preference setting (time can be entered against Closed Jobs)

### Validation Settings: Flag User On Planned Jobs

#### Overview

- Determines whether Real-time Data Collection Users can clock onto Planned Jobs

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Preference does not rely on/pull from any other record

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- When enabled (set to Yes), Employees will not be allowed to clock onto Planned Jobs when using E2 Shop Application
- Time And Attendance records cannot be entered “manually” (in Shop Floor Control portion of system) against Planned Jobs regardless of this Preference setting

## Validation Settings: Validate Quantity Reported

### Overview

- Controls the quantity entered as “Pieces Good” throughout production

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to NO

### Functional Notes/Points of Consideration

- If enabled, Employees can only enter a combined Quantity of Accepted and Suspect that is equal to or less than the total Quantity of the previous Step
- If not enabled, any Quantity can be entered at each Step

## Validation Settings: Validate Quantity Reported On First Step

### Overview

- Controls the quantity entered as “Pieces Good” on initial Step

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Preference does not rely on/pull from any other record

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- If enabled, Employees can enter a combined Quantity of Accepted and Suspect that is greater than the listed Quantity To Make
  - It is possible to allow additional pieces to be turned in on the initial Step (this Preference = Enabled) but prevent future Steps from entering a quantity greater than the initial value provided (Validate Qty. Reported = Enabled)
- If not enabled, Employees can only enter the Quantity To Make or less as the total Quantity for the initial Step

## Validation Settings: Validate Routing Step Status Before Starting New Step

### Overview

- Controls order of production process

## Source Record(s)

This Preference does not rely on/pull from any other record

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- If enabled, Employees cannot proceed to next routed Step until current Step has been completed
  - All Pieces accounted for (Accepted/Suspect)
  - Step manually Closed
- If not enabled, Employees can enter time against any Step, in any order

# How To Use the Enterprise E2 Shop System

## Validation Settings: Job Requirements Must Be Filled Before Start Job

### Overview

- Controls when job can be started

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

### Related Preferences/Settings

- Automatically Perform Inventory Transfer (Inventory Preference)
  - Option to Fill Job Requirements Before Start of Job must be enabled if option to Automatically Perform Inventory Transfer is enabled

### Initial Setting

The default value for this Preference is initially set to YES

### Functional Notes/Points of Consideration

- If enabled, material requirements must be filled before Employees can clock onto Job
  - Posted from Stock
  - Purchased to Job
- If not enabled, Employees can enter time against the Job regardless of requirement fulfillment status

## Miscellaneous Settings: Manual Break Code

### Overview

- Determines Break Code system will use when Break Button used on Data Collection Device

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Break Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time And Attendance Tickets

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BREAK

### Functional Notes/Points of Consideration

- Break Code of BREAK is present in New Systems

# How To Use the Enterprise E2 Shop System

## Miscellaneous Settings: Default Display Mode

### Overview

- Determines what View will display by default when viewing Logins in Shop Application

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Shop Application

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to JOB DETAILS

### Functional Notes/Points of Consideration

- Options for the default View include
  - Job Details
  - Job Summary
  - Attendance
  - Transactions

## Miscellaneous Settings: Display Refresh Time

### Overview

- Determines interval between screen refreshes for Shop Application

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Shop Application

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to 15 seconds

### Functional Notes/Points of Consideration

- Options for the refresh times (in seconds) include:
  - 10
  - 15

# How To Use the Enterprise E2 Shop System



- 30
- 45
- 60

## **Forms**

### **Letterhead Allowance**

#### **Overview**

- Determines how much space to insert at the top of printed forms

#### **Source Record(s)**

This Preference does not rely on/pull from any other record

#### **Destination Record(s)**

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Printed Forms
  - A/R Invoices
  - Packing Lists
  - Purchase Orders
  - Etc.

#### **Related Preferences/Settings**

This Preference does not directly rely on or impact any other Preference/Setting

#### **Initial Setting**

The default value for this Preference is initially set to 0 lines

#### **Functional Notes/Points of Consideration**

- The options for the Number Of Lines include:
  - 0 (0.0 inches)
  - 3 (0.5 inches)
  - 6 (1.0 inches)
  - 9 (1.5 inches)
  - 12 (2.0 inches)
  - 15 (2.5 inches)

## **Print Logo On**

#### **Overview**

- Determines which forms to print Company logo on

#### **Source Record(s)**

This Preference does not rely on/pull from any other record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Acknowledgements
- Certifications
- Corrective Actions
- Customer Returns
- Internal Rejections
- Invoices
- Non-Conformances
- Packing Lists
- Purchase Orders
- Quotations
- Vendor RFQs
- Statements (Customer Billing)
- Vendor Returns
- Work Orders
- Preventive Actions
- Outside Service Packing Lists
- Receivers
- Customer RFQs
- Inspections
- Stock Job Transfers
- Stock Job Transfer Certifications

## Related Preferences/Settings

- Company Maintenance | Logo Image
  - This is the location of the image file the system will print at the top of selected forms

## Initial Setting

The default value for this Preference for each form listed above is initially set to NO

## Functional Notes/Points of Consideration

- Image files supported by the system include
  - .bmp
  - .jpg

## Interfaces

### Payroll Interface: Payroll Interface Type

#### Overview

- Determines which interface options to make available in system

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Preference does not rely on/pull from any other record

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Payroll Exports/Imports

## Related Preferences/Settings

- Specific Interface Options (subset of Payroll Interface Preference)
  - CenterPoint Options
  - ADP Options
  - Paychex Options

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- The options for the Payroll Interface Type include:
  - ADP
  - Easy Pay
  - PayChex
  - Peachtree
  - QuickBooks
  - RedWing (CenterPoint)
  - Simply Accounting

## Payroll Interface: Payroll Export File

### Overview

- Sets location of export file for Payroll Interface

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Payroll Exports

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- The location designated needs to be accessible by all Users that will be creating Payroll export files

# How To Use the Enterprise E2 Shop System

- Some Interfaces may require specific location paths, so review associated help documentation accordingly

## Payroll Interface: Payroll Export Source

### Overview

- Sets whether Payroll export details pull from Attendance or Time Ticket

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Payroll Exports

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to ATTENDANCE

### Functional Notes/Points of Consideration

- It is possible for Time Ticket Details to not include as many hours as Attendance Details if Employees are not clocked onto Jobs the entire day

## Payroll Interface: Payroll Import File

### Overview

- Sets location of import file for Payroll Interface

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Payroll Imports

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- The location designated needs to be accessible by all Users that will be creating Payroll export files
- Some Interfaces may require specific location paths, so review associated help documentation accordingly

# How To Use the Enterprise E2 Shop System

## Payroll Interface: Payroll Interface Bank Code

### Overview

- Determines which Bank Code Payroll import files will use

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Bank Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Journal Entries
- Cash Disbursements

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- Payroll transactions could be entered as Journal Entries or Manual Checks depending on the Interface and the settings used

## Payroll Interface: CenterPoint Options – Payroll Interface Vendor Type

### Overview

- Determines Vendor Type used by CenterPoint payroll import files

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Vendor Types

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Cash Disbursements

### Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if RedWing has been selected as the Payroll Interface Type

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- This Vendor Type will be assigned by default to Cash Disbursements created by the CenterPoint import file

# How To Use the Enterprise E2 Shop System

## Payroll Interface: CenterPoint Options – Regular Earnings Code

### Overview

- Determines Earnings Code passed on to CenterPoint for regular hours worked

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- CenterPoint export file

### Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if RedWing has been selected as the Payroll Interface Type
- Force All Regular Hours To Regular Earnings Code
  - If the option to Force Regular Hours To (this) Earnings Code is set to NO, the export file will pass along the associated Payroll Rate Code to the export file
  - If that is the case, CenterPoint must be set up to match the Payroll Rate

### Initial Setting

The default value for this Preference is initially set to RegHrs

### Functional Notes/Points of Consideration

- This value can be overwritten
  - If changed, verify new value can be used by CenterPoint

## Payroll Interface: CenterPoint Options – Overtime Earnings Code

### Overview

- Determines Earnings Code passed on to CenterPoint for Overtime hours worked

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- CenterPoint export file

### Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if RedWing has been selected as the Payroll Interface Type

### Initial Setting

The default value for this Preference is initially set to Overtime

# How To Use the Enterprise E2 Shop System

## Functional Notes/Points of Consideration

- This value can be overwritten
  - If changed, verify new value can be used by CenterPoint

## Payroll Interface: CenterPoint Options – Limit Employee Number Field To 3 Digits In Length

### Overview

- Limits Employee Number passed on to CenterPoint/RedWing to 3 characters or allow larger (undefined) value

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- CenterPoint export file

### Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if RedWing has been selected as the Payroll Interface Type

### Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- Does not prevent Employee Number from being longer than three digits in E2 (Employee record)
- If Employee Number in E2 is longer than three digits it will be truncated in export file
  - If leading zero is present it is dropped
  - Otherwise first three digits used
- Works in conjunction with CenterPoint setting

## Payroll Interface: CenterPoint Options – Force All Regular Hours To Regular Earnings Code

### Overview

- Allows for Payroll Rate to be named differently than CenterPoint Earning Code

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- CenterPoint export file

### Related Preferences/Settings

- Payroll Interface Type

# How To Use the Enterprise E2 Shop System

- This Preference will only come into play if RedWing has been selected as the Payroll Interface Type
- Regular Earnings Code
  - If the option to Force Regular Hours To (designated) Regular Earnings Code is set to YES, it does not matter what the Payroll Rate Code is named on Time and Attendance Tickets
  - If set to NO, the system will pass along the Payroll Rate Code as the Earnings Code

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- See notes above regarding Related Preferences

## Payroll Interface: ADP Options – ADP Payroll Import File Type

### Overview

- Designates whether payroll pulls from ADP bank account or your Company's bank account

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- ADP import file
- Journal Entries
- Cash Disbursements

### Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if ADP has been selected as the Payroll Interface Type

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- If ADP Account used, a single transfer of funds to ADP covers payroll
- If Company Account used, multiple transactions/checks must be created to cover payroll

## Payroll Interface: ADP Options – ADP Company Code

### Overview

- Sets Company Code used in export file

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- ADP export file

## Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if ADP has been selected as the Payroll Interface Type

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- This value is assigned by ADP
- Used to identify transactions sent to ADP

## Payroll Interface: Paychex Options – Paychex Payroll Import File Type

### Overview

- Designates whether payroll pulls from Paychex bank account or Company's bank account

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Paychex import file
- Journal Entries
- Cash Disbursements

## Related Preferences/Settings

- Payroll Interface Type
  - This Preference will only come into play if Paychex has been selected as the Payroll Interface Type

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- If Paychex Account used, a single transfer of funds to Paychex covers payroll
- If Company Account used, multiple transactions/checks must be created to cover payroll

## Accounting Interface: Accounting Interface Type

### Overview

- Determines which interface options to make available in system

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- Accounting Record Exports:
  - A/R & A/P Invoices
  - Packing Lists & Receivers

## Related Preferences/Settings

- Specific Interface Options (subset of Accounting Interface Preference)
  - QuickBooks Options
  - Simply Accounting Options

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- The options for the Payroll Interface Type include:
  - QuickBooks
  - Simply Accounting

## Accounting Interface: Accounting Export File

### Overview

- Sets location of export file for Accounting Interface (if needed)
  - Not necessary if using Auto Sync option with QuickBooks

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- The location designated needs to be accessible by all Users who will be creating Payroll export files
- Some Interfaces may require specific location paths, so review their associated help documentation carefully

## Accounting Interface: QuickBooks Options – Create Billing From

### Overview

- Determines whether export information for A/R Invoices in QuickBooks pulls from Packing List details or A/R Invoice details

### Source Record(s)

This Preference does not rely on/pull from any other record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports

## Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if QuickBooks has been selected as the Accounting Interface Type

## Initial Setting

The default value for this Preference is initially set to BILLING

## Functional Notes/Points of Consideration

- If set to Billing, the export sync uses details from A/R Invoices created in E2
  - Would recommend also using E2 A/P Invoices as the source of QB A/P Invoices for consistency
- If set to Packing List, the export sync uses details from Packing Lists created in E2
  - No need to create A/R Invoices in E2
  - Would recommend also using E2 Receivers as source of QB A/P Invoices for consistency

## Accounting Interface: QuickBooks Options – Create Invoices From

### Overview

- Determines whether export information for A/P Invoices in QuickBooks pulls from Receiver details or A/P Invoice details

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports

## Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if QuickBooks has been selected as the Accounting Interface Type

## Initial Setting

The default value for this Preference is initially set to INVOICE

## Functional Notes/Points of Consideration

- If set to Invoice, the export sync uses details from A/P Invoices created in E2
  - Would recommend also using E2 A/R Invoices as source of QB A/R Invoices for consistency
- If set to Receiver, the export sync uses details from Receivers created in E2
  - No need to create A/P Invoices in E2
  - Would recommend also using E2 Packing Lists as source of QB A/R Invoices for consistency

# How To Use the Enterprise E2 Shop System

## Accounting Interface: QuickBooks Options – Sync Selected Areas Automatically

### Overview

- Determines whether Accounting Export for QuickBooks will occur automatically or be run at a time of your choosing

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports:
  - Billing (A/R Invoices)
  - Invoices (A/P Invoices)

### Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if QuickBooks has been selected as the Accounting Interface Type

### Initial Setting

The default value for this Preference is initially set to NO (in both areas)

### Functional Notes/Points of Consideration

- If set to NO, the export sync must be launched “manually” by using the export Utility provided in the system
  - Available in both A/R and A/P Invoice Navigators
- If set to YES, the export sync occurs automatically based on the settings provided to QuickBooks Company
  - No need to use sync Utility
  - Must provide connection information to designated QuickBooks Company
- It is possible to have A/R Invoices automatically sync but require a “manual” sync for A/P Invoices or vice versa
- Reference documentation on QuickBooks Interface for details regarding the configuration of the QuickBooks Company and the auto sync options

## Accounting Interface: Simply Accounting Options – Username For Accounting Interface

### Overview

- Provides Username for accessing Simply Accounting program during export

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports
  - Billing (A/R Invoices)
  - Invoices (A/P Invoices)

# How To Use the Enterprise E2 Shop System

## Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if Simply Accounting has been selected as the Accounting Interface Type

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- This value is entered manually

## Accounting Interface: Simply Accounting Options – Password For Accounting Interface

### Overview

- Provides Password for accessing Simply Accounting program during export

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports:
  - Billing (A/R Invoices)
  - Invoices (A/P Invoices)

## Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if Simply Accounting has been selected as the Accounting Interface Type

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- This value is entered manually

## Accounting Interface: Simply Accounting Options – G/L Asset Account For Parts

### Overview

- Sets Asset Account to associate with Parts created in Simply Accounting as a result of the export

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- G/L Accounts

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports:
  - Billing (A/R Invoices)
  - Invoices (A/P Invoices)

## Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if Simply Accounting has been selected as the Accounting Interface Type

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- This value is used by Simply Accounting when creating a new Part
  - Occurs if a Part Number referenced in the export was not already present in Simply Accounting
- If no value is provided, the record will not successfully export

## Accounting Interface: Simply Accounting Options – G/L Expense Account For Parts

### Overview

- Sets Expense Account to associate with Parts created in Simply Accounting as a result of the export

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- G/L Accounts

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports:
  - Billing (A/R Invoices)
  - Invoices (A/P Invoices)

### Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if Simply Accounting has been selected as the Accounting Interface Type

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- This value is used by Simply Accounting when creating a new Part
  - Occurs if a Part Number referenced in the export was not already present in Simply Accounting

# How To Use the Enterprise E2 Shop System

- If no value is provided, the record will not successfully export

## Accounting Interface: Simply Accounting Options – G/L Revenue Account For Parts

### Overview

- Sets Revenue (Income) Account to associate with Parts created in Simply Accounting as a result of the export

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- G/L Accounts

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Record Exports:
  - Billing (A/R Invoices)
  - Invoices (A/P Invoices)

### Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if Simply Accounting has been selected as the Accounting Interface Type

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- This value is used by Simply Accounting when creating a new Part
  - Occurs if a Part Number referenced in the export was not already present in Simply Accounting
- If no value is provided, the record will not successfully export

## Accounting Interface: Export Options – Mark Bill As Paid After Export

### Overview

- Determines whether exported A/R Invoices (if created) are marked as Paid in E2

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- A/R Invoices

### Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if A/R Invoices are exported to a listed program

# How To Use the Enterprise E2 Shop System

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- If set to NO, A/R Invoices will remain marked as Unpaid within E2 after the export completes
  - Such Invoices will not show as Paid in the future since payment will be handled external to E2
- If set to YES, A/R Invoices will be marked as Paid upon completion of the export
  - Such Invoices will be seen as Paid in E2 even if payment has not actually been received yet since it is handled external to the system
- In either case, *A/R Aging will not be accurate in E2*

## Accounting Interface: Export Options – Mark Invoice As Paid After Export

### Overview

- Determines whether exported A/P Invoices (if created) are marked as Paid in E2

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- A/P Invoices

### Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if A/P Invoices are exported to an external accounting program

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- If set to NO, A/P Invoices will remain marked as Unpaid within E2 after the export completes
  - Such Invoices will not show as Paid in the future since payment will be handled outside of E2
- If set to YES, A/P Invoices will be marked as Paid upon completion of the export
  - Such Invoices will be seen as Paid in E2 even if payment has not actually been sent yet since it is handled external to the system
- In either case *A/P Aging will not be accurate in E2*

## Accounting Interface: Export Options – Create New Part As

### Overview

- Determines how Parts are created in QuickBooks as a result of how the export will be set up

### Source Record(s)

This Preference does not rely on/pull from any other record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Accounting Export Records

## Related Preferences/Settings

- Accounting Interface Type
  - This Preference will only come into play if A/P Invoices are exported to an external accounting program

## Initial Setting

The default value for this Preference is initially set to SERVICE ITEM

## Functional Notes/Points of Consideration

- This setting is used when the export creates a new Part in the selected Accounting Interface
  - Occurs if a Part Number referenced in the export was not already present in the selected Accounting Interface Company
- The options include:
  - Service Item
  - Inventory Item
  - Non-Inventory Item (QuickBooks ONLY)
    - Note: QuickBooks allows a limited number of Inventory Items

## Estimation Interface: Estimation Interface Type

### Overview

- Determines what file format/interface options imported Bill Of Material information will use

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Estimation Imports (Bill of Material records)

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- File format/import options include:
  - CSV
  - Micro (Micro Estimating)
  - Costimator
- Utility present on Manufactured Parts to import records to create Bill of Material

# How To Use the Enterprise E2 Shop System

## Estimation Interface: Estimation Interface Path

### Overview

- Sets location of import file for Estimation Interface

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Estimation Imports (Bill of Material records)

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to BLANK

### Functional Notes/Points of Consideration

- The location designated needs to be accessible by all Users that will be creating Bills Of Material from import files.
- Some Interfaces may require specific location paths, so review associated help documentation accordingly.

## Inventory

### Inventory Allocation Method

#### Overview

- Sets timing/costing method for relieving material from Inventory

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Job Costs
- Parts (Available Quantities in each Location Code)

#### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

#### Initial Setting

The default value for this Preference is initially set to STANDARD

#### Functional Notes/Points of Consideration

- Options for Allocating/Posting material to Jobs include the following:
  - Average: Weighted average cost of material; Relieved using LIFO timing
  - Standard: Stocking Cost (Part Record | Inventory Tab | General Sub-tab); Relieved using LIFO timing

# How To Use the Enterprise E2 Shop System

- FIFO (First In, First Out): Actual cost of material; Oldest material relieved first
- LIFO (Last In, First Out): Actual cost of material; Newest material relieved first

## Inventory Decimal Places Quantities

### Overview

- Sets number of decimal places allowed for tracking of quantities throughout the system

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Purchase Orders (Purchasing Unit and Stocking Unit)
- Bills Of Material (Stocking Unit – use of material for Estimating purposes)
- Inventory Adjustments (Stocking Unit)

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to 4

### Functional Notes/Points of Consideration

- This value can be set for any whole value from 0 to 8
- For items that DO NOT Allow Decimal Values:
  - Inventory Adjustments and Purchase Orders (Stocking Unit value) must be made in whole numbers
  - Quantity on Bill Of Material could be entered in decimal value up to limit allowed here
    - If entered as decimal, be aware whole units will pull from Inventory or be ordered, as appropriate

## Fill Requirements From Bins

### Overview

- Allows system to automatically Post Available (On Hand) material to Jobs in order to fill requirements (Needed Records)

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Job Material Processing
- Fill Job Requirements
- Jobs (Order Material Tab – Material Status)

### Related Preferences/Settings

# How To Use the Enterprise E2 Shop System

- Automatically Fill Requirements (Part Level Setting)
  - If (Company Preference) Fill Requirements From Bins is not enabled, the system would not automatically Post material to Jobs even if (Part Level Setting) Automatically Fill Requirements was enabled
    - Manufactured Parts could still fill requirements from Stock Jobs, if appropriate Preference allowed

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- As noted above this Preference works in conjunction with the Part Level Setting to Automatically Fill Requirements for greater control over material usage

## Fill Requirements From Stock Jobs

### Overview

- Allows system to automatically redirect (rob) Manufactured Parts being made on dedicated Stock Jobs to Customer Jobs to fill requirements (Needed Records)

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Job Material Processing
- Jobs (Order Material Tab – Material Status)

### Related Preferences/Settings

- Automatically Fill Requirements (Part Level Setting)
  - If (Company Preference) Fill Requirements From Stock Jobs is not enabled, the system would not automatically redirect Manufactured Parts to Customer Jobs even if (Part Level Setting) Automatically Fill Requirements was enabled
    - Manufactured Parts could still fill requirements from Available Inventory quantities, if appropriate Preference allowed
- Default Customer Code For Stock Jobs (Order Entry Preference)
  - The system will only rob from Jobs on Orders using this Customer Code

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- To successfully “Rob From A Stock Job,” the following conditions must be true:
  - Part Level Setting to Automatically Fill Requirements must be enabled
  - Company Preference to Fill Requirements From Stock Jobs must be enabled
  - Part being robbed must be on an Order using the Default Customer Code For Stock Jobs
  - Due Date of Customer Job must be equal to or later than Due Date of the Stock Job being robbed

# How To Use the Enterprise E2 Shop System

## Fill Requirements From Stock POs

### Overview

- *This setting is not currently in effect*

## Default Location Code

### Overview

- Sets Location Code used when placing material into Inventory if Part record does not have one specified

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Location Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Inventory Adjustments
- \*Purchase Orders (for Stock transactions)
- \*Receivers (for Stock transactions)

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to DEFAULT

### Functional Notes/Points of Consideration

- The system will look first to the Part record for a Location Code

## Automatically Perform Inventory Transfer

### Overview

- Determines initial Status (Order Material Tab) of material pulled from Inventory or Purchased directly to a Job

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Inventory Transfers
- Time and Attendance Ticket (via Data Collection Device)

### Related Preferences/Settings

- Job Requirements Must Be Filled Before Start Job
  - Job Requirement Preference must be enabled before system will enforce need for Inventory Transfer record

# How To Use the Enterprise E2 Shop System

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- If this Preference is set to Yes:
  - Order Material Status is set to Posted
    - Indicates material has been reserved for specific Job AND has been physically moved to Shop Floor for production purposes
  - Inventory Transfer record is not required
    - Does not actually create Inventory Transfer record – one is simply not needed
  - Time can be entered against Job/production can commence
- If this Preference is set to No:
  - Order Material Status is set to Allocated
    - Indicates material has been reserved for specific Job BUT is still in its most recent Location – has not been physically moved to Shop Floor
  - Inventory Transfer record is required
    - Creation of Inventory Transfer sets Status to Posted
  - Time cannot be entered against Job (via Data Collection Devices) until Status is Posted
    - Only true with regards Data Collection Devices
    - Time can be entered against Job “manually” (via Shop Floor Control area of system)
    - As noted above, Transfer record is only required if Validation Preference regarding the need for Job Requirements to be Filled prior to Start of Job is also enabled
  - Inventory Transfer record is only required prior to first Time Ticket entry
    - Once material is Posted, additional Transfer records not required
    - Can be entered “voluntarily” to track movement between Steps



**Inventory Transfers relate only to the physical movement of material; they do not (directly) impact Job Costs. Material costs are incurred as material is consumed, not merely moved.**

## Default Container Code

### Overview

- Sets Container Code to be used by system if:
  - Container is not designated on Part record
  - Fill Containers Utility not used when creating Packing List

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Container Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Customer Packing Lists
- Outside Service Packing Lists

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- Vendor Returns

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- Default Container Code replaced with Container Code associated with Part when option to Pack Items Separately/Fill Containers Utility launched on Container Tab of noted records

## Miscellaneous

### Require That Attached Documents Be Defined In Document Control

#### Overview

- Determines what documents can be selected as attachments

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Any record with a Documents Tab:
  - Quotations
  - Orders
  - Parts
  - Invoices
  - Etc.

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- Use of this Preference does require access to the Quality Module
  - If this Preference is enabled, Users will be limited to only those Documents created/approved in Document Control portion of Quality Module
  - If this Preference is not enabled, Users will be able to attach any file they can access on the local network
- The ability to attach Documents is also impacted by the Document Permissions granted to the User Group

### Treat User-Defined Fields As One

#### Overview

- Determines whether User-Defined values “flow” through system with originating record

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Preference does not rely on/pull from any other record

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Over 30 Source Records (point of origin for User-Defined Values)
  - See list in System | User-Defined Maintenance
- Any subsequent record with a User-Defined Tab:
  - Orders
  - Purchase Orders
  - Invoices
  - Etc.

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- If this Preference is enabled, User-Defined values entered on a Source Record will display on subsequent records that pull information from the Source Record
  - Common Examples include:
    - Customer USER-DEFINED Values flowing to Quotations/Orders
    - Vendor USER-DEFINED values flowing to Purchase Orders
    - Part USER-DEFINED values flowing to Jobs
- If this Preference is not enabled, the User-Defined values remain on the Source Record only
- The ability to use User-Defined values is also impacted by the Document Permissions granted to the User Group

## Use ShipRush Integration In Shipments

### Overview

- Determines ability to utilize third party application (ShipRush) to perform End Of Day transactions

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Packing Lists

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to YES

# How To Use the Enterprise E2 Shop System

## Functional Notes/Points of Consideration

- This functionality provided by third party application
  - Requires license from application provider
- Configuration and support of application is handled by application provider
- Use of ShipRush integration not required even if Preference is enabled

## Default Unit Of Measure For Weight

### Overview

- Determines Weight Unit provided by system on new records

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Any record where Weight is tracked, such as:
  - Parts (Manufactured and Purchased)
  - Packing Lists
  - Quotations

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to LB

## Functional Notes/Points of Consideration

- This value can be changed on individual records
- Options for this Preference (and throughout the system) include:
  - OZ (Ounce)
  - OZT (Troy Ounce)
  - LB (Pound)
  - CWT (Hundredweight)
  - TON (Ton)
  - MG (Milligram)
  - G (Gram)
  - KG (Kilogram)
- These options are hard-coded and cannot be edited

# How To Use the Enterprise E2 Shop System

## Order Entry

### Default Customer Code For Stock Jobs

#### Overview

- Identifies dedicated Stock Orders

#### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Customer Codes

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Orders

#### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

#### Initial Setting

The default value for this Preference is initially set to BLANK

#### Functional Notes/Points of Consideration

- This Preference works in conjunction with the Inventory Preference to Fill Requirements From Stock Jobs
  - The system will only fill requirements “rob” from Jobs on Orders that use the Customer Code designated on this Preference
  - If an Order for any other Customer Code has a Stock Release present, those items will simply go to Inventory when completed
- If items on an Order using the Default Stock Customer Code are not needed to fill requirements, the completed units will be placed into Inventory

## Automatically Perform Job Material Processing Following Order Entry

#### Overview

- Determines when Job Material Processing occurs

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Orders

#### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

# How To Use the Enterprise E2 Shop System

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- If this Preference is enabled, the Job Material Processing Utility automatically launches upon Saving and Closing an Order
  - The Utility opens with all unprocessed Jobs present on the Order
  - The Utility does not have to be run at this time
    - Can simply close without clicking Process
  - If run, the results do not have to be saved
    - Can close processed record without saving (remains unprocessed)
- If this Preference is not enabled, the Job Material Processing Utility will not launch upon Saving and Closing Customer Orders
  - User can launch Utility at time of their choosing
  - Utility will automatically launch when saving and closing Orders that use the Default Stock Customer Code
    - System assumes such jobs should be processed immediately
    - Can close Utility without running, if desired

## Require Ready To Ship Status Prior To Packing List

### Overview

- Determines when Packing Lists can be created

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Packing Lists

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- This Preference provides the default setting for Jobs that have the option to Use Time Tickets enabled.
  - Jobs that have this setting enabled cannot have a Packing List created for them until its Order Material Status is Ready To Ship
  - Jobs that have this setting disabled can have a Packing List created for them at any point, regardless of what its Order Material Status is
  - This setting can be overwritten at the Job level

# How To Use the Enterprise E2 Shop System



Having the option to Inspect Outgoing Orders/Stock Job Transfers enabled will restrict the creation of Packing Lists regardless of a Job's Order Material Status and the setting regarding the requirement of a Ready To Ship Status.

## Require Ready To Transfer Status Prior To Stock Job Transfer

### Overview

- Determines when Stock Job Transfers can be created

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Stock Job Transfers

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to NO

### Functional Notes/Points of Consideration

- This Preference provides the default setting for Jobs that have the option to Use Time Tickets enabled.
  - Jobs that have this setting enabled cannot have a Stock Job Transfer created for them until its Order Material Status is Ready To Transfer
  - Jobs that have this setting disabled can have a Stock Job Transfer created for them at any point, regardless of what its Order Material Status is
  - This setting can be overwritten at the Job level



Having the option to Inspect Outgoing Orders/Stock Job Transfers enabled will restrict the creation of Stock Job Transfers regardless of a Job's Order Material Status and the setting regarding the requirement of a Ready To Transfer Status.

# How To Use the Enterprise E2 Shop System

## Minimum Order Amount

### Overview

- Sets Minimum Order Amount used on Customer records

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Customer Records

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to \$0.00

### Functional Notes/Points of Consideration

- System looks to Minimum Order Amount of Customer Code present on an Order to determine whether the Order meets the required value threshold

## Job Number Creation Method

### Overview

- Determines how Job Numbers are assigned

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Orders

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to ORDER + ITEM NUMBER

### Functional Notes/Points of Consideration

- Options for this Preference include:
  - Order + Item Number
    - Job Number is dependent on Order Number
      - If Order Number is 1000, Jobs would be numbered 1000-01, 1000-02, etc.
      - Direct numeric connection to Order, easily identified
  - Sequential

# How To Use the Enterprise E2 Shop System

- Job number is independent of Order Number
  - System simply increments Jobs forward as they are created
  - No immediately obvious connection to Order



**It is strongly encouraged to use Order + Item Number as the Job Number Creation Method unless there is a strong overriding reason not to.**

## Allow Planned Status For Production Jobs

### Overview

- Determines whether Orders can have Planned Jobs present

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Orders

### Related Preferences/Settings

- Default Job Status For Production Orders
  - If Planned Jobs not allowed, cannot set Default Status to Planned

### Initial Setting

The default value for this Preference is initially set to YES

### Functional Notes/Points of Consideration

- Planned Jobs provide the ability to see what anticipated demand will be without creating actual requirements
  - Can launch Job Material Processing Utility to see what it would take by way of material, but system will not use results when creating Purchase Orders for required material or services
    - Cannot Post material to Planned Jobs
  - Could create Schedule Code to account for Planned Jobs without including them in Default Production Schedule
  - Time Tickets cannot be entered against a Planned Job
- Planned Jobs can be switched to Firm Jobs for Production Purposes
  - Manually change the Job Status from Planned to Firm and then Process

## Default Job Status For Production Orders

### Overview

- Sets initial Job Status for new Jobs

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- Orders

## Related Preferences/Settings

- Allow Planned Status For Production Orders
  - If Planned Jobs not allowed, cannot set Default Status to Planned

## Initial Setting

The default value for this Preference is initially set to FIRM

## Functional Notes/Points of Consideration

- Firm Jobs are ready for production
- Once Job Material Processing is complete:
  - Material can be Posted/Purchased to Job (if not done during processing)
  - Time Tickets can be entered
    - Time can be entered against unprocessed Jobs so long as the Work Center on the Step does not Consume material
- Planned Jobs can be switched to Firm Jobs
  - Manually change Job Status once Job is determined to be Firm

## Default Job Status For Sales Orders

### Overview

- *This setting is not currently in effect*

## Allow Purchased Parts At Order Entry

### Overview

- Determines what Parts are available to select during Order Entry

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Orders

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- When this Preference is enabled, Purchased Parts display in the Part Number drop-down during Order Entry
- When this Preference is not enabled, the drop-down list for Part Numbers in Order Entry will only display Manufactured Parts
  - Purchased Parts can be manually entered by typing in the value

# How To Use the Enterprise E2 Shop System

## Remove Open Job Requirements When Job Is Closed

### Overview

- Determines what happens with unfilled requirements when Job is Closed

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Orders
- Purchase Orders

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to NO

### Functional Notes/Points of Consideration

- When this Preference is enabled, any unfilled material or service requirements will be removed from the system automatically when a Job is Closed
  - Job can be closed by:
    - Entering all pieces against all Steps
    - Creating Packing List even if all Steps not completed
    - Manually Cancelling all Open Releases
- When this Preference is not enabled, any unfilled requirements will remain in the system
  - Creates Purchase Orders from requirements and costs are applied to Closed Job when received

## Time and Attendance

### Auto Rounding: Apply Auto Rounding (Occurs Prior To Schedule Rounding)

#### Overview

- Determines whether system applies rounding rules to Attendance portion of Time Records entered at Data Collection Devices

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

#### Related Preferences/Settings

This Preference impacts the sub-settings regarding rounding rules

# How To Use the Enterprise E2 Shop System

- If this Preference is not enabled, none of the rounding rules will apply

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- When this Preference is enabled, the system will automatically round Attendance Time based on the rounding rules entered (sub-preference settings)
  - As stated in Preference Name cited in the heading above, these rounding rules would take place BEFORE Schedule Rounding rules
- When this Preference is not enabled, Attendance Time is taken directly as entered at Data Collection Device

## Auto Rounding: Apply Auto Rounding – Clock In Nearest

### Overview

- Set the minute increment time will be rounded to when clocking in (Attendance)

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Apply Auto Rounding
  - This Preference will only be applicable if Auto Rounding is enabled
- Clock In Round Up At
  - Determines when time will be rounded up to designated increment (this Preference)

### Initial Setting

The default value for this Preference is initially set to 0

### Functional Notes/Points of Consideration

- This value represents the minute increment time will be rounded to
  - Example: If set to 10, time will be rounded to the nearest 10 minute increment based on the rounding rule entered in the Clock In Round Up At Preference (immediately follows this Preference)

## Auto Rounding: Apply Auto Rounding – Clock In Round Up At

### Overview

- Sets the rounding rule for when time will round up to the designated increment upon clock in

### Source Record(s)

This Preference does not rely on/pull from any other record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

## Related Preferences/Settings

- Apply Auto Rounding
  - This Preference will only be applicable if Auto Rounding is enabled
- Clock In Nearest
  - The increment time is rounded to

## Initial Setting

The default value for this Preference is initially set to 0

## Functional Notes/Points of Consideration

- This value represents the number of minutes past the previous rounding increment at which time will round up to the next rounding increment designated in the Clock In Nearest Preference
  - Example: Assume rounding increment (Clock In Nearest) set to 10, and Round Up rule (this Preference) is set to 5
  - If Employees clock in between 1 and 4 minutes past the hour
    - Attendance record rounded back to top of hour
  - If Employees clock in between 5 and 9 minutes past the hour
    - Attendance record rounded forward to 10 minutes past the hour
  - This pattern would be repeated for each 10 minute increment

## Auto Rounding: Apply Auto Rounding – Clock Out Nearest

### Overview

- Sets the minute increment time will be rounded to when clocking out (Attendance)

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Apply Auto Rounding
  - This Preference will only be applicable if Auto Rounding is enabled
- Clock Out Round Up At
  - Determines when time will be rounded up to designated increment (this Preference)

### Initial Setting

The default value for this Preference is initially set to 0

# How To Use the Enterprise E2 Shop System

## Functional Notes/Points of Consideration

- This value represents the minute increment time will be rounded to
  - Example: If set to 10, time will be rounded to the nearest 10-minute increment, based on the rounding rule entered in the Clock Out Round Up At Preference (see next Auto Rounding Preference)

## Auto Rounding: Apply Auto Rounding – Clock Out Round Up

### Overview

- Sets the rounding rule when time will round up to designated increment upon clock out.

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Apply Auto Rounding
  - This Preference will only be applicable if Auto Rounding is enabled
- Clock Out Nearest
  - The increment time will round to

### Initial Setting

The default value for this Preference is initially set to 0

## Functional Notes/Points of Consideration

- This value represents the number of minutes past the previous rounding increment at which time will round up to the next rounding increment designated in the Clock Out Nearest Preference
  - Example: Assume rounding increment (Clock Out Nearest) is set to 10, and Round Up rule (this Preference) is set to 5
    - If Employees clock out between 1 and 4 minutes past the hour
      - Attendance record rounded back to top of hour
    - If Employees clock out between 5 and 9 minutes past the hour
      - Attendance record rounded forward to 10 minutes past the hour
    - This pattern would be repeated for each 10-minute increment

## Schedule Rounding: Apply Schedule Rounding

### Overview

- Determines whether system rounds Attendance portion of Time Records entered at Data Collection Devices to Employee's designated Shift Begin/End

### Source Record(s)

This Preference does not rely on/pull from any other record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

## Related Preferences/Settings

This Preference impacts the sub-settings regarding rounding rules

- If this Preference is not enabled, none of the rounding rules will apply

## Initial Setting

The default value for this Preference is initially set to NO

## Functional Notes/Points of Consideration

- When this Preference is enabled, the system will automatically round Attendance-related time to the Employee's defined Shift Begin or Shift End if they clock in or out within the designated Grace Periods (established in subsequent rounding rules/Preferences)
- If Auto Rounding is also enabled, those rounding rules are applied FIRST and the result of those calculations is used for Schedule Rounding
  - Example: Auto Rounding set to round to nearest 10-minute increment, Round Up at 5 minutes
  - Employee clocks in at 5:46 AM
  - System rounds to 5:50 AM
  - System then uses 5:50 AM as the basis for any Schedule Rounding considerations

## Schedule Rounding: Apply Schedule Rounding – Clock In Early Grace Time

### Overview

- Sets time frame (in minutes) used by system to determine whether early clock-ins will be rounded to Shift Start

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Apply Schedule Rounding
  - This Preference will only be applicable if Schedule Rounding is enabled

### Initial Setting

The default value for this Preference is initially set to 0

### Functional Notes/Points of Consideration

- If clock in falls outside of the designated Grace Time, no rounding occurs
  - Example: Employee's Shift Begins at 6:00 AM
  - Clock In Early Grace Time = 5 (minutes)

# How To Use the Enterprise E2 Shop System

- Employee clocks in at 5:54 AM
  - No rounding occurs – Attendance Ticket shows 5:54 AM Clock In
- Employee clocks in at 5:55 AM
  - System rounds clock in to 6:00 AM
- Schedule Rounding occurs after Auto Rounding (if enabled)

## Schedule Rounding: Apply Schedule Rounding – Clock In Late Grace Time

### Overview

- Sets time frame (in minutes) used by system to determine whether late clock ins will be rounded to Shift Start

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Apply Schedule Rounding
  - This Preference will only be applicable if Schedule Rounding is enabled

### Initial Setting

The default value for this Preference is initially set to 0

### Functional Notes/Points of Consideration

- If clock in falls outside of the designated Grace Time, no rounding occurs
  - Example: Employee's Shift Begins at 6:00 AM
  - Clock In Late Grace Time = 5 (minutes)
  - Employee clocks in at 6:06 AM
    - No rounding occurs – Attendance Ticket shows 6:06 AM Clock In
  - Employee clocks in at 6:05 AM
    - System rounds clock in to 6:00 AM
- Schedule Rounding occurs after Auto Rounding, if enabled

## Schedule Rounding: Apply Schedule Rounding – Clock Out Early Grace Time

### Overview

- Sets time frame (in minutes) used by system to determine whether early clock outs will be rounded to Shift End

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

# How To Use the Enterprise E2 Shop System

## Related Preferences/Settings

- Apply Schedule Rounding
  - This Preference will only be applicable if Schedule Rounding is enabled

## Initial Setting

The default value for this Preference is initially set to 0

## Functional Notes/Points of Consideration

- If clock out falls outside of the designated Grace Time, no rounding occurs
  - Example: Employee's Shift Ends at 2:00 PM
  - Clock Out Early Grace Time = 5 minutes
  - Employee clocks out at 1:54 PM
    - No rounding occurs – Attendance Ticket shows 1:54 PM Clock Out
  - Employee clocks out at 1:55 PM
    - System rounds clock out to 2:00 PM
- Schedule Rounding occurs after Auto Rounding, if enabled

## Schedule Rounding: Apply Schedule Rounding – Clock Out Late Grace Time

### Overview

- Sets time frame (in minutes) used by system to determine whether late clock outs will be rounded to Shift End

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

## Related Preferences/Settings

- Apply Schedule Rounding
  - This Preference will only be applicable if Schedule Rounding is enabled

## Initial Setting

The default value for this Preference is initially set to 0

## Functional Notes/Points of Consideration

- If clock out falls outside of the designated Grace Time, no rounding occurs
  - Example: Employee's Shift Ends at 2:00 PM
  - Clock Out Late Grace Time = 5 minutes
  - Employee clocks out at 2:04 PM
    - No rounding occurs – Attendance Ticket shows 2:04 PM Clock Out
  - Employee clocks out at 2:05 PM
    - System rounds clock out to 2:00 PM
- Schedule Rounding occurs after Auto Rounding, if enabled

# How To Use the Enterprise E2 Shop System

## Shift Rounding: Round to Shift Start

### Overview

- Determines whether system rounds Time Ticket portion of Time Records entered at Data Collection Devices to Employee's designated Shift Begin

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

This Preference impacts the sub-setting regarding Time Window To Round

- If this Preference is not enabled, the rounding rule will not apply

### Initial Setting

The default value for this Preference is initially set to NO

### Functional Notes/Points of Consideration

- When this Preference is enabled, the system will automatically round Time Ticket-related (Job) time to the Employee's defined Shift Begin, if the Job is started within the designated Time Window To Round

## Shift Rounding: Round to Shift Start – Time Window to Round

### Overview

- Sets time frame (in minutes) used by system to determine whether Time Ticket Start Job will be rounded to Shift Start

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Round To Shift Start
  - This Preference will only be applicable if Shift Rounding is enabled

### Initial Setting

The default value for this Preference is initially set to 0

### Functional Notes/Points of Consideration

- If Start Job falls within Time Window, the system will round it to match the Employee's Shift Start time

# How To Use the Enterprise E2 Shop System

## Overtime Calculation: Calculate Overtime

### Overview

- Determines whether the system will automatically calculate Overtime on Time and Attendance records entered at Data Collection Devices

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

This Preference impacts the sub-settings regarding Overtime

- If this Preference is not enabled, the remaining Overtime Settings will not apply

### Initial Setting

The default value for this Preference is initially set to NO

### Functional Notes/Points of Consideration

- When this Preference is enabled, the system will automatically calculate Overtime for both Attendance and Job Costing purposes using the Overtime factors designated in the subsequent settings
- Only Time and Attendance Tickets entered via Data Collection Devices will have Overtime automatically calculated

## Overtime Calculation: Calculate Overtime – Overtime Method

### Overview

- Determines time frame in which Overtime is calculated

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Calculate Overtime
  - This Preference will only be applicable if Calculate Overtime is enabled

### Initial Setting

The default value for this Preference is initially set to W

### Functional Notes/Points of Consideration

- Options for this setting include:

# How To Use the Enterprise E2 Shop System

- W (Weekly): Overtime is calculated once the designated Overtime threshold Hours have been reached in a given week (as defined in Time and Attendance | Miscellaneous Settings Preferences)
- D (Daily): Overtime is calculated once the designated Overtime threshold Hours have been reached in a given day (as defined in Time and Attendance | Miscellaneous Settings Preferences)

## Overtime Calculation: Calculate Overtime – Overtime Threshold Hours

### Overview

- Defines the number of hours that need to pass in designated time frame (as set in Overtime Method) before system will calculate Overtime

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Calculate Overtime
  - This Preference will only be applicable if Calculate Overtime is enabled

### Initial Setting

The default value for this Preference is initially set to 40.00 hours

### Functional Notes/Points of Consideration

- Designate hours appropriate to Overtime Method
  - If Method = W, typical setting is 40.00 hours
  - If Method = D, typical setting is 8.00 hours

## Overtime Calculation: Calculate Overtime – Overtime Factor

### Overview

- Defines value applied to Labor Cost when Time and Attendance records are marked as Overtime

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Calculate Overtime
  - This Preference will only be applicable if Calculate Overtime is enabled

# How To Use the Enterprise E2 Shop System

## Initial Setting

The default value for this Preference is initially set to 1.5000

## Functional Notes/Points of Consideration

- If system is set to calculate Overtime, it is NOT recommended to create a “manual” Overtime Labor Rate Code for Employees

## Miscellaneous Settings: Payroll Period Begin Day

### Overview

- Designates day of week Payroll Periods begin

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

- Overtime Method
  - System begins tracking time on Day listed as Payroll Period Begin Day for Overtime calculation when Overtime Method is W (Weekly)

## Initial Setting

The default value for this Preference is initially set to MONDAY

## Functional Notes/Points of Consideration

- In addition to Overtime calculations, the system uses this information to define when the Work Week begins for general payroll purposes
  - Impacts Payroll Interface records

## Miscellaneous Settings: Start Of Day

### Overview

- Designates time workday begins

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets
- Schedule Codes

### Related Preferences/Settings

- Overtime Method

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- System begins tracking time from the Start Of Day for Overtime calculation when Overtime Method is D (Daily)

## Initial Setting

The default value for this Preference is initially set to 8:00 AM

## Functional Notes/Points of Consideration

- In addition to Overtime calculations, the system uses this information for Scheduling purposes
  - The first shift of the day (as defined by Shift Codes) must begin at the same time entered as Start Of Day if using Scheduling

## Miscellaneous Settings: Default Hours Entered To

### Overview

- Designates how initial (calculated) time is handled when entering manual Time and Attendance records

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to SETUP

### Functional Notes/Points of Consideration

- The options for this Preference include:
  - Setup (Time)
  - Cycle (Time)
- When entering Time Ticket Details manually, the system auto-populates either Setup or Cycle Time (based on the option selected here) with the anticipated amount of time worked, based on the Employee's defined Shift
  - As more time is entered, the remaining time is auto-populated for each subsequent line until the end of the Shift has been reached
  - Default time can be (and often is) overwritten

## Miscellaneous Settings: Create Internal Rejections For Rejected Parts

### Overview

- Determines whether Suspect Parts can be reviewed or should be considered Scrapped immediately

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

# How To Use the Enterprise E2 Shop System

- Time and Attendance Tickets
- Internal Rejections

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to YES

## Functional Notes/Points of Consideration

- If this Preference is enabled, the system allows for the creation of an Internal Rejection when Parts are marked as Suspect on Time Ticket details
  - System does not automatically create the Internal Rejection record
    - User creates the record from Time and Attendance Tickets that have Suspect Parts present
  - Ability to determine whether Parts can continue on with Production (Accepted) or not (Rejected)
- If this Preference is not enabled, Parts marked as Suspect are assumed to be Scrapped immediately
  - There is no ability to create Internal Rejections

## Miscellaneous Settings: Holiday Attendance Code

### Overview

- Sets default Attendance Code to use on Attendance Records created for Holidays

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Attendance Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to HOLIDAY

## Functional Notes/Points of Consideration

- Company Holidays can be copied to Employees
- The system will create Time and Attendance records for Employees based on their Holidays

## Miscellaneous Settings: Holiday Payroll Code

### Overview

- Sets default Payroll (Rate) Code to use on Attendance Records created for Holidays

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

# How To Use the Enterprise E2 Shop System

- Rate Codes

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets
- Employee Records

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to HOLIDAY

## Functional Notes/Points of Consideration

- Company Holidays can be copied to Employees
- The system will create Time and Attendance records for Employees based on their Holidays
  - The dollar amount to pay each Employee will pull from the Employee record
    - Human Resources Tab | Payroll Sub-tab

## Miscellaneous Settings: Vacation Attendance Code

### Overview

- Sets default Attendance Code to use on Attendance Records created for Vacations

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Attendance Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to VACATION

### Functional Notes/Points of Consideration

- Vacations are entered directly on Employee records (Holidays Sub-tab)
- The system will create Time and Attendance records for Employees based on their Holidays
  - Records entered on the Holidays Sub-tab that do not match a Company Holiday are considered to be Vacation

## Miscellaneous Settings: Vacation Payroll Code

### Overview

- Sets default Payroll (Rate) Code to use on Attendance Records created for Vacations

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Rate Codes

## Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Time and Attendance Tickets
- Employee Records

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to VACATION

## Functional Notes/Points of Consideration

- Vacations are entered directly on Employee records (Holidays Sub-tab)
- The system will create Time and Attendance records for Employees based on their Holidays
  - Records entered on the Holidays Sub-tab that do not match a Company Holiday are considered to be Vacation
  - The dollar amount to pay each Employee will pull from the Employee record
    - Human Resources Tab | Payroll Sub-tab

## Estimating

### Default Estimate Code

#### Overview

- Auto-populates Estimate Code field on new records that have Manufacturing Details

#### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Estimate Codes

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Records that have Manufacturing Details:
  - \*Manufactured Parts (Table Record)
  - \*Quotations
  - \*Jobs

#### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

#### Initial Setting

The default value for this Preference is initially set to DEFAULT

# How To Use the Enterprise E2 Shop System

## Functional Notes/Points of Consideration

- Estimate Codes can be used to create multiple production processes on the same record based on volume

## Default Billing Rate

### Overview

- Auto-populates Billing Rate field on new records that have Manufacturing Details

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Rate Codes (Billing)

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Records that have Manufacturing Details:
  - \*Manufactured Parts (Table Record)
  - \*Quotations
  - \*Jobs

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to 1

## Functional Notes/Points of Consideration

- Billing Rates are used to determine a suggested Sales price for Manufactured Items
  - Sales value of Work Center time
- It is a required field located on the Engineering Tab of Manufacturing Details

## Returns

## Work Code Rework

### Overview

- Defines Work Code used on Stock Jobs created for rework (Repair/Remake) as a result of Returns or Rejections

### Source Record(s)

This Preference relies on/pulls information from the following record(s):

- Work Codes

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- \*Jobs

# How To Use the Enterprise E2 Shop System

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to BLANK

## Functional Notes/Points of Consideration

- System will use this value in lieu of one associated with the designated Stock Customer Code
- Rework Jobs look to Work Code even if Product Code is selected to drive A/R Billing
- Can be selected manually on Job, if needed

## Restocking Percent

### Overview

- Defines Restocking Percentage charge to be used on Customer Records, if applicable

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Customer Records

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to 0.0000

## Functional Notes/Points of Consideration

- Restocking charges are applied against Customer Returns deemed to be acceptable and placed back into Inventory
  - The percentage charged is Customer specific and can be edited

## Quotations

### Followup Days

#### Overview

- Defines number of days to wait to follow up on Quotations

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Quotations

# How To Use the Enterprise E2 Shop System

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to 7

## Functional Notes/Points of Consideration

- The system uses this value to calculate the default Followup Date of any new Quote
  - Date can be edited as desired

## Expiration Days

### Overview

- Defines number of days until Quotations expire

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Quotations

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to 30

## Functional Notes/Points of Consideration

- The system uses this value to calculate the default Expiration Date of any new Quote
  - Date can be edited as desired

## Customer Request For Quotation

## Followup Days

### Overview

- Defines number of days to wait to follow up on Customer Request For Quotation records

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Customer Request For Quotation records

## Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

# How To Use the Enterprise E2 Shop System

## Initial Setting

The default value for this Preference is initially set to 7

## Functional Notes/Points of Consideration

- The system uses this value to calculate the default Followup Date of any new Customer Request For Quotation
  - Date can be edited as desired

## Expiration Days

### Overview

- Defines number of days until Customer Requests For Quotation expire

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Customer Request For Quotation records

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to 30

## Functional Notes/Points of Consideration

- The system uses this value to calculate the default Expiration Date of any new Customer Request For Quotation
  - Date can be edited as desired

## Vendor Request For Quotation

### Date Required

#### Overview

- Defines date Vendor Request For Quotation is required

#### Source Record(s)

This Preference does not rely on/pull from any other record

#### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Vendor Request For Quotation records

#### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

## Initial Setting

The default value for this Preference is initially set to 7

# How To Use the Enterprise E2 Shop System

## Functional Notes/Points of Consideration

- The system uses this value to calculate the default Date Required of any new Vendor Request For Quotation
  - Date can be edited as desired

## Expiration Days

### Overview

- Defines number of days until Vendor Requests For Quotation expire

### Source Record(s)

This Preference does not rely on/pull from any other record

### Destination Record(s)

This Preference is used on/impacts the function of the following record(s). (An asterisk [\*] indicates this Preference impacts a required field on the Destination Record):

- Vendor Request For Quotation records

### Related Preferences/Settings

This Preference does not directly rely on or impact any other Preference/Setting

### Initial Setting

The default value for this Preference is initially set to 30

## Functional Notes/Points of Consideration

- The system uses this value to calculate the default Expiration Date of any new Vendor Request For Quotation
  - Date can be edited as desired

# How To Use the Enterprise E2 Shop System

## ***Report Customization***

### **Location**

**System | Report Customization Maintenance**

### **Overview**

- Allows User to add/manage Document Numbers on existing reports

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### **General Tab**

- \*Report Name is system-generated and cannot be edited
- Document Number represents the Footer value that will print on the lower left corner of the report
  - Can be alpha-numeric characters
  - Entering a Document Number creates a Custom Report used by the system
    - Not the same as Custom EXE Filename (below)
- Revision Date represents the date of the most recent change to the report
  - Auto-populates with current day's date
  - Can be edited
- Additional Report Text
  - Allows for default text on Forms/Reports that have additional text option already present
    - Examples: Work Order
    - Quotation
    - Etc.
- Custom EXE Filename represents the path to a customized version of the report
  - If present, system will look to the Custom file for generation as opposed to the "standard" report
  - Used for changes made to Crystal Report format beyond those available by simply adding a Document Number (above)

### **General Notes**

- If a User clicks the Delete Button while in a Report Customization form, the report is not actually deleted from the system
  - The standard report can still be printed
  - The report is no longer available to edit by way of default text or Document Numbering
- As opposed to "Deleting," simply re-edit the existing report to reflect the desired output

# How To Use the Enterprise E2 Shop System

## *Scheduled Report Maintenance*

### Location

System | Scheduled Report Maintenance

### Overview

- Schedules (or Queues) reports to generate at designated times

**Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field):**

### General Tab

- \*Scheduled Report Code can be up to 20 alpha-numeric characters
- \*Report Name is a list of available reports that can be scheduled to generate
  - List includes Reports and Summaries
  - Does not include Forms and Labels
- \*Filter Set represents the filters used when the report is generated
  - Default Filter Set assumes the report is run “wide open” using the default values present when the report is “manually” generated
    - Default Filter Set is the only option available unless custom filters are added
      - Example: May create Custom Filter Set on Inventory Summary for specific Product Code only
- \*User Code defaults to the User setting up the Scheduled Report
  - Can be changed
- \*Deliver Report Via determines how the report will be delivered when generated
  - Delivery options include:
    - Printer (Default)
    - Email
    - Fax
    - Internal Message
  - An Additional Tab becomes available for configuration purposes for the following options:
    - Email
    - Fax
    - Internal Message
- Print Report To is used when the report is delivered via Printer
  - Printers must be added with the User ID associated with the Server Name referenced on the screen
- Description provides a means of detailing what the report represents
  - Note special filters, etc.

### Schedule Tab

- \*Start Date represents the date from which the system will begin monitoring for scheduling purposes
  - Defaults to current date
- \*Start Time represents the time on the designated start date from which the system will begin monitoring for scheduling purposes
  - Defaults to current time
- End Date represents the date on which the system should stop generating the report
  - Defaults to 12/31/2049 (i.e. the “indefinite future”)

# How To Use the Enterprise E2 Shop System

- End Time represents the time on the designated end date at which the system should stop generating the report
  - Defaults to 11:59 PM
- \*Interval Size represents the frequency (in terms of Interval Units) which the report should be generated
  - Defaults to 1.0000
- \*Interval Unit represents the time frame in which the report should be generated (in relation to Interval Size)
  - Interval Units include
    - Second
    - Minute
    - Hour
    - Day (Default)
    - Week
    - Month
    - Year
- Delete Scheduled Report After First Successful Occurrence
  - If marked, the system will stop generating the report after the first occurrence
  - If left blank, the system will continue generating the report at the defined Interval (Size/Unit) until the End Date and Time is reached

## General Notes

- Scheduled Reports and Triggers utilize the Windows Service for generation
  - If the Service stops running, these records will not generate
- Be mindful of the number of Scheduled Reports and Triggers created, as they will take up network resources

# How To Use the Enterprise E2 Shop System

## Using The System

### *Record Management*

This section of the User Guide will focus on how existing information can be found and reviewed within the system. Considerations include:

- Record searches
- Running reports

### **Record Searches**

- Provide the ability to locate existing records for Editing and/or Viewing purposes
- Two areas of consideration
  - Navigator Searches
  - Grid Searches

#### **Navigator Search Options**

Navigator Searches determine which records display in the Record Search Grid of the selected area

#### ***Search By Options***

- Standard Options available for each Data Entry area of the system
  - Provides Primary Search/Filter criteria
  - Options will vary depending on the Data Entry Area, but each one will provide at least the following:
    - ALL: Wide open Search – returns all records of the selected area that meet the Additional Filter criteria selected (if any; see below)
    - Key Index Value of selected record type; Examples include:
      - ◆ Order Navigator – Order Number
      - ◆ Quotation Navigator – Quotation Number
      - ◆ Customer Navigator – Customer Code
      - ◆ Etc.
    - Other common options found on many Searches include
      - ◆ Part Number
      - ◆ Part Description
      - ◆ Customer/Vendor Code
      - ◆ Notes
    - User-Defined Fields appear as an option when they are made available in User-Defined Maintenance

#### ***Additional Filter Criteria***

- Applied against Primary Search By Option
- Will vary throughout system based on Data Entry Area, but typical options include
  - Status Filter
    - Open/Closed
    - Active/Inactive
    - Etc.

# How To Use the Enterprise E2 Shop System

- Date Filter
  - As applicable to record type
- Are optional
  - Additional Filters can be applied (checked) or dis-regarded (not checked) when records are searched
- Stack with one another
  - If multiple Additional Filters are applied, they are treated as “AND” qualifiers



**The Default Search Option is to display ALL Open/Active records when the Area Navigator is selected.**

## **Recently Used**

- “Shortcut” option that returns the last ten records opened (Viewed or Edited)
- Does not matter how long ago records were accessed
- Additional Filter Criteria will impact results if applied

## **User-Defined Searches**

- Create customized searches if desired filters are not present
- In Navigator View
  - Right click in Navigator Search Pane
    - Select “Add a new User-Defined search to this list”
      - ◆ New Search Wizard launches
    - Enter a Query Code (used to identify the Search)
    - Select a Field to Search By (Field Name drop-down)
      - ◆ Lists available Fields associated with Data Entry Area
  - Select a Criteria
    - Equal To
    - Not Equal To
    - Less Than
    - Etc.
  - Determine whether the Filter will Prompt for input or be a fixed value
    - Prompt = False: System will return results based on fixed value(s) provided in Query
      - ◆ Values available in drop-down box if present
      - ◆ Search automatically returns records that match specified value(s) only
    - Prompt = True: User will see dialog box and have the ability to select Value(s)
      - ◆ Would not enter default Value in Wizard
      - ◆ Allow User to select desired Value(s) from drop-down box
  - Make sure the Criteria is Applied
  - Custom Searches can have multiple Criteria applied
    - Select Operator if multiple Criteria used
      - ◆ And: Both/all Criteria must be met to return results
      - ◆ Or: Either/any Criteria can be met to return results
- In Contextual Ribbon View
  - Click Search Maintenance
  - Click New Search

# How To Use the Enterprise E2 Shop System

- New Search Wizard launches
- Follow steps outlined above for remainder
- Once created User-Defined Searches can be
  - Edited
  - Copied
  - Deleted
    - To remove all User-Defined Searches from Data Entry Area at one time use Delete All Searches option
- Customized Searches are User specific

## Grid Search Options

Once the Record Search Grid has been populated, Grid Search Tools can narrow the list further

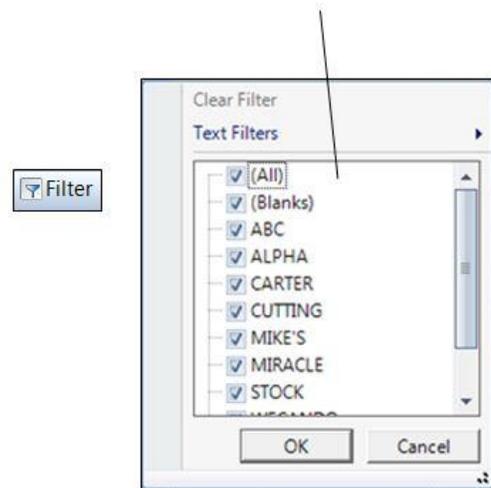


The screenshot shows a data grid with the following columns: Order Number, Order Date, Net Amount, and Customer Code. A 'Blank Row' is visible at the top of the data area. Annotations point to various features: 'Grouping Header' (a minus sign icon), 'Column Headers' (a green checkmark), 'Blank Row' (a checkbox), 'Clear All Filters' (a trash icon), 'Selection Column' (a checkbox), 'Drop-down' (a dropdown arrow in the Net Amount column), and 'Clear Column Filter' (a trash icon in the Customer Code column).

Order Number	Order Date	Net Amount	Customer Code
1002	7/22/2013	\$1,512.00	ABC
1015	8/27/2013	\$81.07	ABC
1001	7/22/2013	\$6,041.94	ALPHA
1016	8/28/2013	\$0.77	ALPHA

## Filter Tool

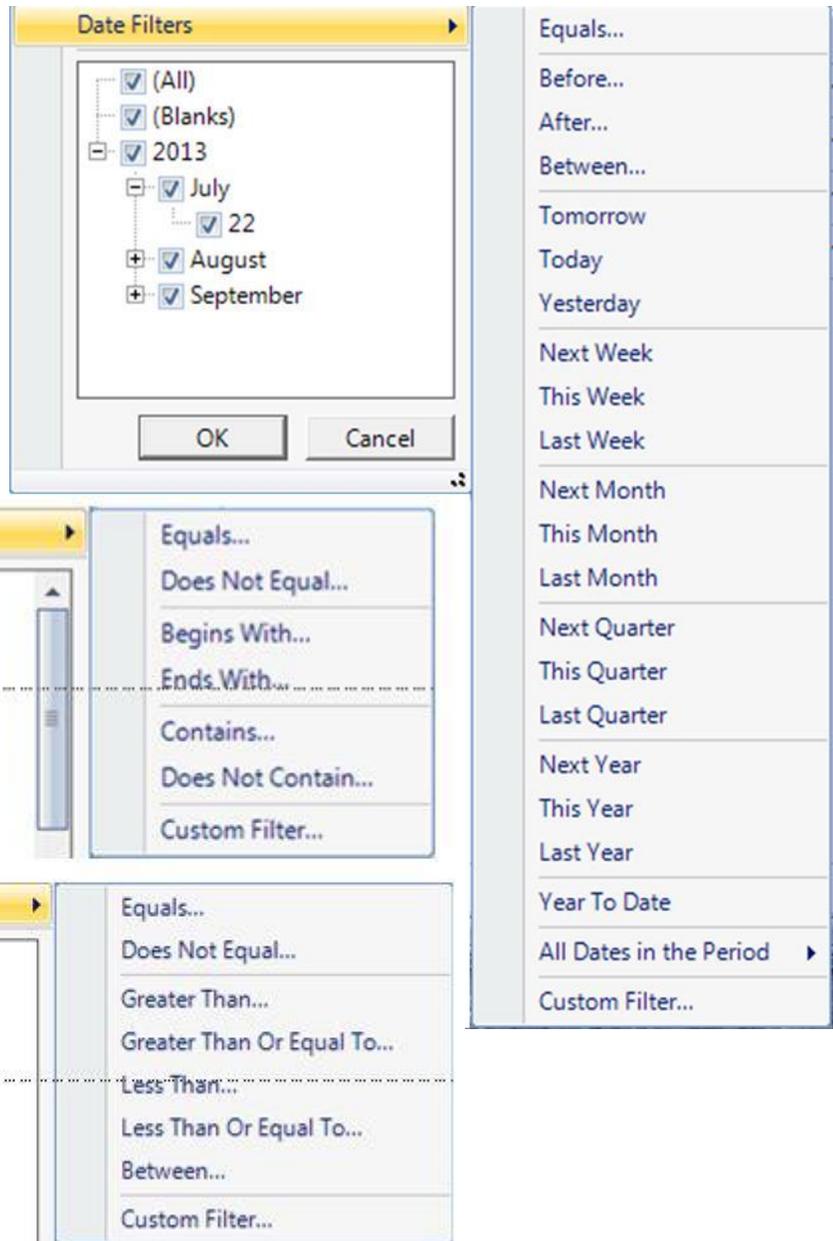
- Applied to Grid Columns
- Enable/Disable by clicking Filter Button
- When enabled, Blank Row provided at top of Grid
- Click in Blank field at top of desired Column to access options
  - Drop-down: Value List
    - Displays record values listed in Column
      - ◆ Each value listed one time
        - Example: In Customer Code Column, Customer Code of ABC listed only once even if multiple records present
      - Selected (checked) records displayed in Column
        - ◆ All values returned by Navigator Search selected/displayed by Default
      - Clearing the check from a record value removes it from the list
        - ◆ Click again to re-select
      - Grid reflects change once User clicks OK in Filter Dialog Box



The screenshot shows a 'Filter' button and a 'Clear Filter' dialog box. The dialog box has a 'Text Filters' section with a list of values: (All), (Blanks), ABC, ALPHA, CARTER, CUTTING, MIKE'S, MIRACLE, and STOCK. Each value has a checked checkbox. There are 'OK' and 'Cancel' buttons at the bottom.

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- Drop-down: Data Type Filters
  - Additional Filters available in each Column depending on the record data type
  - Located above Value List
  - Options include
    - ◆ Date
    - ◆ Text
    - ◆ Number
  - Each Data Type includes a Custom Filter option



The image displays three dialog boxes for selecting filters based on data type:

- Date Filters:** Shows a tree view with options: (All), (Blanks), 2013 (expanded to July, 22, August, September), and buttons for OK and Cancel.
- Text Filters:** Shows a list of text values: (All), (Blanks), ABC, ALPHA, CARTER, CUTTING, MIKE'S, MIRACI F, and a list of comparison operators: Equals..., Does Not Equal..., Begins With..., Ends With..., Contains..., Does Not Contain..., and Custom Filter...
- Number Filters:** Shows a list of numerical values: (All), (Blanks), \$0.77, \$11.65, \$81.07, \$807.77, \$1,512.00, and \$6,041.94, and a list of comparison operators: Equals..., Does Not Equal..., Greater Than..., Greater Than Or Equal To..., Less Than..., Less Than Or Equal To..., Between..., and Custom Filter...

On the right side, a vertical list of filter options is shown, including: Equals..., Before..., After..., Between..., Tomorrow, Today, Yesterday, Next Week, This Week, Last Week, Next Month, This Month, Last Month, Next Quarter, This Quarter, Last Quarter, Next Year, This Year, Last Year, Year To Date, All Dates in the Period, and Custom Filter...

- Auto Type Filter
  - Begin typing in blank field
  - Value List reduces based on "Begins With" Filter assumption
- Multiple Column Filters can be applied at the same time
- Grid Filters are not removed by the Restore feature
  - Remain in effect until cleared
- To clear Filters
  - Click Clear Column Filter button to remove Filter in specific Column
    - Other Filters remain in effect
  - Click Clear All Filters button (far left of Grid) to remove all Filters at once

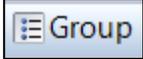
## Column Sort Options

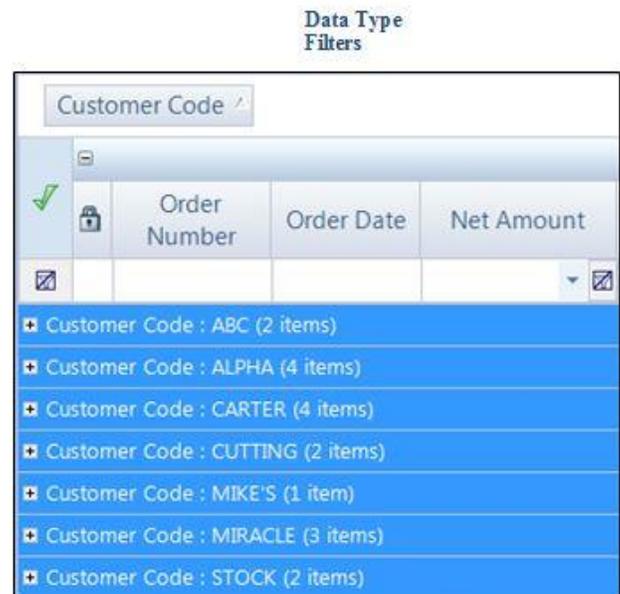
- Grid can be sorted based on selected Column contents

# How To Use the Enterprise E2 Shop System

- Right click in desired Column Header
- Hover over Sort column to access sort options
- Select desired sort order
  - Sort ascending
  - Sort descending
- Entire Grid sorted based on Column Sort
- Sorting another Column replaces existing Sort order

## Group Tool

- Enable/disable by clicking Group Button 
- Creates expandable tree view in Grid
- Top of tree view determined by selected Column
- Left click desired Column and drag to Grouping Header
  - Records in Grid display in tree view based on Column selected
  - Click to expand details under each Group
- Can Group multiple Columns
  - Creates Sub-Group
- Groupings are not removed by the Restore feature
- To undo Grouping drag the Column(s) back to the Grid



Example of Grouped Customer Codes

## Selecting Records

Once filtered and sorted, select one or more records to Edit or View

- Select Single Record
  - Click anywhere on record row
  - Use Action buttons available in Navigator Pane or Contextual Ribbon
    - Right clicking on selected record provides Line Item Grid Options
  - Double clicking record (using left mouse button) opens it for Editing
- Select Multiple Records
  - To select specific records that are not next to each other
    - Select first record as normal
    - Hold the CTRL (Control) Key
    - Left click in the Selection Column next to each desired record
      - ◆ The selected rows will display in a different color to indicate their inclusion
    - Complete the desired action by clicking the appropriate Action Button
  - To select multiple records that are next to each other
    - Select first record as normal
    - Hold the Shift Key
    - Left click in the Selection Column beside the last record desired
      - ◆ All the rows “between the clicks” will display as selected
    - Complete the desired action by clicking the appropriate Action Button

# How To Use the Enterprise E2 Shop System

- To select ALL the records in the Grid
  - Click the “Select All” Button (green checkmark icon)
  - Located at the top of the Selection Column
  - Can de-select specific records following steps noted above

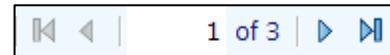


To select multiple records, the User **MUST** click in the colored Selection Column next to the desired records. Simply clicking in the record row will not be sufficient and will de-select previously selected records.

## ***Working with Multiple Records***

Once selected, the User can work with multiple records in one session

- Open the records using the desired Action Button
  - View
  - Edit
- Use the “VCR Buttons” located at the top of the record Form to navigate between the selected records
  - Must Save the current record if changes are made before moving to a different one to keep the new information



**Grid Search Options** are available within specific record Grids as well, not just Record Search Grids. The functionality detailed here will work at whatever level the Grid appears.

# How To Use the Enterprise E2 Shop System

## **Running Summary Reports**

- Ability to look at consolidated information for multiple records at one time as opposed to having to view individual records
- Available throughout entire System, but some of the more common Summary Reports include:
  - Job Schedule
  - Margin Summary
  - Work In Process Summary
  - Job Cost Summary
  - Inventory Summary
  - A/R / A/P Aging Summary
- Navigator Panes
  - Located under Summary Reports Tab
- Contextual Ribbon
  - Located under Summary Reports drop-down

### **Available Filters**

Filter options will vary, but the functionality is the same throughout the System

- Standard Filter Set provided for each report
  - Listed in Filter Grid
- To activate a Filter for the report it must be marked to Apply
  - Filter is Applied by either of the following means:
    - Select/Enter information in the Value 1 Field
      - ◆ Automatically marks the Filter as Applied
    - Manually mark the Filter as Applied
      - ◆ Would then select/enter Value information
- Designate the desired Filter Criteria
  - Equal To
  - Not Equal To
  - Less Than
  - Greater Than
  - Less Than or Equal To
  - Greater Than or Equal To
  - Starts With
  - Ends With
  - Contains
  - Between
  - Does Not Start With
  - Does Not End With
  - Does Not Contain
  - Not Between
    - If the Criterion selected is Between or Not Between, both Value Fields will be available for use
- Multiple Filters can be applied to the Report

# How To Use the Enterprise E2 Shop System

- Designate the appropriate Operator for additional Filters
  - And = Both Criteria must be met to be included in the results
  - Or = Either/Any of the criteria can be met to be included in the results
- Existing Filters can be Copied
  - Click Copy Button next to the Filter to duplicate 
  - Allows Application of same Filter
  - Apply Operators to Copied Filters as appropriate
- User-Defined Fields associated with the Data Entry area will be automatically available as a Standard Filter
- Filter settings will remain in effect until reset by the User

## Report Options

As with Filters, Report Options will vary throughout the System

- Basic Options
  - Destination: Included on each Report
    - Determines output option of Report
      - ◆ Email: Report will be emailed to designated recipient(s)
        - Email settings must be configured in User Maintenance
      - ◆ Fax: Report will be faxed to designated number
        - Fax Server must be accessible and configured
      - ◆ File: Report will be saved to designated file format
        - Specified program/format must be available on PC
      - ◆ Printer: Report will be sent to designated printer
        - Printers must be available to PC via Windows configuration or connected locally
          - ❖ May also have option for Number of Copies (Applicable only when Printer is Destination)
      - ◆ Screen: Report will be displayed on screen as a Crystal Report
  - Show In Native Currency: Included on Reports that display dollar values
    - Useful when multiple Currencies are used
- Detail Summary
  - Show Detail: Included on each Report
    - Disabling option reduces the amount of information displayed on Report
  - Other options may be available based on the Report
- Breakdown Reports
  - Present on many Summary Reports throughout System
  - Based on same information, but they provide additional views based on significant Field Values
    - Examples:
      - ◆ G/L Account Breakdown
      - ◆ Salesperson breakdown
      - ◆ Part number Breakdown
      - ◆ Work Code Breakdown
      - ◆ Product Code Breakdown
    - Options will vary throughout the System
  - Output as PDFs (Destination = File or Email)

# How To Use the Enterprise E2 Shop System

- Display as multiple tabs across the top of the Report Form (Destination = Screen)
  - Can Print single Report or Print All Reports from Screen
  - Can Close single Report or Close All Reports from Screen

## Filter Sets

Filter Sets represent the Primary Reports available to generate in the selected Data Entry Area

- Each Area has a default Summary Report Filter Set
  - Provides list of default Available Filters
- Customized Filter Sets can be created if desired Filters are not present
  - In Navigator View
    - Right click in Filter Sets window
    - Select “Create a new User-Defined filter set”
      - ◆ Could choose to Copy existing Filter Set, including the default
    - New Report Filter Wizard launches
    - Enter a Query Code (used to identify the Report)
    - Select a Field to Filter By (Field Name drop-down)
      - ◆ Lists available Fields associated with Data Entry Area
      - ◆ If Copying existing Filter Set, Fields will already be populated
        - Edit values accordingly
    - Select a Criteria
      - ◆ Equal To
      - ◆ Not Equal To
      - ◆ Less Than
      - ◆ Etc.
    - Custom Filter Sets can have multiple Criteria applied
      - ◆ Select Operator if multiple Criteria used
        - And: Both/All Criteria must be met to return results
        - Or: Either/Any Criteria can be met to return results
  - In Contextual Ribbon View
    - Click Summary Reports to open desired Report
      - ◆ Makes Contextual Ribbon for selected Report available
    - Click New Filter Set
    - New Report Filter Wizard launches
    - Follow steps outlined above for remainder
- New Filter Sets will display along with default Summary Report Filter Set
  - When selected, customized Filter Sets will display specified Filters in the Available Filters Grid
  - Functions same as standard Report from this point
- User-Defined Filter Sets utilize the same format and additional options as the default Filter Set when Generated
- Once created User-Defined Filter Sets can be
  - Edited
  - Copied
  - Deleted

# How To Use the Enterprise E2 Shop System



- To remove all User-Defined Searches from Data Entry Area at one time, use Clear All Filter Sets option
- Customized Filter Sets are User-specific

## Schedule Report

Reports can be scheduled to generate at specific times

- Click the Schedule Report Button
- Add New Scheduled Report form opens
- Scheduled Reports utilize the same functionality as Triggers (See Tables Section of this Manual)

### **General Tab (An asterisk [\*] indicates a Required Field)**

- \*Scheduled Report Code can be up to 20 alpha-numeric characters
  - Identifies the nature of the Report Trigger
- \*Report Name represents the base report the Trigger is being scheduled for
  - The Summary Report of the Area currently opened displays by default
  - Can be changed
- \*Filter Set represents the Filter Set to use when generating the Report
  - Must select Default Filter Set even if no additional Sets have been created
  - If additional Sets have been created, select the appropriate one for the Scheduled Report to use
- \*User Code provides the security access for the Report
- \*Deliver Report Via determines the output type/Destination of the Scheduled Report
  - Email
    - Email information must be configured in User Maintenance
    - Additional Email Tab becomes available when this Delivery Method selected
  - Fax
    - Fax server must be connected to PC scheduling the report
    - Additional Fax Tab becomes available when this Delivery Method selected
  - Internal Message
    - Additional Internal Message Tab becomes available when this Delivery Method selected
  - Printer
    - Must have at least one printer associated with the PC scheduling the report
- Print Report To represents the printer the report will be printed on when the Delivery Method is set to Printer

### **Schedule Tab (An asterisk [\*] indicates a Required Field)**

- \*Start Date: Starting point (day) the Report Trigger will use to determine the first occurrence of generating the Report
  - Defaults to the current day's date
  - Can be edited
- \*Start Time: Starting point (time of day) the Report Trigger will use to determine the first occurrence of generating the Report
- End Date: Date the Trigger will stop generating the Report, if it is continuous
  - Defaults to a date in the future
  - Can be edited
- End Time represents the time of day the Trigger will stop generating the Report, if it is continuous
  - Defaults to 11:59 PM

# How To Use the Enterprise E2 Shop System

- Can be edited
- \*Interval Size: Value that represents how long the Trigger will take between generating the Report (in terms of Interval Unit)
  - The default Size is 1.0000 but can be edited
- \*Interval Unit determines how long the Trigger will take between generating the Report in relation to Interval Size
  - Options for Interval Unit are
    - SECOND
    - MINUTE
    - HOUR
    - DAY
    - WEEK
    - MONTH
    - YEAR
  - The default Unit is DAY but can be changed
- Mark the option to Delete Scheduled Report After First Successful Occurrence if the Report should only be generated one time
  - Only Reports that are run without date Filters should be continuously generated
  - If date filters are applied, they do not roll forward
    - Report would continue generating information based on same date range each time

## ***Documents Tab***

- Additional documents can be attached to generate along with report at scheduled time, if desired

## **Forms and Labels**

- Specifically formatted reports associated with the selected Data Entry Area
- Forms And Labels will vary throughout the System
  - Common Examples include:
    - Job Traveler (Order Entry)
    - Job Label (Order Entry)
    - Purchase Order (Purchase Orders)
    - Packing List (Shipments)
    - Customer Invoice (Customer Billing)
    - Checks (Cash Disbursements)
  - Not every Area will have Forms And Labels
- No Available Filters/Filter Sets
  - Forms And Labels are printed for selected Data Records
  - Available records display in Print Spool for selected Form/Label
- Report Options
  - Basic Options
    - Number of Copies: Used when Destination is Printer
    - Destination: Output option for Form/Label
      - ◆ Email
      - ◆ Fax



# How To Use the Enterprise E2 Shop System

- ◆ File
- ◆ Printer
- ◆ Screen
- Breakdown Reports
  - Some Forms/Labels will have additional Breakdown Formats available

# How To Use the Enterprise E2 Shop System

## ***Creating New Records – Overview***

The rest of this manual deals with creating records and using them in conjunction with each other to track information significant to your business.

There are two primary ways records can be created/placed into the System:

- Conversion
  - Many Table Records are entered into E2 during data conversion from a Legacy System
  - Common examples of converted records include:
    - Parts
    - Customers
    - Vendors
    - Employees
  - Transactional records such as Orders, Purchase Orders, Invoices, etc. are not converted
  - Table items that convert will vary, based on the originating system
  - This process is reviewed and dealt with during the initial implementation of the E2 Shop System
- Create as New Record in E2
  - Majority of records created directly in the System
    - Will be focus of this section

## **Record Creation Options**

New Records can be created in one of the following ways, depending on the area of the software:

- From a Template
  - Available in most areas of the System
  - Contain pre-populated values as a means of speeding Record Creation up and reducing potential errors
  - Additional information is provided manually or through the selection of a Source Record



**Source Records are often used as a means of passing information through the System as work is performed.**

**Classic examples of this record relationship are included in the following scenarios:**

**Customer → Quote → Order → Packing List → A/R Invoice**

**Vendor → Vendor RFQ → Purchase Order → Receiver → A/P Invoice**

- Option to Create Record Form Template will be available only if one or more Templates have been configured for the Record Type
  - Templates are covered in the *Implementation Guide*
- From an Existing Record
  - Most records in E2 can be created from an existing record of the same type
  - Typically listed as a Source Record option in the Record Creation Wizard
    - Creates a duplicate of the other record that can be edited and given a new identifying Record Number
  - Journal Entries are an exception to this practice
    - System allows for Line Item(s) to be copied from another Journal Entry
- From an Automatic Creation Utility

# How To Use the Enterprise E2 Shop System

- The following areas of the System provide utilities that allow for the creation of multiple records at one time, using criterion designated in the utility:
  - A/R Invoices (Customer Billing)
  - A/P Check Writing (Cash Disbursements)
- From Scratch
  - Key information is provided on the Record manually or through the selection of a Source Record



**Given the reliance on Source Records to provide details to subsequent records, it is extremely important to set Table Items up as completely and accurately as possible.**

Once created, most Records can be accessed in two ways (depending on Security Settings):

- Edit
  - Information on the Record can be changed (if Edit is allowed)
    - Specific Fields may be restricted
  - The Record is Locked while open for Editing
    - Other Users cannot access the Record for Editing while Locked
      - ◆ Can impact ability to Edit associated Records as well
      - ◆ Record can be Viewed by other Users while being Edited
- View
  - Information is Read Only
    - Ability to see specific Fields can be restricted
  - The Record is not Locked when being Viewed
    - No restriction on the number of Users that can View a record at the same time

## Note Regarding the Order of Records Covered

The remainder of this section details how specific records can be created or used within E2. We will begin with a review of Global Features found throughout the software. Next, we will cover each Data Entry Area in the order in which they are encountered within the Ribbon Menu.

- Global Features (Common functionality found on Records throughout the System)
- Quoting
- Orders
- Purchasing
- Inventory
- Shop Floor Control
- A/R
- A/P
- G/L
- Contact Management

Due to the nature of the transactions and the fact it is offered as a separate Module, Quality will be covered in its own documentation.

# How To Use the Enterprise E2 Shop System

## Global Features

Before reviewing specific records, this section covers features found throughout much of the software that serve the same general purpose/function regardless where they are located. (The details they deal with will vary, but the functionality found in each item behaves in the same manner.)

The topics that fall under the Global Features list include:

- QuickView
- Common Header/Line Item Objects
- Tasks
- Documents
- User-Defined
- Audit Trail

## QuickView

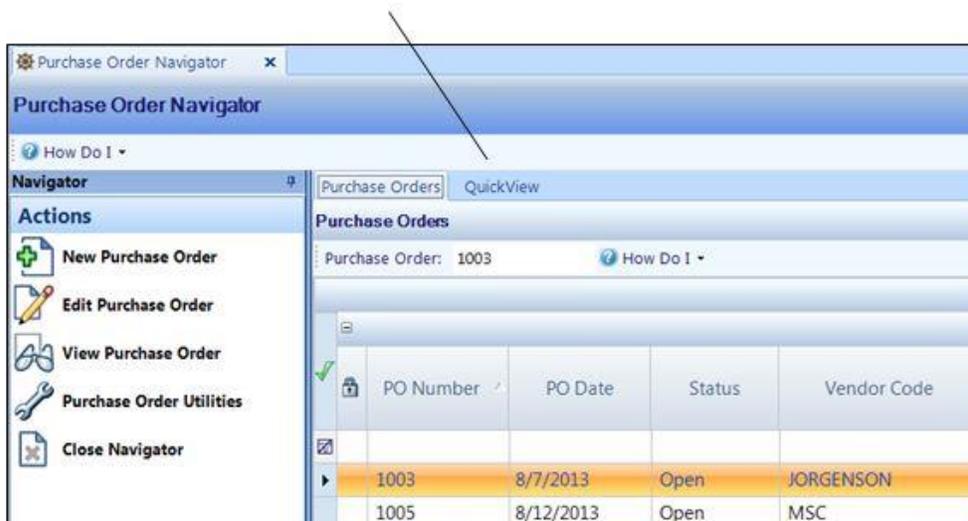
Of all the Global Features, QuickView is the one that will have the most variation, but its overall function remains consistent wherever it is found: to provide Read Only access to pre-defined key values.

### Overview

- Available at different levels within a specific Data Entry Area
  - Navigator Level
  - Record (Form Level)
- In addition, there are two independent applications that can provide similar functionality:
  - E2SS View Application
  - E2SS Executive Overview

### Navigator Level

- Displays information-related to selected records
  - Select desired records in same fashion as you would prior to Editing or Viewing
- Information displays in QuickView Tab
  - Located next to Record Search Grid Tab



# How To Use the Enterprise E2 Shop System

- Click QuickView Tab (after selecting Records)
  - Overview Sub-tab displays by default
    - Provides summarized information pertinent to Data Entry Area for selected record(s)
    - If multiple records selected, some information may be left blank
      - ◆ Some values not applicable for multiple records
    - Overview information is available in all Data Entry Areas where QuickView is present
      - ◆ Summarized data will vary depending on Area
- Additional information, related to selected records, available for review as well
  - Accessing additional information depends on Ribbon Access Method

## Navigator Panes

- Click the QuickView Tab in the Navigator Pane for the Data Entry Area
  - All options associated with the Area are displayed
    - The example to the right shows the Purchase Order QuickView options
  - Beyond Overview, additional options will vary throughout the software
- Click the desired option in the QuickView Pane to see results
  - Related information displayed in a new Tab alongside the Overview Tab
    - Example below shows PO/Receivers Sub-tab:



Purchase Orders		QuickView	
QuickView			
Overview		Receivers	
Receivers			
PO Number	Receiver Number	Vendor Code	
1003	1003	JORGENSEN	
1003	1003	JORGENSEN	
1003	1003	JORGENSEN	



**Navigator**

**QuickView**

- Show All
- Overview
- Receivers
- Vendor Returns
- Vendor Invoices
- Cash Disbursements
- Corrective Actions
- Non-Conformances
- Hide All

---

**Actions**

**Searches**

**Forms And Labels**

**Summary Reports**

**QuickView**

- A new Tab will be added for each option selected
- Show All - loads all available options at one time
  - May take a while to load information, depending on the number of options and the amount of records selected
- Hide All - removes any additional Tabs present
  - Overview Tab remains visible

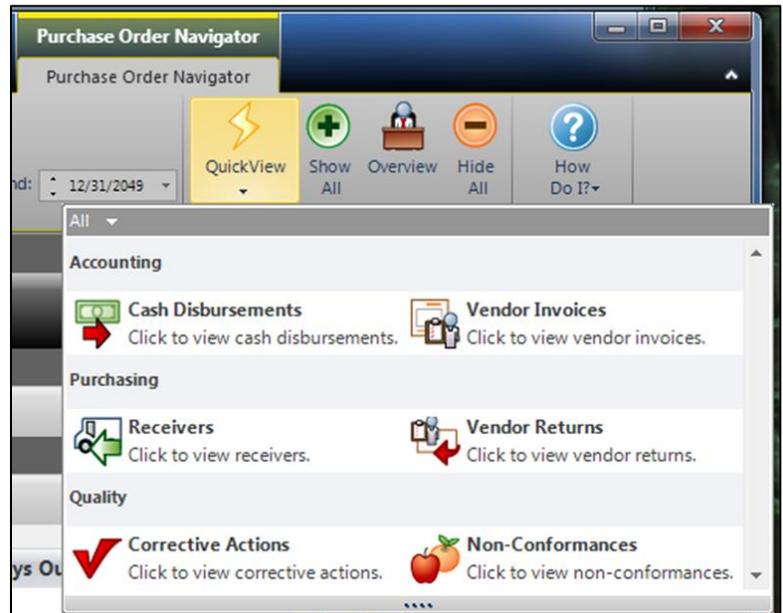
# How To Use the Enterprise E2 Shop System



The Lightning Bolt icons provide a “Quick Jump” to the selected record. Access is Read Only. This feature is found throughout the System, not just in QuickView. Same functionality provided by Hyperlinks found in Overview Tabs.

## Contextual Ribbons

- The Contextual Ribbon displays a QuickView section
- Options present include:
  - Overview
    - Clicking will open QuickView Tab with Overview option
  - Show All
    - Opens QuickView Tab and loads all available options
  - Hide All
    - Removes from view with other Tabs present. QuickView remains visible
  - QuickView Drop-down
    - Displays additional options for selected Area
    - Click the desired option in the QuickView Drop-down list to see results
  - Related information displayed in a new Tab alongside the Overview Tab
  - A new Tab will be added for each option selected



## Where Used

As indicated, the options available in the Navigators throughout the System will vary depending on where you are looking, but the Where Used feature is worth particular notice.

- Located in Parts Navigator QuickView Tab
- Provides a list of all Records where the Part is present on a Bill Of Material
  - Can be a Purchased Part or Manufactured Part/Sub-assembly
  - Record Types that could be displayed includes:
    - Manufactured Part
    - Job
    - Quote
    - Customer Request For Quote
- Very useful for determining what Records may need to be edited when Parts are updated

## Record (Form) Level

- Displays Overview Information for selected Record(s) when Edited or Viewed
  - Displayed one record at a time, using VCR Buttons if multiple Records selected
- Associated records not displayed at Record Level

## E2SS View Application

- Log in same way as Office Application

# How To Use the Enterprise E2 Shop System

- Opens software in View Only mode
- System will look the same as in the Office Application, but records cannot be edited
- Ability to see records depends on User's Security Settings

## **E2SS Executive Overview**

- Log in same way as Office Application
- Provides preset, View Only, "truncated" view of System
  - Management Dashboard - Overview: Key management values summarized
    - Accounts Receivable
    - Accounts Payable
    - Bank Codes (Cash balances)
  - Management Dashboard – Data Collection: Time and Attendance-related information
    - Job Details (Jobs currently logged into)
    - Job Summary (Jobs currently logged into)
    - Attendance Details (Employees currently logged in)
    - Transactions (Current Day)
      - ◆ By Employee
      - ◆ Time Ticket Details
      - ◆ Attendance Details
  - In addition to the Dashboard options, the following records can also be Viewed:
    - Bank Codes
    - Customers
    - Vendors
    - Parts
    - Scheduling
    - Audit Trail Summary



**In all options listed, a User cannot View any record they would not normally have Security Access to see in the Office Application.**

## **Common Header / Line Item Objects**

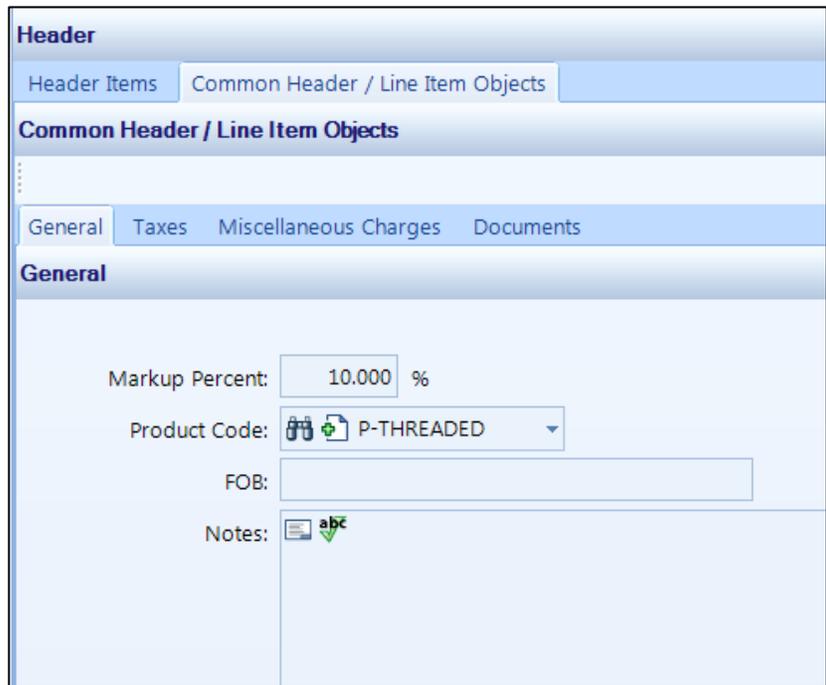
### **Overview**

- Located as a Sub-tab under the Header Tab of many records
- Allows Record Details of multiple Line Items to be updated at one time

# How To Use the Enterprise E2 Shop System

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

- Detail level Sub-tabs are listed based on the Data Entry Area being Edited
  - The example to the right displays the options available on a Purchase Order
- Any Field listed for the selected Detail Tab can be edited and the change “pushed” to all Line Items present on the Record
  - Edit the desired Field(s)
  - Click the Update Button
- System provides verification prompt
  - If confirmed, existing values will be overwritten and replaced with new ones
  - Revision takes place on ALL Grid Records present at the time the utility is used
- Only the Detail Tab currently opened will be updated
  - If multiple Detail Tabs need updating, each one must be edited and Updated individually
- If different values present on a Detail Tab are detected, the System provides a warning prompt



**\*\*\* Tax Codes currently not set the same for all line items \*\*\***

Example Warning Prompt regarding Tax Codes

## Tasks

### Overview

- Located as a Primary Tab on many records
- Track Contact Management Tasks associated with the Record
- Provides direct access to Contact Management

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

- \*Task Type: Indicates the nature of the Task to associate with the Record
  - Will default to different values depending on the Record Area
  - Regardless the Area or the default value, Task Type can be changed to any of the following:
    - Appointment
    - Call
    - Email
    - Event
    - Note
    - Maintenance (Work Center/Tooling)
    - Training (Employee Training)
    - Review (Document Review)

# How To Use the Enterprise E2 Shop System

- Task Type impacts the Details provided in Contact Management
  - Can be changed in Contact Management as appropriate
- \*Contact Name: Contact associated with the Task
  - When dealing with Customer or Vendor-related records, a drop-down will be available
  - When dealing with Work Center and Employee-related records, the information must be entered manually
    - Contact Name *must* be populated in order to create a Task
- Date: Displays the Date the Task was created
- User Code: Indicates which User created the Task
- Description: Provides details about the Task
  - Information entered in Contact Management details
  - Pulls from Notes Tab of Contact Management Task
- To provide details for the Task, click the Create Task Icon located immediately to the left of Contact Name
  - Opens Contact Management
  - Task actually created in Contact Management
  - Task entry on record acts as “doorway” and provides Record Detail information for Task
- Can also open Contact Management and create Task from there
  - Task can be edited from Record or Contact Management
  - Record Task Grid will reflect changes in Description

## Documents

### Overview

- Located as both a Primary Tab and Sub-tab on many records
- Associates external files with Record
  - Can be viewed or printed with Record
    - Requires use of AutoVue

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

Associating a Document with a Record can be accomplished in one of two ways.

### ***Assign Document Number (Document Control)***

- Document Number: Represents Document defined in Quality | Document Control portion of the System
  - Select pre-defined Document from drop-down list
- \*Attachment Filename: Path to the associated file (including the file name itself)
  - Auto-populates, based on assigned Document
  - File should be stored in central location that can be accessed by all Users that will need to View or Print the attachment
- Description: Description of attached file
  - Auto-populates from the Document Number selected
  - Can be edited
- Document Type: Indicates the nature/purpose of the attachment
  - Auto-populates from the Document Number selected
  - Can be edited
  - Document Type is a Base Table record

# How To Use the Enterprise E2 Shop System

- Customized list created by User
- Attachment Revision Level: Revision Level of attached Document
  - Auto-populates from Document Number selected
  - Cannot be edited at this level
- Attachment Revision Date: Date attached Document was revised
  - Auto-populates from Document Number selected
  - Cannot be edited at this level

## Manually Select File

- Click Browse Folder icon for the next available blank row in the Documents Grid 
  - Select the appropriate file
    - Any file the User can access via network security can be associated with the Record
- \*Attachment Filename: Path to the associated file (including the file name itself)
  - Auto-populates, based on file selected
    - Could manually enter path, but not recommended
- Description: Auto-populates with file type information (i.e., PDF, Word, etc.)
  - Can be edited manually
- Document Type: Indicates the nature/purpose of the attachment
  - Blank by default
  - Can be selected manually
- Document Number, Attachment Revision Level, and Attachment Revision Date will be blank



**If Document Control is being enforced within Company Preferences, Users will be required to select a defined Document Number; they will not have the ability to manually select undefined/unauthorized files.**

Once a file is attached (regardless the method) the User has the following options:

- View Attachment 
  - Displays attached file using AutoVue
    - Requires access to AutoVue seat license
- Print Attachment 
  - Prints attached file using AutoVue
    - Requires access to AutoVue seat license
- Edit Attachment  editing
  - Opens attached file in its native program for
    - Requires access to program that can open file type of attachment
- In certain areas of the software, the User will also have the option to designate whether the Attachment should print with other related Records

Print Landscape	Print With Customer RFQ	Print With Quotation	Print With Acknowledgement	Print With Work Order	Print With Traveler	Print With Packing List
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sample of Print Options Associated with Attachments of Customer Quotes

# How To Use the Enterprise E2 Shop System



- When enabled, the System will automatically include the Attachment to print with the selected Record
- Useful for having attached drawing files print with Job Travelers
- Requires access to AutoVue seat license on system that generates the selected Record

## User Defined Fields

### Overview

- Located as both a Primary Tab and Sub-tab on many records
  - Must be activated in User-Defined Maintenance
- Provide ability to track customized information throughout System

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

- User-Defined Tabs will only be visible on Records that have at least one User-Defined Field enabled/marked visible in User-Defined Maintenance (See *Implementation Guide* for additional information)
- User-Defined Fields can be marked as Required Fields when configured
  - Would require a value to be entered before record could be saved, if marked as such
- User-Defined values will “flow” through the System if marked to do so in Company Preferences
  - If Miscellaneous option to Treat User-Defined Fields As One is enabled, information will flow from one Record to the next
    - Examples: From Vendor to Purchase Order; From Customer to Quote to Order; etc.
  - When enabled, this provides the ability to have User-Defined Tabs available at multiple levels in the same Record
    - Example: On an Order
      - ◆ User-Defined Tab as a Primary Tab – Displays information about Customer
      - ◆ User-Defined Tab as a Detail Sub-tab – Displays information about Parts
        - Would be available at each Line Item
- Ability to see/edit User-Defined values on a Record can also be impacted by User Group Security Settings

## Audit Trail

### Overview

- Located as a Primary Tab throughout the System
- Provides details regarding actions taken on the selected Record

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

- Start Date: Date and Time the Action began
  - When the Record was accessed
- End Date: Date and Time the Action was completed
  - When the Record was closed
- Duration (seconds): System calculates how long the record was open, based on the previous values
- User Code: Who performed the Action
- User Action: What type of Action was taken
  - System-maintained list
- When the User Action = EDIT, the Action Line Item can be expanded to display the following details:

# How To Use the Enterprise E2 Shop System

- Affected Record Details
  - Table Name: Indicates which Table was impacted by the Edit
    - ◆ May help identify Tab the Edit occurred on
    - ◆ Example: Order\_Material (In Job Details of Order)
  - Identifying Field Name: Key Index Field of Record/Line Item
    - ◆ Example: Part\_Number (Adding/Deleting/Modifying info on Order Material Tab)
  - Identifying Field Value: Value entered/present in Key Index Field of Record/Line Item
    - ◆ Example: 1018-2.75-B12 (Specific Part Number being Added/Deleted/Modified)
  - Field Name: Indicates associated Fields impacted by Edit
    - ◆ Blank, if Record is being Added or Deleted
    - ◆ Line Item created for each Field impacted by a Modification
    - ◆ Example: Edit Quantity Needed on Order Material record
      - Other Fields listed:
        - ❖ Stocking Quantity
        - ❖ Purchasing Quantity
        - ❖ Line Total Purchasing Cost
        - ❖ Etc.
      - ◆ In many instances, Fields listed are result of System Calculations that result from User Edit
- Changes Details
  - Old Value: Value that was present prior to the Edit
    - ◆ Blank, if Record was Added or Deleted
  - New Value: Value that was entered
    - ◆ Blank, if Record was Added or Deleted
  - Added (checkbox): Indicates the Edit was the result of the Record/Field being added
  - Deleted (checkbox): Indicates the Edit was the result of the Field being deleted
  - Modified (checkbox): Indicates the Edit was the result of changing an existing value
- Audit Trail Details cannot be directly deleted by Users
  - If Record is deleted, the Audit Trail Summary will still provide information regarding the Record and all related transactions
  - Audit Trail Summary located in System Tab of Ribbon Menu

# How To Use the Enterprise E2 Shop System

## Quoting

### Overview

The Quoting Menu provides access to pre-sales-oriented records that can be used for full-blown estimating to nothing more than a sales price based on your needs.

### Records/Functionality

- Quotations
- Customer Request For Quotation

### Reports

- Quotation Summary
- Customer RFQ Summary
- Quotation Cross Reference

## Quotations

### Overview

- Customer-specific Sales Quote
- Can be used for Estimating purposes
  - Contains Manufacturing Details
    - Bill Of Materials
    - Routing
    - Outside Services
    - Miscellaneous Charges

### Source Record(s)

This Record can use the following Sources to provide information during its creation:

- Part Number (Table Item)
- Customer RFQ
- Quotation (Copy)

### Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- Customer Order
- Quotation

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

#### General Tab

- \*Quote Number: Up to 50 alpha-numeric characters
- \*Customer Code: Who the Quote is for
  - Customer Name auto-populates, based on the Customer Code selected
  - Customer Type auto-populates, based on the Customer Code selected
- Terms Code: Terms offered to the Customer for the listed Item(s)

# How To Use the Enterprise E2 Shop System

- Auto-populates, based on information associated with Customer
- Can be edited
- \*Quote Date: Date the Quote is valid from
  - Used to calculate Followup Date and Expires On date
- Followup Date: Date the Customer should be contacted regarding the Quote
  - Can be used to create an entry in Contact Management if Create Followup checkbox is enabled
  - System-calculated/-populated, based on information provided in Company Preferences
  - Can be edited
- Expires On: Date on which the Quote will no longer be valid
  - System-calculated/-populated, based on information provided in Company Preferences
  - Can be edited
- Create Followup (checkbox): Creates an entry in Contact Management when enabled
  - Entry created for the User designated in Quoted By field
    - Quoted By is required if this option is enabled
  - Entry created first time Quote is Saved after the option is enabled
- Quoted By: User ID of the Salesperson associated with the Quote
  - Blank by default
    - May not be the User that entered the Quote into the System
  - Becomes required if option to Create Followup is enabled
- Inquiry Number: Up to 50 alpha-numeric characters
  - Provides ability to track Customer Inquiries
- Followup Created (checkbox): Indicates if a Followup entry has been created in Contact Management regarding the Quote
  - System maintained field

## **Quotation Line Item Grid**

- Status: Pending by default
  - Additional options include:
    - Won: System changes Status to Won when the Line Item is used to populate an Order
    - Pending: Default Status on all New Quotes
    - Lost: User manually changes Line Item to Lost if the Customer declines the Quote
    - Expired: System changes Status to Expired if no action has been taken by the Expires On date
    - No Quote: User manually changes Status to No Quote if you decide not to send the Quote
- Delivery Notes: Special instructions to include for delivery purposes
  - Print in Header of Quote
- Part Number: Can be selected from defined Table Items, or can be entered “on the fly,” for Estimating purposes
  - If the Part is a Table Item, all associated information automatically populates the Line Item Grid (including Details)
    - Can be edited as needed
  - If the Part is Estimated directly on the Quote, Part-related information must be entered manually
    - In the Line Item Grid, additional key values to consider include:
      - ◆ Revision Level
      - ◆ Part Description

# How To Use the Enterprise E2 Shop System

- ◆ Product Code (Required Field if Customer Billing driven by Product Code)
  - Work Code auto-populates when Customer Code selected
- ◆ Inspection Settings, Use Time Tickets, and Incremental Job Costing options
  - If Part is not defined, these must be designated on the Quote or subsequent Order
- Line Item Details must also be entered, including:
  - ◆ Sales Information - Possible to enter Sales values without providing Costs
  - ◆ Manufacturing Information



**Undefined Parts entered on Quotes will not be available in the Parts Table, meaning Available Quantities and Dollar Valuations will not be present.**

## ***Quotation Line Item Details***

Much of the information in the Quote Details mirrors the functionality available on defined Manufactured Parts (See Tables – Manufactured Parts)



- Click the Magnifying Glass Icon to access the Detail Information for a specific Line Item
  - Can use VCR Buttons to navigate between record details if more than one Line Item is present

## **Details - General Tab**

- Notes: Auto-populates from Part Notes
  - Will carry forward to Order as Job Notes
- Salesmen: Can designate one or more Salesmen for sales tracking and commission calculation
- Taxes: Can designate one or more Tax Codes, as appropriate
  - While not required at this point, it is recommended to associate an Exempt Tax Code if no Tax is required
    - Tax Code becomes required further along in the System

## **Details - Sales Tab**

- Calculation Method determines how E2 will calculate the suggested sales price (Unit Price) of the Part
  - 1 = Billing Rate Method: System looks at each component of the Part (Routing, Outside Services, Material, and Miscellaneous Charges) and adds together the marked up value of each one
  - 2 = Cost Plus Markup Method: System takes calculated cost of making the Part and applies the User-provided Markup Percent for each Quantity Break
  - 3 = Profit Margin Method: System takes calculated cost of making the Part and applies the User-provided Profit Percent for each Quantity Break
  - Unit Price can be manually entered but requires User to enable the option to Prevent Automatic Calculation Of Unit Price to maintain them
- Prevent Automatic Calculation Of Unit Price – Prevents Unit Price from recalculating even if costs change
  - This option is enabled by default on a Quote, but Unit Price can still be edited
- Commission Percent is used for Estimating purposes only
  - Anticipated cost of Sales Commission is added back to Part as a cost and the Sales Price adjusts accordingly
    - Actual Commission earned/paid is determined by Commission of Salesman Code(s) present on Jobs

## ***Selling Price Breaks Grid***

- System calculates Unit Cost and Unit Price for each Price Break entered in the Quantity (Quote) column

# How To Use the Enterprise E2 Shop System

- Assign Estimate Codes to Price Breaks to determine what production-related costs and prices the system looks at to determine overall Unit Cost and Unit Price for each quantity
  - Allows for specific costing and pricing of multiple production run scenarios, based on quantities
  - Example: Assume Price Breaks of 100, 500, and 1,000
    - Estimate Codes = LOW (Volume) and HIGH (Volume) in addition to DEFAULT
      - ◆ Example: Could assign LOW to quantities of 100 and 500 and HIGH to quantity of 1,000 and above
        - For each Estimate Code referenced on the Sales Tab, a complete set of production details needs to be entered
- Markup Percent is applied to overall calculated Unit Cost at each Price Break if Calculation Method 2 selected
  - Profit Percent calculated accordingly
  - Markup can be different for each Price Break
- Unit Price is calculated by system, based on Calculation Method selected - Can be manually entered/adjusted
- Pricing Unit determines how unit Price is applied to Quotes and Jobs
  - EA: Unit Price applied to each unit
  - LOT: Unit Price applied as flat value for any quantity up to Price Break provided
  - C: Divides Total Sales amount on Quote or Order by 100
  - M: Divides Total Sales Amount on Quote or Order by 1,000



**If first Price Break is greater than 1, the Unit Cost associated with the first Price Break will be applied to all quantities between 1 and the second Price Break. Make sure to click the Calculate Button when making changes to any component of a Quote to ensure the most accurate and up to date Price has been applied (assuming they are not Locked).**

## Details - Manufacturing Tab

- Manufacturing Tab (and associated Sub-tab) features and functionality are found on multiple records
  - Manufactured Part (Part Table)
  - Quote – Line Item Details
  - Order – Job Details
- If defined as a Part Table record, Manufacturing Details auto-populate Quotes and/or Orders when selected
  - Can be edited on specific Quotes and/or Orders
  - Change would be unique to that record and would remain as permanent record unless deleted/purged
- Complete Manufacturing details can be entered directly on Quotes or Orders
  - Permanent unless the record is deleted/purged
  - Cannot track Available quantity or inventory value if not entered in Part Table
  - Manufacturing details can be copied to Part Table record

## Details – Manufacturing Tab - Engineering Sub-tab

- Customer Part Number provides an additional way to identify the Part if the Customer has a different name for it
  - Assumes Part made for specific Customer
- Assign a Customer Code if the Part should be identified with a specific Customer
  - Assigning one would not prevent making/selling the Part to other Customers
- \*Billing Rate represents the Billing Rate Code used by the system to pull Billing Rate dollar amounts from Work Centers when Calculation method 1 is selected on the Sales Tab
- Minimum Run Quantity represents the lowest quantity a Job would be created for when making the Part

# How To Use the Enterprise E2 Shop System

- Used as the default Quantity Ordered on Orders created using the Default Stock Customer Code designated in Company Preferences
  - Orders for any other Customer Code look to Quotes or first Quantity Break of Part
- Used for Estimating purposes to keep anticipated costs for Sub-assemblies consistent on Estimates and Quotes for Top Level Parts for smaller quantities
  - Example: Minimum Run for SUB1 is 200
  - Quote created for Top Level Part that uses SUB1 for quantity of 100
  - System uses cost to make 200 units of SUB1 for estimating cost of Top Level Part
    - ◆ Assumes SUB1 will be made in advance or on separate Stock Run to accommodate Minimum Run as opposed to simply making 100 units
- Part Weight and Weight Unit Of Measure are dynamically linked to values on Inventory Tab

## Details – Manufacturing Tab - Bill Of Material Sub-tab

- Enter Part Numbers for material or other Manufactured items used in the production of the Manufactured Part being defined
  - Records can be one of two types:
    - Purchased material (Part Type = P)
      - ◆ Can be defined in Part Table or added “free form”
    - Manufactured items (Part Type = M)
      - ◆ Must be defined in Part Table
  - If using records defined in Part Table, select them using drop-down menu
  - If adding records on the fly, manually enter Part Number and related details
    - Limited information can be provided
    - Only Purchased Parts can be added in this manner
- Associate the appropriate Estimate Code for each item if creating multiple production scenarios
  - Parts must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Assigning a Step Number to a material indicates it is not needed until that point of the production process
  - If Part is not Posted during Job Material Processing:
    - Order By Date set based on anticipated Start Date/Time of designated Step (Purchased Part)
    - Due Date of Sub-Job based on anticipated Start Date/Time of designated Step (Manufactured Part)
  - Defaults to Step 0
    - Assumes Part is required at beginning of production
- Quantity (Stocking) represents how much material is anticipated to be needed to make the Part
  - Value entered depends on Unit Of Measure (Stocking) selected
  - If Unit Of Measure (Stocking) is set to the required item’s Stocking Unit (BAR, EA, etc.):
    - Quantity (Stocking) represents how much material it will take to make One Unit (BARS per Part)
    - Quantity can be decimal value when dealing with Purchased Parts
      - ◆ Be aware of material configuration regarding use of decimals, as this an Estimate of what it will take to make ONE UNIT
      - ◆ Actual amount required will depend on Quantity To Make the Manufactured Item
    - Quantity must be whole value when dealing with another Manufactured Part (Sub-assembly)
  - If Unit Of Measure (Stocking) is set to P:

# How To Use the Enterprise E2 Shop System

- Quantity (Stocking) represents how many Parts can be made out of One Stocking Unit's worth of material (Pieces or Parts per BAR)
- System assumes at least one entire Stocking Unit (BAR, SHEET, etc.) will be Consumed and expensed to Jobs for the Part
- Cost of one Stocking Unit spread proportionately across Price Breaks up to amount in Quantity (Stocking) field
- Cost of another Stocking Unit is added each time Quantity threshold is reached
  - ◆ Example: Assume 10 Parts (Quantity) can be made from 1 BAR (**Unit Of Measure = P**)
    - Price Breaks = 1, 5, 10, and 15 (Sales Tab)
    - Entire cost of BAR placed in Unit Cost of Price Break = 1
    - 20% of cost of BAR placed in Unit Cost of Price Break = 5
    - 10% of cost of BAR placed in Unit Cost of Price Break = 10 (Optimal use of BAR)
    - Unit Cost of 15 will increase as another BAR is expensed but not as high as Price Break = 1
      - ❖ The larger the Price Break, the less impact each additional BAR has
- Calculator Utility will be available for use if Calculator Code was associated with required material
  - Can be used to determine either Parts per Stocking Unit (Parts per BAR,SHEET, etc.) or Stocking Units per Part (BARS per Part, SHEETS per Part, etc.)
  - Formula pulls from Calculator Code assigned to material
- Unit Of Measure (Stocking) determines how material cost is distributed
  - See details of Quantity (Stocking) field immediately above for additional information
- Vendor Code represents who the material is expected to be purchased from (Part Type = P)
  - Can select different Vendor, if more than one associated with Part
  - Entire Vendor List will be available if adding "free form" material
  - There will be no Vendor Code associated with Sub-assembly items (Part Type = M)
- Additional fields are available for reference in the Grid

## Details – Manufacturing Tab - Routing Sub-tab

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert new Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers "shared" by Routing Tab and Outside Services Tab
    - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if they are common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Work Center represents where work is being performed (internally)
  - Cost and Billing Rate values auto-populate from Work Center selected
- Operation Code can be used to specify what is being done at the Work Center
  - Auto-populates from Work Center if a Default Operation Code was designated

# How To Use the Enterprise E2 Shop System

- Can be selected or edited manually
- Production-related details pull from Operation Code if selected
  - Operation Code is optional value
- Description provides written details regarding the work to be performed
  - Prints on Job Traveler
  - Auto-populates from Operation Code selected
  - Can be manually entered or edited, as needed
- Setup Time: The estimated amount of time (in terms of the selected Unit) it will take to prepare the Work Center
  - Options include:
    - Hours
    - Minutes
    - Seconds
  - Setup Time is a fixed value, regardless the quantity estimated/worked on
- Cycle Time: The estimated amount of time (in terms of the selected Unit) it will take to perform the work detailed in the Description
- Cycle Unit: Works in conjunction with Cycle Time to define how long it is estimated to take to perform the work detailed in the Description
  - Options include:
    - Hours
    - Minutes
    - Seconds
    - Pieces Per Hour (System uses value to calculate it will take to make one unit in terms of an hour)
  - Cycle Time will vary depending on the quantity estimated/worked on



**Regardless the Unit Selected for estimating purposes the system will convert all values into terms of hours for calculation and report purposes.**

- Machines Run (By Operator): The number of machines the Employee performing the work is capable of running at one time
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be reduced accordingly
- Machines Job Run On: The number of machines the scheduled Job is able to be worked on at the same time (for a given Step)
  - If greater than 1:
    - Estimated Cycle Time is decreased (same number of Machine Hours spread across multiple machines)
    - Estimated Setup Time is increased (multiple machines must be prepared)
  - The Capacity Factor of Work Centers need to match this value in order for scheduling assumptions to be accurate
- Team Size: The number of Employees it is estimated to take to perform the work detailed in the Description
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be increased accordingly
  - Scheduled Cycle Time will not be impacted
- Scrap Percent: The amount of expected scrap or wasted material that will occur during the Step

# How To Use the Enterprise E2 Shop System

- If greater than 0, the system will calculate (during Job Material Processing) how many additional units need to be made to compensate for the anticipated scrapped pieces
  - At a minimum, you will be required to make one additional unit
- Scrap is cumulative meaning a 1% Scrap Percent on each of 5 Steps will result in a minimum of 5 additional units being made
- Costs and estimated times are impacted by what Step Scrap is associated with
  - If Scrap is on the first Step, the system assumes additional work is not required beyond that point for anticipated “extra” scrap units
  - If Scrap is on final Step, the system assumes extra work is required throughout the entire production process and the “extra” units will be dealt with at the end
  - If Scrap is located “somewhere in between,” additional work is scaled accordingly



**Since Scrap Percentages are cumulative, consider placing a single Scrap Percent for the entire Routing on a designated Step, but realize scheduled time and associated costs are impacted by the Step selected.**

- Percent Efficient: How efficiently the work detailed in the Description can be performed
  - If less than 100%, Cycle Times (at the Job Level) will be scheduled to take longer to complete than the amount of time listed here
  - Example: If Efficiency is 80%, Cycle Time will be increased by 20% FOR SCHEDULING PURPOSES



**Estimated Cycle Time itself is not changed, just the amount of time it is expected to take on this particular Work Center/Step.**

- G/L Account (Labor): Expense account actual labor costs will be accumulated against as Time Tickets are turned in against the Step
- Mark a Step as Unattended (checkbox) if the Employee is able to prepare the Work Center and then leave it once the work process has begun
  - Unattended Steps will estimate/capture Burden Costs for Cycle Time, but NOT Labor Costs
  - Unattended Steps will estimate/capture BOTH Burden and Labor Costs for Setup Time
- If material is physically altered during the Step, mark the option Consumes Raw Material on the appropriate Work Center



**If Labor G/L Account is left blank at the Job Level, costing reports (Job Cost Summary, WIP Summary, Margin Summary, etc.) will display dollar amounts with no description or a reference of UNKNOWN.**

- If Jobs are configured to perform Incremental Job Costing, material is not Consumed until pieces are completed against the first step configured to do so
  - Once Consumed in this scenario:
    - ◆ Material Cost captured
    - ◆ Material will not be automatically placed back into Inventory if the Job is subsequently Cancelled
  - Steps using Work Centers such as Engineering, Inspection, and Shipping would typically not Consume Material
- Location Code: The physical location of Work Center
  - Helps track movement of Material/Jobs
  - Used if you are requiring the creation of Inventory Transfer records before production can begin

# How To Use the Enterprise E2 Shop System

- Mark the option (checkbox) Overlap Steps if work can begin on subsequent Steps before all the pieces have been completed on the current Step
  - If enabled, the system will schedule work to begin on the next Step once a pre-determined number of pieces have been completed on the current Step based on the Overlap Method
- Overlap Method: Determines how many pieces must be completed on the current Step before work will be scheduled to begin on the next Step
  - Automatic: The system will schedule the next Step to complete its Setup process as soon as the first piece is completed on the current Step
    - If the Cycle Time on the next Step is FASTER than the Cycle Time of the current Step, it will build in a “head start” amount to ensure the next Step does not run out of parts
    - There is no additional input required for this option
  - Hours: The system will wait a specified length of time before scheduling the next Step
    - If selected, you must also designate the number of hours to wait in the Overlap Quantity field
  - Percent: The system will wait until a specified percentage of pieces have been completed before scheduling the next Step
    - If selected, you must also designate the percent that needs to be completed in the Overlap Quantity field
  - Pieces: The system will wait until a specified number of pieces have been completed before scheduling the next Step
    - If selected, you must also designate the number of pieces that need to be completed in the Overlap Quantity field
  - None: Overlapping is disabled and the system will schedule the next Step to begin after all the pieces have been completed on the current Step



**Each Step can have a different option with regards to Overlapping.**

- Additional fields are available for reference in the Grid

## **Details – Manufacturing Tab - Outside Services Sub-tab**

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert new Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers “shared” by Routing Tab and Outside Services Tab
  - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Service Code represents the type of work being provided by the Vendor
  - Auto-populates Vendor (with Default Vendor) and Vendor-related details (Step Details) when selected
- In Outside Services Step Details

# How To Use the Enterprise E2 Shop System

## **Details – Manufacturing Tab - Outside Services - Vendors Sub-tab**

- List of Vendors available to perform service provided
  - Can select a different Vendor from list for this specific Step
- For each Vendor, the following information is present:
  - Markup Percent: Determine what the Sales Price should be for the service
  - Lead Time Days: Anticipated amount of time it will take to receive items back
  - Price By Weight: Select if the Vendor prices the service based on the weight of the Parts sent to them, as opposed to a per piece or Lot charge
  - Need Pricing: Mark this option to indicate the need to create a Vendor RFQ for the specific Service Step
- Price Breaks and cost information become available in the bottom of the Grid as each Vendor is selected

## **Details – Manufacturing Tab - Outside Services - Routing Step Details Sub-tab**

- If Certifications Required is marked:
  - System places a comment on the PO for the Service to that effect
  - The PO information is placed in the Certification print spool and is available to select to print
- Ignore Vendor Minimum Charge allows a PO to be created for an amount less than the stated Minimum Charge
  - If not allowed, the PO will be created for the Minimum Amount if the service cost is less than that value
- Description prints on the PO created for the Service Step
  - Auto-populates from the Service Code selected
  - Can be manually entered or edited

## **Details - Miscellaneous Charges Tab**

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to be passed on to the Customer other than Shipping and Unit Price
  - Common Miscellaneous Charges include
    - Document-related fees
    - Certification fees
    - Fuel surcharges
  - Unit Of Measure determines how the Charge Amount will be calculated
    - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
    - LOT – Amount will be charged as flat amount regardless of quantity
    - C – Amount is divided by 100 and charged for each unit purchased
    - M – Amount is divided by 1,000 and charged for each unit purchased
  - Include In Piece Price determines how the Charge Amount will be displayed
    - Yes – Amount is rolled into Unit Price on Quote/Order
    - No – Amount will display as separate line item on Quote/Order
  - G/L Account represents the default income account that will auto-populate on Orders
  - Pay Commission – Indicates whether Charge Amount should be included in Sales Commission
    - Option must be selected if Include In Piece Price is used
  - Pay Tax – Indicates whether tax should be applied against Charge Amount if applicable
  - Apply Discount – Indicates whether Charge Amount is eligible for discount if A/R Invoices for Part are paid within stated terms

# How To Use the Enterprise E2 Shop System

## Header Tab

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Customer
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on printed Quote
  - Specific to selected Quote
  - Information that should appear on all Quotes should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
    - Can be edited for specific output Generation, but resets based on Report Customization values afterward

## Addresses Tab

### **Quoting Address Sub-tab**

- Location Code: Uses Default Quoting Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well
- \*Company Code: Auto-populates from Customer Code
  - Can be manually edited

### **Quoting Address – Contact Sub-tab**

- (Quoting) Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
  - Provides email address when Quotes emailed directly from System
    - Pulls email address from Customer Contact details
    - Can be changed during process of emailing
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

### **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments

# How To Use the Enterprise E2 Shop System

- Address Type selection impacts Code options (below)
- Code: Represents specific Company Code, depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## ***Shipping Address – Contact Sub-tab***

- (Shipping) Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## ***Shipping Address – Miscellaneous Sub-tab***

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used on Packing Lists
  - Can be edited on Packing List as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details
  - Can be used to filter reports and searches
- Print Certifications: Passed on to Orders and Packing Lists
  - Option must be enabled on Packing Lists to be available to print Certification
  - Can be edited manually on Packing List as needed

# How To Use the Enterprise E2 Shop System

## Customer Request For Quotation (RFQ)

### Overview

- Customer-specific Request For Sales Quote
- Can be used for Estimating purposes
  - Contains Manufacturing Details
    - Bill Of Materials
    - Routing
    - Outside Services
    - Miscellaneous Charges
- Can be used to control which inquiries become actual Quotes
  - Keep list of Quotes limited to “valid” inquiries

### Source Record(s)

This Record can use the following Sources to provide information during its creation:

- Part Number (Table Item)
- Customer RFQ (Copy)

### Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- Quotation
- Customer RFQ

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

#### General Tab

- \*RFQ Number: Up to 50 alpha-numeric characters
- \*Customer Code: Who the RFQ is for
  - Customer Name auto-populates based on the Customer Code selected
  - Customer Type auto-populates based on the Customer Code selected
- Terms Code: Terms offered to the Customer for the listed Item(s)
  - Auto-populates based on information associated with Customer
  - Can be edited
- \*RFQ Date: Date the RFQ is valid from
  - Used to calculate Followup Date and Expires On date
- Followup Date: Date the Customer should be contacted regarding the RFQ
  - Can be used to create an entry in Contact Management if Create Followup checkbox is enabled
  - System calculated/populated based on information provided in Company Preferences
  - Can be edited
- Expires On: Date on which the RFQ will no longer be valid
  - System-calculated/-populated based on information provided in Company Preferences
  - Can be edited
- Create Followup (checkbox): Creates an entry in Contact Management when enabled
  - Entry created for the User designated in Quoted By field

# How To Use the Enterprise E2 Shop System

- Quoted By is required if this option is enabled
  - Entry created first time RFQ is Saved after the option is enabled
- Quoted By: User ID of the Salesperson associated with the RFQ
  - Blank by default
    - May not be the User that entered the RFQ into the System
  - Becomes required if option to Create Followup is enabled
- Inquiry Number: Up to 50 alpha-numeric characters
  - Provides ability to track Customer Inquiries
- Followup Created (checkbox): Indicates if a Followup entry has been created in Contact Management regarding the RFQ
  - System maintained field

## **Quotation Line Item Grid**

- Status: Pending by default
  - Additional options include:
    - Pending: Default Status on all New RFQs
    - Quoted: System automatically changes Status when the RFQ is used to create a Quote
    - Expired: System changes Status to Expired if no action has been taken by the Expires On date
    - No Quote: User manually changes Status to No Quote if you decide not to send a Quote
- Delivery Notes: Special instructions to include for delivery purposes
  - Print in Header of RFQ
- Part Number: Can be selected from defined Table Items or entered “on the fly” for Estimating purposes
  - If the Part is a Table Item, all associated information automatically populates the Line Item Grid (including Details)
    - Can be edited as needed
  - If the Part is Estimated directly on the RFQ, Part-related information must be entered manually
    - In the Line Item Grid, additional key values to consider include:
      - ◆ Revision Level
      - ◆ Part Description
      - ◆ Product Code (Required Field if Customer Billing driven by Product Code)
        - Work Code auto-populates when Customer Code selected
    - Line Item Details must also be entered, including:
      - ◆ Sales Information
        - Possible to enter Sales values without providing Costs
      - ◆ Manufacturing Information



**Undefined Parts entered on RFQs will not be available in the Parts Table, meaning Available Quantities and Dollar Valuations will not be present.**

## **Quotation Line Item Details**

Much of the information in the RFQ Details mirrors the functionality available on defined Manufactured Parts (See Tables – Manufactured Parts)

- Click the Magnifying Glass Icon to access the Detail Information for a specific Line Item

# How To Use the Enterprise E2 Shop System



- Can use VCR Buttons to navigate between record details if more than one Line Item is present

## Details - General Tab

- Notes: Auto-populates from Part Notes
  - Will carry forward to Order as Job Notes
- Salesmen: Can designate one or more Salesmen for sales tracking and commission calculation
- Taxes: Can designate one or more Tax Codes, as appropriate
  - While not required at this point, it is recommended to associate an Exempt Tax Code if no Tax is required
    - Tax Code becomes required further along in the System

## Details - Sales Tab

- Calculation Method determines how E2 will calculate the suggested sales price (Unit Price) of the Part
  - 1 = Billing Rate Method: System looks at each component of the Part (Routing, Outside Services, Material, and Miscellaneous Charges) and adds together the marked up value of each one
  - 2 = Cost Plus Markup Method: System takes the calculated cost of making the Part and applies the User provided Markup Percent for each Quantity Break
  - 3 = Profit Margin Method: System takes the calculated cost of making the Part and applies the User provided Profit Percent for each Quantity Break
  - Unit Price can be manually entered but requires User to enable the option to Prevent Automatic Calculation Of Unit Price to maintain them
- Prevent Automatic Calculation Of Unit Price – Prevents Unit Price from recalculating even if costs change
  - This option is enabled by default, but Unit Price can still be edited
- Commission Percent is used for Estimating purposes only
  - Anticipated cost of Sales Commission is added back to Part as a cost and the Sales Price adjusts accordingly
    - Actual Commission earned/paid determined by Commission of Salesman Code(s) present on Jobs

## Selling Price Breaks Grid

- System calculates Unit Cost and Unit Price for each Price Break entered in the Quantity (Quote) column
- Assign Estimate Codes to Price Breaks to determine what production-related costs and prices the system looks at to determine overall Unit Cost and Unit Price for each quantity
  - Allows for specific costing and pricing of multiple production run scenarios based on quantities
    - Example: Assume Price Breaks of 100, 500, and 1,000
      - ◆ Estimate Codes = LOW (Volume) and HIGH (Volume) in addition to DEFAULT
      - ◆ Could assign LOW to quantities of 100 and 500 and HIGH to quantity of 1,000 and above
  - For each Estimate Code referenced on the Sales Tab, a complete set of production details needs to be entered
- Markup Percent is applied to overall calculated Unit Cost at each Price Break if Calculation Method 2 selected
  - Profit Percent calculated accordingly
  - Markup can be different for each Price Break
- Unit Price is calculated by system based on Calculation Method selected
  - Can be manually entered/adjusted
- Pricing Unit determines how unit Price is applied to RFQs and Jobs
  - EA: Unit Price applied to each unit
  - LOT: Unit Price applied as flat value for any quantity up to Price Break provided
  - C: Divides Total Sales amount on RFQ or Order by 100

# How To Use the Enterprise E2 Shop System



- M: Divides Total Sales Amount on RFQ or Order by 1,000



**If first Price Break is greater than 1, the Unit Cost associated with the first Price Break will be applied to all quantities between 1 and the second Price Break. Make sure to click the Calculate Button when making changes to any component of a RFQ to ensure the most accurate and up to date Price has been applied (assuming they are not Locked).**

## ***Details - Manufacturing Tab***

- Manufacturing Tab (and associated Sub-tab) features and functionality are found on multiple records
  - Manufactured Part (Part Table)
  - RFQ – Line Item Details
  - Quote – Line Item Details
  - Order – Job Details
- If defined as a Part Table record, Manufacturing Details auto-populate RFQs and/or Orders when selected
  - Can be edited on specific RFQs and/or Orders
  - Change would be unique to that record and would remain as permanent record unless deleted/purged
- Complete Manufacturing details can be entered directly on RFQs or Orders
  - Permanent unless the record is deleted/purged
  - Cannot track Available quantity or inventory value if not entered in Part Table
  - Manufacturing details can be copied to Part Table record

## ***Details – Manufacturing Tab - Engineering Sub-tab***

- Customer Part Number provides an additional way to identify the Part if the Customer has a different name for it
  - Assumes Part made for specific Customer
- Assign a Customer Code if the Part should be identified with a specific Customer
  - Assigning one would not prevent making/selling the Part to other Customers
- \*Billing Rate represents the Billing Rate Code used by the system to pull Billing Rate dollar amounts from Work Centers when Calculation Method 1 is selected on the Sales Tab
- Minimum Run Quantity represents the lowest quantity a Job would be created for when making the Part
  - Used as the default Quantity Ordered on Orders created using the Default Stock Customer Code designated in Company Preferences
    - Orders for any other Customer Code look to Quotes or first Quantity Break of Part
  - Used for Estimating purposes to keep anticipated costs for Sub-assemblies consistent on Estimates and Quotes for Top Level Parts of smaller quantities
    - Example: Minimum Run for SUB1 is 200
      - ◆ Quote created for Top Level Part that uses SUB1 for quantity of 100
      - ◆ System uses cost to make 200 units of SUB1 for ESTIMATING cost of Top Level Part
        - Assumes SUB1 will be made in advance or on separate Stock Run to accommodate Minimum Run as opposed to simply making 100 units
- Part Weight and Weight Unit Of Measure are dynamically linked to values on Inventory Tab

## ***Details – Manufacturing - Bill Of Material Sub-tab***

- Enter Part Numbers for material or other Manufactured items used in the production of the Manufactured Part being defined

# How To Use the Enterprise E2 Shop System

- Records can be one of two types
  - Purchased material (Part Type = P)
    - ◆ Can be defined in Part Table or added “free form”
  - Manufactured items, including Sub-assemblies (Part Type = M)
    - ◆ Must be defined in Part Table
- If using records defined in Part Table, select them using drop-down menu
- If adding records “on the fly,” manually enter Part Number and related details
  - Limited information can be provided “on the fly”
    - ◆ Only Purchased Parts can be added in this manner
- Associate the appropriate Estimate Code for each item if creating multiple production scenarios
  - Parts must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Assigning a Step Number to Material indicates it is not needed until that point of the production process
  - If Part is not Posted during Job Material Processing:
    - Order By Date based on anticipated Start Date/Time of designated Step (Purchased Part)
    - Due Date of Sub-Job based on anticipated Start Date/Time of designated Step (Manufactured Part)
  - Defaults to Step 0
    - Assumes Part is required at beginning of production
- Quantity (Stocking) represents how much material is anticipated to be needed to make the Part
  - Value entered depends on Unit Of Measure (Stocking) selected
  - If Unit Of Measure (Stocking) is set to the required item’s Stocking Unit (BAR, EA, etc.):
    - Quantity (Stocking) represents how much material it will take to make One Unit (BARS per Part)
    - Quantity can be decimal value when dealing with Purchased Parts
      - ◆ Be aware of material configuration regarding use of decimals, as this an Estimate of what it will take to make ONE UNIT
      - ◆ Actual amount required will depend on Quantity To Make of Manufactured Item
    - Quantity must be whole value when dealing with another Manufactured Part (Sub-assembly)
  - If Unit Of Measure (Stocking) is set to P:
    - Quantity (Stocking) represents how many Parts can be made out of 1 Stocking Unit’s worth of material (Pieces or Parts per BAR)
    - System assumes at least one entire Stocking Unit (BAR, SHEET, etc.) will be Consumed and expensed to Jobs for the Part
    - Cost of one Stocking Unit spread proportionately across Price Breaks up to amount in Quantity (Stocking) field
    - Cost of another Stocking Unit is added each time Quantity threshold is reached
      - ◆ Example: Assume 10 Parts (Quantity) can be made from 1 BAR (**Unit Of Measure = P**)
        - Price Breaks = 1, 5, 10, and 15 (Sales Tab)
        - Entire cost of BAR placed in Unit Cost of Price Break = 1
        - 20% of cost of BAR placed in Unit Cost of Price Break = 5
        - 10% of cost of BAR placed in Unit Cost of Price Break = 10 (Optimal use of BAR)
        - Unit Cost of 15 will increase as another BAR is expensed but not as high as Price Break = 1
          - ❖ The larger the Price Break the less impact each additional BAR has

# How To Use the Enterprise E2 Shop System

- Calculator Utility will be available for use if Calculator Code was associated with required material
  - Can be used to determine either Parts per Stocking Unit (Parts per BAR,SHEET, etc.) or Stocking Units per Part (BARS per Part, SHEETS per Part, etc.)
  - Formula pulls from Calculator Code assigned to material
- Unit Of Measure (Stocking) determines how material cost is distributed
  - See details of Quantity (Stocking) field immediately above for additional information
- Vendor Code represents who the material is expected to be purchased from (Part Type = P)
  - Can select different Vendor if more than one associated with Part
  - Entire Vendor List will be available if adding “free form” material
  - There will be no Vendor Code associated with Sub-assembly items (Part Type = M)
- Additional fields are available for reference in the Grid

## **Details – Manufacturing - Routing Sub-tab**

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert new Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers “shared” by Routing Tab and Outside Services Tab
    - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Work Center represents where work is being performed (internally)
  - Cost and Billing Rate values auto-populate from Work Center selected
- Operation Code can be used to specify what is being done at the Work Center
  - Auto-populates from Work Center if a Default Operation Code was designated
  - Can be selected or edited manually
  - Production-related details pull from Operation Code if selected
    - Operation Code is optional value
- Description provides written details regarding the work to be performed
  - Prints on Job Traveler
  - Auto-populates from Operation Code selected
  - Can be manually entered or edited as needed
- Setup Time represents the estimated amount of time (in terms of the selected Unit) it will take to prepare the Work Center
- Setup Unit works in conjunction with Setup Time to define how long it is estimated to take to prepare the Work Center
  - Options include
    - Hours
    - Minutes

# How To Use the Enterprise E2 Shop System

- Seconds
  - Setup Time is a fixed value, regardless the quantity estimated/worked on
- Cycle Time represents the estimated amount of time (in terms of the selected Unit) it will take to perform the work detailed in the Description
- Cycle Unit works in conjunction with Cycle Time to define how long it is estimated to take to perform the work detailed in the Description
  - Options include
    - Hours
    - Minutes
    - Seconds
    - Pieces Per Hour (System uses value to calculate it will take to make one unit in terms of an hour)
  - Cycle Time will vary depending on the quantity estimated/worked on



**Regardless the Unit Selected for estimating purposes the system will convert all values into terms of hours for calculation and report purposes.**

- Machines Run (By Operator): The number of machines the Employee performing the work is capable of running at one time
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be reduced accordingly
- Machines Job Run On: The number of machines the scheduled Job is able to be worked on at the same time (for a given Step)
  - If greater than 1:
    - Estimated Cycle Time is decreased (same number of Machine Hours spread across multiple machines)
    - Estimated Setup Time is increased (multiple machines must be prepared)
  - The Capacity Factor of Work Centers need to match this value in order for scheduling assumptions to be accurate
- Team Size: The number of Employees it is estimated to take to perform the work detailed in the Description
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be increased accordingly
  - Scheduled Cycle Time will not be impacted
- Scrap Percent: The amount of expected scrap or wasted material that will occur during the Step
  - If greater than 0, the system will calculate (during Job Material Processing) how many additional units need to be made to compensate for the anticipated scrapped pieces
    - At a minimum, you will be required to make one additional unit
  - Scrap is cumulative, meaning a 1% Scrap Percent on each of 5 Steps will result in a minimum of 5 additional units being made
  - Costs and estimated times are impacted by what Step Scrap is associated with
    - If Scrap is on the first Step, the system assumes additional work is not required beyond that point for anticipated “extra” scrap units
    - If Scrap is on final Step, the system assumes extra work is required throughout the entire production process and the “extra” units will be dealt with at the end
    - If Scrap is located “somewhere in between,” additional work is scaled accordingly

# How To Use the Enterprise E2 Shop System



**Since Scrap Percentages are cumulative, consider placing a single Scrap Percent for the entire Routing on a designated Step, but realize scheduled times (and associated costs) are impacted by the Step selected.**

- Percent Efficient represents how efficiently the work detailed in the Description can be performed
  - If less than 100%, Cycle Times (at the Job Level) will be scheduled to take longer to complete than the amount of time listed here
    - Example: If Efficiency is 80%, Cycle Time will be increased by 20% FOR SCHEDULING PURPOSES

**Estimated Cycle Time itself is not changed, just the amount of time it is expected to take on this particular Work Center/Step.**

- G/L Account (Labor) represents expense account actual labor costs will be accumulated against as Time Tickets are turned in against the Step
- Mark a Step as Unattended (checkbox) if the Employee is able to prepare the Work Center and then leave it once the work process has begun
  - Unattended Steps will estimate/capture Burden Costs for Cycle Time, but NOT Labor
  - Unattended Steps will estimate/capture BOTH Burden and Labor Costs for Setup Time
- Mark the option Consumes Raw Material on the Work Center if material is physically altered during the Step

**If Labor G/L Account is left blank at the Job Level, costing reports (Job Cost Summary, WIP Summary, Margin Summary, etc.) will display dollar amounts with no description or a reference of UNKNOWN.**

- If Jobs are configured to perform Incremental Job Costing, material is not Consumed until pieces are completed against the first step configured to do so
  - Once Consumed in this scenario
    - ◆ Material Cost captured
    - ◆ Material will not be automatically placed back into Inventory if the Job is subsequently Cancelled
  - Steps such as Engineering, Inspection, and Shipping will typically not Consume Material
- Location Code represents physical location of Work Center
  - Helps track movement of material/Jobs
  - Used if you are requiring the creation of Inventory Transfer records before production can begin
- Mark the option (checkbox) Overlap Steps if work can begin on subsequent Steps before all the pieces have been completed on the current Step
  - If enabled, the system will schedule work to begin on the next Step once a pre-determined number of pieces have been completed on the current Step, based on the Overlap Method
- Overlap Method determines how many pieces must be completed on the current Step before work will be scheduled to begin on the next Step
  - Automatic: The system will schedule the next Step to complete its Setup process as soon as the first piece is completed on the current Step
    - If the Cycle Time on the next Step is FASTER than the Cycle Time of the current Step, it will build in a “head start” amount to ensure the next Step does not run out of parts
    - There is no additional input required for this option
  - Hours: The system will wait a specified length of time before scheduling the next Step

# How To Use the Enterprise E2 Shop System

- If selected, you must also designate the number of hours to wait in the Overlap Quantity field
- Percent: The system will wait until a specified percentage of pieces have been completed before scheduling the next Step
  - If selected, you must also designate the percent that needs to be completed in the Overlap Quantity field
- Pieces: The system will wait until a specified number of pieces have been completed before scheduling the next Step
  - If selected, you must also designate the number of pieces that need to be completed in the Overlap Quantity field
- None: Overlapping is disabled and the system will schedule the next Step to begin after all the pieces have been completed on the current Step
- Additional fields are available for reference in the Grid



**Each Step can have a different option with regards to Overlapping.**

## ***Details – Manufacturing - Outside Services Sub-tab***

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers “shared” by Routing Tab and Outside Services Tab
  - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Service Code represents the type of work being provided by the Vendor
  - Auto-populates Vendor (with Default Vendor) and Vendor-related details (Step Details) when selected
- In Outside Services Step Details

## ***Details – Manufacturing - Outside Services - Vendors Sub-tab***

- List of Vendors available to perform service required
  - Can select a different Vendor from list for this specific Step
- For each Vendor, the following information is present:
  - Markup Percent: Determine what the Sales Price should be for the service
  - Lead Time Days: Anticipated amount of time it will take to receive items back
  - Price By Weight: Select if the Vendor prices the service based on the weight of the Parts sent to them as opposed to a per piece or Lot charge
  - Need Pricing: Mark this option to indicate the need to create a Vendor RFQ for the specific Service Step
- Price Breaks and cost information become available in the bottom of the Grid as each Vendor is selected

## ***Details – Manufacturing - Outside Services - Routing Step Details Sub-tab***

- If Certifications Required is marked:

# How To Use the Enterprise E2 Shop System

- System places a comment on the PO for the Service to that effect
- The PO information is placed in the Certification print spool and is available to select to print
- Ignore Vendor Minimum Charge allows a PO to be created for an amount less than the stated Minimum Charge
  - If not allowed, the PO will be created for the Minimum Amount if the service cost is less than that value
- Description prints on the PO created for the Service Step
  - Auto-populates from the Service Code selected
  - Can be manually entered or edited

## Details - Miscellaneous Charges Tab

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to be passed on to the Customer other than shipping and Unit Price
  - Common Miscellaneous Charges include
    - Document-related fees
    - Certification fees
    - Fuel surcharges
  - Unit Of Measure determines how the Charge Amount will be calculated
    - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
    - LOT – Amount will be charged as flat amount regardless of quantity
    - C – Amount is divided by 100 and charged for each unit purchased
    - M – Amount is divided by 1,000 and charged for each unit purchased
  - Include In Piece Price determines how the Charge Amount will be displayed
    - Yes – Amount is rolled into Unit Price on Quote/Order
    - No – Amount will display as separate line item on Quote/Order
  - G/L Account represents the default income account that will auto-populate on Orders
  - Pay Commission – Indicates whether Charge Amount should be included in Sales Commission
    - Option must be selected if Include In Piece Price is used
  - Pay Tax – Indicates whether tax should be applied against Charge Amount, if applicable
  - Apply Discount – Indicates whether Charge Amount is eligible for discount if A/R Invoices for Part are paid within stated terms

## Header Tab

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Customer
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on printed RFQ
  - Specific to selected RFQ
  - Information that should appear on all RFQs should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
    - Can be edited for specific output Generation but resets based on Report Customization values afterward

## Addresses Tab

### **Quoting Address Sub-tab**

- Location Code: Uses Default Quoting Location designated on Customer

# How To Use the Enterprise E2 Shop System

- Physical Address Details populate based on the Location Code
  - Street Address
  - City
  - ZIP/Postal Code
  - State/Province
  - Country
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well
- \*Company Code: Auto-populates from Customer Code
  - Can be manually edited

## **Quoting Address – Contact Sub-tab**

- (Quoting) Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
  - Provides email address when RFQs emailed directly from System
    - Pulls email address from Customer Contact details
    - Can be changed during process of emailing
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor

# How To Use the Enterprise E2 Shop System

- ◆ Location Codes listed based on specified Customer or Vendor Code selected
- Address Type = Internal
  - ◆ Location Codes of your Company available
- Address Type = Third Party
  - ◆ Location Code not available
  - ◆ Physical Address Details will need to be entered manually
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- Shipping Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used on Packing Lists
  - Can be edited on Packing List as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details
  - Can be used to filter reports and searches
- Print Certifications: Passed on to Orders and Packing Lists
  - Option must be enabled on Packing Lists to be available to print Certification
  - Can be edited manually on Packing List, as needed

# How To Use the Enterprise E2 Shop System

## **Orders**

The Orders Menu provides access to the “heart” of the E2 Shop System – Order Entry – and the related records and transactional utility- Job Material Processing - that allows Users to process Jobs.

### **Records/Functionality**

- Order Entry
- Job Material Processing (utility)
- Shipments
- Customer Returns

### **Reports**

- Backlog Summary
- Job Schedule
- Order Cross Reference
- Order Entry Summary
- Customer Price Catalog
- Shipment Summary
- Customer Return Summary

## **Order Entry**

### **Overview**

- Customer Code-specific production Orders
- Can contain multiple Jobs
  - Each Job will have unique identity and production details
- Can be for Customer or Stock
  - Depends on Release Type of Job
- Can enter/edit manufacturing information on the fly
  - Each Job Contains Manufacturing Details
    - Bill Of Materials
    - Routing
    - Outside Services
    - Miscellaneous Charges

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Part Number (Data Entry Table Item)
- Quotation
- Non-Conformance (Requires Quality Module)
  - Rework Orders
  - Requires Quality Module
- Customer Return
  - Rework Orders

# How To Use the Enterprise E2 Shop System

- Use in lieu of Non-Conformance
- Internal Rejection
  - Rework Orders
  - Use in lieu of Non-Conformance
- Order (Copy)
- Job Requirements (Stock Order)

## Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- Packing List (Customer Releases)
- Stock Job Transfer (Stock Releases – including Sub-assemblies)
- Purchase Orders (Job Requirements)
- Inventory Inspection (Inspect Outgoing Orders)
- Time and Attendance Records (Time Ticket Details)
- Schedule Codes (Whiteboard Details)
- Material Allocations

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

### General Tab

- \*Order Number: Up to 15 alpha-numeric characters
  - Be mindful of including alpha characters if Job Number is created using Order + Item Number method and wall-mounted clocks are utilized for Data Collection
    - Wall-mounted clock keypads do not include alpha characters
    - If Bar Codes are not used, Employees could find it difficult to log on and off of Jobs
- \*Customer Code: Who the Order is for
  - Customer Name auto-populates based on the Customer Code selected
  - If the Customer Code selected is the default Stock Customer Code designated in Company Preferences:
    - All Jobs will have Stock Releases
    - All Jobs will be eligible to “Rob”
  - Customer Code will auto-populate if the Order is created from a Quote
    - If a Quote is not used as the Source, it is recommended to select a Customer Code prior to entering Part Number information in the Line Item Grid
    - Customer Code allows Work Code to auto-populate in the Grid which can be a required field if Work Code is selected in Company Preferences to drive Customer Billing
- \*Order Date: Date the Order is considered to be placed
  - Current Date populates by default
  - Can be edited
- P.O Number: Customer’s PO Number
  - Entered manually
  - Can be duplicated
- Due Date: Default Due Date used on new Jobs entered on Order
  - Represents the Date the Customer wants the Job completed
  - Current Date populates by default

# How To Use the Enterprise E2 Shop System

- Can be edited

## **Order Line Item Grid**

Given the numerous values that can be displayed in the Order line item Grid, this section will cover the Key Fields that impact Job creation and will summarize the function and purpose of others

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Used by System in Job Number creation if Order + Item Number method used
  - Can be edited
  - Subsequent records automatically renumber if changed
- \*Status: Indicates the production status of the job
  - Planned: Used for production planning purposes
    - Can be set as Default Job Status or selected manually
    - When selected:
      - ◆ The following CAN occur:
        - Process to see anticipated requirements
        - Use in Schedule Codes to see anticipated production times
      - ◆ The following CANNOT occur:
        - Post Material to Job
        - Enter Time against Job
        - Ship or Transfer
  - Firm: Indicates the Job is ready for production
    - Can be set as Default Job Status or selected manually
    - All production-related transactions can be entered against the Job
  - Released: Indicates Job Traveler has been printed
    - System assigned
    - Changes to In Process once production-related transaction entered against Job
  - In Process: Indicates Job has begun production process
    - System-assigned when any of the following transactions occur:
      - ◆ Time Entered on a Sub-Job
      - ◆ Time entered directly on Job for Work Center that Consumes Material
      - ◆ Purchase Order Entered at Any Level
      - ◆ Miscellaneous Job Costs Entered
      - ◆ Shipments or Stock Job Transfers at Any Level
      - ◆ Inspections are Entered (Requires Quality Module)
      - ◆ Job is a Stock Job Linked to a Customer Job
    - Material Allocation does NOT cause a Job to switch to In Process Status
  - Hold: Indicates work on a Firm or In Process Job has been halted
    - Manually selected
    - While On Hold, the following records cannot be created/actions cannot be taken against the Job:
      - ◆ Job Material Processing
      - ◆ Time Tickets
      - ◆ Purchase Orders

# How To Use the Enterprise E2 Shop System

- ◆ Packing Lists/Stock Job Transfers
- ◆ Material Allocations
  - Must manually reset Status to Firm when work can restart
- Closed: Indicates the Job has been completed or otherwise terminated
  - System-assigned when one of the following conditions arise:
    - ◆ When Total Quantity Ordered has been Shipped (or Transferred to Stock):
      - Includes pieces successfully made due to Projected Scrap
    - ◆ Job is manually Cancelled
- \*Job Number: Can be up to 20 alpha-numeric characters
  - See note on Order Number regarding use of alpha characters
  - Each Line Item entered must have a unique Job Number
    - Job Numbers cannot be duplicated
    - Recommended to allow System to generate Job Numbers
      - ◆ Order + Item number is suggested Job Number creation method
        - Easily identifies what Order a Job belongs with
        - Identifies the position in the Order Line item Grid
- \*Part Number: Can be selected from defined Table Items or entered “on the fly”
  - If the Part is a Table Item, many fields in the Line Item Grid will auto-populate (including Details)
    - Can be edited as needed
  - If the Part is entered directly on the Order, Part-related information must be entered manually
    - In the Line Item Grid additional key values to consider include:
      - ◆ Revision Level
      - ◆ Part Description
      - ◆ Product Code (Required Field if Customer Billing driven by Product Code)
        - Work Code auto-populates when Customer Code selected
      - ◆ Inspection Settings, Use Time Tickets, and Incremental Job Costing options
        - These must be designated on the Quote or subsequent Order if Part is not defined
    - Line Item Details must also be entered, including:
      - ◆ Sales Information
        - Possible to enter Sales values without providing Costs
      - ◆ Manufacturing Information



**Undefined Parts entered directly on Orders will not be available in the Parts Table, meaning Available Quantities and Dollar Valuations will not be present.**

- Quantity Ordered: Quantity requested by Customer
  - Total of all Customer Releases
- Quantity To Stock: Quantity to make for Inventory replenishment
  - Total of all Stock Releases
  - Sub-assemblies show as Stock Release for production tracking purposes
- Priority: Indicates relative importance of Job for production purposes
  - Used by System in Scheduling
  - The **lower** the Priority, the “more important” a Job is deemed to be

# How To Use the Enterprise E2 Shop System

- Populates from Customer Details
- Can be edited

## **Order Line Item Details**

Much of the information in the Order Details mirrors the functionality available on defined Manufactured Parts (See Tables – Manufactured Parts)

- Click the Magnifying Glass Icon to access the Detail Information for a specific Line Item
  - Can use VCR Buttons to navigate between record details if more than one Line Item is present

## **Details - General Tab**

- Notes: Auto-populates from Quote Notes
  - Will print as Job Notes
- Salesmen: Can designate one or more Salesmen for sales tracking and commission calculation
- Taxes: Can designate one or more Tax Codes as appropriate
  - While not required at this point, it is recommended to associate an Exempt Tax Code if no Tax is required
    - Tax Code becomes required further along in the System

## **Details - Sales Tab**

- Calculation Method determines how E2 will calculate the suggested sales price (Unit Price) of the Part
  - 1 = Billing Rate Method: System looks at each component of the Part (Routing, Outside Services, Material, and Miscellaneous Charges) and adds together the marked up value of each one
  - 2 = Cost Plus Markup Method: System takes the calculated cost of making the Part and applies the User-provided Markup Percent for each Quantity Break
  - 3 = Profit Margin Method: System takes the calculated cost of making the Part and applies the User-provided Profit Percent for each Quantity Break
  - Unit Price can be manually entered but requires User to enable the option to Prevent Automatic Calculation Of Unit Price to maintain them
- Prevent Automatic Calculation Of Unit Price – Prevents Unit Price from recalculating even if costs change
  - This option is enabled by default, but Unit Price can still be edited
- Commission Percent is used for Estimating purposes only
  - Anticipated cost of Sales Commission is added back to Part as a cost and the Sales Price adjusts accordingly
  - Actual Commission earned/paid determined by Commission of Salesman Code(s) present on Jobs

## **Selling Price Breaks Grid**

- System calculates Unit Cost and Unit Price for each Price Break entered in the Quantity (Quote) column
- Assign Estimate Codes to Price Breaks to determine what production-related costs and prices the system looks at to determine overall Unit Cost and Unit Price for each quantity
  - Allows for specific costing and pricing of multiple production run scenarios based on quantities
    - Example: Assume Price Breaks of 100, 500, and 1,000
      - ◆ Estimate Codes = LOW (Volume) and HIGH (Volume) in addition to DEFAULT
      - ◆ Could assign LOW to quantities of 100 and 500 and HIGH to quantity of 1,000 and above
  - For each Estimate Code referenced on the Sales Tab, a complete set of production details needs to be entered
- Markup Percent is applied to overall calculated Unit Cost at each Price Break if Calculation Method 2 selected
  - Profit Percent calculated accordingly

# How To Use the Enterprise E2 Shop System

- Markup can be different for each Price Break
- Unit Price is calculated by system based on Calculation Method selected
  - Can be manually entered/adjusted
- Pricing Unit determines how unit Price is applied to Quotes and Jobs
  - EA: Unit Price applied to each unit
  - LOT: Unit Price applied as flat value for any quantity up to Price Break provided
  - C: Divides Total Sales amount on Quote or Order by 100
  - M: Divides Total Sales Amount on Quote or Order by 1,000



**If first Price Break is greater than 1, the Unit Cost associated with the first Price Break will be applied to all quantities between 1 and the second Price Break. Make sure to click the Calculate Button when making changes to any component of a Job to ensure the most accurate and up to date Price has been applied (assuming they are not Locked).**

## ***Details - Manufacturing Tab***

- Manufacturing Tab (and associated Sub-tab) features and functionality are found on multiple records
  - Manufactured Part (Part Table)
  - Quote – Line Item Details
  - Order – Job Details
- If defined as a Part Table record, Manufacturing Details auto-populate Quotes and/or Orders when selected
  - Can be edited on specific Quotes and/or Orders
  - Change would be unique to that record and would remain as permanent record unless deleted/purged
- Complete Manufacturing details can be entered directly on Quotes or Orders
  - Permanent, unless the record is deleted/purged
  - Cannot track Available quantity or inventory value if not entered in Part Table
  - Manufacturing details can be copied to Part Table record

## ***Details – Manufacturing Tab - Engineering Sub-tab***

- Customer Part Number provides an additional way to identify the Part if the Customer has a different name for it
  - Assumes Part made for specific Customer
- Assign a Customer Code if the Part should be identified with a specific Customer
  - Assigning one would not prevent making/selling the Part to other Customers
- \*Billing Rate represents the Billing Rate Code used by the system to pull Billing Rate dollar amounts from Work Centers when Calculation method 1 is selected on the Sales Tab
- Minimum Run Quantity represents the lowest quantity a Job would be created for when making the Part
  - Used as the default Quantity Ordered on Orders created using the Default Stock Customer Code designated in Company Preferences
    - Orders for any other Customer Code look to Quotes or first Quantity Break of Part
  - Used for Estimating purposes to keep anticipated costs for Sub-assemblies consistent on Estimates and Quotes for Top Level Parts for smaller quantities
    - Example: Minimum Run for SUB1 is 200
    - Quote created for Top Level Part that uses SUB1 for quantity of 100
    - System uses cost to make 200 units of SUB1 for ESTIMATING cost of Top Level Part

# How To Use the Enterprise E2 Shop System



- ◆ Assumes SUB1 will be made in advance or on separate Stock Run to accommodate Minimum Run as opposed to simply making 100 units
- Part Weight and Weight unit Of Measure are dynamically linked to values on Inventory Tab
- Details – Manufacturing - Bill Of Material Sub-tab**
- Enter Part Numbers for material or other Manufactured items used in the production of the Manufactured Part being defined
  - Records can be one of two types:
    - Purchased material (Part Type = P)
      - ◆ Can be defined in Part Table or added “free form”
    - Manufactured items (Part Type = M)
      - ◆ Must be defined in Part Table
  - If using records defined in Part Table, select them using drop-down menu
  - If adding records “on the fly,” manually enter Part Number and related details
    - Limited information can be provided
    - Only Purchased Parts can be added in this manner
- Associate the appropriate Estimate Code for each item if creating multiple production scenarios
  - Parts must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Assigning a Step Number to material indicates it is not needed until that point of the production process
  - If Part is not Posted during Job Material Processing:
    - Order By Date set based on anticipated Start Date/Time of designated Step (Purchased Part)
    - Due Date of Sub-Job based on anticipated Start Date/Time of designated Step (Manufactured Part)
  - Defaults to Step 0
    - Assumes Part is required at beginning of production
- Quantity (Stocking) represents how much material is anticipated to be needed to make the Part
  - Value entered depends on Unit Of Measure (Stocking) selected
  - If Unit Of Measure (Stocking) is set to the required item’s Stocking Unit (BAR, EA, etc.):
    - Quantity (Stocking) represents how much material it will take to make One Unit (BARS per Part)
    - Quantity can be decimal value when dealing with Purchased Parts
      - ◆ Be aware of material configuration regarding use of decimals, as this an Estimate of what it will take to make ONE UNIT
      - ◆ Actual amount required will depend on Quantity To Make of Manufactured Item
    - Quantity must be whole value when dealing with another Manufactured Part (Sub-assembly)
  - If Unit Of Measure (Stocking) is set to P:
    - Quantity (Stocking) represents how many Parts can be made out of 1 Stocking Unit’s worth of material (Pieces or Parts per BAR)
    - System assumes at least one entire Stocking Unit (BAR, SHEET, etc.) will be Consumed and expensed to Jobs for the Part
    - Cost of 1 Stocking Unit spread proportionately across Price Breaks up to the amount in Quantity (Stocking) field
    - Cost of another Stocking Unit is added each time Quantity threshold is reached
      - ◆ Example: Assume 10 Parts (Quantity) can be made from 1 BAR (**Unit Of Measure = P**)

# How To Use the Enterprise E2 Shop System

- ◆ Price Breaks = 1, 5, 10, and 15 (Sales Tab)
- ◆ Entire cost of BAR placed in Unit Cost of Price Break = 1
- ◆ 20% of cost of BAR placed in Unit Cost of Price Break = 5
- ◆ 10% of cost of BAR placed in Unit Cost of Price Break = 10 (Optimal use of BAR)
- ◆ Unit Cost of 15 will increase as another BAR is expensed, but not as high as Price Break = 1
- ◆ The larger the Price Break the less impact each additional BAR has
- Calculator Utility will be available for use if Calculator Code was associated with required material
  - Can be used to determine either Parts per Stocking Unit (Parts per BAR, SHEET, etc.) or Stocking Units per Part (BARS per Part, SHEETS per Part, etc.)
  - Formula pulls from Calculator Code assigned to material
- Unit Of Measure (Stocking) determines how material cost is distributed
  - See details of Quantity (Stocking) field immediately above for additional information
- Vendor Code represents who the material is expected to be purchased from (Part Type = P)
  - Can select different Vendor if more than one associated with Part
  - Entire Vendor List will be available if adding “free form” material
  - There will be no Vendor Code associated with Sub-assembly items (Part Type = M)
- Additional fields are available for reference in the Grid

## ***Details – Manufacturing - Routing Sub-tab***

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert new Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers “shared” by Routing Tab and Outside Services Tab
    - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Work Center represents where work is being performed (internally)
  - Cost and Billing Rate values auto-populate from Work Center selected
- Operation Code can be used to specify what is being done at the Work Center
  - Auto-populates from Work Center if a Default Operation Code was designated
  - Can be selected or edited manually
  - Production-related details pull from Operation Code if selected
    - Operation Code is optional value
- Description provides written details regarding the work to be performed
  - Prints on Job Traveler
  - Auto-populates from Operation Code selected
  - Can be manually entered or edited as needed

# How To Use the Enterprise E2 Shop System

- Setup Time represents the estimated amount of time (in terms of the selected Unit) it will take to prepare the Work Center
- Setup Unit works in conjunction with Setup Time to define how long it is estimated to take to prepare the Work Center
  - Options include
    - Hours
    - Minutes
    - Seconds
  - Setup Time is a fixed value, regardless the quantity estimated/worked on
- Cycle Time represents the estimated amount of time (in terms of the selected Unit) it will take to perform the work detailed in the Description
- Cycle Unit works in conjunction with Cycle Time to define how long it is estimated to take to perform the work detailed in the Description
  - Options include
    - Hours
    - Minutes
    - Seconds
    - Pieces Per Hour (System uses value to calculate it will take to make one unit in terms of an hour)
  - Cycle Time will vary depending on the quantity estimated/worked on



**Regardless the Unit Selected for estimating purposes, the system will convert all values into terms of hours for calculation and report purposes.**

- Machines Run (By Operator): The number of machines the Employee performing the work is capable of running at one time
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be reduced accordingly
- Machines Job Run On: The number of machines the scheduled Job is able to be worked on at the same time (for a given Step)
  - If greater than 1:
    - Estimated Cycle Time is decreased (same number of Machine Hours spread across multiple machines)
    - Estimated Setup Time is increased (multiple machines must be prepared)
  - The Capacity Factor of Work Centers need to match this value in order for scheduling assumptions to be accurate
- Team Size: The number of Employees it is estimated to take to perform the work detailed in the Description
  - If greater than 1, estimated Labor Costs (Cycle Time only) will be increased accordingly
  - Scheduled Cycle Time will not be impacted
- Scrap Percent: The amount of expected scrap or wasted material that will occur during the Step
  - If greater than 0, the system will calculate(during Job Material Processing) how many additional units need to be made to compensate for the anticipated scrapped pieces
    - At a minimum you will be required to make one additional unit
  - Scrap is cumulative meaning a 1% Scrap Percent on each of 5 Steps will result in a minimum of 5 additional units being made
  - Costs and estimated times are impacted by what Step Scrap is associated with

# How To Use the Enterprise E2 Shop System

- If Scrap is on the first Step, the system assumes additional work is not required beyond that point for anticipated “extra” scrap units
- If Scrap is on final Step, the system assumes extra work is required throughout the entire production process and the “extra” units will be dealt with at the end
- If Scrap is located “somewhere in between,” additional work is scaled accordingly



**Since Scrap Percentages are cumulative consider placing a single Scrap Percent for the entire Routing on a designated Step, but realize scheduled time (and associated costs) are impacted by the Step selected.**

- Percent Efficient: How efficiently the work detailed in the Description can be performed
  - If less than 100%, Cycle Times (at the Job Level) will be scheduled to take longer to complete than the amount of time listed here
  - Example: If Efficiency is 80%, Cycle Time will be increased by 20% FOR SCHEDULING PURPOSES



**Estimated Cycle Time itself is not changed, just the amount of time it is expected to take on this particular Work Center/Step.**

- G/L Account (Labor): Expense account actual labor costs will be accumulated against as Time Tickets are turned in against the Step



**If Labor G/L Account is left blank at the Job Level, costing reports (Job Cost Summary, WIP Summary, Margin Summary, etc.) will display dollar amounts with no description or a reference of UNKNOWN.**

- Mark a Step as Unattended (checkbox) if the Employee is able to prepare the Work Center and then leave it once the work process has begun
  - Unattended Steps will estimate/capture Burden Costs for Cycle Time but NOT Labor
  - Unattended Steps will estimate/capture BOTH Burden and Labor Costs for Setup Time
- Mark the option Consumes Raw Material on the Work Center if material is physically altered during the Step
  - If Jobs are configured to perform Incremental Job Costing, material is not Consumed until pieces are completed against the first step configured to do so
    - Once Consumed in this scenario:
      - ◆ Material Cost captured
      - ◆ Material will not be automatically placed back into Inventory if the Job is subsequently Cancelled
  - Steps such as Engineering, Inspection, and Shipping will typically not Consume Material
- Location Code represents physical location of Work Center
  - Helps track movement of Material/Jobs
  - Used if you are requiring the creation of Inventory Transfer records before production can begin
- Mark the option (checkbox) Overlap Steps if work can begin on subsequent Steps before all the pieces have been completed on the current Step
  - If enabled, the system will schedule work to begin on the next Step once a pre-determined number of pieces have been completed on the current Step based on the Overlap Method
- Overlap Method determines how many pieces must be completed on the current Step before work will be scheduled to begin on the next Step

# How To Use the Enterprise E2 Shop System

- Automatic: The system will schedule the next Step to complete its Setup process as soon as the first piece is completed on the current Step
  - If the Cycle Time on the next Step is FASTER than the Cycle Time of the current Step, it will build in a “head start” amount to ensure the next Step does not run out of parts
  - There is no additional input required for this option
- Hours: The system will wait a specified length of time before scheduling the next Step
  - If selected, you must also designate the number of hours to wait in the Overlap Quantity field
- Percent: The system will wait until a specified percentage of pieces have been completed before scheduling the next Step
  - If selected, you must also designate the percent that needs to be completed in the Overlap Quantity field
- Pieces: The system will wait until a specified number of pieces have been completed before scheduling the next Step
  - If selected, you must also designate the number of pieces that need to be completed in the Overlap Quantity field
- None: Overlapping is disabled and the system will schedule the next Step to begin after all the pieces have been completed on the current Step
- Additional fields are available for reference in the Grid



**Each Step can have a different option with regards to Overlapping.**

## ***Details – Manufacturing - Outside Services Sub-tab***

- Step Number represents the order in which work will progress
  - Defaults to increments of 10
  - Can edit Step Numbers
  - Can insert Steps by entering information on first blank row of Grid and changing Step Number to fit between existing ones
    - System will re-sort in correct sequence when record Saved
    - Can reset in increments of 10 by using the Renumber feature
  - Step Numbers “shared” by Routing Tab and Outside Services Tab
  - If a Step Number appears to be skipped, it is likely used on the Outside Services Tab (or vice versa)
- Associate the appropriate Estimate Code for each Step if creating multiple production scenarios
  - Steps must be listed multiple times if it is common to more than one Estimate Code process
  - DEFAULT Estimate Code assigned automatically by system
- Service Code represents the type of work being provided by the Vendor
  - Auto-populates Vendor (with Default Vendor) and Vendor-related details (Step Details) when selected
- In Outside Services Step Details

## ***Details – Manufacturing - Outside Services - Vendors Sub-tab***

- List of Vendors available to perform service required
  - Can select a different Vendor from list for this specific Step
- For each Vendor, the following information is present:
  - Markup Percent: Determine what the Sales Price should be for the service
  - Lead Time Days: Anticipated amount of time it will take to receive items back

# How To Use the Enterprise E2 Shop System

- Price By Weight: Select if the Vendor prices the service based on the weight of the Parts sent to them as opposed to a per piece or Lot charge
- Need Pricing: Mark this option to indicate the need to create a Vendor RFQ for the specific Service Step
- Price Breaks and cost information become available in the bottom of the Grid as each Vendor is selected

## **Details – Manufacturing - Outside Services - Routing Step Details Sub-tab**

- If Certifications Required is marked:
  - System places a comment on the PO for the Service to that effect
  - The PO information is placed in the Certification print spool and is available to select to print
- Ignore Vendor Minimum Charge allows a PO to be created for an amount less than the stated Minimum Charge
  - If not allowed, the PO will be created for the Minimum Amount if the service cost is less than that value
- Description prints on the PO created for the Service Step
  - Auto-populates from the Service Code selected
  - Can be manually entered or edited

## **Details – Manufacturing – Scheduling Sub-tab**

This Tab simply reflects the information calculated by the System and applied to the Job for scheduling purposes

- Schedule Code: The Default Schedule Code
  - Displays only if Job has been included in the Schedule Code listed
  - Default Schedule Code designated in Scheduling Module
- \*Scheduling Direction: Indicates whether the Job is using Forward or Backward Scheduling Logic
- Scheduled Start Date: Date the first non-completed Step is scheduled to begin
  - Will update as time and pieces are entered against the Job
- Scheduled End Date: Date the final routed Step is scheduled to be completed
- Scheduled (checkbox): Indicates whether the Job has been included in the Schedule Code's Whiteboard
- Schedule Locked (checkbox): Indicates whether the Job has been locked in place on the Default Schedule Code
- Overlap Routing Steps (checkbox): Indicates whether the Job's Steps will be overlapped for scheduling purposes
- Scheduling Grid: Reflects the individual details of each routed Step of the Job



**For additional information regarding Scheduling functionality and concepts, see the Scheduling section of this manual, located under Shop Floor Control.**

## **Details - Miscellaneous Charges Tab**

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to be passed on to the Customer other than shipping and Unit Price
  - Common Miscellaneous Charges include:
    - Document-related fees
    - Certification fees
    - Fuel surcharges
  - Unit Of Measure determines how the Charge Amount will be calculated
    - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
    - LOT – Amount will be charged as flat amount regardless of quantity
    - C – Amount is divided by 100 and charged for each unit purchased
    - M – Amount is divided by 1,000 and charged for each unit purchased

# How To Use the Enterprise E2 Shop System

- Include In Piece Price determines how the Charge Amount will be displayed
  - Yes – Amount is rolled into Unit Price on Quote/Order
  - No – Amount will display as separate line item on Quote/Order
- G/L Account represents the default income account that will auto-populate on Orders
- Pay Commission – Indicates whether Charge Amount should be included in Sales Commission
  - Option must be selected if Include In Piece Price is used
- Pay Tax – Indicates whether tax should be applied against Charge Amount if applicable
- Apply Discount – Indicates whether Charge Amount is eligible for discount if A/R Invoices for Part are paid within stated terms

## Details – Releases Tab

The Releases Tab represents the anticipated shipping schedule for the items being made on a particular Job



**Regardless the number of Releases entered, E2 assumes the entire quantity represented will be made at the same time by the earliest Due Date listed.**

- Release Number: Means of tracking various Releases
  - System-generated
  - Can be edited
  - Releases that share the same Due Date must have the same Release Number
  - Releases that share the same Due Date cannot have the same Release Type
- Release Type: Indicates the nature and final destination of the Release
  - Customer: Default for Top Level, Non-Stock Jobs
    - Can have as many Customer Releases as desired so long as they have different Due Dates/Release Numbers
    - Use Packing Lists to send to Customer/close Job
  - Stock: Default for designated Stock Jobs
    - Can be added manually on “regular” Customer Job Releases PRIOR to Processing
    - Display as Quantity to Stock
    - Use Stock Job Transfer to send to Inventory
    - Cannot Rob From Stock Release on Customer Job
    - Use Stock Job Transfer to send parts to Inventory/close Job
  - Overship: Excess parts sent to the Customer
    - Expectation is to add to Packing List as items are being prepared to be shipped to Customer
    - Can add directly to Job AFTER Job is processed
  - Overtransfer: Excess parts sent to Inventory
    - Expectation is to add to Stock Job Transfer as items are being prepared to be placed into inventory
    - Can be selected on a Packing List if extra items will not be shipped to Customer
      - ◆ A Stock Job Transfer would still have to be created to finalize the process of placing the items into inventory
    - Can add directly to Job AFTER Job is processed
    -

# How To Use the Enterprise E2 Shop System

- Sub-assemblies: Manufactured parts required for the completion of other (Top Level) Manufactured items that have not been pulled from Inventory
  - Assigned by E2 during Job Material Processing
  - Will have their own Job Numbers, requirements, etc.
  - Display as Quantity to Stock
  - Applied to Parent Job using Stock Job Transfer
    - ◆ Do not impact Inventory levels/valuation
- Cancel: Releases on processed Jobs that have been manually cancelled by User
  - Not selected from drop-down
  - Assigned by E2 when “Cancel” utility used
  - Can Cancel Releases for:
    - ◆ Entire Order
    - ◆ Specific Job
    - ◆ Specific Release of a Job – but ONLY IF material has not been Filled From Bin or Stock Job
  - If Job not processed, simply Delete Release
- Reject: Parts rejected from Customer Returns, Internal Rejections, etc.
  - Assigned by E2 as Quantity Rejected
  - Exact process depends on use of Inspections (Quality Module required)
- Scrap: Anticipated or Actual scrap amounts
  - Can appear in one of two ways:
    - ◆ Assigned by E2 during Job Material Processing due to the presence of a Scrap Percentage on a Routed Step
    - ◆ Assigned by E2 when pieces are Rejected from Time Tickets
  - Anticipated Scrap Releases converted to Overship or Overtransfer if successfully made (i.e. reported as Accepted on Time Ticket)
- Due Date: Date the Items being made are anticipated to be shipped/transferred
  - See notes regarding Item Number for additional information regarding Due Dates
- Quantity: The number of Units anticipated to be shipped/transferred
  - Cannot increase Quantity beyond Quantity Ordered once the Job has been Processed
  - Quantity can be reduced and split into multiple Releases
- Notes: Release Notes carry over to Packing List

## Details - Order Material Tab

The Order Material Grid displays all the material-related records for the selected Job and can be reviewed to see what has been applied to a Job and how

- Status: Indicates the current status of the listed material record in relation to the Job
  - Works in conjunction with Source to indicate how requirements have been filled
  - Common Order Material Status options are listed below (Not an exhaustive list)
    - Needed: Requirement that needs to be filled
      - ◆ Default Status for all new records, including Item being made prior to Job Material Processing
      - ◆ Only Needed records display in the Grid unless the option at the bottom of the screen to Show Additional Order Material Records is enabled

# How To Use the Enterprise E2 Shop System



- Posted: Material has been Posted to the Job
  - ◆ From Inventory
  - ◆ Received from PO
  - ◆ Also associated with Outside Service Requirements that have been received back from Service Vendor
- Ordered: Requirement has been placed on a Purchase order
  - ◆ Purchased Part (Material Requirement)
  - ◆ Manufactured Part (Outside Service)
- To Make: Manufactured Part that has undergone Job Material Processing and needs to go through production process
  - ◆ Default Status when option to Use Time Tickets is enabled
  - ◆ Changes to Ready To Ship/Ready To Transfer when Pieces Accepted are entered on Time Ticket against final routed Step of Job
  - ◆ Sub-assemblies will display on the Order Material Tab of two Jobs as To Make if not Posted from Inventory:
    - The Parent Job: As a Requirement of the Parent Part, the Sub will display as would any other required item
    - The Sub-assembly Job: As a Manufactured Part that needed to go through the production process with its own set of requirements
- Ready To Ship: Manufactured Part with Customer Release that is eligible to be shipped
  - ◆ Default Status when option to Use Time Tickets is not enabled
    - Bypasses To Make Status, as System does not know whether Time Tickets will be used
  - ◆ To Make switches to Ready To Ship as Pieces are entered against final routed Step
- Ready To Transfer: Manufactured Part with Stock Release that is eligible to be transferred
  - ◆ Default Status when option to Use Time Tickets is not enabled
    - Bypasses To Make Status as System does not know whether Time Tickets will be used
  - ◆ To Make switches to Ready To Transfer as Pieces entered against final routed Step
  - ◆ Would be used on Jobs for Top Level Parts being made for Inventory or Sub-assemblies
- Source: Works in conjunction with Status to identify how requirements are filled
  - Common Source options are listed below (Not an exhaustive list):
    - Needed: An unfilled requirement
    - To Make: Manufactured Part that needs to go through production process to fill requirement
      - ◆ Top Level (Parent) Part
      - ◆ Sub-assembly
    - Filled From Bin: Material Posted from Inventory
    - Filled From PO: Material or Service Requirement filled by receiving items from Purchase Order
    - Filled From Stock Job: Requirement for Manufactured Part has been met by robbing from a Stock Job
      - ◆ Top Level (Parent) Part
      - ◆ Sub-assembly
      - ◆ Would also see a “Break Link” icon indicating the creation of a link between the Manufacturing (Stock) Job and the Destination (Customer) Job
        - Use the option to Break Link if you wanted to edit the information on either Job



# How To Use the Enterprise E2 Shop System



The ability to Rob from a Stock Job depends on the following things:

- The Part being Robbed must be on an Order using the Default Stock Customer Code.**
- Company Preference to Fill Requirements From Stock Jobs is enabled.**
- Part Preference to Automatically Fill Requirements is enabled.**
- The Due Date of the Stock Job is equal to or prior to the Due Date of the Customer Job.**

- Part Number/Revision Level: Identifies the Part that is required
  - Additional Fields in Grid identify whether the Part represents a Manufactured part, Purchased Part, an Outside Service or Sub-assembly
- Step Number: Indicates what Step the Requirement is associated with
  - Outside Services display Step Number from Routing/Outside Service Grid
  - Material is assigned to a Step on the Bill Of Material
- If a Job has been Processed, Material Requirements are added directly to the Order Material Grid
  - Cannot be added to Bill Of Material once processed
  - Enter the Quantity Required in terms of the Total Quantity Ordered
    - Unlike values entered on BOM which are in terms of making one unit
- Additional Outside Service Requirements would be entered on the Outside Services Tab

## Details - Miscellaneous Job Costs

Used to track additional costs that fall outside the traditional means of tracking

- Part Number/Revision Level: Indicates the nature of the cost
  - Can select a defined Part from the drop-down list
  - Can enter a Part Number “on the fly”
    - Revision uses value of DEFAULT in this instance
    - Can be edited/entered manually
- Part Description: Additional information regarding the cost
  - Auto-populates if Part selected from drop-down
  - Can be edited/entered manually
- In addition to a Part Number, each record in the Grid needs the following values at a minimum:
  - Quantity: Must have a Quantity of 1 or more
    - Be mindful of the Unit applied to the Quantity
      - ◆ EA (Price Per Each)
      - ◆ LOT (Lot Price)
      - ◆ MIN (Minimum Price)
      - ◆ C (Price per Hundred)
      - ◆ M (Price Per Thousand)
  - Unit Cost: Must have a dollar value entered for cost calculation
- Enter additional information as desired/appropriate
  - If G/L Account is left blank, Job Costing/WIP Reports will display a value associated with an entry of UNKNOWN (or it may be blank)

# How To Use the Enterprise E2 Shop System

## Details – Image Tab

- Associated images will display on Scheduling Whiteboards if option to do is enabled
- Supported image types are .bmp and .jpg

## Header Tab

- Information that pertains to the entire Record, as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Customer/pulled from Quote
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on Work Order and Acknowledgement
  - Specific to selected Order
  - Information that should appear on all Orders should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
    - Can be edited for specific output Generation but resets based on Report Customization values afterward

## Addresses Tab

### **Billing Address Sub-tab**

- Location Code: Uses Default Quoting Location designated on Customer/pulled from Quote
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well
- \*Company Name: Auto-populates from Customer Code
  - Can be manually edited

### **Billing Address – Contact Sub-tab**

- (Billing) Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
  - Provides email address when records emailed directly from System
    - Pulls email address from Customer Contact details
    - Can be changed during process of emailing
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

### **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal

# How To Use the Enterprise E2 Shop System

- Customer (Default)
- Vendor
- Third Party
- Allows for drop shipments
- Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- (Shipping) Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used on Packing Lists
  - Can be edited on Packing List as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details

# How To Use the Enterprise E2 Shop System

- Can be used to filter reports and searches
- Print Certifications: Passed on to Orders and Packing Lists
  - Option must be enabled on Packing Lists to be available to print Certification
  - Can be edited manually on Packing List, as needed

## **Job Material Processing (JMP)**

### **Overview**

- Process Selected Jobs
  - Allows production to begin
    - Cannot create production records against Unprocessed Jobs:
      - ◆ Time Tickets
      - ◆ Material Allocations
      - ◆ Purchase Orders
  - Creates Requirements
    - Material Requirements may be filled during Processing, if settings allow
  - Allows for more efficient allocation of material
    - Can process Jobs for same Parts from multiple Orders at same time
    - Shared Requirements are listed on one screen
- Unprocess Selected Jobs
  - Allows System to recalculate Requirements
  - So long as Jobs are not In Process
    - Can unprocess single Job from an Order
    - Can unprocess multiple Jobs from multiple Orders

### **Functionality: Loading Jobs**

#### ***Company Preference: Automatically Perform Job Material Processing Following Order Entry = YES***

- Job Material Processing (also referred to as “JMP”) Utility launches every time an Order is Saved and Closed if any Unprocessed Jobs are present
  - All Unprocessed Jobs are automatically loaded from Order
  - Same functionality in utility, as noted below
  - Would post material to Jobs continuously throughout the day
  - Do not have to Process Jobs even though utility launches

#### ***Company Preference: Automatically Perform Job Material Processing Following Order Entry = NO***

- JMP Utility does not launch when Order is Saved and Closed
  - EXCEPTION: Stock Orders (Default Stock Customer Code) will launch JMP Utility automatically
    - Default assumption is that the Order needs to be in System as soon as possible
    - Do not have to Process Jobs even though utility launches
- User decides when to launch utility
  - Allows for posting of material at set times during day
  - Ability to consolidate Processing of like Parts
- Utility located under Orders | Job Material Processing
- JMP Search Grid loads with Open Customer Jobs by default

# How To Use the Enterprise E2 Shop System

- Jobs with a Customer Code other than the Default Stock Customer Code
  - Including Jobs with individual Stock Releases
- Though considered Open, Jobs with a Status of Hold are not displayed
- Planned Jobs do display
  - Can be Processed to see what Requirements would be needed
  - System will not Post material to Planned Jobs during JMP even if settings would otherwise allow it and material is Available
- Edit Search options to see Stock Orders
  - Orders using Default Stock Customer Code
  - Sub-assembly Jobs are not displayed
    - Cannot Process/Unprocess Sub-assemblies in same manner
    - They are dealt with inside the JMP utility
- Search options can also be used to narrow list of Jobs in multiple ways
  - By Job Number
  - By Order Number
  - By Customer
  - By Part Number
  - Etc.
- Grid Filter options can also be used to narrow list
  - Particularly useful to display only Processed or Unprocessed Jobs
- Once desired Jobs are selected, click Process Job Material

## Functionality: Processing Jobs

JMP Detail Grid displays consolidated list of Manufactured Parts present on selected Jobs when utility launches

- Only Top Level (Parent) Parts are displayed
- If same Part is present on multiple Jobs, it is only listed one time
  - Open Details to see what Jobs call for each Part
- Consider the following Grid Fields:
  - Required:
    - Prior to Processing: Combined Quantity of Manufactured Part that has been Ordered
    - Once Processed: Includes combined Purchase Requirements and Sub-assemblies needed
  - Buy Or Make: Combined Quantity that needs to be filled
    - Will match Required Quantity prior to processing
    - Once Processed, this Quantity may decrease, depending on the following values and related settings:
      - ◆ Filled: Quantity Posted from Inventory during Processing
        - Parts must be Available
        - Settings must allow filling of Requirements
        - Quantity Filled is subtracted from Quantity Required to determine Quantity to Buy Or Make
      - ◆ Available In Bin(s): Quantity of material in Inventory that is eligible to be Posted to fill Requirements
      - ◆ Available On Stock Jobs: Quantity of Parts that are eligible to Rob from current Stock Jobs
        - Orders using Default Stock Customer Code

# How To Use the Enterprise E2 Shop System



- ◆ Automatically Fill (checkbox): Indicates if Part is eligible to be Posted during Processing if there is any Available
  - Can manually add/remove check if desired
- When the Process button at top of utility is clicked: 
  - Available Parent Parts are Posted to Fill Required Quantities, if Automatically Fill enabled
  - If Requirement for Parent Parts cannot be completely Filled:
    - Material Requirements for remaining (Buy Or Make) Quantities are calculated
      - ◆ Purchased Parts
      - ◆ Manufactured Parts (Sub-assemblies)
    - Additional Parts are displayed in JMP Detail Grid
    - System applies same logic as before to determine whether these Requirements can be completely Filled
    - If Yes – Material is Posted and Requirement is marked as Filled
    - If No – Requirement is generated that will need to be satisfied
      - ◆ Purchased Parts: By Purchase order or Material Allocation
      - ◆ Manufactured Parts: By completion of Sub-assembly Job that is created
- Additional Requirements are consolidated in same fashion as original Parent Parts
  - Open Details of a Part Record to see what Job(s) it is needed on

## **Part Number Details Grid**

- Parent Job Number: Indicates which Job(s) need the material
- Status: Indicates whether the Requirement has been met or not
  - Needed = No Material Posted – Requirement not filled at all
  - Partial = Some Material Posted – Requirement partially filled
  - Filled = All Material Posted – Requirement completely filled
- If Material is listed as Available, it is possible to open Sub-details (Bin Locations of Part)
  - Unprocess specific Record
  - Can edit Quantity Posted if desired
    - ◆ Can specify Bins/Locations Material should Post from
    - ◆ Can Post drops of Material (if allowed) to make use of decimal quantities
  - Closing Sub-details after making change automatically Re-processes Record
  - If you do not want the Material to Post at all, remove the Automatically Fill option and then Re-process
- If you do not want to create Requirements or post Material, simply Close the utility without Saving



**Material is not actually Posted/Requirements not created until results of JMP Utility have been saved.**

- Jobs will not be marked as Processed

## **Functionality: Unprocessing jobs**

- Select previously Processed Jobs
- Click Process Job Material
- Within the utility
  - Unprocess specific Records (noted above)
  - Click Unprocess Button at top of utility to reset Job(s) to Unprocessed state
    - Cannot Unprocess Jobs if they are already In Process

# How To Use the Enterprise E2 Shop System



- ◆ See section on Order Entry for list of transactions that will cause a Job to be In Process

## **Shipments / Packing Lists**

### **Overview**

- Used to track delivery of Parts to Customers
- As final step of production process
  - Removes costs from WIP
  - Changes Job Status to Closed when all Parts shipped

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Part Number
- Order

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- A/R Invoice
- Customer Return

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Packing List Number: Up to 50 alpha-numeric characters
- \*Customer Code: Who ordered the Parts
  - Auto-populates from Order if used as Source
    - Cannot change from value listed on Order
  - Selected manually if Part is used as Source
  - May not be the same as whom Parts are shipped to
- Customer Name: Auto-populates based on Customer Code
- \*Packing List Date: Date Parts were shipped
  - Defaults to current day's date
  - Can be edited

#### ***Packing List Line Item Grid***

- \*Item Number: Uniquely identifies Grid Records present
  - Can be edited
  - Subsequent Item Numbers automatically renumber accordingly if changed
- Job Number: Identifies the Job selected Parts are being shipped from
  - Auto-populates when Order is used as Source
  - Cannot be edited/entered manually
  - Not present if Order is not used as Source
- Part Number: Items being shipped
  - Auto-populates when Order is used as Source
    - Cannot change from value listed on Order

# How To Use the Enterprise E2 Shop System

- Selected manually if Part is used as Source
  - Part does not have to be defined as Table Item
    - ◆ Can enter Part Number manually (“on the fly”)
  - Inventory levels not affected even if Part is defined as Table Item
    - ◆ Allows for shipping of Parts that have no Available Quantity
  - A/R Invoices will not display Unit Price on Parts shipped outside an Order
    - ◆ Manually enter Price on Invoice
- Revision Level: Revision of Part being shipped
  - Auto-populates from Order when Order is used as Source
    - Cannot change from value listed on Order
  - Auto-populates from Part when Part is used as Source (selected from Table)
    - Can select different Revision if Part has more than one present
  - Populates with DEFAULT if Part Number entered manually
    - Can be edited
- Quantity Open: Quantity not yet shipped
  - Pulls from Job Release Details if Order is used as Source
  - Defaults to 1 if Part is used as Source
- Quantity To Ship: Quantity to include in current delivery
  - Pulls from Job Release Details if Order is used as Source
    - If multiple Releases are present, this value will be less than Quantity Open until the final shipment
  - Defaults to 1 if Part is used as Source
- Quantity To Overship: Excess Parts made during production
  - Cannot be entered directly on Packing List
  - Pulls from Job Release Details



**Quantity values must be edited in Line Item Details as they are Read Only directly within the Line Item Grid.**

- Part Weight: Weight of single Part
  - If User decides to utilize available functionality on Containers Tab, System uses Part Weight (in conjunction with Weight Unit of Measure) to determine how heavy the total shipment would be
    - Also takes into account weight of Container
  - Applies this information against Shipping Code details to determine optimal distribution of Parts for shipping purposes

## ***Packing List Details – Releases Tab***

- \*Release Type: Indicates nature of Release
  - Pulls from Job Details
  - Cannot be edited
- \*Due Date: Date Customer wants Parts completed by
- Quantity To Ship/Cancel: Quantity to include in current shipment
  - Quantity can be reduced
    - Remaining amount split onto separate record
    - Considered as Backlogged to ship in the future
  - Quantity can be increased beyond Quantity Ordered

# How To Use the Enterprise E2 Shop System

- Excess Parts are added to Packing List as an Overship or Overtransfer Release Type
- Additional Quantity can be added on the next available line if additional Releases are still open on the Job
  - Indicates an early shipment against already Ordered Parts
  - Reduces next Release accordingly

## Header Tab

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Customer/pulled from Order
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on Packing List
  - Specific to selected Packing List
  - Information that should appear on all Packing Lists should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
- Can be edited for specific output Generation but resets based on Report Customization values afterward

## Addresses Tab

### **Billing Address Sub-tab**

- Location Code: Uses Default Quoting Location designated on Customer/pulled from Order
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well
- \*Company Name: Auto-populates from Customer Code
  - Can be manually edited

### **Billing Address – Contact Sub-tab**

- Billing Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
  - Provides email address when records emailed directly from System
    - Pulls email address from Customer Contact details
    - Can be changed during process of emailing
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

### **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:

# How To Use the Enterprise E2 Shop System

- Internal
- Customer (Default)
- Vendor
- Third Party - Allows for drop shipments
- Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- (Shipping) Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used to determine maximum weight limits for carrier
  - Can be changed as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details

# How To Use the Enterprise E2 Shop System

- Can be used to filter reports and searches
- Print Certifications: Passed on to Orders and Packing Lists
  - Option must be enabled on Packing Lists to be available to print Certification
  - Can be edited manually on Packing List as needed

## Containers Tab

Can be used to determine optimal distribution of Parts based on available criterion

- Container Code: Default Container Code designated in Company Preferences
  - Used by System if option to Fill Containers is not utilized
- Pack Each Line Item In A Separate Container (checkbox): Allows System to determine how Parts should be distributed amongst Containers when selected
  - Works in conjunction with Fill Containers feature
- Fill Containers (utility): Calculates distribution of Parts using available Criterion
  - Option to Pack Line Items in Separate Containers must be enabled
  - Looks to Part information to gather shipping-related information (present on General Tab of Packing List)
    - Container to use
      - ◆ Replaces default Container Code
    - Maximum number of Parts per Container
    - Part Weight
  - Looks to Shipping Code to get Carrier-related information
    - Maximum weight of container they will deliver
      - ◆ Creates list of needed Containers based on these factors in Containers Grid
  - If multiple Parts are present on Packing List, they are packed separately
    - Parts not automatically intermingled
    - Can be packed together by manually moving them
- Grid details display results of Fill Containers utility
  - Can be manually edited in Details

## Container Grid Details

- Container Number: Current Container being viewed
- Hazardous Material (checkbox): Indicate whether the contents of this Container are hazardous
- Container Code: Container assigned by System for shipping
  - Can be changed
- Tracking Number/Reference Number: Can be entered for reference purposes
- Fees and Charges: Enter the appropriate dollar values for each item present as appropriate
- Apply (checkbox): Indicate whether associated Fee/Charge should be applied to Packing List
- Declared Value: Dollar value of items in Container
  - Pulls from Order details
  - Can be edited
- Insured (checkbox): Indicates whether contents of Container have been Insured
  - Calculates cost based on Declared Value
- Length/Width/Height/Empty Weight: Physical dimensions and weight of selected Container
- Container Contents Grid displays results of Fill Container Utility for specific Container

# How To Use the Enterprise E2 Shop System

- Content Transfer Feature (Forklift Icon)
  - Allows for transfer of Parts between Containers
    - Designate Destination Container
    - Designate Quantity to Transfer
  - Allows for more efficient distribution of Parts if extra space is available or if Parts can be combined
  - If Container winds up exceeding allowable weight, System will advise when the Packing List is Saved
    - Contents will need to be re-adjusted or a different Shipping Code selected



If option to Fill Containers is not used, the System assumes all the Parts fit into a single Container (using default Container Code) and no effort is made to validate Carrier Weight limits.

## Bill Of Lading Tab

### **Carrier Sub-tab**

- Shipping Vendor: Vendor Code associated with Shipping Code
  - Can be changed
- Shipping Service: Shipping options provided by Carrier (as designated by Shipping Code)
- Shipping Charges Paid by: Indicates who will pay shipping costs
  - Prepaid
  - Freight Collect
  - Third Party – Allows for Drop Shipments
- Freight Terms Code: Terms to be applied to shipping charges (reference)

### **Shipping Charges Sub-tab**

- Displays charges associated with Packing List
- Pulls information from Container Details (Containers Tab)

### **Special Instructions**

- Information prints on Bill Of Lading for selected Packing List

### **Notifications**

- These notifications work in conjunction with the third party ShipRush interface
- Information on configuring and using this feature is included with the interface

### **Freight Remittance Address**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor

# How To Use the Enterprise E2 Shop System

- Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Contact Sub-tab**

- (Shipping) Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
- Fax Number: Auto-populates with General Customer Contact information
  - Both Numbers replaced by specific Contact-related information when one selected

## **Customer Returns**

### **Overview**

- Track Parts returned by Customers:
  - What Job
  - What Parts
  - Disposition

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Packing Lists

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- Inspection (Assuming the following):
  - Quality Module is present
  - Option to Inspect Customer Returns is selected

# How To Use the Enterprise E2 Shop System

- Orders (Repair/Remake Jobs)
- Material Allocations (Restock option)

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

### General Tab

- \*Return Number: Up to 50 alpha-numeric characters
- \*Customer Code: Who returned the Parts
  - Auto-populates from Packing List
- \*Date Issued: Date the Return was issued
  - Defaults to current day's date
  - Can be changed

### Customer Return Line Item Grid

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
  - Subsequent records automatically renumber if changed
- Status: Indicates state of the Return (where in the process is it?)
  - Issued: Return has been created
  - Received: Parts have been received from Customer
    - Status changes as information is entered in the corresponding Tabs of the Return
  - Inspected: Parts have been inspected
    - Requires access to and creation of Inspection Record
    - Status changes once Inspection Record created
- Reason Code: Indicates reason Parts were returned
- Quantity Details: Displays information regarding
  - The number of Parts originally shipped
  - The number of Parts returned by Customer
  - The disposition of the returned Parts

Information regarding quantities must be entered/edited in the Details of the Grid

### Customer Return Line Item Details – Location Tab

- Status: Indicates state of the Parts referenced on the Return
  - Defaults to Shipped (to Customer) until disposition indicated in Details
- Job Number: Job that returned Parts were made on
  - System will use to create link for updating of costs if it gets to that point
- Quantity: Total quantity originally shipped tracked in this column across all Detail records
  - Defaults to full quantity shipped on Packing List for Part being reviewed
  - Quantity will split into additional lines if the disposition is not the same for all Parts
- Quantity Returned: Number of Parts actually returned by Customer
  - Value entered directly if Inspections have been enabled
  - Calculated value based on Disposition Quantities entered if Inspections are not enabled
- Disposition Quantities: Indicates the number of Parts that fall into the appropriate disposition category
  - If Inspections have been enabled, the User will not be able to enter values into these fields

# How To Use the Enterprise E2 Shop System

- System would require creation of Inspection to indicate whether the Parts were defective or not
- If Inspections have not been enabled, the User would enter a value into the appropriate Column(s):
  - Remake – Remake from scratch
    - ◆ Create Remake Job on new Order
  - Repair – Repair existing Parts
    - ◆ Create Repair Job on new Order
  - Restock – Place Parts back into Inventory
    - ◆ Create Material Allocation to place Parts back into Inventory
  - Scrap – Scrap Parts as useless
- If more than one Disposition is applicable, they would be entered on separate lines



**If both Remake and Repair are applicable, consider creating multiple Returns as they would otherwise get consolidated into one Job.**

## Return Creation Tab

- Issued By: Employee who created the Return
- Reason For Return: Information regarding why the Customer returned the Parts

## Receiving Tab

- Received By: Employee who received/indicated the Parts have been received
  - Entering this (or any other information on the Tab) updates the Status on the General Tab to Received
- Date Received: Enter the date the Parts were received into your Shop
  - Does not auto-populate
- Comments: Information regarding the receipt of the Parts or the condition of the Parts when they arrived

# How To Use the Enterprise E2 Shop System

## ***Purchasing***

The Purchasing Menu provides access to the tools necessary to acquire material and services

### **Records/Functionality**

- Purchase Orders
- Vendor Shipments
- Vendor Request For Quotation
- Receiving
- Vendor Returns

### **Reports**

- Purchase Order Summary
- Vendor Shipment Summary
- Receiving Summary
- Vendor Quality Summary
- Vendor RFQ Summary
- Job Requirements Summary
- Vendor Return Summary
- Vendor Price Catalog

## **Purchase Orders**

### **Overview**

- Vendor Code specific purchases of
  - Material
  - Outside Services

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Part Number (Typically to replenish Inventory)
- Purchase Order (Copy)
- Vendor RFQ (Only RFQs created from Job Requirements will display)
- Job Requirements

### ***Note Regarding Job Requirements as Source***

When Material Job Requirements are used as the Source of the PO (either through the Wizard or the Job Requirement Icon in the Grid), the User will have the ability to select specific Parts that have been created as Requirements.

When selecting these Parts, there are two settings that need to be considered:

- Combine Multiple Due Dates Into The Earliest Due Date: Allows consolidation of deliveries
  - Combines multiple Releases (for delivery) into earliest one, if more than one present
  - If not combined (enabled), additional material may be purchased IF material cannot be purchased in decimal values (Each delivery would be rounded up if necessary)
- Spread Extra Material Proportionally Over All Jobs: Determines how extra material is dealt with

# How To Use the Enterprise E2 Shop System

- If disabled (not selected), any extra material will be placed into Inventory
  - Part must allow Decimal Inventory if extra amount is a partial unit to work
- If enabled (selected), any extra material (and its cost) is spread proportionally across all Jobs it is being purchased for based on original requirement distribution
- When dealing with Service Requirements, only the option to Combine Multiple Due Dates will be applicable, and then there will be no impact on the Quantity eventually received - only when received

## Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- Receiver
- Vendor Shipment (Outside Services only – optional)

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

### General Tab

- \*P.O. Number: Up to 50 alpha-numeric characters
- \*Vendor Code: Company providing the material or service
  - Auto-populates if Job Requirements or Vendor RFQ is the Source
  - Can be changed
    - System prompts to update Unit Costs
      - ◆ Can do so only if new Vendor is associated with Parts
        - Keeps previous cost information otherwise
- Vendor Type: Indicates nature of material/service provided by Vendor
  - Can be changed on PO
- \*P.O. Date: Date of Purchase Order
  - Defaults to current day's date
  - Can be changed
- Outside Service (checkbox): Must be checked to indicate the PO is for an Outside Service, as opposed to material
  - Auto-populates, based on Vendor selected
  - Can be changed
  - When checked, it impacts the nature of Requirements displayed when Job Requirements are used as the Source
- Purchased By: Employee who created the PO
- Due Date: Default Due Date to use on PO if it is not calculated by Scheduling
  - Defaults to current day's date
  - Can be edited
  - Each record on PO uses the date present at the time it is added, unless Scheduling has assigned one

### Purchase Order Line Item Grid

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
    - Subsequent records automatically renumber, if changed
- Part Number/Revision Level: Material being purchased or having service performed on it
  - Selected in Wizard if Job Requirements is used as Source

# How To Use the Enterprise E2 Shop System

- Auto-populates if Vendor RFQ is used as Source
- Can be selected from drop-down if purchasing directly to Inventory
- Can enter non-defined Part value manually (“on the fly”)
  - Unit Of Measure (Stocking and Purchasing) defaults to EA
  - Cannot change
- Same Part Number can be present on PO multiple times
- Quantity Ordered (Stocking): Amount of material being purchased in terms of its Stocking Unit
- Quantity Ordered (Purchasing): Amount of material being purchased in terms of its Purchasing Unit



**If a Purchased Part has different Purchasing and Stocking Units and it is not designated to Allow Purchasing in Decimal (Stocking) Values, the PO can still be created for a decimal value in terms of its Purchasing Unit.**

- Unit Cost (Purchasing): Cost of one unit of material in terms of its Purchasing Unit
- Unit Cost (Weight): Cost of one unit of material in terms of its Weight Unit of Measure
  - Typically in pounds (LB), but can be other (hard-coded) values
  - Applicable for Parts/Services where Vendor charges based on weight

## **PO Line Item Details**

### **Details – General Tab**

- Notes: Auto-populates from Part Notes
  - Prints on Purchase Order along with Part information
- Taxes: Can designate one or more Tax Codes, as appropriate
  - While not required at this point, it is recommended to associate an Exempt Tax Code if no Tax is required
    - Tax Code becomes required further along in the System

### **Details – Releases Tab**

- Release Type: Indicates whether the specified Item has been Ordered or not
- \*Due Date: Date the material is needed
  - Inherits default Due Date of PO Header if not assigned by Scheduling
  - Can be changed
- Quantity (Purchasing): Total amount of material being purchased on specified Due Date
  - If being purchased for more than one Job (or for Jobs and Stock), amount summarized here:
    - If material/service being purchased to one or more Jobs, Sub-details must be used to make edits to Quantity
    - If material is being purchased to Stock only, edit to Quantity can be made in Releases Grid for given Due Date
  - If Items being purchased are due on different dates, each record must have its own Release Number

### **Details – Releases – Due Date Sub-details**

- Job Number: Indicates what Job material or service is being purchased for
  - Cannot be changed if the record was added from Job Requirements
  - Can manually select a new Job Number on the next blank line
    - Purchasing material to a Job in this manner WILL NOT fill an open Job Requirement even if the material and Quantity match
    - Will simply add the material to the existing Requirement

# How To Use the Enterprise E2 Shop System

- Must use Job Requirement as Source to move it through the System
- Can select Stock as the Job Number if material is replenishing Inventory levels
- Quantity To Order (Purchasing): Amount of material being purchased to Job or Stock
  - Can be edited either up or down
  - If record is present as result of Job Requirement and it is decreased, the remaining amount will be still be seen as Required
  - Can edit Quantity here or in Stocking or Weight fields
- Location Code: Anticipated physical location of material when it is received

## Details - Miscellaneous Charges Tab

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to include on the PO
  - Common Miscellaneous Charges include
    - Document-related fees
    - Certification fees
    - Fuel surcharges
  - Unit Of Measure determines how the Charge Amount will be calculated
    - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
    - LOT – Amount will be charged as flat amount regardless of quantity
    - C – Amount is divided by 100 and charged for each unit purchased
    - M – Amount is divided by 1,000 and charged for each unit purchased
  - Include In Piece Price determines how the Charge Amount will be displayed
    - Yes – Amount is rolled into Unit Price on Quote/Order
    - No – Amount will display as separate line item on Quote/Order
  - G/L Account represents the default income account that will auto-populate on Orders
  - Pay Commission – Indicates whether Charge Amount should be included in Sales Commission
    - Option must be selected if Include In Piece Price is used
  - Pay Tax – Indicates whether tax should be applied against Charge Amount if applicable
- Apply Discount – Indicates whether Charge Amount is eligible for discount if A/R Invoices for Part are paid within stated terms

## Header Tab

- Information that pertains to the entire Record, as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Vendor/pulled from RFQ
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on Purchase Order
  - Specific to selected Purchase Order
  - Information that should appear on all Purchase Orders should be set up in Report Customization
    - Displayed in Layout Tab prior to Generating
    - Can be edited for specific output Generation, but resets based on Report Customization values afterward

## Addresses Tab

### **Purchasing Address Sub-tab**

- Location Code: Uses Default Purchasing Location designated on Vendor/pulled from RFQ

# How To Use the Enterprise E2 Shop System

- Physical Address Details populated based on the Location Code
  - Street Address
  - City
  - ZIP/Postal Code
  - State/Province
  - Country
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well
- \*Company Name: Auto-populates from Customer Code
  - Can be manually edited

## **Purchasing Address – Contact Sub-tab**

- Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
  - Provides email address when records emailed directly from System
    - Pulls email address from Customer Contact details
    - Can be changed during process of emailing
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor

# How To Use the Enterprise E2 Shop System

- ◆ Location Codes listed based on specified Customer or Vendor Code selected
- Address Type = Internal
  - ◆ Location Codes of your Company available
- Address Type = Third Party
  - ◆ Location Code not available
  - ◆ Physical Address Details will need to be entered manually
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- Shipping Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used on Packing Lists
  - Can be edited on Packing List as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code

## **Outside Service Packing Lists**

### **Overview**

- Used to track delivery of Parts to Outside Service Vendors

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Purchase Order (Outside Service POs only)

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- Receiver
  - Must use Outside Service Packing List to populate Receiver if created
  - PO no longer available as option

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Outside Service Packing List Number: Up to 50 alpha-numeric characters
- \*Vendor Code: Who is servicing the Parts

# How To Use the Enterprise E2 Shop System

- Auto-populates from Purchase Order
  - Cannot change from value listed on Purchase Order
- Vendor Name: Auto-populates based on Vendor Code
- \*Outside Service Packing List Date: Date Parts were shipped
  - Defaults to current day's date
  - Can be edited

## ***Outside Service Packing List Line Item Grid***

- \*Item Number: Uniquely identifies Grid Records present
  - Can be edited
  - Subsequent Item Numbers automatically renumber accordingly, if changed
- PO Number: Identifies the Job selected Parts are being shipped from
  - Auto-populates from Purchase Order
  - Cannot be edited/entered manually
  - Not present if Order is not used as Source
- Part Number/Revision Level: Items being shipped
  - Auto-populates from Purchase Order
- To Ship: Quantity being sent to Vendor
  - Pulls from Job Release Details of Purchase Order
  - Edit Quantity in Line Item Details if amount being shipped is not the amount on PO
- Part Weight: Weight of single Part
  - If User decides to utilize available functionality on Containers Tab, System uses Part Weight (in conjunction with Weight Unit of Measure) to determine how heavy the total shipment would be
    - Also takes into account weight of Container
  - Applies this information against Shipping Code details to determine optimal distribution of Parts for shipping purposes

## ***Outside Service Packing List Details – Releases Tab***

- \*Release Type: Indicates nature of Release
  - Reflected on Purchase Order
  - Cannot be edited
- \*Due Date: Date Parts are needed by
- Quantity To Ship (Purchasing): Total Quantity being sent to the Vendor
  - Quantity can be reduced by opening Releases Sub-details

## ***Details – Releases – Sub-details***

- Job number: Jobs the Parts are being serviced for
- Quantity to Ship (Purchasing): Quantity of Parts being sent to Vendor broken down by Job
  - Quantity can be reduced
    - Remaining amount split onto separate record with Status of Ordered
    - Available to place on future Outside Service Packing List

## **Header Tab**

- Information that pertains to the entire Record as opposed to a specific Line Item

# How To Use the Enterprise E2 Shop System

## **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Vendor/pulled from PO
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on Outside Service Packing List
  - Specific to selected Outside Service Packing List
  - Information that should appear on all Outside Service Packing Lists should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
- Can be edited for specific output Generation but resets based on Report Customization values afterward

## **Addresses Tab**

### **Purchasing Address Sub-tab**

- Location Code: Uses Default Quoting Location designated on Vendor/pulled from PO
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well
- \*Company Name: Auto-populates from Vendor Code
  - Can be manually edited

### **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country

# How To Use the Enterprise E2 Shop System

- Location Code options narrow based on Address Type/Code selections
  - Address Type = Customer or Vendor
    - ◆ Location Codes listed based on specified Customer or Vendor Code selected
  - Address Type = Internal
    - ◆ Location Codes of your Company available
  - Address Type = Third Party
    - ◆ Location Code not available
    - ◆ Physical Address Details will need to be entered manually
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- Shipping Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used to determine maximum weight limits for carrier
  - Can be changed as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details
  - Can be used to filter reports and searches

## **Containers Tab**

Can be used to determine optimal distribution of Parts based on available criterion

- Container Code: Default Container Code designated in Company Preferences
  - Used by System if option to Fill Containers is not utilized
- Pack Each Line Item In A Separate Container (checkbox): Allows System to determine how Parts should be distributed amongst Containers when selected
  - Works in conjunction with Fill Containers feature
- Fill Containers (utility): Calculates distribution of Parts using available Criterion
  - Option to Pack Line Items in Separate Containers must be enabled
  - Looks to Part information to gather shipping-related information (present on General Tab of Packing List)
    - Container to use
      - ◆ Replaces default Container Code
    - Maximum number of Parts per Container
    - Part Weight

# How To Use the Enterprise E2 Shop System

- Looks to Shipping Code to get Carrier-related information
  - Maximum weight of container they will deliver
- Creates list of needed Containers based on these factors in Containers Grid
- If multiple Parts are present on Packing List, they are packed separately
  - Parts not automatically intermingled
  - Can be packed together by manually moving them
- Grid details display results of Fill Containers utility
  - Can be manually edited in Details

## **Container Grid Details**

- Container Number: Current Container being viewed
- Hazardous Material (checkbox): Indicate whether the contents of this Container are hazardous
- Container Code: Container assigned by System for shipping
  - Can be changed
- Tracking Number/Reference Number: Can be entered for reference purposes
- Fees and Charges: Enter the appropriate dollar values for each item present as appropriate
- Apply (checkbox): Indicate whether associated Fee/Charge should be applied to Packing List
- Declared Value: Dollar value of items in Container
  - Pulls from Order details
  - Can be edited
- Insured (checkbox): Indicates whether contents of Container have been Insured
  - Calculates cost based on Declared Value
- Length/Width/Height/Empty Weight: Physical dimensions and weight of selected Container
- Container Contents Grid displays results of Fill Container Utility for specific Container
- Content Transfer Feature (Forklift Icon)
  - Allows for transfer of Parts between Containers
    - Designate Destination Container
    - Designate Quantity to Transfer
  - Allows for more efficient distribution of Parts if extra space is available or if Parts can be combined
  - If Container winds up exceeding allowable weight, System will advise when the Packing List is Saved
    - Contents will need to be re-adjusted or a different Shipping Code selected



**If option to Fill Containers is not used, the System assumes all the Parts fit into a single Container (using default Container Code) and no effort is made to validate Carrier Weight limits.**

## **Bill of Lading Tab**

### **Carrier Sub-tab**

- Shipping Vendor: Vendor Code associated with Shipping Code
  - Can be changed
- Shipping Service: Shipping options provided by Carrier, as designated by Shipping Code
- Shipping Charges Paid by: Indicates who will pay shipping costs
  - Prepaid
  - Freight Collect

# How To Use the Enterprise E2 Shop System

- Third Party
- Freight Terms Code: Terms to be applied to shipping charges (reference)

## **Shipping Charges Sub-tab**

- Displays charges associated with Packing List
- Pulls information from Container Details (Containers Tab)

## **Special Instructions**

- Information prints on Bill of Lading for selected Packing List

## **Notifications**

- These notifications work in conjunction with the third party ShipRush interface
- Information on configuring and using this feature is included with the interface

## **Freight Remittance Address**

- Address Type: Determines how Physical Address Details are obtained and impacts code options (see below)
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Contact Sub-tab**

- Shipping Contact: Select a Contact from the Contact list

# How To Use the Enterprise E2 Shop System

- Does not auto-populate
- Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
- Fax Number: Auto-populates with General Customer Contact information
  - Both Numbers replaced by Contact-specific information when one selected

## **Vendor Request For Quotation (RFQ)**

### **Overview**

- Update cost information on with Vendor specific prices on
  - Purchased Parts
  - Manufactured Parts
    - Material component – BOM
    - Outside Services
  - Service Codes
  - Job Requirements

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Purchase Part (Table Items only)
- Outside Service
- Service Code (Typically only for Services that Price By Weight)
- Job Requirements

### ***Note Regarding Configuration of Source Records***

When creating a Vendor RFQ from Purchased Items, Outside Services, or Service Codes, only those Source Records that have been marked as Need Pricing will be available to select

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- Purchase Order

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Vendor RFQ Number: Up to 50 alpha-numeric characters
- \*Vendor Code: Company providing the Quote
  - Auto-populates from the Source Record
    - EXCEPTION – Job Requirements
      - ◆ Vendor Code left blank when Source is Job Requirements
      - ◆ Selected by User
  - Changing the Vendor Code causes the Grid to be cleared
- Vendor Name: Auto-populates based on Vendor Code
- Vendor Type: Indicates nature of material/service provided by Vendor
  - Can be changed on PO

# How To Use the Enterprise E2 Shop System

- Terms Code: Payment terms offered by Vendor
  - Auto-populates from Vendor Code selected
  - Can be changed
- \*Vendor RFQ Date: Date Quote was created
  - Defaults to current day's date
  - Can be edited
- Date Required: Date a response is needed by
  - Calculates based on information provided in Company Preferences
  - Can be changed
- Expires On: Date the Quote is no longer valid after
  - Calculates based on information provided in Company Preferences
  - Can be changed
- Outside Service (checkbox): Must check to indicates the Vendor RFQ is for an Outside Service, as opposed to material
  - Auto-populates based on Source
  - Changing the selection causes the grid to be cleared
- Requested By: Employee who entered the RFQ
- Vendor Quote Number: Reference field to track Vendor's Quote Number

## **Vendor RFQ Line Item Grid**

- \*Item Number: Uniquely identifies Grid Records present
  - Can be edited
  - Subsequent Item Numbers auto renumber accordingly if changed
- Status: Indicates the state of the RFQ in terms of the Vendor response
  - Pending – No response received yet
    - Default Status
  - No Quote – Vendor advised they will not provide Quote
    - User sets Status manually
  - Received – Vendor has provided updated cost information
    - System sets Status when RFQ costs are updated
  - Applied – Vendor Cost Analysis has been run
  - Expired – Quote has expired
    - System sets Status when Expires On date is reached
    - Listed Part(s) are automatically marked as Need Pricing again
- Part Number/Revision Level: Items having costs updated
  - Auto-populates when Source Record is one of the following:
    - Purchased Part
    - Outside Service (Manufactured Part listed)
    - Job Requirements
- Service Code: Auto-populates when Source Record is Service Code
- Step Number: Auto-populates when Source Record is Outside Service
  - Reference to Step of specific Job

# How To Use the Enterprise E2 Shop System

## **Vendor RFQ Details – Job Requirements Tab**

- Grid displays Requirement details from Job(s) selected
  - Read Only – Values cannot be edited
  - Line Items can be deleted

## **Vendor RFQ Details – Cost Breaks/Outside Service Breaks Tab**

- Grid Fields will vary slightly based on the following:
  - Source Record (Service vs. Material)
  - Pricing Unit of Measure
    - Purchasing Unit (Price By Weight = No)
    - Weight Unit (Price By Weight = Yes)
- In any case, costs are updated at this level for all Items listed on Vendor RFQ
  - Lead Time can also be updated at this level

Updating Costs has the following effects, based on the Source Record:

- Purchased Part
  - Part costs and sales prices (Purchasing Tab) are updated automatically for specified Vendor
  - System also automatically updates all Manufactured Parts (cost and sales price) where Purchased Part is present on BOM
    - This occurs regardless how the Purchased Part costs are updated – manually or via RFQ
- Outside Service
  - Specific Manufactured Part where Outside Service Step is located is updated (cost and sales price)
- Service Code
  - Service Code costs and sales price updated automatically
  - Outside Service Steps on Manufactured Parts that reference the Service Code are NOT updated



**In all three cases above, Quotes and Jobs are not impacted by the updating of Costs.**

- Job Requirements
  - No other records are automatically updated
  - System assumes RFQs from Requirements will be used as Source for future Purchase Orders when buying required items

## **Header Tab**

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Vendor
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on Vendor RFQ

## **Addresses Tab**

### **Purchasing Address Sub-tab**

- Location Code: Uses Default Quoting Location designated on Vendor
  - Physical Address Details populated based on the Location Code

# How To Use the Enterprise E2 Shop System

- Street Address
- City
- ZIP/Postal Code
- State/Province
- Country
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well
- \*Company Name: Auto-populates from Vendor Code
  - Can be manually edited

## **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
      - ◆ Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- Shipping Contact: Select a Contact from the Contact list
  - Does not auto-populate

# How To Use the Enterprise E2 Shop System

- Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
- Fax Number: Auto-populates with General Customer Contact information
  - Both Numbers replaced by Contact-specific information when one selected

## ***Shipping Address – Miscellaneous Sub-tab***

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used to determine maximum weight limits for carrier
  - Can be changed as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code

## **Vendor Cost Analysis (Utility)**

### **Overview**

- Update Default Vendor settings

### **Functionality**

- Located as an Action under Vendor RFQ Ribbon Menu Tab
- When launched, User can select to run analysis on the following Setting Types:
  - Outside Service
  - Purchased Item
- In addition, select the desired Selection Criteria:
  - Lowest Price
  - Shortest Lead Time
- When configured and completed, the System simply uses the information provided and applies it to the selected Parts to determine the Default Vendor
  - Would be used on new Estimates
  - Clears the Waiting Cost Analysis flag selected Records

## **Receiver**

### **Overview**

- Track incoming deliveries of Parts and Material
  - Purchased Items from Material Vendors and Customers (Customer Provided Material)
    - To Jobs
    - To Stock
  - Manufactured Parts from Service Vendors
    - To Jobs



**Receiving Material directly to a Job does not mean the Material is immediately costed to the Job. Material cost is captured when it is marked as Consumed.**

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Record can use the following Sources to provide information during its creation:

- Part Number (No PO available)
  - Typically used for Customer Provided Material)
- Purchase Order
- Vendor Shipment
  - Must be used in lieu of PO when Vendor Shipment exists

## Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- A/P Invoice
- Vendor Return

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

### General Tab

- \*Receiver Number: Up to 50 alpha-numeric characters
- \*Vendor Code: Company items are coming from
  - Auto-populates from the Source Record
  - Cannot change if Source is PO or Vendor Shipment
- Vendor Name: Auto-populates based on Vendor Code
- Vendor Type: Indicates nature of material/service provided by Vendor
  - Can be changed
- \*Receiver Date: Date material was received
  - Defaults to current day's date
  - Can be edited
- Reference Number: Up to 50 alpha-numeric characters
  - Searchable field
- Shipping Code: Indicates method of delivery
  - Auto-populates from Purchase Order
  - Can be changed
- Shipped Via: Specific delivery option in relation to Shipping Code
  - Auto-populates from Shipping Code
  - Can be edited
- Shipping Charges: Total cost for shipping
  - Calculated field
    - Based on items selected to Receive
  - Cannot be edited

### Receiver Line Item Grid

- \*Item Number: Uniquely identifies Grid Records present
  - Can be edited
    - Subsequent Item Numbers auto renumber accordingly, if changed
- Part Number/Revision Level: Items being received

# How To Use the Enterprise E2 Shop System

- Auto-populates from Source Record
- Can be entered manually
  - Customer sends material not defined in System
- Quantity Open: Quantity currently open on the underlying PO
- Quantity Received: Quantity actually received in current delivery
  - Defaults to Quantity Open amount
  - Must be edited in Line Item Details if different
- Additional Quantity-related fields displayed in Grid (Edited in Details/Sub-details)
  - Cancelled
  - Rejected
  - Over Received

## **Receiver Details – Releases Tab**

This level of Details provides a summary of all the Items received in the Releases present. Depending on the nature of the change, some edits to Quantity will be made here and some will be made in the Sub-details.

- \*Release Type: Indicates nature of each Release Number
  - Ordered: Assigned by System to records that are split off/created when some items are not delivered
    - Source Record = PO
  - Reject: Assigned to items that are being returned to the Vendor to be replaced
    - Manually assign on Receiver if option to Inspect is not enabled
    - Designation made on Inspection otherwise



**Only Receivers that have Quantities to Reject will be available as Source Records on Vendor Returns (assumes the Receiver does not require an Inspection Record).**

- Cancel: Assigned to items you decide are not needed and should not be delivered
  - Manually assign on Receiver if option to Inspect is not enabled
  - Designation made on Inspection otherwise
  - If Material has already been delivered:
    - ◆ Mark as Rejected
    - ◆ Create Vendor Return
    - ◆ Cancel on new Receiver
- Over Receive: Assigned when more material is delivered than is listed on the PO
  - Manually assigned by User
- Shipped To Vendor: Assigned by System to records that are split off/created when some Parts are not delivered
  - Source Record = Outside Service Packing List
- Quantity To Receive (Purchasing): Total Quantity (number of items) actually delivered in relation to specific Release Number
  - To Under Receive
    - Open Sub-details and edit specific Record
    - Reduces the Quantity Received
    - Creates a new Release Record with one of the following Release Types:
      - ◆ Ordered – If Source Record is PO

# How To Use the Enterprise E2 Shop System

- ◆ Shipped To Vendor – If Source Record is Outside Service Packing List
- To Over Receive
  - Change the Release Type on the next available Blank Row to Over Receive and enter the additional amount in the Quantity To Receive (Purchasing) field
  - Increases Quantity Received

## **Receiver - Releases Sub-details**

- Status: Material Status
  - Mirrors information found on Order Material Tab (if Received to a Job)
  - Typical Status options
    - Posted – Received to Job
    - Available – Received to Stock
- Job Number: Indicates destination of items received
  - Specific Job Number: Can be destination for Material or Services
  - Stock: Can be used only on Material
  - If creating a Record for Over Received Material, select a Job Number or designate Stock accordingly
- Quantity To Receive (Purchasing): Total Quantity (number of items) actually delivered in relation to specific Job Number or Stock reference
  - Reduce this value accordingly if fewer items than expected were delivered
  - Additional Record created (see Releases Tab information)

## **Header Tab**

- Information that pertains to the entire Record as opposed to a specific Line Item

## **Header Items Sub-tab**

- Notes: Appear on Receiver
- No Charge (checkbox): If selected, the Receiver will not display as a Source Record for A/P Invoices
- Vendor Invoice Received: Indicates the Receiver has been used as the Source Record for an A/P Invoice
  - If selected, the Receiver will not display as a Source Record for future A/P Invoices
  - System automatically selects option when Receiver selected on an A/P Invoice
  - Can be selected manually

## **Vendor Returns**

### **Overview**

- Track Parts returned to Vendors:
  - What Job
  - What Parts
  - Disposition

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Receiver
  - If Receivers are not Inspected:
    - Only Receivers that have Quantities marked as Reject will display

# How To Use the Enterprise E2 Shop System

- Non-Conformance (Requires Quality Module)
  - If Receivers are Inspected

## Destination Record(s)

This Record is not used as a Source on any other Record

- When created, Vendor Returns reopen the underlying Purchase Order, which is then used as the Source Record for future Receivers or Outside Service Packing Lists

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

### General Tab

- \*Return Number: Up to 50 alpha-numeric characters
- \*Vendor Code: Company the Parts are being returned to
  - Auto-populates from Source Record
- Return Date: Date the Return was issued
  - Defaults to current day's date
  - Can be changed
- RMA (Return Merchandise Authorization) Number: Up to 50 alpha-numeric characters
  - Manually entered
  - Searchable field

### Vendor Return Line Item Grid

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
  - Subsequent records automatically renumber if changed
- Quantity Details: Displays information regarding
  - The number of Parts originally received
  - The number of Parts returned to Vendor
  - The disposition of the returned Parts

Information regarding quantities must be entered/edited in the Details of the Grid

- Reason Code: Indicates reason Parts were returned
- Shipping Details: Used on Containers Tab for purposes of sending Items back to Vendor
  - Container Code
  - Max Quantity Per Container

### Vendor Return Line Item Details – Releases Tab

- Release Number: Uniquely identifies Grid Records present
- Release Type: Indicates nature of each Release Number
  - Returned To Vendor (Cannot Edit)
- Quantity Values default to full amount present marked as Rejected
  - Edits to these values must be made at the Release Sub-Detail Level

### Vendor Return – Releases Sub-details

- Quantity To Return (Purchasing): Number of Items being returned to the Vendor
  - Enter reduced value if Items will be returned at different times

# How To Use the Enterprise E2 Shop System

## Return Creation Tab

- Issued By: Employee who created the Return
- Reason For Return: Information regarding why the Parts were returned to the Vendor

## Header Tab

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Vendor
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on Vendor Return
  - Specific to selected Vendor Return
  - Information that should appear on all Vendor Returns should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
  - Can be edited for specific output Generation but resets based on Report Customization values afterward

## Addresses Tab

### **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available

# How To Use the Enterprise E2 Shop System

- ◆ Physical Address Details will need to be entered manually
- Selecting a different Location Code re-populates Physical Address Details
- Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

- Shipping Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used to determine maximum weight limits for carrier
  - Can be changed as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details
  - Can be used to filter reports and searches

## **Containers Tab**

Can be used to determine optimal distribution of Parts based on available criterion

- Container Code: Default Container Code designated in Company Preferences
  - Used by System if option to Fill Containers is not utilized
- Pack Each Line Item In A Separate Container (checkbox): Allows System to determine how Parts should be distributed amongst Containers when selected
  - Works in conjunction with Fill Containers feature
- Fill Containers (utility): Calculates distribution of Parts using available Criterion
  - Option to Pack Line Items in Separate Containers must be enabled
  - Looks to Part information to gather shipping-related information (present on General Tab of Packing List)
    - Container to use
      - ◆ Replaces default Container Code
    - Maximum number of Parts per Container
    - Part Weight
  - Looks to Shipping Code to get Carrier-related information
    - Maximum weight of container they will deliver
  - Creates list of needed Containers based on these factors in Containers Grid
  - If multiple Parts are present on Packing List, they are packed separately
    - Parts not automatically intermingled
    - Can be packed together by manually moving them
- Grid details display results of Fill Containers utility

# How To Use the Enterprise E2 Shop System

- Can be manually edited in Details

## **Container Grid Details**

- Container Number: Current Container being viewed
- Hazardous Material (checkbox): Indicate whether the contents of this Container are hazardous
- Container Code: Container assigned by System for shipping
  - Can be changed
- Tracking Number/Reference Number: Can be entered for reference purposes
- Fees and Charges: Enter the appropriate dollar values for each item present as appropriate
- Apply (checkbox): Indicate whether associated Fee/Charge should be applied to Packing List
- Declared Value: Dollar value of items in Container
  - Pulls from Order details
  - Can be edited
- Insured (checkbox): Indicates whether contents of Container have been Insured
  - Calculates cost based on Declared Value
- Length/Width/Height/Empty Weight: Physical dimensions and weight of selected Container
- Container Contents Grid displays results of Fill Container Utility for specific Container
- Content Transfer Feature (Forklift Icon)
  - Allows for transfer of Parts between Containers
    - Designate Destination Container
    - Designate Quantity to Transfer
  - Allows for more efficient distribution of Parts if extra space is available or if Parts can be combined
  - If Container winds up exceeding allowable weight, System will advise when the Packing List is Saved
    - Contents will need to be re-adjusted or a different Shipping Code selected



**If option to Fill Containers is not used, the System assumes all the Parts fit into a single Container (using default Container Code) and no effort is made to validate Carrier Weight limits.**

## **Bill of Lading Tab**

### **Carrier Sub-tab**

- Shipping Vendor: Vendor Code associated with Shipping Code
  - Can be changed
- Shipping Service: Shipping options provided by Carrier (as designated by Shipping Code)
- Shipping Charges Paid by: Indicates who will pay shipping costs
  - Prepaid
  - Freight Collect
  - Third Party
- Freight Terms Code: Terms to be applied to shipping charges (reference)

### **Shipping Charges Sub-tab**

- Displays charges associated with Packing List
- Pulls information from Container Details (Containers Tab)

# How To Use the Enterprise E2 Shop System

## **Special Instructions Sub-tab**

- Information prints on Bill of Lading for selected Packing List

## **Notifications Sub-tab**

- These notifications work in conjunction with the third party ShipRush interface
- Information on configuring and using this feature is included with the interface

## **Freight Remittance Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Contact Sub-tab**

- (Shipping) Contact: Select a Contact from the Contact list
  - Does not auto-populate
  - Selections will change based on Address Type and Code selected on Shipping Address Tab
- Phone Number: Auto-populates with General Customer Contact information
- Fax Number: Auto-populates with General Customer Contact information

# How To Use the Enterprise E2 Shop System



- Both Numbers replaced by Contact-specific when one selected

# How To Use the Enterprise E2 Shop System

## ***Inventory***

The Inventory Menu provides access to multiple Inventory Management Tools

### **Records/Functionality**

- Fill Job Requirements
- Inventory Adjustments
- Inventory Inspections (Quality Related Record)
- Inventory Transfers
- Material Allocations
- Stock Job Transfers

### **Reports**

- Inventory Summary
- Material Allocation Summary
- Inventory Inspection Summary
- Stock Job Transfer Summary
- Reorder Summary
- Usage Summary
- Inventory Count Sheet
- Inventory Adjustment Summary

## **Fill Job Requirements (Utility)**

### **Overview**

- Post Available Material to Jobs with matching Needed Records
  - Ability to Post Material to Jobs after they have been Processed without having Material Requirements filled

### **Functionality: Loading Jobs**

- Utilizes Job Material Processing Navigator and related functionality
  - Search Grid displays all Open Jobs that meet the following criterion (by Default):
    - Job Status is Firm, Released, or In Process
    - At least one Record on Order Material Tab for Purchased Part with Material Status of Needed
    - At least one Available (Inventory) Record for the same Purchased Part is present in the System
  - Search parameters can be narrowed using existing Search Filters, as is the case throughout the software
- Once desired Jobs are selected, click Fill Requirements

### **Functionality: Fill Requirements**

- Needed Purchased Parts that have at least partial Availability are displayed
- If same Part is present on multiple Jobs, it is only listed one time
  - Open Details to see what Jobs call for each Part
- Consider the following Grid Fields:
  - Required: Combined Quantity of Purchased Part that is Needed
  - Buy Or Make: Combined Quantity that needs to be filled
    - Will match Required Quantity prior to processing

# How To Use the Enterprise E2 Shop System

- Once Processed this Quantity will decrease depending on amount of Available Material
- Filled: Quantity Posted from Inventory when Utility is run (Process Button is clicked)
  - Parts must be Available
  - Settings must allow filling of Requirements
  - Quantity Filled is subtracted from Quantity Required to determine Quantity to Buy Or Make
- Available In Bin(s): Quantity of material in Inventory that is eligible to be Posted to fill Requirements
- Available On Stock Jobs: Will not be applicable in this circumstance
  - Fill Job Requirements will not display Manufactured Parts (Sub-assemblies), as they are considered To Make
  - Manufactured Parts Posted to a Processed Job will simply be added to it as extra Parts
    - ◆ System will not reduce the Quantity To Make of Manufactured Parts (Sub-assemblies or Top Level Parts) as a result of Material Allocations
- Automatically Fill (checkbox): Indicates if Part is eligible to be Posted during Processing
  - Can manually add/remove check, if desired
- When the Process button at top of utility is clicked:
  - Available Parts are Posted to Fill Required Quantities if Automatically Fill enabled
  - If Requirement cannot be completely Filled, the remaining Quantity remains as a Needed Record

## **Part Number Details Grid**

- Parent Job Number: Indicates which Job(s) need the material
- Status: Indicates whether the Requirement has been met or not
  - Needed = No Material Posted – Requirement not filled at all
  - Partial = Some Material Posted – Requirement partially filled
  - Filled = All Material Posted – Requirement completely filled
- If Material is listed as Available, it is possible to open Sub-details (Bin Locations of Part)
  - Unprocess specific Record
  - Can edit Quantity Posted if desired
    - ◆ Can specify Bins/Locations Material should Post from
    - ◆ Can Post drops of Material (if allowed) to make use of decimal quantities
  - Closing Sub-details after making change automatically reprocesses Record
  - If you do not want the Material to Post at all, remove the Automatically Fill option and then Reprocess
- If you do not want to create Requirements or post Material, simply Close the utility without Saving



**Material is not actually Posted/Requirements not created until results of JMP Utility have been saved.**

- Jobs will not be marked as Processed
- If Material needs to be removed from a Job, a Job to Stock, or a Job to Job, a Material Allocation Record would be created.

## **Inventory Adjustments (Utility)**

### **Overview**

- Adjust key values for defined Part Records outside of Receivers (Purchased Parts), Stock Job Transfers (Manufactured Parts), and Material Allocations
  - Often used when the originating information is not available or is otherwise unknown

# How To Use the Enterprise E2 Shop System

- Examples:
  - Inventory counts
  - Entering opening Inventory levels

## Functionality: Select Records

- Utilizes Part Number Navigator and related functionality
  - Search Grid displays all Active Parts by default
  - Search parameters can be narrowed using existing Search Filters as is the case throughout the software
- Once desired Parts are selected, click Make Adjustment



**Since they share the same Navigator Search Grid, Inventory Adjustments cannot be made if you already have the Parts Table open on your PC.**

## Functionality: Make Adjustments

- \*Location Code: Represents physical location of Parts
  - Location Code associated with the Part will display by default on Blank Rows
  - Can be changed on any record present
  - Multiple Records can use the same Location Code and Lot Number combination
- Lot Number: Optional information that can be used to specify exact location
- Quantity (Stocking): Number of Parts (in terms of Stocking Unit) that are Available
  - Value can be edited for any record present
- Vendor Code: Company Part was purchased from
  - Auto-populates from Receiver
  - Can be changed/selected manually
- Reason Code: Use to indicate why adjustment was necessary
- Material Unit Cost: Per Unit Cost (in terms of Stocking Unit) for selected record
  - Auto-populates from Source Record (if present)
    - Purchased Part = PO (via Receiver)
    - Manufactured Part = Material Costs from Stock Job (via Stock Job Transfer)
      - ◆ Additional Manufacturing-related Costs are captured in the same manner
  - All Cost Fields can be changed or entered manually
- Is A Drop (checkbox): When selected, indicates the Record represents a Quantity of less than one Stocking Unit
  - Purchased Parts only
  - Part must be marked to Allow Decimal Values
  - Must be selected if Quantity (Stocking) is less than one
- Dimension Values: Enter appropriate Dimension information
  - Especially useful for Drops of Material to know if it is usable
- Click Save to complete the Adjustment

# How To Use the Enterprise E2 Shop System

## Inventory Inspections

### Overview

- Create formalized Inspection Records during specified points of the production process
- Inspections become a required Record to proceed with production once the underlying Record is marked to be inspected



**Use of Inspections requires access to the Quality Module.**

### Source Record(s)

This Record can use the following Sources to provide information during its creation:

- Order
- Customer Return
- Internal Rejection
- Receiver

### Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- Non-Conformance

**Given the need for the Quality Module to create Inspection Records, this feature is covered in our documentation on the Configuration and Use of The Quality Module.**

## Material Allocation

### Overview

- Allows Posting/Unposting of Material

### Functionality: Allocate Material

The Material Allocation Navigator displays previous transactions, but they can only be viewed. To Allocate Material simply click New Material Allocation.

- \*Material Allocation Number: Up to 50 alpha-numeric characters
- \*Material Allocation Date: Date Material was Posted or Unposted
  - Defaults to current day's date
  - Can be changed
- Material Allocation Type: Determines Source and Destination points for the Allocation Record
  - Stock To Job: Post Material from Inventory to specified Job
  - Job To Stock: Unpost Material from specified Job and place back into Inventory
  - Job To Job: Unpost Material from specified Job and Post against another Job



**Options in the Material Allocation Grid will vary based on the Allocation Type Selected.**

# How To Use the Enterprise E2 Shop System

## **Material Allocation Line Item Grid**

### *Allocation Type = Stock To Job*

- \*Target Job Number: Job to which Material will be Posted
  - Only Material with Available Quantities display as eligible to Post
  - Multiple Parts can be Posted at same time
  - To Post Material to more than one use next available Blank Row
- Quantity to Post must be set in Line Item Details

### **Material Allocation Details**

- Quantity Available: Amount of selected Material currently Available for Posting
- Quantity Required (Stocking): Indicates if selected material is listed as a Needed Record for the designated Job
  - Posting Material to Job will fill Requirement
- Quantity To Post (Stocking): Amount of Material to Post to designated Job
  - Must Post whole amounts, even if Part Allows Decimal Values
  - Can Post Records that are marked as a Drop

### *Allocation Type = Job To Stock*

- \*Source Job Number: Job from which Material will be Unposted
  - Only Jobs that have Material Posted to them will display
    - All Material Posted to selected Job displays for selection purposes
    - Can select multiple Parts if present
- Create Job Requirement (checkbox): If selected, the System will create a Needed Record (Order Material Tab) on the selected Job for the Unposted Material
- Quantity to Unpost must be set in Line Item Details

### **Material Allocation Details**

- Quantity To Unpost (Stocking): Amount of Material to place back into Stock
- Quantity Available (Stocking): Amount of selected Material currently present on Job that can be Unposted
- \*Location Code: Physical location Material is designated to be moved to for Inventory Tracking purposes
- Lot Number: Optional value to further specify location or production run information
- Is A Drop (checkbox): Indicates if the Quantity being Unposted is a decimal value
  - Marked automatically when value less than one entered
  - Unable to enter partial amounts on Parts that do not Allow Decimal Values

### *Allocation Type = Job To Job*

- \*Source Job Number: Job from which Material will be Unposted
  - Only Jobs that have Material Posted to them will display
    - All Material Posted to selected Job displays for selection purposes
    - Can select multiple Parts if present
- Create Job Requirement (checkbox): If selected, the System will create a Needed Record (Order Material Tab) on the selected Job for the Unposted Material
- \*Target Job Number: Job to which Material will be Posted
- Quantity to Unpost must be set in Line Item Details

# How To Use the Enterprise E2 Shop System

## **Material Allocation Details**

- Quantity To Post To Target Job (Stocking): Amount of Material to re-allocate to the selected Target Job
  - Can be a decimal value
  - Does not have to be marked as a Drop since it is not going to Inventory
- Quantity Available (Stocking): Amount of selected Material currently present on Job that can be Unposted

## **Stock Job Transfers**

### **Overview**

- Used to track Posting of Manufactured Parts (Stock Releases)
  - To Inventory to replenish Inventory levels
  - To Parent Job to satisfy need for Sub-assembly
  - To designated Job for same Part to utilize a Stock Run (Rob From Stock Job)
  - To designated Job to satisfy need for reworked Parts
- As final step of production process
  - Removes costs from WIP
  - Changes Job Status to Closed when all Parts transferred

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Order

### **Destination Record(s)**

This Record is not used as a Source on any other Record

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Stock Job Transfer Number: Up to 50 alpha-numeric characters
- \* Stock Job Transfer Date: Date Parts were transferred
  - Defaults to current day's date
  - Can be edited

#### **Stock Job Transfer Line Item Grid**

- \*Item Number: Uniquely identifies Grid Records present
  - Can be edited
  - Subsequent Item Numbers automatically renumber accordingly if changed
- Order Number: Identifies Order that contains at least one Job with a Stock Release present
  - Can select multiple Orders/Jobs as there is no need to segregate based on Customer
- Job Number: Identifies the Job selected Parts are being transferred from
  - Selected by User after selecting Order
- Part Number/Revision Level: Items being transferred
  - Auto-populates when Job is selected
  - Cannot change from value listed on Order
- Quantity Open: Quantity not yet transferred

# How To Use the Enterprise E2 Shop System

- Pulls from Job Release Details
- Quantity To Transfer: Quantity to include in current delivery
  - Pulls from Job Release Details
- Quantity To Overtransfer: Excess Parts made during production
  - Cannot be entered directly on Stock Job Transfer
  - Pulls from Job Release Details
- Quantity values must be edited in Line Item Details

## **Stock Job Transfer Details – Releases Tab**

- \*Release Type: Indicates nature of Release
  - Pulls from Job Details
  - Cannot be edited
- \*Due Date: Date Parts are designated to be transferred
- Quantity To Transfer/Cancel: Quantity to include in current transfer
  - Quantity can be reduced
    - Remaining amount split onto separate record
    - Considered as Backlogged to transfer in the future
  - Quantity cannot be increased beyond Quantity Ordered
    - Excess Parts must be added to the Job
      - ◆ How this is accomplished depends on whether the option to Track Consumed by Reported Pieces is enabled

## **Header Tab**

- Information that pertains to the entire Record as opposed to a specific Line Item

## **Header Items Sub-tab**

- Notes: Appear on Stock Job Transfer
  - Specific to selected Stock Job Transfer
  - Information that should appear on all Stock Job Transfers should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating

Can be edited for specific output generation, but resets based on Report Customization values afterward

# How To Use the Enterprise E2 Shop System

## ***Shop Floor Control***

The Shop Floor Control Menu provides access to Time-related tools.

### **Records/Functionality**

- Time And Attendance Tickets
- Scheduling
- Internal Rejections

### **Reports**

- Production Summary
- Loading Summary
- Work In Process Summary
- Attendance Summary
- Time Tracking Summary
- Job Cost Summary
- Actual vs Estimated Summary
- Performance Summary
- Hourly Rate Summary
- Margin Summary
- Outside Cost Summary
- Rejected Parts Summary
- Internal Rejection Summary

## **Time And Attendance Tickets**

### **Overview**

- Track Time-related information for Employees
- Time And Attendance tickets can be created in two ways:
  - Batch Entry: User enters details via Shop Floor Control after the fact
  - Real-time: Employee enters details at the time work is performed via Real-time Data Collection Devices
    - Shop Application – Clock Emulation
    - Wall-mounted Clocks

### **Source Record(s)**

This Record does not use other Sources to provide information during its creation

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- Internal Rejections

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Employee Code: Employee who clocked in/performed the work
- \*Time Ticket Date: Date the Employee clocked in/performed the work

# How To Use the Enterprise E2 Shop System

- Defaults to current day's date
- Can be edited
- \*Pay Period Code: Pay Period the Attendance information should be calculated for
  - System assigns Pay Period based on the Time Ticket Date entered
  - If no current Pay Periods exist, the most current one available is used
  - Can be changed

## ***Time And Attendance Ticket Line Item Grid***

- \*Shift Code: Indicates the Shift the Employee worked
  - Auto-populates from Employee Code
  - Can be changed
- Actual Clock In/Clock Out: Time and date the Employee actually clocked in and clocked out
  - Auto-populates from Shift Code
  - Can be edited
    - If Ticket entered via Batch Entry, it is best to adjust Times before entering Time Ticket Details
- Adjusted Clock In/Clock Out: Adjusted time Employee clocked in and clocked out
  - This value is used for Payroll export purposes
  - System can be configured (in Company Preferences) to round Clock In and Clock Out Times
  - Can be edited manually
- Attendance Code: Determines whether Time should be considered Productive or not
- Break Code: Determines whether Break (if one present) should be Paid or not
- Payroll Code: Provides dollar value for hourly payroll rate
  - Auto-populates from Employee Code
  - Can be changed
- G/L Account: G/L Account payroll expense is assigned to
  - Auto-populates from Attendance Code
  - Can be changed
- Overtime (checkbox): If selected, Overtime Factor will be applied against the Pay Rate (dollar value) of the designated block of time

## ***Attendance Ticket Line Item Details (Time Ticket Details)***

Job-specific Time Ticket information is maintained in the Line Item Details

- \*Time Start/End: Time and date Employee worked on specified Job
  - If entering Time Details via Batch Entry:
    - Values can be edited, but need to fit within the Attendance Ticket Start and End Times
    - Time End value will auto-calculate, based on combined Setup and Cycle Hours provided
  - If Real-time Data Collection Devices are used, all Time Ticket Details are captured by the System and displayed [here](#)
- Setup Hours: Amount of time (in hours) Employee took to prepare the Work Center for the designated Step/Job
  - Can be edited
  - Cycle Hours update automatically if changed (based on Attendance Start and End Times)
- Cycle Hours: Amount of time (in hours) Employee performed work directly on the Job
  - Can be edited

# How To Use the Enterprise E2 Shop System

- Time on next available Line Item updates automatically if changed (based on Attendance Start and End Times)
- Break Hours: Amount of time (in hours) Employee was on Break
- \*Job Number: Job the Employee worked on during the designated block of time
- \*Step Number: Routed Step the Employee worked on during the designated block of time
  - Information will be printed on Job Traveler
  - Step 0 indicates work was performed on an Un-routed Step
- \*Work Center: Work Center the Employee used during the designated block of time
  - Provides various Rate Dollar Values (Billing Rate/Burden Rate)
- Operation Code: Provides additional details regarding the specific work performed at the Work Center
- Quantity Accepted: Number of Parts the Employee successfully completed on the designated Step during the designated block of time
- Quantity Suspect: Number of Parts set aside during production that have some kind of issue
  - Based on Company Preference settings, marking Parts as Suspect does not necessarily mean they are defective
  - Provides opportunity to review Parts to determine whether they can continue through production
  - May use as a means to perform random spot checks
- Quantity Reported: Combined value of Quantity Accepted and Quantity Suspect
- Work Centers Run By Employee: Number of Work Centers the Employee ran while performing work
  - If greater than one, Labor Costs are divided evenly between the number run
- Work Center Jobs Run On: Number of machines (in designated Work Center) the Job was run on during the designated block of time
  - If greater than one, the Work Center selected needs to have a Capacity Factor of at least the same size
  - Burden Cost increases
- Unattended Operation (checkbox): If selected, System does not capture Labor Cost for Cycle Time
  - Does capture Labor Cost for Setup Time
- Billing Rate: Determines the sales value (dollar amounts) to use for time spent on Work Center
- Reason Code: Can be selected if Suspect Parts are entered to indicate reason they are Suspect
- As many Line Items as necessary can be entered for Time Ticket

## Points of Consideration

- When the Time Record is saved (if entered via Batch Entry), any Breaks associated with the Employee on the Record will be automatically applied by the System
  - Will “force” them into the appropriate blocks of time based on Break Code details

## Schedule Codes

### Overview

- Provides estimates regarding time of completion and Resource Load Levels
- Ability to have multiple Schedule Codes to allow for various scheduling scenarios
  - Schedule Code marked as the Default Code is the one used by the System to provide “actual” Scheduling Estimates to Jobs
    - Information displayed in Manufacturing Details – Scheduling Tab at the Job Level

### Source Record(s)

This Record is not directly created from any other Source Record

# How To Use the Enterprise E2 Shop System

## Destination Record(s)

This Record is not used as a Source to create other Records

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

Given the overall complexity of Scheduling as a component of the E2 Shop System, functionality is addressed in separate documentation dealing with the Configuration and Use of the Scheduling Module. Included here is a brief overview of some of the key fields and concepts pertaining to the creation of a Schedule Code.

## General Tab

- \*Schedule Code: Up to 20 alpha-numeric characters

## Settings Sub-tab – Global Reschedule Settings

- Perform Nightly Global Reschedule: If enabled, the System will automatically perform a Global Reschedule of the current Schedule Code
  - Occurs at midnight
  - Uses remaining Settings to determine updated results
- Perform Nightly Prioritization: If enabled, System will re-prioritize Jobs during Nightly Global Reschedule
  - Uses Priority Criterion designated on Priority Sub-tab
  - The **lower** the Priority (number), the more important a Job is deemed to be
- Forward Schedule Jobs That Are Currently Running In The Shop: If enabled, the System will apply Forward Scheduling Logic to all Jobs that are currently In Process (have hours entered against them)
  - Applied even if they were previously entered using Backward Scheduling Logic
  - System looks to this setting ANY TIME Global Reschedule performed (not just Nightly)
- Forward Schedule Jobs That Have Scheduled Steps Prior To Today: If enabled, the System will reschedule such Jobs using Forward Scheduling Logic, even if they originally used Backward Scheduling Logic
  - System looks to this setting ANY TIME Global Reschedule performed (not just Nightly)

## Settings Sub-tab – New Job Settings

If enabled, the following settings are applied as the default Scheduling Assumptions against any New Job as it is processed:

- Scheduling Direction: Determines what “directional” Scheduling Logic should be applied to New Jobs
  - Forward: Begins with the current day’s date and schedules forward in time to determine Schedule End Date
    - Does not take Job Due Date into consideration
  - Backward: Schedules backward from Job Due Date to determine Schedule Start Date
    - Could result in a Job being scheduled in the past
- Overlap Routing Steps: System will overlap Routing Steps using Overlap Method designated on the Job Routing
  - Can be changed at the Job Router Level or in Schedule Code Details for the Job (Jobs Tab or Whiteboard)
- Relieve Hours Left Based on Pieces Reported: As time is entered against a Step, hours left to work are calculated by multiplying Pieces Remaining by Cycle Time
  - If not selected, hours left are calculated by subtracting Actual Hours (entered) from Estimated Hours
- Add Firm Jobs/Planned Jobs to Schedule Automatically: Provides ability to have multiple Schedule Codes that do or do not take Firm or Planned Jobs into consideration

## Calendar Sub-tab

- Set Shop Capacity by designating when work is expected to be performed within the Shop

# How To Use the Enterprise E2 Shop System

- Days Of The Week – Designates the “General” availability of the Shop
  - Utilizes Shift Codes to provide default times
- Specific Date – Designate specific dates when the typical work schedule will not be in effect

## **Breaks Sub-tab**

- Indicate standard company-wide Breaks
- Work is not scheduled during defined Break times

## **Priority Sub-tab**

- Designate Priority Criterion for System to use if option to Prioritize Jobs selected
  - Can be enabled to occur automatically during Nightly Global Reschedule
  - Can be performed manually on the Jobs Tab
- System uses Priority to determine which Jobs should take precedence
  - Priority Criterion allows it to “break ties” when they occur

## **Jobs Tab**

- Designate which Jobs should be included in the Scheduling Code
- Tools located here allow for the following actions to be performed manually:
  - Prioritize Jobs
  - Apply Directional Scheduling Logic (Forward or Backward)
  - Lock or Unlock Jobs
  - Enable or disable Overlap option
  - Perform Global Reschedule
    - Click Process Button

## **Advisor Tab**

- System-generated “alerts” based on various hard-coded criterion
- Provides Number of Jobs that fall into specified categories
- Common Examples:
  - Jobs Already Past Due Date
  - Jobs Scheduled To Ship By Today
  - Jobs With Open Raw Material PO
  - Etc.

## **Whiteboard Tab**

- Visual representation (Gantt Chart Format) of Scheduling Code estimations
- Multiple Display Options available:
  - Display Modes:
    - By Day
    - By Week
    - By Week
    - Timeline
  - Group (Results) By:
    - Job Number
    - Customer

# How To Use the Enterprise E2 Shop System

- Work Center
- Department
- Location
- Part Number
- Operation
- Product Code
- Work Code
- Resource
- Ability to display Part and/or Resource Image if desired
  - Takes up additional computing resources due to graphics
- Designate the Date Range to display
- Can hide/display specific Jobs
- Scheduling Details can be accessed
  - Information displayed depends on viewing options selected

## Resources Tab

- Displays various Scheduling Resources and their associated details
- Specific Resource Settings can be edited
  - Some Resources have limits regarding Loading Method
- Key Concepts:
  - Loading Method: Determines how much work (Load) will be assigned to a Resource
    - Finite: Load capped based on the Resource's Capacity and Utilization
    - Infinite: Load is not capped; Multiple Jobs can be scheduled for the same time
  - Utilization Percent: Determines how much of the Work Center's Capacity can effectively be used
    - Unique to Work Centers
    - If less than 100%, the Resource will not be available for all of its listed Capacity (from a scheduling perspective)
    - Work is moved to the next available Shift
  - Capacity Factor: Number of machines in a Work Center that are capable of performing the same type and amount of work
    - Unique to Work Centers
    - Machines must be able to perform same type and amount of work to avoid false scheduling assumptions about the Work Center's ability to get work accomplished
    - If Capacity Factor is greater than one, Loading Method must be Infinite

# How To Use the Enterprise E2 Shop System

## Internal Rejections

### Overview

- Review Parts set aside during production process and marked as Suspect
- Ability to more accurately determine quality of Parts being made
  - More time to review Suspect Parts, as opposed to immediately Scrapping
  - Can place Good Parts back into production
  - Can spot check Parts during production and track results

### Source Record(s)

This Record can use the following Sources to provide information during its creation:

- Time And Attendance Tickets
  - Only Time Records that have Parts marked as Suspect will be available to use
  - Must use Time Record to create Internal Rejection

### Destination Record(s)

This Record can be used as a Source to provide information on the following Records:

- Orders (Rework Jobs)
  - Assumes Inspections not enabled for Internal Rejection
- Inspections (Quality Module Required)
  - Must create Inspection if Internal Rejection marked to Inspect

### Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

#### General Tab

- \*Rejection Number: Up to 50 alpha-numeric characters
- \*Customer Code: Customer the Parts are being made for
  - Auto-populates from Job (via Time And Attendance Ticket)
- \*Date Issued: Date the Internal Rejection was created
  - Defaults to Current Day's date
  - Can be changed

#### ***Internal Rejection Line Item Grid***

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
  - Subsequent records automatically renumber if changed
- Status: Indicates state of the Return (where in process is it?)
  - Issued: Rejection has been created
  - Inspected: Parts have been inspected
    - Requires access to and creation of Inspection Record
    - Status changes once Inspection Record created
- Reason Code: Indicates reason the Parts were rejected
- Quantity Details: Displays information regarding:
  - The number of Parts originally marked Suspect
  - The number of Parts originally Accepted

# How To Use the Enterprise E2 Shop System

- The disposition of the rejected Parts

Information regarding quantities must be entered/edited in the Details of the Grid

## **Customer Return Line Item Details – Location Tab**

- Status: Indicates state of the Parts referenced on the Return
  - Defaults to Suspect until disposition indicated in Details
- Job Number: Job the rejected Parts were made on
  - System will use to create link for updating of costs if it gets to that point
- Quantity: Total quantity originally rejected tracked in this column across all Detail records
  - Defaults to full quantity rejected
  - Quantity will split into additional lines if the disposition is not the same for all Parts
- Disposition Quantities: Indicates the number of Parts that fall into the appropriate disposition category
  - If Inspections have been enabled, the User will not be able to enter values into these fields
    - System would require creation of Inspection to indicate whether the Parts were defective or not
  - If Inspections have not been enabled, the User would enter a value into the appropriate Column(s):
    - Remake – Remake from scratch
      - ◆ Create Remake Job on new Order
    - Repair – Repair existing Parts
      - ◆ Create Repair Job on new Order
    - Scrap – Scrap Parts as useless
    - Accept – Parts are acceptable
      - ◆ Added back to Job to be worked on
      - ◆ Quantity Accepted increased on Time Ticket
  - If more than one Disposition is applicable, they would be entered on separate lines



**If both Remake and Repair are applicable, consider creating multiple Rejections as they would get consolidated into one Job otherwise.**

## **Rejection Creation Tab**

- Issued By: Employee who created the Rejection
- Reason For Rejection: Information regarding why the Parts were marked as Suspect

## **Time Ticket Tab**

- Rejected By: Employee who marked the Parts as Suspect (on Time Ticket)
- Date Rejected: Date of the Time Ticket
- Comments: Auto-populate from Time Ticket

# How To Use the Enterprise E2 Shop System

## ***Accounts Receivable***

The Accounts Receivable (A/R) Menu provides access to Customer-related accounting records.

### **Records/Functionality**

- Customer Billing
- Cash Receipts

### **Reports**

- A/R Aging Summary
- Sales Summary
- Deposit Summary
- Customer Statements
- Commission Summary
- A/R Sales Summary
- Unbilled Shipment Summary

## **Customer Billing**

### **Overview**

- Generate Invoices for your Customers based on Parts sold/services rendered

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Part Number
- Packing List
- Non-Conformance (Re-stocking Fees – Inspections enabled)
- Customer Return (Re-stocking Fees – Inspections disabled)
- Customer Invoice (Copy)

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- Cash Receipt
- Customer Invoice

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Invoice Number: Up to 50 alpha-numeric characters
  - Typically set to match Packing List Number by default
- \*Customer Code: Customer being billed
  - Auto-populates from Job (via Source Record) if Source Record is
    - Packing List
    - Non-Conformance
    - Customer Return

# How To Use the Enterprise E2 Shop System

- Auto-populates form other Invoice if Copy option is selected
- Select manually if Part Number is the Source Record
- \*Invoice Date: Date from which Aging and Terms begin calculating
  - Auto-populates with Date of Packing List if Invoices created individually and Packing List is used as the Source
  - Defaults to Current Day's Date otherwise
    - Able to designate Date used when using Automatic Billing Utility
  - Can be changed
- \*Period Number: Period in which the Invoice will be Posted to financial statements
  - Auto-populates based on the Invoice Date
  - Can be changed
    - Would likely lead to discrepancies between results of Aging Summary and other reports, depending on how it was run (Date vs. Period)
  - Core financial statements display information based on the Period being Posted
    - Balance Sheet
    - Income Statement
    - G/L Summary
    - Trial Balance
  - See information on Fiscal Years for information regarding the creation and Posting of Periods
- Terms Code: Terms offered to the Customer for the listed Item(s)
  - Auto-populates, based on Source Record or information associated with Customer, as appropriate
  - Can be edited
- Cash Discount Date: Date by which Invoice must be paid for System to consider it eligible for stated Discount (if any present) in Terms Code
  - System calculates value based on Terms Code details
  - Can be changed
- Net Due Date: Date by which Invoice must be paid before System considers Invoice to be Past Due
  - System calculates value based on Terms Code details
  - Can be changed
- Projected Pay Date: Date by which Customer is expected to pay Invoice
  - System calculates based on payment history
  - Can be changed

## **Customer Invoice Line Item Grid**

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
  - Subsequent records automatically renumber if changed
- \*Part Number/Revision Level: Part or Service being sold
  - Auto-populates form Source Record
    - Cannot be changed
  - Can be entered manually (Type value directly, if undefined) on a Blank Row
- Quantity Shipped: Number of Parts being billed for
  - Line Item Total can be impacted by Unit of Measure
    - Example: LOT Pricing is a flat charge regardless of Quantity

# How To Use the Enterprise E2 Shop System

- Unit Of Measure: Determines how Line Item Total is calculated
  - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
  - LOT – Amount will be charged as flat amount regardless of quantity
  - C – Amount is divided by 100 and charged for each unit purchased
  - M – Amount is divided by 1,000 and charged for each unit purchased
- Unit Price: Amount Customer is being charged for Part/Service (in terms of Unit of Measure)
- Lock Price (checkbox): Prevents price from changing
- Discount Percent: Applied against Unit Price to determine Line Item Total
  - Invoice displays discounted amount, not original price
- Work Code: Means of associating Jobs/Invoices by Customer-related feature
  - Associated with Customers
  - Auto-populates from underlying Job (via Source Record)
  - Required field if Customer Billing driven by Work Code in Company Preferences
- Product Code: Means of associating Jobs/Invoices by Part-related feature
  - Associated with Parts
  - Auto-populates from underlying Job (via Source Record)
  - Required field if Customer Billing driven by Work Code in Company Preferences

## **Customer Invoice Line Item Details – General Tab**

- Notes: Auto-populates from Job Notes
- Salesmen: Can designate one or more Salesmen for sales tracking and commission calculation
- \*Taxes: Can designate one or more Tax Codes, as appropriate
  - If no Tax being assessed, use an Exempt Tax Code (0% Tax Rate)

## **Customer Invoice Line Item Details – Accounting Distribution Tab**

- Displays Debits and Credits along with G/L Codes for this Line Item
- Change G/L Account/Amount here if needed
  - Cannot change in “Master” Accounting Distribution Grid
  - Can only modify records with Account Type of **Total**
  - Cannot change the Line Item/Invoice balance
  - Debits and Credits **MUST** balance

## **Customer Invoice Line Item Details – Miscellaneous Charges Tab**

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to be passed on to the Customer, other than shipping and Unit Price
- Common Miscellaneous Charges include:
  - Document-related fees
  - Certification fees
  - Fuel surcharges
- Unit Of Measure determines how the Charge Amount will be calculated
  - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
  - LOT – Amount will be charged as flat amount regardless of quantity
  - C – Amount is divided by 100 and charged for each unit purchased
  - M – Amount is divided by 1,000 and charged for each unit purchased

# How To Use the Enterprise E2 Shop System

- Include In Piece Price determines how the Charge Amount will be displayed
  - Yes – Amount is rolled into Unit Price on Quote/Order
  - No – Amount will display as separate line item on Quote/Order
- G/L Account represents the default income account that will auto-populate on Orders
- Pay Commission – Indicates whether Charge Amount should be included in Sales Commission
  - Option must be selected if Include In Piece Price is used
- Pay Tax – Indicates whether tax should be applied against Charge Amount if applicable
- Apply Discount – Indicates whether Charge Amount is eligible for discount if A/R Invoices are paid within stated terms

## Header Tab

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Customer
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Appear on printed Customer Invoice
  - Specific to selected Invoice
  - Information that should appear on all Invoices should be entered in Report Customization
    - Displayed in Layout Tab prior to Generating
    - Can be edited for specific output Generation, but resets based on Report Customization values afterward

### **Accounting Distribution Tab (Master Distribution Grid)**

- Sets A/R, Freight, and Cash Discount G/L for entire Invoice
  - Defaults based on values set in Current Fiscal Year
  - Can change as needed
- Summary/Total Debits and Credits for all items on Invoice
  - Cannot make changes here
- Freight pulls from Line Items
  - Freight entered on each record

## Addresses Tab

### **Billing Address Sub-tab**

- Location Code: Uses Default Billing Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well
- \*Company Code: Auto-populates from Customer Code
  - Can be manually edited

# How To Use the Enterprise E2 Shop System

## **Billing Address – Contact Sub-tab**

- Billing Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
  - Provides email address when Quotes emailed directly from System
    - Pulls email address from Customer Contact details
    - Can be changed during process of emailing
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address Sub-tab**

- Address Type: Determines how Physical Address Details are obtained
  - Can be one of the following:
    - Internal
    - Customer (Default)
    - Vendor
    - Third Party
  - Allows for drop shipments
  - Address Type selection impacts Code options (below)
- Code: Represents specific Company Code depending on the Address Type selected
  - Customer Code list available if Address Type = Customer
  - Vendor Code List available if Address Type = Vendor
  - Code is not available if Address Type = Internal or Third Party
- Location Code: Uses Default Shipping Location designated on Customer
  - Physical Address Details populated based on the Location Code
    - Street Address
    - City
    - ZIP/Postal Code
    - State/Province
    - Country
  - Location Code options narrow based on Address Type/Code selections
    - Address Type = Customer or Vendor
      - ◆ Location Codes listed based on specified Customer or Vendor Code selected
    - Address Type = Internal
      - ◆ Location Codes of your Company available
    - Address Type = Third Party
      - ◆ Location Code not available
      - ◆ Physical Address Details will need to be entered manually
  - Selecting a different Location Code re-populates Physical Address Details
  - Physical Address Details can be manually edited as well

## **Shipping Address – Contact Sub-tab**

# How To Use the Enterprise E2 Shop System

- Shipping Contact: Select a Contact from the Customer Contact list
  - Does not auto-populate
- Phone Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

## **Shipping Address – Miscellaneous Sub-tab**

- Shipping Code: Auto-populates from Location Code Details
  - Shipping Code Details used on Packing Lists
  - Can be edited on Packing List as needed
- F.O.B. Point: Auto-populates from Location Code Details
- Account Number: Your Account Number with the designated Shipping Code carrier
  - Auto-populates from Shipping Code
- Territory Code: Auto-populates from Location Code Details
  - Can be used to filter reports and searches

## **Cash Receipt**

### **Overview**

- Payments made by Customers as a result of Customer Billing
  - Can have Miscellaneous Cash Receipts (No Invoice associated)
- Track deposits made into Cash Accounts/Bank Codes

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Customer Invoice
  - Not required – can have “Manual” or Miscellaneous Cash Receipt

### **Destination Record(s)**

This Record is not used as a Source to create other Records

- Cash Receipts are displayed in the Bank Reconciliation Utility

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Bank Code: Represents the Bank Code/Cash Account the Cash Receipt is being deposited to
  - Bank Reconciliation Utility actually pulls deposit/withdrawal information associated with Deposits and Checks from Bank Code Details
- \*Check Number: Up to 50 alpha-numeric characters
  - Must be entered manually
  - Represents Customer’s payment instrument
- \*Customer Code: Customer providing the payment
  - Auto-populates from Invoice
  - Select manually if Invoice not used

# How To Use the Enterprise E2 Shop System

- \*Receipt Date: Date payment is considered to be made
  - Defaults to Current Day's Date
  - Can be changed
- \*Period Number: Period in which the Receipt will be Posted to financial statements
  - Auto-populates based on the Receipt Date
  - Can be changed
    - Would likely lead to discrepancies between results of Aging Summary and other reports depending on how it was run (Date vs. Period)
  - Core financial statements display information based on the Period being Posted
    - Balance Sheet
    - Income Statement
    - G/L Summary
    - Trial Balance
  - See information on Fiscal Years for information regarding the creation and Posting of Periods
- Batch Number: Groups Receipts into batches for Deposit purposes
  - Allows tracking of multiple Deposits made on same day
- Reference Number: Up to 50 alpha-numeric characters
  - Searchable field

## Header Tab

- Information that pertains to the entire Record, as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Customer
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Notes: Used for reference
- Cleared (checkbox): Indicates Cash Receipt has been Cleared
  - Typically done via Bank Reconciliation Utility
  - Can be selected/de-selected manually
- Reconciled (checkbox): Indicates Cash Receipt has been Reconciled
  - Must be Cleared before it can be Reconciled
  - Typically done via Bank Reconciliation Utility
  - Can be selected/de-selected manually

### **Accounting Distribution Tab (Master Distribution Grid)**

- Summary/Total Debits and Credits for all items on Receipt
  - Cannot make changes here

# How To Use the Enterprise E2 Shop System

## ***Accounts Payable***

The Accounts Payable (A/P) Menu provides access to Vendor-related accounting records.

### **Records/Functionality**

- Vendor Invoices
- Cash Disbursements (Check Writing)

### **Reports**

- A/P Aging Summary
- Vendor Invoice Summary
- Check Summary
- Unbilled Receiver Summary
- A/P Sales Tax Summary

## **Vendor Invoice**

### **Overview**

- Generate Invoices received from Vendors based on Parts/Services purchased

### **Source Record(s)**

This Record can use the following Sources to provide information during its creation:

- Part Number
- Receiver
- Non-Conformance (Re-stocking Fees – Inspections enabled)
- Vendor Return (Re-stocking Fees – Inspections disabled)
- Vendor Invoice (Copy)

### **Destination Record(s)**

This Record can be used as a Source to provide information on the following Records:

- Cash Disbursement
- Vendor Invoice

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Invoice Number: Up to 50 alpha-numeric characters
  - Must enter value manually
- \*Vendor Code: Vendor sending the Invoice
  - Auto-populates from PO (via Source Record) if Source Record is
    - Receiver List
    - Non-Conformance
    - Customer Return
  - Auto-populates from other Invoice if Copy option is selected
  - Auto-populates from Part Details if Part is the Source
    - Can be changed in this case

# How To Use the Enterprise E2 Shop System

- \*Invoice Date: Date from which Aging and Terms begin calculating
  - Auto-populates with Date of Receiver if Invoices created individually and Receiver is used as the Source
  - Defaults to Current Day's Date otherwise
  - Can be changed
- \*Period Number: Period in which the Invoice will be Posted to financial statements
  - Auto-populates based on the Invoice Date
  - Can be changed
    - Would likely lead to discrepancies between results of Aging Summary and other reports depending on how it was run (Date vs. Period)
  - Core financial statements display information based on the Period being Posted
    - Balance Sheet
    - Income Statement
    - G/L Summary
    - Trial Balance
  - See information on Fiscal Years for information regarding the creation and Posting of Periods
- Terms Code: Terms offered by the Vendor for the listed Item(s)
  - Auto-populates based on Source Record or information associated with Vendor as appropriate
  - Can be edited
- Discount Date: Date by which Invoice must be paid for System to consider it eligible for stated Discount (if any present) in Terms Code
  - System calculates value based on Terms Code details
  - Can be changed
- Net Due Date: Date by which Invoice must be paid before System considers Invoice to be Past Due
  - System calculates value based on Terms Code details
  - Can be changed
- Projected Pay Date: Date by which you are expected to pay Invoice
  - System calculates based on payment history
  - Can be changed

## **Vendor Invoice Line Item Grid**

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
  - Subsequent records automatically renumber if changed
- \*Part Number/Revision Level: Part or Service being sold
  - Auto-populates from Source Record
    - Cannot be changed
  - Can be entered manually (Type value directly if undefined) on a Blank Row
- Quantity (Purchasing): Number of Parts being billed for
  - Line Item Total can be impacted by Unit of Measure
    - Example: LOT Pricing is a flat charge regardless of Quantity
- Unit Of Measure: Determines how Line Item Total is calculated
  - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
  - LOT – Amount will be charged as flat amount regardless of quantity

# How To Use the Enterprise E2 Shop System

- C – Amount is divided by 100 and charged for each unit purchased
- M – Amount is divided by 1,000 and charged for each unit purchased
- Unit Cost: Amount Vendor is charging for Part/Service (in terms of Unit of Measure)
- Lock Cost (checkbox): Prevents cost from changing

## **Vendor Invoice Line Item Details – General Tab**

- Notes: Auto-populates from Part Notes
- \*Taxes: Can designate one or more Tax Codes as appropriate
  - If no Tax being assessed, use an Exempt Tax Code (0% Tax Rate)

## **Vendor Invoice Line Item Details – Accounting Distribution Tab**

- Displays Debits and Credits along with G/L Codes for this Line Item
- Change G/L Account/Amount here if needed. Debits and Credits MUST balance.
  - Cannot change in “Master” Accounting Distribution Grid
  - Can only modify records with Account Type of **Total**
  - Cannot change the Line Item/Invoice balance

## **Vendor Invoice Line Item Details – Miscellaneous Charges Tab**

- Select as many Miscellaneous Charge Codes as necessary to represent additional charges to be passed on to the Customer, other than shipping and Unit Price
- Common Miscellaneous Charges include
  - Document-related fees
  - Certification fees
  - Fuel surcharges
- Unit Of Measure determines how the Charge Amount will be calculated
  - Purchasing Unit (EA by Default) – The amount will be charged for each unit purchased
  - LOT – Amount will be charged as flat amount regardless of quantity
  - C – Amount is divided by 100 and charged for each unit purchased
  - M – Amount is divided by 1,000 and charged for each unit purchased
- Include In Piece Price determines how the Charge Amount will be displayed
  - Yes – Amount is rolled into Unit Price on Quote/Order
  - No – Amount will display as separate line item on Quote/Order
- G/L Account represents the default income account that will auto-populate on Orders
- Pay Commission – Indicates whether Charge Amount should be included in Sales Commission
  - Option must be selected if Include In Piece Price is used
- Pay Tax – Indicates whether tax should be applied against Charge Amount if applicable
- Apply Discount – Indicates whether Charge Amount is eligible for discount if A/P Invoices are paid within stated terms

## **Vendor Invoice Line Item Details – Miscellaneous Job Costs Tab**

Used to track additional costs that fall outside the traditional means of tracking

- Job Number: Job to which additional costs should be associated
- Part Number/Revision Level: Displays the Part associated with the selected Job
  - Cannot change at the Invoice Level

# How To Use the Enterprise E2 Shop System

- Part Description: Additional information regarding the cost
  - Auto-populates from Part
  - Can edit to better describe nature of the cost
- In addition to a Job Number, each record in the Grid needs the following values at a minimum:
  - Quantity: Must have a Quantity of 1 or more. Be mindful of the Unit applied to the Quantity:
    - EA (Price Per Each)
    - LOT (Lot Price)
    - MIN (Minimum Price)
    - C (Price per Hundred)
    - M (Price Per Thousand)
  - Unit Cost: Must have a dollar value entered for cost calculation
- Enter additional information as desired/appropriate
- If G/L Account is left blank, Job Costing/WIP Reports will display a value associated with an entry of UNKNOWN (or it may be blank)

## Header Tab

- Information that pertains to the entire Record as opposed to a specific Line Item

### **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Vendor
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Vendor Type: Indicates nature of business of associated Vendor
  - Can be changed
- Shipping Code: Indicates how items were shipped
- Notes: Available for reference
- Hold Payment (checkbox): If selected, the Invoice will not be available to pull onto Cash Disbursements
  - Must be cleared manually to allow payment

### **Accounting Distribution Tab (Master Distribution Grid)**

- Sets A/P, Freight, and Purchase Discount G/L for entire Invoice
  - Defaults based on values set in Current Fiscal Year
  - Can change as needed
- Summary/Total Debits and Credits for all items on Invoice
  - Cannot make changes here
- Freight pulls from Line Items
  - Freight entered on each record

## **Cash Disbursement**

### **Overview**

- Payments made to Vendors as a result of Vendor Invoice
  - Can have Miscellaneous Cash Disbursement (No Invoice associated)
- Track withdrawals made from Cash Accounts/Bank Codes

# How To Use the Enterprise E2 Shop System

## Source Record(s)

This Record can use the following Sources to provide information during its creation:

- Vendor Invoice
  - Not required – can have “Manual” Cash Disbursement

## Destination Record(s)

This Record is not used as a Source to create other Records

- Cash Disbursements are displayed in the Bank Reconciliation Utility

## Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)

### General Tab

- \*Bank Code: Represents the Bank/Cash Account the Cash Disbursement is being deposited to
  - Bank Reconciliation Utility actually pulls deposit/withdrawal information associated with Deposits and Checks from Bank Code Details
- \*Check Number: Up to 50 alpha-numeric characters
  - Auto-populates from Bank Code Details
- \*Vendor Code: Vendor providing the payment
  - Auto-populates from Invoice
  - Select manually if Invoice not used
- Manual Check (checkbox): System automatically marks option if no Invoice is associated with the Check
- \*Check Date: Date check was written/payment is considered to be made
  - Defaults to Current Day’s Date
  - Can be changed
- \*Period Number: Period in which the Check will be Posted to financial statements
  - Auto-populates based on the Check Date
  - Can be changed
    - Would likely lead to discrepancies between results of Aging Summary and other reports depending on how it was run (Date vs. Period)
  - Core financial statements display information based on the Period being Posted
    - Balance Sheet
    - Income Statement
    - G/L Summary
    - Trial Balance
  - See information on Fiscal Years for information regarding the creation and Posting of Periods
- Batch Number: Groups Disbursements into batches for Deposit purposes
  - Allows tracking of multiple Withdrawals made on same day
- Reference Number: Up to 50 alpha-numeric characters
  - Searchable field

### Header Tab

- Information that pertains to the entire Record, as opposed to a specific Line Item

# How To Use the Enterprise E2 Shop System

## **Header Items Sub-tab**

- \*Currency Code: Defaults to the Currency Code associated with the Vendor
- \*Exchange Rate: Defaults to the rate associated with the Currency Code at the time the record is created
- Vendor Type: Indicates nature of business of associated Vendor
  - Can be changed
- Vendor Account Number: Available for reference
- Notes: Used for reference
- Cleared (checkbox): Indicates Cash Disbursement has been Cleared
  - Typically done via Bank Reconciliation Utility
  - Can be selected/de-selected manually
- Reconciled (checkbox): Indicates Cash Disbursement has been Reconciled
  - Must be Cleared before it can be Reconciled
  - Typically done via Bank Reconciliation Utility
  - Can be selected/de-selected manually

## **Accounting Distribution Tab (Master Distribution Grid)**

- Summary/Total Debits and Credits for all items on Check
  - Cannot make changes here

## **Addresses Tab**

### **Payee Address Sub-tab**

- \*Company Name: Name that will appear on the Payee line of the check
  - Auto-populates from Vendor
  - Can be entered manually
- Remaining address details auto-populate from Vendor or can be entered manually
  - Not required information

### **Payee Address – Contact Sub-tab**

- Contact: Select a Contact from the Vendor Contact list
  - Does not auto-populate
- Phone Number: Auto-populates with General Vendor Contact information
  - Replaced by specific Contact Phone Number when one is entered
- Fax Number: Auto-populates with General Customer Contact information
  - Replaced by specific Contact Fax Number when one is entered

# How To Use the Enterprise E2 Shop System

## ***General Ledger***

The General Ledger (G/L) Menu provides access to “internal” accounting records.

### **Records/Functionality**

- Journal Entries
- Fiscal Years

### **Reports**

- Journal Entry Summary
- Trial Balance
- Balance Sheet
- Income Statement
- General Ledger Summary
- Budget Analysis

## **Journal Entry**

### **Overview**

- Enter information directly to financial statements, outside of Invoices, Cash Receipts, or Checks

### **Source Record(s)**

This Record is not directly created from any other Source Record

### **Destination Record(s)**

This Record is not used as a Source to create other Records

- Duplicate Journal Entries can be created by copying individual line items from specified Journal Entries

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Entry Number: Up to 50 alpha-numeric characters
- Bank Code: Indicates the account cash transactions impact
  - Unlike Cash Receipts and Checks, this value is optional on Journal Entries
    - ◆ If a Journal Entry impacts multiple Cash G/L Accounts, the System looks directly to the G/L Account to know which Bank Code to make an entry for (regarding Checkbook Register/Bank Reconciliation)
      - If used in this manner, the entire Journal Entry is considered to be Cleared/Reconciled when it is selected on any one of the designated Bank Codes
- \*Entry Date: Date on which the transactions are posted to financial statements
  - Defaults to Current Day's Date
  - Can be changed
- \*Period Number: Period in which the Invoice will be Posted to financial statements
  - Auto-populates based on the Invoice Date
  - Can be changed
    - Would likely lead to discrepancies between results of Aging Summary and other reports depending on how it was run (Date vs. Period)

# How To Use the Enterprise E2 Shop System

- Core financial statements display information based on the Period being Posted
  - Balance Sheet
  - Income Statement
  - G/L Summary
  - Trial Balance
- See information on Fiscal Years for information regarding the creation and Posting of Periods
- Cleared (checkbox): Indicates Cash Receipt has been Cleared
  - Typically done via Bank Reconciliation Utility
  - Can be selected/de-selected manually
- Reconciled (checkbox): Indicates Cash Receipt has been Reconciled
  - Must be Cleared before it can be Reconciled
  - Typically done via Bank Reconciliation Utility
  - Can be selected/de-selected manually

See notes regarding Bank Code (above) for information pertaining to Clearing/Reconciling Journal Entries

## ***Journal Entry Line Item Grid***

- \*Item Number: Used by System to identify each record (Job) in the Grid
  - Can be edited
  - Subsequent records automatically renumber if changed
- \*G/L Account: Indicates the Account the listed Debit or Credit will impact
  - Selected manually
- Amount Debit/Credit: Enter the dollar amount to Debit or Credit the selected G/L Account
  - It does not matter how many Debits and Credits are present so long as they balance in total value
- Journal Entry Number: Select existing Journal Entries from which to copy one or more line items
  - Allows the User to customize Journal Entry based off of previous Entries in their entirety or in part
- Explanation: Information regarding the selected line item
  - Does not auto-populate from one line to the next

## **Notes Tab**

- Information entered here will display in the Journal Entry Navigator Search Grid for reference

## **Miscellaneous Job Costs Tab**

Used to track additional costs that fall outside the traditional means of tracking

- Part Number/Revision Level: Indicates the nature of the cost
  - Can select a defined Part from the drop-down list
  - Can enter a Part Number on the fly
    - Revision uses value of DEFAULT in this instance
    - Can be edited/entered manually
- Part Description: Additional information regarding the cost
  - Auto-populates if Part selected from drop-down
  - Can be edited/entered manually
- In addition to a Part Number, each record in the Grid needs the following values at a minimum:
  - Quantity: Must have a Quantity of 1 or more. Be mindful of the Unit applied to the Quantity.

# How To Use the Enterprise E2 Shop System

- EA (Price Per Each)
- LOT (Lot Price)
- MIN (Minimum Price)
- C (Price per Hundred)
- M (Price Per Thousand)
- Unit Cost: Must have a dollar value entered for cost calculation
- Enter additional information as desired/appropriate
- If G/L Account is left blank, Job Costing/WIP Reports will display a value associated with an entry of UNKNOWN (or it may be blank)

# How To Use the Enterprise E2 Shop System

## ***Fiscal Years***

**Location:** G/L | Fiscal Years

### **Overview**

- Define Fiscal Year for accounting purposes
- Years can be defined differently, if needed
- Post Periods to print finalized core financial reports
  - Balance Sheet
  - Income Statement
  - Trial Balance
  - General Ledger Summary

### **Key Values/Points of Consideration (An asterisk [\*] indicates a Required Field)**

#### **General Tab**

- \*Fiscal Year can be up to 50 alpha-numeric characters
- \*Fiscal Year Begin Date is when the year being defined will begin for accounting purposes
  - Can be any month
  - Must be the first day of the month
- \*Fiscal Year End Date represents when the fiscal year being defined will end for accounting purposes
  - Can be any month
  - Can be any day of the month
- Period Creation options
  - Use 12 Periods (Monthly Periods)
    - Starts at designated Begin Date and creates 12 monthly Periods
  - Total Days In Period
    - Designate how many days each Period should have
    - System creates as many Periods as necessary between Begin Date and End Date to accommodate the number of days designated
    - Last Period may be longer or shorter to hit exact End Date
  - Click Set Periods to have system create Periods based on selected option
- Period Grid contains the list of Periods for the Fiscal Year
- Click the Post Icon (Green Arrow) to Post a specific Period
  - Cannot enter accounting records into a Posted Period (with the exception of a Journal Entry)
  - Period must be Posted for core financial reports listed previously to print accurately
  - Unpost a Period to enter additional accounting records or edit existing ones
    - If Period has been Locked (Padlock icon), it cannot be Unposted
    - Only lock Periods that will not need to be edited as there is no Un-lock option in the system
- Period Number is assigned by the system
  - Can be edited
- Begin and End Dates of specific Periods can be adjusted
  - Following Period adjusts automatically to match

# How To Use the Enterprise E2 Shop System



## Accounts Tab

- Designate the default G/L Accounts the system will use on accounting records if individual records do not have the necessary values
- Each Fiscal Year can have different default values
- There is no default Sales Account for A/R Invoices
  - Product Codes and Work Codes provide that default value

## Process Year

- Click the Process Year icon to close out the current Fiscal Year
  - All Periods must be Posted
  - Current Earnings closed and rolled into Retained Earnings
  - No accounting records can be entered into a closed Year (includes Journal Entries)
  - Financial reports can be printed for closed Years