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Introduction

Use this manual as a reference document to find definitions for every field on every screen. There is a chapter for every menu selection that details each option available there with sample screens and helpful hints about using the E2 Shop System. For procedures and examples of transactions, please see the companion *Getting Started Guide* and use the on-line Tutorial.

Working in the E2 Shop System

Tabs

Multi-tabbed forms are used throughout the E2 Shop System because they are a convenient way to separate screens into logical areas and simplify the screens with numerous fields. The example here comes from Tables | Customers. Here there are six tabs of information to be completed for each customer. Just click on the name of the tab to move between them.

List Views

Customer	Name	Phone Number	City	State	Work Code
ATCUSTOM	AT Custom Tool	(513) 242-7224	Cincinnati	OH	JOB SHOP
ALPHA	Alpha Manufacturing, Inc.	(503) 835-4943	McMinnville	OH	PRODUCTIC
BASS	Bass Tool Company	(513) 555-5133	Blue Ash	OH	JOB SHOP
BEAL	Beal Products, Inc.	(606) 421-5500	Florence	KY	TOOL & DIE
CARTER	Carter Corporation	(513) 794-7705	Amelia	OH	PRODUCTIC
CATERPILLAR	Caterpillar, Inc.	(212) 222-5555	Lafayette	IN	FOUNDRY
CPI	CPI	(415) 846-2999	Palo Alto	CA	JOB SHOP
CREDIT					JOB SHOP

List views are used heavily during searches. Once the user selects the Search binoculars, the resulting screen is where criteria are chosen to generate the list to pick from. The user can then select the document for editing or addition to the form presently open.

Some list views allow the user to select multiple items like the Select Part Number screen. To do this, hold the Ctrl key down and click on each part to include. This will allow the user to "skip" over items and pick and choose all at once! Holding the Shift key down allows users to multi select items in a row.

Adjustable Grids

Notes	Docs	Job Req	Part Number	Status	Qty Ordered	Qty to Stock	Qty Open	Unit	Unit Price	Due Date	Job Number	Description
			1000	Open	0	15000	15000	EA	\$61.8330	05/15/03	7157-01	Cover
					0	0	0					
					0	0	0					
					0	0	0					
					0	0	0					
					0	0	0					

Customize any grid easily and save those settings as defaults for this individual user. Just position the cursor between the grid item to be resized and its neighbor until the double arrow tool displays. That cursor allows the user to click and drag the common border to the left or right to shrink or enlarge the column. When the mouse button is released, the sizing is automatically saved. Use this adjusting to hide those columns not needed, just use caution to avoid hiding too much. If a column is completely hidden, it cannot be retrieved with the same adjustments. Right click in any grid to display a menu of grid specific actions such as "Restore Original Grid Settings" to make a hidden column display again.

Grids are no longer pre-defined! Each user can have their own grid settings, which are attached to their logon ID. To change settings, just right click on the appropriate grid title to activate the secondary menu.

Notes	Docs	Job Req	Part Number	Status	Qty Ordered	Qty to Stock	Qty Open	Unit	Unit Price	Due Date	Job Number	Description
			1000	Open	0	15000	15000	EA	\$61.8330	05/15/03	7157-01	Cover
					0	0	0					

Users can restore default grid settings, edit a column heading to give it a more user-appropriate title, hide an entire column, select the AutoSize function to size columns to best fit the screen, and even move a whole column from one side of the screen split to another.

Function Keys

F1

Use this key to open the Help functions

F2

Use this key to jump to QuickView. You must be in a corresponding area of the system that is connected to QuickView for this jump to work. For example, go to Orders | Order Entry and search for an order. With that number in the Order Number field, place your cursor there and press F2.

F3

Use this key to jump to the main Hot Spots screen.

F4

Use this key to jump to Triggers. You must be in a corresponding area of the system that is connected to Triggers for this jump to work. For example, go to Purchasing | Purchase Orders and press F4. This will open the main Triggers screen for P.O.'s of ALL VALUES. If you want to make your Trigger more specific, edit a particular PO and the Trigger screen will be for only that particular PO.

F5

Use this key to start a new session of E2SS from anywhere in the system.

F6

Use this key to open the Contact Management calendar from anywhere in the system.

Buttons

Cancel



The Cancel button is used to exit the current screen without saving changes.

Close



The Close button is used to close the current screen and move on to the next.

Copy



The Copy button allows the user to quickly create a new document by duplicating an existing one. All the fields will match the source document, which can be changed in the new document. This is useful when creating part numbers in estimation since the Copy button duplicates items such as routers and bills of material.

Date Calendars



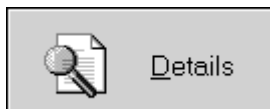
This Calendar is a convenient way to enter dates in the system. It's easy to change the month and year with the browse arrows in those fields and just click on the day in the calendar. To open the calendars, select the date field and then right click with the mouse. Select the date options and click OK to return to the original document and see the chosen date populated.

Delete



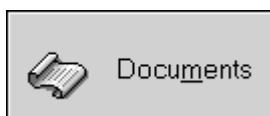
The Delete button is used to remove the selected item from a document or form.

Details



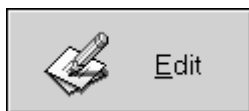
The Details button is used to move to a secondary screen where more detailed information regarding the selected field can be viewed and/or edited. This button is typically used in conjunction with Grids. Simply right clicking on a field is a shortcut to this secondary details screen.

Documents



The Documents button opens the Documents screen where files can be attached to the specific part, quote, or orders.

Edit



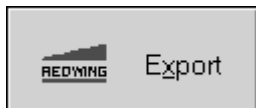
The Edit button is used to update the selected item from the main menu being viewed.

Email



Click this button to create an e-mail message through Messaging. A new message screen will open already populated with the current user's address. Select the appropriate Send On Date (these can be future dated and held in queue for later delivery!) and enter the message text. Click the Send icon in the upper left corner of the toolbar and return to the previous task. EMail to outside email addresses (e.g., name@yahoo.com) cannot be future dated.

Export



The Export button on the Time Tickets and Attendance Tickets makes the payroll interface programs like Red Wing, EasyPay, QuickBooks, and Peachtree easier to use. Select the appropriate interface software as a “default” under File | Company Maintenance | Defaults on the Interfaces tab.

Generate Report



The Generate Report button is found in several places throughout the system. The user selects the report to generate from the appropriate drop-down menu. Once all the criteria are selected to create the report, the Generate Report button outputs the information. A corresponding Destination will also have to be chosen so the system knows where to “send” the document to be generated. Destination options are EMail, FAX, File, Queue, Printer, or Screen.

Import



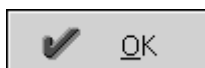
The Import button has been added to the main Check Writing screen making the payroll interface programs like Red Wing, EasyPay, QuickBooks, and Peachtree easier to use. Select the appropriate interface software as a “default” under File | Company Maintenance | Defaults on the Interfaces tab.

New



The New button on all the main menus allows the user to open a blank document and generate the next “number” in the sequence. To add a new form or document, always click the New button.

OK



The OK button is used to save the current form or document and return to the point of origin. The save function is tied to this button. So, do not use the X in the upper right corner to close a screen or all work will be lost.

Print



The Print button is used to generate forms like Quotes, Orders, POs, etc. from the system. This button generally takes the user to a multi-tabbed form where the appropriate document tab can be selected and criteria chosen to create the document.

Process



The Process button is found on several documents in the system and acts as a toggle between “process” and “unprocess.” Processing is necessary to trigger the system to perform certain tasks. For example, processing a Shipment tells the system to update the shipping schedule for the jobs on the packing list, update necessary inventory information, and put the packing list into the print spooler. Processing a document essentially “locks” it down so if edits must be made later, the document must first be “unprocessed.”

Recently Used Search



Click this button to see a short list of “recently used” items to make searching and editing quicker. From the short list in the list view, highlight the appropriate one and click the Edit button to view all the information for the document.

Search



The Search button generates a list of documents the user can pick from to edit. There are several search methods to choose from. The user can select radio buttons to generate matching documents. When the Search button is selected, the user is prompted to enter specific criteria. Click OK to complete the search and results will display in the list view.

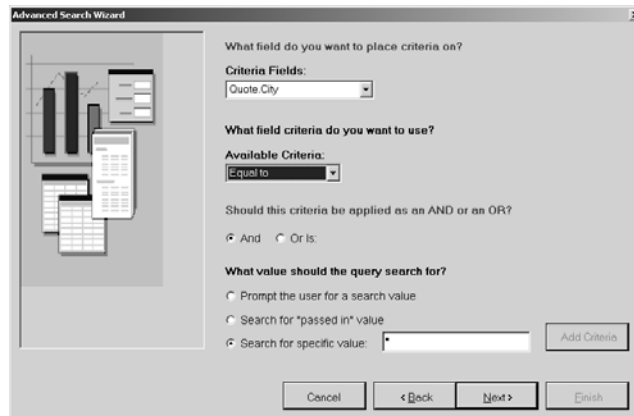
Advanced Search

The new Advanced Search option allows users to create their own tailored searches on virtually every form in the system. These are saved on a per user basis. Just click the Advanced Search radio button and then select <ADD NEW> from the drop-down list that displays. This opens the Advanced Search Wizard where the user will build an individualized SQL statement. The Quote table is automatically selected and all the associated fields are available for use. Just click Next.



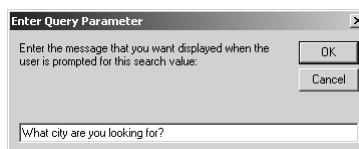
Now, select the Criteria Field. This drop-down list will only provide fields pertinent to the area being searched. For example, a user could choose to create an Advanced Search for Quotes and need to find all the quotes for a particular city. The Criteria Field to select would be Quote.City.

The Available Criteria should be selected next, which could be Equal To since a specific city will be the target.



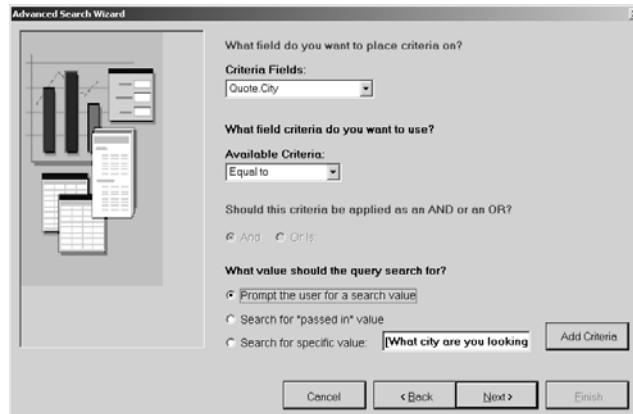
Next, the value to search for will need to be entered. This query will be set up so that every time it's run, the user will have the option to change the city to locate. So the "Prompt the user for a search value" should be selected.

The Enter Query Parameter dialog box will open where the user must enter a message to be displayed prompting for the appropriate response. A good prompt for this Advanced Search would be "What city are you looking for?"



Working in the E2 Shop System

Click the Add Criteria button and then the Next button to move on.



The Advanced Search Wizard dialog box is shown. It has a sidebar with icons for various search options. The main area contains the following fields and options:

- What field do you want to place criteria on?
Criteria Fields: Quote.City
- What field criteria do you want to use?
Available Criteria: Equal to
- Should this criteria be applied as an AND or an OR?
 And Or is
- What value should the query search for?
 Prompt the user for a search value
 Search for "passed in" value
 Search for specific value: [What city are you looking] Add Criteria

Buttons at the bottom: Cancel, < Back, Next >, Finish

On the next screen select the Sorting Options. A good one here would be Quote.CustCode. Then give the query a Code, or name, for the system such as City Locator. Enter a description for the query; Locate quotes for a specific city.

If all users will need this Advanced Search, click the check box in the lower left corner of this screen: Copy this query to ALL users when finished.



The Advanced Search Wizard dialog box is shown. It has a sidebar with a checkered flag icon. The main area contains the following fields and options:

- Which fields do you want to sort your query by?
Sorting Options: Quote.Customer Code
- What code do you want for your query?
CITY LOCATOR
- What description do you want for your query?
Locate quotes for a specific city.

SQL statement generated by your criteria:
`SELECT QUOTE.ADDR1, QUOTE.ADDR2, QUOTE.CITY, QUOTE.NOTES, QUOTE.CONTACTNAME, QUOTE.COUNTRY, QUOTE.CURRENCYCODE, QUOTE.CUSTCODE, QUOTE.INONUM, QUOTE.CUSTDESC, QUOTE.DATEENT, QUOTE.DATEENTLABEL, QUOTE.DATEMOD, QUOTE.DEFINEDCUST, QUOTE.ENTBY, QUOTE.EXCHRATE, QUOTE.EXPIREDATE, QUOTE.FOLLOWUPDATE, QUOTE.GSTCODE, QUOTE.MOBY, QUOTE.PRINTED, QUOTE.QUOTENO.`

Copy this query to ALL users when finished

Buttons at the bottom: Cancel, < Back, Next >, Finish

Then click the finish button and the system will prompt for a particular city. Type a city name and click OK to run the query for the first time.



The Enter SQL Parameter dialog box is shown. It has a magnifying glass icon. The main area contains the following fields and options:

- WHAT CITY ARE YOU LOOKING FOR?
BLUE ASH

Buttons at the bottom: OK, Cancel

Results will display in the List View on the main screen.

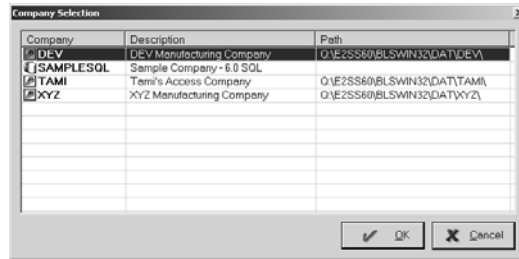
Quote	Quote Date	Customer	Name	Quoted By	Salesman	Inv
1934	08/07/2002	BASS	Bass Tool Company	0103	TOM	
2181	11/23/2002	BASS	Bass Tool Company	0101	TOM	

Now this query will always be available when the Advanced Search option is selected. Simply select it from the drop-down list and it will run!

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File Maintenance

Select Company



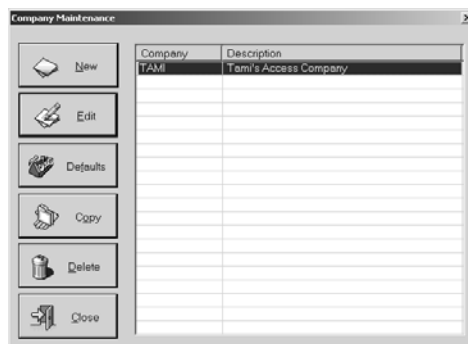
The Select a Company screen displays available companies. The user can then highlight the desired company and click OK to begin working with the new selection.

Logon As Another User

This option takes you back to the original Login screen where you can enter a different User ID and Password.

Company Maintenance

In company maintenance, users can initially configure the software for their company preferences, make changes to existing company information, and add new companies. These multi-tabbed screens are packed with information about each company set up in the E2 Shop System. Simply highlight your Company Code in the list box and then click the appropriate button.



- The New button lets users create companies in the system.
- The Edit button lets users make changes to existing companies in the system.
- The Defaults button lets users set and edit company defaults.
- The Copy button lets users select an existing company to use as a template. The user will then be prompted to change the Company Code and Description. This is a good technique to use when creating a “history” company.
- The Delete button lets users delete companies from the system.
- The Close button returns the user to the main splash screen.

Click the New or Edit button to get started.

General Tab
Company Code

This required code is an abbreviation of the company.

Description

This is the full name of the company.

Default Path

This path automatically populates once the Company Code is selected and the Tab key is pressed. It tells the system where to look for the data files associated with this company. The system needs to find this information on a regular basis during the day to check valid job numbers, employees, etc. The company code should be the same as the database path that appears on the main screen of the E2 Shop System.

Tax ID Number

Enter the company's Federal tax ID number here.

Website

Enter the company's full website address. This is for informational purposes only, but can be added to your company's printed header information via a special from Development.

Company Shipping Addresses

Companies can have multiple shipping addresses. Use the New or Edit button to open the Company Address Detail screen. Enter a Location Code (like a Short Name) and then complete the Address Line 1 and Address Line 2 information. Tab to enter the ZIP Code and this will populate the City, State/Province, and Country. Enter your telephone and FAX numbers last. If this is your "main" shipping address, click the check box next to Default Address For This Company. Only one address can have this check. If no default is selected, the first one entered into the system will be used on forms needing your shipping address, such as POs.

Billing Rate Descriptions

These are the descriptions for the billing rates entered for each Work Center. For example, these descriptions could be: Premium Rate, Regular Shop Rate, Work In Process Rate, and Special Customer Rate. These descriptions can be customized to fit how each company's shop operates.

Payroll Rate Descriptions

These are the descriptions that correspond to payroll rates under Table Maintenance | Employees on the General tab. This description also displays on the Time Tracking Summary. For example, these descriptions could be: Regular, 2nd Shift, 3rd Shift, Holiday, and Vacation. They are used during Time Ticket entry. Set up default payroll rates for Data Collection and Time Ticket entry.

Order Entry Tab

Job Number Creation

Order + Item Number is the recommended method. It uses sequential numbering with a dash and a line item number added to the end. So, an order received from a customer with three line items will be assigned the job numbers 5000-01, 5000-02, and 5000-03. The advantage is that items belonging on the same order are easily identified by job number.

Sequential is a method that uses a simple counter as the next job number. So, an order received from a customer with three line items on it will be assigned the job numbers 5000, 5001, and 5002. The disadvantage is that line items are not easily identified as being from the same job number.

Free Form Text allows any random number selected by the user to be assigned as the job number. We recommend using this method only when assigning special job numbers that do not follow the other methods. The big disadvantage is that a numbering scheme has to be developed each time this method is used. It does allow alphanumeric text, but if you use Data Collection the job number cannot contain alphabetic characters because the terminal keypads are only numeric.

Inventory Posting Method

Select the method the company will use to post inventory to jobs. This selection directs the system in picking and pricing from inventory. Average Cost uses the total cost of all like parts in inventory, regardless of bin location or vendor costing and divides that by the total quantity in inventory. The Standard Cost bases costing on the primary bin in Inventory. FIFO Cost bases costing on the first in or oldest cost figure in Inventory. LIFO Cost bases costing on the last in or most recent cost figure in inventory.

Order Entry Settings

Automatically Add New Parts to Database - Select Yes to tell the system to add new parts to the database directly from an order. So, each time an order is entered, all the parts on it are automatically added to the Part File. The system can then automatically build the Part File with this information. Be aware that the part file will grow if this option is selected so unwanted Part Numbers should periodically be purged from the database to maintain sufficient storage space.

Automatically Post Parts - Select Yes to tell the system to attempt posting parts from inventory automatically when an Order is processed. This process transfers the parts from the On Hand quantity to a “reserved” or allocated quantity in inventory. When the job gets shipped, this reserve is cleared. This option attempts to post from the finished goods inventory first. If it cannot find parts there, the system then looks to the part’s BOM to post the raw materials needed. The system will pull BOM parts from inventory also. Select No and the system will not post any parts from inventory, but it will assign Job Numbers to any sub-assemblies found on the Bill of Materials on the Estimate.

File Maintenance

Match Invoice with Packing List Number - Select Yes to allow the user to put these two numbers in sync with one click. If this option is not selected, the system will use the next sequential numbers for each so they will not necessarily match.

Spool Back-Ordered Shipments - Select Yes to allow the system to automatically load Work Orders and Job Travelers into the print spool if a partial shipment is made on the order. Selecting this option also allows the user to reprint a Work Order or Job Traveler for the remaining portion of the order. This is great for companies relying on this paperwork to produce the part.

Automatically Rob From Stock Job - Select Yes to let the system know this function will be used. This tells the software to allow users to set up the STOCK orders and then the CUSTOMER orders that will rob from it.

Treat User-Defined Fields As One - Select Yes here to tell the system to use these fields throughout the system and have them work together. For example, if you change a User-Defined field on a customer, it will carry through to the Quote, the Order and various reports like the Job Schedule, Usage Summary, Production Summary, and the Margin Summary. To further enhance the sorting capabilities of these fields, you can also rename fields at the Header Level (right on the Quote) and the Line Item Level (per line item on the Quote). Go ahead and click OK to save your changes and we'll get started.

Bill of Lading Defaults

The Bill of Lading can be automatically printed to accompany the shipped order so whatever is entered here will appear on the printed version. The Container Unit identifies how the items are packaged for shipping. The Description of Contents describes the items being shipped. Special Instructions can be used for any handling instructions for the shipping company.

Time Tickets Tab

The screenshot shows a software interface for configuring Time Tickets. It features three main tabs: 'Data Collection', 'Time and Attendance', and 'Next Numbers'. The 'Time and Attendance' tab is active and contains two sub-sections: 'Order Entry' and 'Time Tickets'. The 'Time Tickets' section includes several configuration options: a radio button selection for 'Default Hours Entered In Time Ticket Grid To' (with 'Setup' selected), checkboxes for 'Time Ticket Settings' (including 'Use Decimal Military Time' and 'Flag User On Closed Jobs'), a list of columns to be hidden in Time Ticket and Routing Grids (with checkboxes for Start Time, End Time, Step Number, Work Center, Operation Number, Setup Time, Cycle Time, Pieces Good, Payroll Rate, Unattended Operation, Billing Rate, Shift, Machines Run, Comments, and Pieces Scrapped), and a section for 'Round To Scheduled Shift Begin' with an 'Apply Schedule Rounding' checkbox and a text box for 'EARLY START JOB: Inside 0 Minutes Rounds UP To Shift Start'.

Default Hours Entered In Time Ticket Grid To

Use this feature to put elapsed hours into the cycle time column or the setup time column when start and stop times are used to enter Time Tickets into the system. We recommend using the cycle time setting.

Time Ticket Settings

Use Decimal Military Time - Use this method to divide the hour into 100 minutes instead of 60. So a clock time of 7:30 pm would be 19:50 in decimal military time. Companies using data collection devices have no need for this method. This is specifically designed for shops using the “start time” and “end time” options in manual Time Ticket entry.

Flag User On Closed Jobs - Use this check box if you want users to be prompted when manually entering time tickets to a closed job.

Hide These Columns In Time Ticket And Routing Grids

To hide a field from view for the data entry personnel, click once on the boxes that shouldn't appear on the Time Ticket entry screen. Don't hide too many columns though. Some fields affect certain reports, which will be useless if no information is entered. For example, **NO** performance-type reports will be run if the pieces good and pieces scrapped columns are hidden.

Start/End Time is necessary in order to edit time collected from Data Collection. So, we recommend displaying these columns for Time Ticket entry when using Data Collection. If these columns are hidden on the Time Ticket entry screen, the user will enter total time instead of a start and end time for the job.

Step Number is the number used on an Estimate or at Order entry to route jobs to a particular Work Center. A job that hasn't been routed will have a step number of zero. To get a true comparison of estimated vs. actual hours, the step number from the router is necessary when manually entering Time Tickets. Both the Actual vs. Estimate report and the Scheduling feature use this step number to generate information. So, if a job is not routed, no Actual vs. Estimate report can be produced.

Work Center is the designation of anything employees can turn time in to for costing and tracking. If this option is not filled in, the column is hidden on the Time Ticket grid.

Operation Number is the number used while entering Time Tickets manually or scanning time directly from the shop floor using "real time" Data Collection devices. This can only be a numeric value since it's entered on a keypad. This is not a required field so hiding it does not affect any reports.

Setup Time is the time it takes to set up the machine to run the parts. Turn this off if setup time is never used.

Cycle Time is the time it takes to actually make the parts. Entering a start and end time lets the system automatically generate the total time. Users have the option to view this total time as setup time or cycle time. Refer to Default Entered Time To above for an explanation of these options.

Pieces Good should be entered with every Time Ticket whether manually entered or automatically collected from a Data Collection terminal. Just enter in the number of pieces completed on that Work Center. Refer to Table Maintenance | Collection Terminals for settings to record pieces using Data Collection. The system default is to use the quantity ordered.

All the Cost Analysis Reports use pieces good to calculate performance and do a comparison of actual vs. estimated hours. The Scheduling system relies heavily on pieces good to determine the hours remaining to complete jobs.

Payroll Rate is the rate used to cost the actual labor on the Job Cost Summary recap. This could be a default payroll rate though so click the box to place a checkmark there and enter in the number of the default payroll rate. This is the rate from Table Maintenance | Employees on the Payroll tab where there are ten rates to choose from.

Default payroll rates for users of Data Collection are stored in the Collection Terminal defaults under Table Maintenance. Users will not be prompted for their pay rates once these are set.

To change a time ticket with a default payroll rate, open Company Maintenance and remove the checkmark from this box. Then open the time ticket and edit the payroll rate there.

Unattended Operation is a work center where only burden hours are collected, instead of labor hours. So, if an employee starts a machine and lets it run by itself while actually running another machine and simply watching the automatically operating machine, those hours are reported on the Job Cost Summary, but there are no labor dollars reported. The hours are multiplied by the average burden rate on the Work Center to determine the overhead cost of running the machine.

Billing Rate is the rate entered on the Time Ticket and used on the Job Cost Summary. When running this summary, the user can choose which rate to run the report. The "entered rate" is the one put in at Time Ticket entry and is the one used on the summary to determine the time and materials (T&M) column. The system uses the actual hours turned in and multiplies them by the billing rate.

To change a time ticket with a default billing rate, open Company Maintenance and remove the checkmark from this box. Then open the time ticket and edit the billing rate there.

File Maintenance

Shift is the setting to indicate which shift the employee is working. This can be set as a default too. Click the box to place a checkmark there and enter the default shift number, 1, 2, or 3.

Machines Run is the number of jobs or machines the employee is using at one time. So, if an employee is running one job on three machines, the number of Machines Run should be set to three. The labor on the Job Cost Summary is then divided by the number of machines turned in. An employee could also work three jobs on one machine, in which case the settings would be the same - Machines Run set to three and the Job Cost Summary divided by three.

A default can be set on the Routing tab of the Estimate. Select the Step and click the Details button to open the Step Details screen. Under the Work Center Details portion, change the number to whatever is appropriate for this Estimate. Keep in mind that this only truly affects the Estimating portion. Once time is actually applied to each Step, the system will take over and automatically track how many machines are actually run on each job. This will be reflected on the Job Cost Summary.

Comments are designed to record information about the time recorded on a certain step. This column might be used to explain why the hours were in excess of the hours estimated.

Pieces Scrapped is the number scrapped at that Work Center. This number appears on the Performance Summary Report.

Round To Scheduled Shift Begin

When you turn this option on, the rounding minutes you specify in the field will be applied to any jobs that are started earlier than the scheduled shift begin. And that job's start time will be adjusted appropriately.

For example, shift 1 begins at 7:00 a.m. and you enter 10 minutes to be used for rounding. When your employee clocks onto a job at 6:50, the rounding will make the actual job start time 7:00 am. If an employee clocks onto a job at 6:45, the actual job start time will remain 6:45.

Data Collection Tab

These defaults tell the software how and where to run the data collection software. Complete each section as described below:

Touch Screen UserID

Select the "user" created for access to Hot Spots. It's a good idea to create a universal "user" with access to all the basic Hot Spots and set that here. This will make that set of Hot Spots available to anyone logging in.

Company Code

Select the appropriate code from the drop-down list.

Database Path

The database path tells the software where to find company data. It must find this information on a regular basis during the day, to check valid job numbers, employees, etc. When running on a single machine with the software loaded locally, the data drive is generally the “C” drive.

The database path line should read as follows for a data drive letter of “C”:

C:\BLSWIN32\DAT*(company code)*\

Many networks designate the “F” drive as the first network drive letter. If this is the case, the database path line should read:

F:\BLSWIN32\DAT*(company code)*\

The company code should be the same as the database path that appears on the main screen of the E2 Shop System.

TNET Controller Port

The TNET device is the hub for the data collection devices. All of the devices located in the shop must be plugged into this device. The TNET controller must be connected to the data collection server through a valid serial port.



Contact a hardware technician to determine and configure a serial port for data collection. Most computers come equipped with two RS-232 serial ports and are set to the COM1 and COM2 addresses. To connect the TNET properly, configure the port following the instructions listed previously, connect the TNET with the serial cable supplied by E2 Systems to the port you select in this section.

Default Display Mode

The display mode for data collection can be changed depending on the information you need to appear and how many employees are logged on at one time.

The **Job Details** mode screen shows each employee, the job number currently logged on, the customer name, step number, log on time, elapsed time, status, etc. 20 employees can be shown on this screen at one time without having to scroll up and down.

The **Job Summary** mode shows all the Detail information in total.

This **Attendance** mode shows the employees logged in for payroll hours.

Refresh Display Rate

The display refresh rate setting tells the system how often to “paint” the screen with current log on and log off information. The factory default is set to 10 seconds. Change this rate to a longer time span and you will reduce network traffic.

Performance Options

The **Allow Split Processing...** option frees the entry screen so the employees can continue to clock in while the database is being updated in the background.

Delete Current Logins

Select the appropriate radio button (Time Ticket Logins and Time & Attendance Logins) and then click the Delete Logins button to remove all the logins on Data Collection. This will remove all the logins. Users cannot pick and choose which ones to delete, they are all deleted at once.

Optional Validation Settings

Check these options so the system knows how to treat these validation processes. If users should complete previous routing steps before starting a new routing step, check that option. If users shouldn't be allowed to report quantities greater than what was reported on the previous step, check that option.

Data Collection Events

Data collection devices can have buzzers attached, which are set to ring at a certain time and duration. For example, the begin and end of a shift or the begin and end of a lunch break.

Time and Attendance Tab

This is where the method for rounding employee payroll hours and rules for automatic overtime calculation are set. Payroll hours are collected through Clock In and Clock Out on the Data Collection device. For automatic overtime calculation, set up one regular payroll rate in Tables | Employees on the Payroll tab and the system will multiply that rate by the overtime factor.

Shift Setup

Make sure that even if shifts overlap, **none** are set up here. If shift 1 begins at 7:30 a.m. and ends at 3:30 p.m. and shift 2 begins at 3:00 p.m., there is an overlap of one-half hour. If this is reflected in Company Shifts, the system will assume there is one-half hour of additional machine time than there really is. Even if employees are scheduled to arrive one-half hour early, DO NOT schedule the machines that way. These begin and end times are always entered in military time where 01:00 is 1:00 a.m. and 23:00 is 11:00 p.m. It's also important to remember the leading zero in single digit hours (e.g., 7:00 a.m. should be entered as "07:00" not "7:00.")

Overtime Settings

Each user decides if automatically calculated overtime is appropriate. If this option is selected the method must be chosen also. Employees can be paid overtime daily after 8 hours or weekly after 40 hours. Also select the day for pay period begin. Then fill in the overtime after hours field and finally enter the pay rate factor to be multiplied by the regular rate. Time and a half would be entered as 1.5.

Auto Rounding

Complete these rounding options according to the appropriate company policies. It's important to note that auto rounding will be applied before Scheduled Rounding.

For example, shift 1 is set up as 7:00 a.m. to 16:00 p.m. The auto rounding rule is set as Clock In - round to nearest 15 minutes. Round up at 7 minutes. So, the employee clocked in at 7:08 and out at 16:05 gets modified by the system as clocked in at 7:15 and out at 16:00. The original clock in/out times are stored, but may not be edited.

Round to Scheduled Shift Begin/End

This is where shift begins and ends are adjusted, or rounded, to compensate for odd clock in and out times. If Auto Rounding has been selected, those options supersede the settings entered here for shift beginning and ending times on each employee.

For example, shift 1 is set up as 7:00 a.m. to 16:00 p.m. The scheduled rounding rule is set to Late Clock In: Inside 6 minutes rounds back to shift start. Late Clock Out: Inside 15 minutes rounds back to shift end. So, the employee clocked

File Maintenance

in at 7:08 and out at 16:05 gets modified by the system as clocked in at 7:15 and out at 16:00. The original clock in/out times are stored, but may not be edited.

Next Numbers Tab

General	Order Entry	Time Tickets	
Data Collection	Time and Attendance	Next Numbers	
Auto-Number Options			
Next Order Number: 7184	<input checked="" type="checkbox"/>	Next RFQ Number: 979	<input checked="" type="checkbox"/>
Next Job Number: 7089	<input type="checkbox"/>	Next Customer Return / Rework Number: 1014	<input checked="" type="checkbox"/>
Next Invoice Number: 5601	<input checked="" type="checkbox"/>	Next Vendor Return Number: 1007	<input checked="" type="checkbox"/>
Next Purchase Order Number: 5037	<input checked="" type="checkbox"/>	Next Corrective Action Number: 1022	<input checked="" type="checkbox"/>
Next Quote Number: 2191	<input checked="" type="checkbox"/>	Next Customer Feedback Number: 1007	<input checked="" type="checkbox"/>
Next Packing List Number: 5540	<input checked="" type="checkbox"/>	Next Non-Conformance Number: 1019	<input checked="" type="checkbox"/>
Next Receiver Number: 3566	<input checked="" type="checkbox"/>	Next Document Number: 1003	<input checked="" type="checkbox"/>
Next Journal Entry Number: 223	<input checked="" type="checkbox"/>		

Auto Numbers Option

Numbers entered here tell the system where to begin numbering each item. Companies can continue using their existing numbering scheme and ensure a unique number for each transaction at the same time. The “On/Off” switch lets the user turn off the auto numbering for individual items. We recommend leaving the numbering option on to avoid duplication warnings users get when trying to save a transaction that has an existing number. To disable the auto numbering, click the box once to remove the checkmark. The user will now have to manually enter the number. This “On/Off” switch is closely tied to the Job Number Creation option on the Order Entry Tab. Deselect Sequential Job Number here and select the Free Form Text radio button on the Order Entry Tab.

Holidays Button

Date	Description	Attendance Code	Time Start (H:MM)	Time Stop (H:MM)	Hours	Pay Rate (B-T)	Overtime	GL Acct	Sh# (1-3)
01/01/03	New Year's Day	0	06:00	14:30	8.500	4	N	5200	1
05/26/03	Memorial Day	0	06:00	14:30	8.500	4	N	5200	1
07/04/03	Independence Day	0	06:00	14:30	8.500	4	N	5200	1
09/08/03	Labor Day	0	06:00	14:30	8.500	4	N	5200	1
11/27/03	Thanksgiving Day	0	06:00	14:30	8.500	4	N	5200	1
11/28/03	Day After Thanksgiving	0	06:00	14:30	8.500	4	N	5200	1
12/24/03	Christmas Eve	0	06:00	14:30	8.500	4	N	5200	1
12/25/03	Christmas Day	0	06:00	14:30	8.500	4	N	5200	1

Company: TAMI
Employee:

Copy Copy Holiday Schedule: To An Employee(s)... From An Employee... Delete

Enter the company’s standard holidays on this screen. You must have a Pay Rate and GL Account associated with each holiday entered. If you do not, the system will prompt you before letting you OK out and save your entries.

Copy Button

The Copy button is used to quickly copy holiday(s) to employees in a uniform manner or add holidays to the existing ones. To copy holidays to an employee click the To An Employee(s) radio button. Then click the Copy button to get a list of employees and holidays. Select the employee(s) and holidays to copy and click on OK. At the Copy Warning screen, click on Yes to apply the changes.

To add holidays from an employee to the default list, click the From An Employee radio button and then click Copy. On the copy screen, all the employees in the system display. Select the appropriate employee and their holidays display in the list box to the right. Highlight each one to copy to the main list and click on OK. At the Warning screen, click Yes to continue and the new holiday(s) will display in the grid.

Security Button

Company Default Security Setup

Company: TAMI
User ID:

General	Shop Floor Control	Accounting
<input checked="" type="checkbox"/> Company Maintenance <input checked="" type="checkbox"/> System Maintenance <input checked="" type="checkbox"/> User Maintenance <input checked="" type="checkbox"/> Backup / Restore Data <input checked="" type="checkbox"/> Purge Data <input checked="" type="checkbox"/> Mass Update Utility <input checked="" type="checkbox"/> Miscellaneous Utilities <input checked="" type="checkbox"/> Technical Support Utility <input checked="" type="checkbox"/> Compact / Repair Data <input checked="" type="checkbox"/> Extend / Upgrade System	<input checked="" type="checkbox"/> Table Maintenance <input checked="" type="checkbox"/> Customers <input checked="" type="checkbox"/> Vendors <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Work Centers <input checked="" type="checkbox"/> G/L Codes <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Sales IDs <input checked="" type="checkbox"/> Departments <input checked="" type="checkbox"/> Work Codes <input checked="" type="checkbox"/> Product Codes <input checked="" type="checkbox"/> Bank Codes <input checked="" type="checkbox"/> Tax Codes <input checked="" type="checkbox"/> Terms Codes <input checked="" type="checkbox"/> GL Group Codes <input checked="" type="checkbox"/> Collection Terminals	<input checked="" type="checkbox"/> Vendor Types <input checked="" type="checkbox"/> Attendance Codes <input checked="" type="checkbox"/> Currency Codes <input checked="" type="checkbox"/> Shipping Codes <input checked="" type="checkbox"/> Reason Codes <input checked="" type="checkbox"/> Corrective Action Codes <input checked="" type="checkbox"/> Feedback Codes <input checked="" type="checkbox"/> Employee Training Codes <input checked="" type="checkbox"/> Work Center Maintenance Codes <input checked="" type="checkbox"/> Tooling Maintenance Codes <input checked="" type="checkbox"/> Non-Conformance Codes <input checked="" type="checkbox"/> Document Types <input checked="" type="checkbox"/> Document Review Codes <input checked="" type="checkbox"/> Print Tables

General	Shop Floor Control	Accounting
<input checked="" type="checkbox"/> Quoting <input checked="" type="checkbox"/> Routing / Estimation <input checked="" type="checkbox"/> Quotations <input checked="" type="checkbox"/> Quote Cross Reference <input checked="" type="checkbox"/> Price Catalog <input checked="" type="checkbox"/> Quotation Summary <input checked="" type="checkbox"/> Order Processing <input checked="" type="checkbox"/> Orders <input checked="" type="checkbox"/> Shipments <input checked="" type="checkbox"/> Customer Returns / Rework <input checked="" type="checkbox"/> Job Schedule <input checked="" type="checkbox"/> Backlog Summary <input checked="" type="checkbox"/> Order Entry Summary <input checked="" type="checkbox"/> Shipment Summary <input checked="" type="checkbox"/> Cross Reference <input checked="" type="checkbox"/> Price Catalog <input checked="" type="checkbox"/> Customer Return Summary	<input checked="" type="checkbox"/> Inventory <input checked="" type="checkbox"/> Inventory Items <input checked="" type="checkbox"/> Inventory Transfers <input checked="" type="checkbox"/> Inventory Adjustments <input checked="" type="checkbox"/> Fill Job Requirements <input checked="" type="checkbox"/> Inventory Summary <input checked="" type="checkbox"/> Re-order Summary <input checked="" type="checkbox"/> Usage Summary <input checked="" type="checkbox"/> Inventory Count Sheet <input checked="" type="checkbox"/> Inventory Activity Summary <input checked="" type="checkbox"/> Inventory Adjustment Summary <input checked="" type="checkbox"/> Part Labels <input checked="" type="checkbox"/> Purchasing <input checked="" type="checkbox"/> Purchase Orders <input checked="" type="checkbox"/> Receiving <input checked="" type="checkbox"/> Request For Quotation <input checked="" type="checkbox"/> Vendor Cost Analysis <input checked="" type="checkbox"/> Vendor Returns <input checked="" type="checkbox"/> Purchase Order Summary <input checked="" type="checkbox"/> Receiving Summary <input checked="" type="checkbox"/> Vendor Quality Summary <input checked="" type="checkbox"/> RFQ Summary <input checked="" type="checkbox"/> Job Requirement Summary <input checked="" type="checkbox"/> Vendor Return Summary	<input checked="" type="checkbox"/> Shop Control <input checked="" type="checkbox"/> Time Tickets <input checked="" type="checkbox"/> Misc Job Costs <input checked="" type="checkbox"/> Scheduling <input checked="" type="checkbox"/> Time and Attendance <input checked="" type="checkbox"/> Production Summary <input checked="" type="checkbox"/> Loading Summary <input checked="" type="checkbox"/> Work In Process Summary <input checked="" type="checkbox"/> Attendance Summary <input checked="" type="checkbox"/> Time Tracking Summary <input checked="" type="checkbox"/> Cost Analysis <input checked="" type="checkbox"/> Job Cost Summary <input checked="" type="checkbox"/> Actual Vs. Estimated <input checked="" type="checkbox"/> Performance Summary <input checked="" type="checkbox"/> Hourly Rate Summary <input checked="" type="checkbox"/> Margin Summary <input checked="" type="checkbox"/> Outside Cost Summary

General	Shop Floor Control	Accounting
<input checked="" type="checkbox"/> Accounts Receivable <input checked="" type="checkbox"/> Billing <input checked="" type="checkbox"/> Finance Charges <input checked="" type="checkbox"/> Cash Receipts <input checked="" type="checkbox"/> Aging Summary <input checked="" type="checkbox"/> Sales Summary <input checked="" type="checkbox"/> Deposit Summary <input checked="" type="checkbox"/> Statements	<input checked="" type="checkbox"/> Accounts Payable <input checked="" type="checkbox"/> Vendor Invoices <input checked="" type="checkbox"/> Check Writing <input checked="" type="checkbox"/> Aging Summary <input checked="" type="checkbox"/> Vendor Invoice Summary <input checked="" type="checkbox"/> Check Summary <input checked="" type="checkbox"/> Bank Reconciliation <input checked="" type="checkbox"/> Checkbook Register	<input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Journals <input checked="" type="checkbox"/> Trial Balance <input checked="" type="checkbox"/> Balance Sheet <input checked="" type="checkbox"/> Income Statements <input checked="" type="checkbox"/> General Ledger Summary <input checked="" type="checkbox"/> Budget Analysis <input checked="" type="checkbox"/> Cash Flow Analysis <input checked="" type="checkbox"/> Audit Trail Summary

Click the Security button to create the default company security set up. You will have to complete three tabs of information: General, Shop Floor Control, and Accounting. Just select the tab and click on the boxes next to the options to allow access. If you want to allow access to a whole menu, simply click the main check box next to that module and all the options under it will be automatically selected. All employees in the system will have at least this much access unless their individual security access is changed in System Maintenance | Users. So, be cautious about the access set at this level.

Company Maintenance Defaults

There are also several tabs associated with the Defaults buttons once it has been selected on the initial Company Maintenance screen. This is where user defined information is set so the system will work according to the company's specific needs. These defaults are vital to making the system work accurately and efficiently.

Customer Tab

The screenshot shows the 'Company Defaults Detail' window with the 'Customer' tab selected. The window contains the following fields and settings:

- Company Code: TAMI
- Description: Tami's Access Company
- Path: C:\PROGRAM FILES\E2SS60\BLSWIN32\DAT\SAMPLE\
- Forms: Customer
- Quoting: General Ledger
- Interfaces / Documents: Inventory
- Sales ID: HOUSE
- Work Code: JOB SHOP
- Terms Code: NET30
- Tax Code: EXEMPT
- Shipping Code: UPS
- Credit Limit: \$0.00
- Minimum Order: \$0.00
- Priority: 50
- Ship Via: United Parcel Service
- FOB: Cincinnati, Ohio
- Certifications With Packing List Settings: Print Certifications
- Customer Billing GL Coding Driven By: Work Code, Product Code
- Return / Rework Settings: Rework Work Code: REWORK, Restocking Fee: 10 %
- Finance Charge Settings: Fin. Chg. Work Code: FINANCECHG

Sales ID, Work Code, Terms Code, and Tax Code

Select the default codes the company uses most often. These can be overridden in Table Maintenance | Customers.

Shipping Code

Select the code as the default for the company. This is the shipper the company uses for the majority of shipments. The Ship Via field will default to correspond.

Credit Limit

Enter a dollar amount typically used as a limit for customers.

Minimum Order

Enter a dollar amount typically used as a minimum for customers.

Priority

Enter a default rank for jobs to aid in scheduling. "0" is a low priority and "99" is a high priority. This default can also be set for each customer in Table Maintenance | Customers.

Ship Via

Enter the vendor the company most often uses for shipping here.

FOB

Enter the point of origin city and state for shipping.

Certifications With Packing List Settings

Click the check box to indicate that the company prints certifications by default.

Customer Billing GL Code Driven By

Users decide whether to set up their customer billing by Work Code or Product Code. Work Codes are set on individual Customer Codes so each line item on their bill will carry the same Work Code. Product Codes are set on individual parts in inventory so each line item on a customer’s bill can carry different Product Codes.

Return/Rework Settings

These settings allow users to set up a Work Code to be used on all rework jobs created from Customer Returns and set a global restocking fee for parts that get returned for restock instead of rework. This fee is global for all customers, but you can override this by changing the percentage on the individual customer on the Credit tab.

Finance Charge Settings

The Finance Charge option under the AR module uses this default Work Code on the customer billing that gets generated. Users will also need to make sure each Customer has a valid Terms Code associated and that the Terms Code has a late charge percentage defined.

General Ledger Tab

The screenshot shows a software interface for the General Ledger configuration. It is divided into three main sections: 'Forms', 'Quoting', and 'Interfaces / Documents'. The 'General Ledger' section is active and contains several dropdown menus for account selection:

- Fiscal Year Begin: 01/01/02
- Currency Code: USA
- AP Account: 2160
- Retained Earnings Account: 3000
- Current Earnings Account: 3010
- Purchase Discounts Account: 5300
- AR Account: 1240
- Inventory Account: 1410
- Cash Discount Account: 4100
- Freight Account: 5140
- AR Bank Account: CHECKING
- AP Bank Account: CHECKING

On the right side, there are two sub-sections:

- Accounting Calculations For:** Includes radio buttons for 'USA' and 'Canada'.
- Accounting Divisions:** A table with columns for 'Division Number' and 'Description'. It lists:

Division Number	Description
1	Division #1
2	Division #2
3	Division #3
0	
0	
0	

Fiscal Year Begin

Select the first day of the company’s fiscal year from this browse arrow. This date determines how months are posted to the General Ledger. During startup of the system, this date should be set back to the oldest date of accounting information being entered into the data files. The system will not allow accounting information to be entered into a previous fiscal year. Once all the information is entered, set the fiscal year to the date representing the beginning balances.

Currency Code

Select the appropriate Currency Code associated with the company’s country of origin so that accounting documents are printed accurately.

A/P Account

This account is the default setting when a Vendor Invoice is entered into the system. Accounts Payable is automatically credited with the total of the Invoice.

Retained Earnings Account

This account holds the profit or loss since the business started. It’s the default General Ledger account the system uses during the Process End of Year command when all the revenue and expense accounts are cleared and the profit for the year is rolled into this retained earnings account. The system will automatically reset the fiscal year to the new date.

Current Earnings Account

This account holds the current year's profit/loss. The system calculates the profit and stores the total in the current earnings account until the end of the year process.

Purchase Discounts Account

This is the G/L account for discounts the vendor allows. So, if the vendor allows a 1% discount if the Invoice is paid in 10 days, the system creates the discount, which is taken when the Invoice is paid. Once the Invoice is paid, the purchase discount goes into this default General Ledger account.

AR Account

This account is the default for the system to make an automatic entry in Billing. The system automatically debits Accounts Receivable when users enter Invoices into Billing. This default can be changed at Invoice entry on the Header tab.

Inventory Account

This is the default GL account that populates on the General tab of a newly created part.

Cash Discount Account

This account shows the discounts given to customers on their Invoices. If the customer terms are 1% if paid within 10 days, the system automatically calculates the discount. When the customer pays and takes the discount, this account is debited.

Freight Account

This default G/L account holds Billing and Vendor Invoices for freight, both in and out. Users have the option at Customer Billing or Vendor Invoice entry to change the default freight account.

AR Bank Account

This account is used for Cash Receipts entry. When entering a Cash Receipt from the customer, the system automatically debits this account number for cash. Users have the option of changing the default Bank Code at Cash Receipts.

AP Bank Account

This account is used for cash disbursements. When checks are written to vendors, the system automatically debits Accounts Payable. Users have the option of changing the default Bank Code at Check Writing.

Accounting Calculations For

Select the country the system will use to make its calculations.

Accounting Divisions

Divisions separate general ledger accounts for financial reporting. There can be up to 100 for one company. A company with a fabricating and machining division might want separate financial reports to see how each division performs financially. These divisions can be set up and run separately or together as a consolidated company.

Separate G/L accounts will have to be set up for each Division. Then a Division Name for each set of accounts in that Division must be assigned, such as "1" for "fabricating" and "2" for "machining." This Division allows the user to run an Income Statement or Balance Sheet for each Division or a complete report showing both.

Inventory Tab

Forms	Quoting	Interfaces / Documents
Customer	General Ledger	Inventory
Decimal Places: 4		Quantity Break Options
Billing Rate: 1		<input type="checkbox"/> Use Pricing Tiers Instead Of Quantity Breaks
Default Unit Of Measure: EA		
Default Markup Percent: 15.00		
Default Product Code: CUSTOMER		
Tooling Product Code: TOOLING		
Default Purchased By Employee: 0106		
Quantity Breaks		
1. 1	5. 0	
2. 0	6. 0	
3. 0	7. 0	
4. 0	8. 0	

Decimal Places

This default tells the system how many places the price is extended for the parts in inventory and the prices on cost estimates.

Billing Rate

Enter the company's default rate here so the system can calculate selling prices for quoted part numbers. This can be overridden during quoting.

Default Unit of Measure

Enter the unit of measure used for the way part numbers are attached to quantity breaks.

Default Markup Percent

This is the default percentage added to the cost to calculate a purchase price for resale.

Default Product Code

This is the default used to categorize products or inventory segments.

Tooling Product Code

In order to make the best use of the Tooling Maintenance option under the Quality module, the parts you'll be dealing with in your database should be assigned a specific Product Code to help narrow the searches in the Tooling Maintenance function. Select the default code you'll use from the drop down list. Something like TOOLING MAINTENANCE would be a good choice.

Default Purchased by Employee

Select a default employee code to automatically populate the Purchased By field on the Purchase Order.

Quantity Breaks

Enter the company default for quantity breaks.

Quantity Break Options

Use Pricing Tiers Instead of Quantity Breaks - Select this check box to take advantage of the pricing tier structure instead of quantity breaks. Where the quantity breaks allow you to set up quantities and pricing based solely on the part itself, users can elect to set up pricing tiers that are driven by the value given to each customer. Tiers could be set up for wholesale, retail, and distributor. Each customer is then assigned one of these tiers so that their pricing is always calculated correctly.

Forms Tab

Customer | General Ledger | Inventory
Forms | Quoting | Interfaces / Documents

Letterhead Gap: 1.5 inches

Logo Image For Forms: [Text Field] [Browse For Logo]

Logo Image File For Forms: [Text Field]

Print Logo On These Forms

<input type="checkbox"/> Quotations	<input type="checkbox"/> Cust Return Authorization	<input type="checkbox"/> Certifications	<input type="checkbox"/> Statements
<input type="checkbox"/> Acknowledgments	<input type="checkbox"/> Request For Quotations	<input type="checkbox"/> Non-Conformance	
<input type="checkbox"/> Work Orders	<input type="checkbox"/> Purchase Orders	<input type="checkbox"/> Corrective Action	
<input type="checkbox"/> Packing Slips	<input type="checkbox"/> Vendor Debit Memo	<input type="checkbox"/> Invoices	

Letterhead Gap

Select the value needed to allow for the company stationery on printed documents.

Logo Image For Forms

The path and document name are entered here. Warehouse the company’s logo here to be used on documents printed from the system. To find or change the path, click the Browse For Logo button to display the Open dialog box where the user can navigate to the correct file, select it, and click the OK button to populate the field.

Logo Image File For Forms

A representation of the image displays here once the path is entered in the Logo Image For Forms field.

Print Logo On These Forms

Check which forms should print the logo.

Quoting Tab

The screenshot displays the 'Quoting' tab within a software application. It features several sections for data entry:

- Quote Text 1:** A text box containing the message: "Thank you for the opportunity to submit this quote."
- Quote Followup Days:** A numeric input field with the value "7".
- Quote Expiration Days:** A numeric input field with the value "30".
- Employee Code:** A dropdown menu showing "0101".
- Default Delivery:** A text field with "4-6 weeks A.R.O."
- Misc/Tooling Description:** A text field with "One-Time Tooling Charge".
- Estimating Interface Options:** A section with a file path "K:\E2SS60\blwin32\def\SAMPLE\MTI.MDB" and three radio button options: "Costimator Estimating" (selected), "Micro Estimating Systems", and "Autodesk AutoCAD Release 14". A "Change Location" button is also present.
- Sheet Calculator:** A section with input fields for "Sheet Length" (96.0000), "Sheet Width" (48.0000), "Kerf Allowance" (0.0000), "Vert. Clamp Allowance" (0.0000), and "Horz. Clamp Allowance" (0.0000), all in inches.
- Bar Calculator:** A section with input fields for "Bar Length" (144.0000), "Bar End Loss" (4.0000), "Cut-Off Per Part" (0.0100), "Stock Allowance" (0.0000), and "Facing Allowance" (0.0100), all in inches.

Quote Text 1

Enter standard text the company would like to print on all quotes.

Quote Followup Days

Enter the number of days to allow for a sales followup to a quote.

Quote Expiration Days

Enter the number of days to allow before a quote will expire.

Employee Code

Select a default employee code to automatically populate the Quoted By field on the Quote.

Default Delivery

Enter an average delivery time here.

Misc/Tooling Description

This is the default description used for Misc/Tooling Charges.

Estimating Interface Options

If the company uses an Estimating interface, select it here so that the default path to estimating files automatically populates. Use the Change Location button if the interface has been set up in a location other than the standard default.

Sheet Calculator

Enter the default sheet length, sheet width, and facing allowance to be used during estimation.

Bar Calculator

Enter the default bar length, bar end loss, cut-off per part and stock allowance to be used during estimation.

Interfaces/Documents Tab

Customer Forms | General Ledger Quoting | Inventory **Interfaces / Documents**

Interface Options

Path To Import File: Q:\E2SS60\REDWING.IMP

Path To Export File: Q:\E2SS60\REDWING.EXP

Red Wing Payroll
 Peachtree Payroll
 QuickBooks Interface (IF File Method)
 QuickBooks Interface (Direct Connect Method)
 Easy Pay Payroll (Canadian Users Only)

Change Location

Document Control Options

Require That Attached Documents Be Defined In Document Control

Documents | Document Numbering

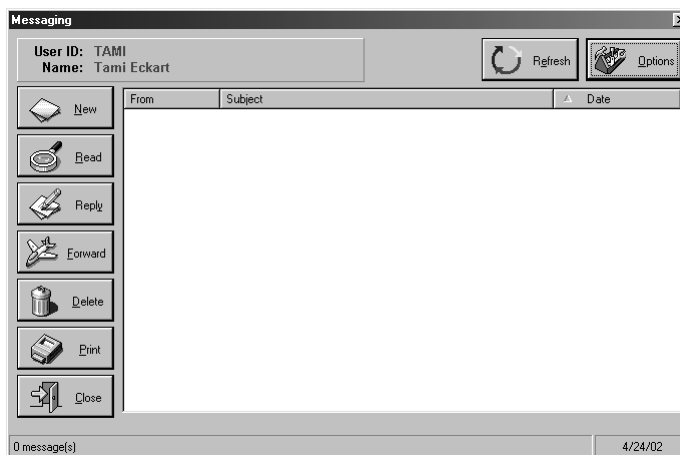
Interface Options

Select the company payroll interface package here. Just click the appropriate radio button and the file paths will populate. The Change Location button allows the user to change these paths if they have been customized.

Document Control Options

To set up the software to only accept documents via Document Control, click the checkbox here to indicate this. The Documents button allows the user to identify default documents that should be attached to any new part entered in the system. The Document Numbering button lists all reports in the system. This is where you will create your internal Quality “numbering” system to display in the footer of each report when it is printed. This will have to be done manually once a document has been entered through Document Control.

Messaging



Use this new feature to communicate internally with all the company's Shop System users. It works just like email! It can also be used as a "tickle" system with internal users. Just enter an item with a future Send Date and the system will remind the specified user on that date.

This also works in conjunction with the Email button on Employee and Work Center Comment tabs. This is really helpful to set up on Employees. Supervisors can set up reminders for reviews. On Work Centers, shop floor managers can set reminders for machine tool maintenance.

Refresh

The Refresh button works in conjunction with the Options button. Set your options and then click Refresh to see all the messages that fit the criteria. Clicking this button will also perform a search for any new messages to be retrieved.

Options

The Options button has three tabs of information for users to select.

- The General tab is where users tell the Messaging system how to deliver their messages: to their inbox and/or their mobile inbox. The inbox addresses must be standard e-mail addresses and the mobile address must be connected to an Internet ready cell phone.
- The View tab is used in conjunction with the Refresh button. Users can elect to show sent messages and previously read messages. If an external email system will be connected to Messaging, check the Use external email with messaging option. Then tell the system which messages should display. Once these options are set, the user can go back to the main Messaging screen and click Refresh to display all the messages that match the criteria.
- The Spelling tab enables the spell checker. Users can elect to have the system check for errors as they type or only upon sending.

New

Use the New button to create a message and select recipients. Depending on whether external e-mail is used or not, there will be icons for each address book at the top of the New Message screen. Simply click the appropriate one to retrieve e-mail addresses.

Read

Select a message in the list box and click the Read button to display it. Forward and Reply buttons have been added to this screen so users can automatically perform these functions from within a message instead of having to exit first and start a new message.

Reply

Select a message in the list box and click the Reply button to respond to that message.

File Maintenance

Forward

Select a message in the list box and click the Forward button to send this message to other recipients. It can also be used to send messages to an Outlook inbox or a mobile account (a cell phone may be Internet ready).

Delete

Select a message in the list box and click the Delete button to remove that message.

Print

Select a message in the list box and click the Print button to send that message to the printer.

Contact Management

This calendar lets users create items for virtually any area of the software. All users can actually see all items created by any user in the system. The only exception is that any items that have been marked “Private” will only display for the user the item is assigned to. The calendar is driven by User IDs so any Employee you want to use this option will have to be set up with a User ID also. If you intend to use Departments to view items, your User IDs will also need to be set up as Employees so that the Department Code can be associated.

Show Information For

This drop down lists all the User IDs and Departments available in Contact Management. Users also have the option of “Everyone” as a user so either All Items or Uncompleted items will display for each User ID in the system. Remember, anything marked “Private” will still only display for the person the item was assigned to!

Show Calendar For

The right and left arrows let users scroll forward or backward on the calendar one Month, Week, or Day at a time, depending on which tab is selected to view.

Move To Specific Date

Users can manually type in a date and then Tab off to move directly to that day. The “Today” button automatically moves you to the current day.

Additional Filters

These allow users to pare down the events showing on each day. to let you see exactly what you need within the time period you have selected - the day, week, or month tab. The default is to show all uncompleted items for the user logged in. But, you could search for a particular Object like a Customer Return or the Code for that Return and even the Contact for a return. Comments are also available for searching with a full text index. Once you have your filter set, click Refresh and the system will return results for you.

Day Tab

To view items one day at a time, select this tab.

Week Tab

To view a week of items, select this tab.

Month Tab

To see a whole month of items, select this tab.

Report Format

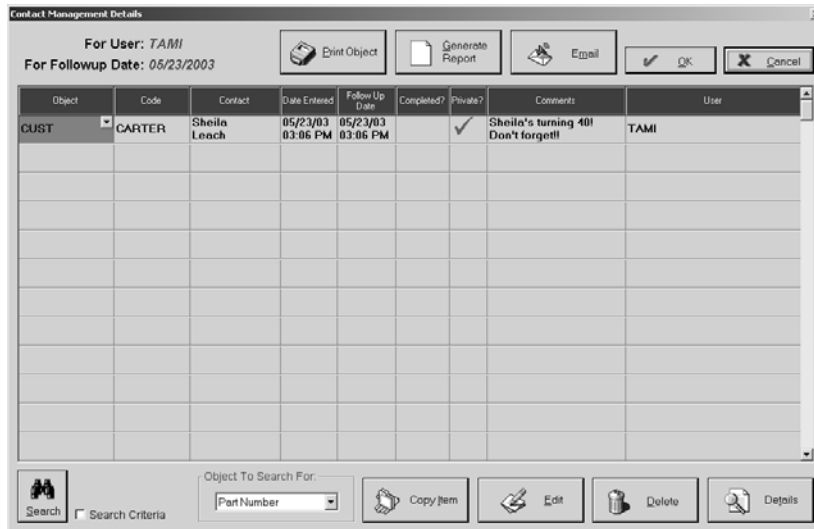
Reports can be generated from this calendar in either the Detail view or the Calendar view. Select the option you would like to see.

Generate Report

Select your Report Destination and then click the Generate Report button to get the Report Format selected.

Details Button

This button opens the Contact Management Details screen where users can see the actual item set for the day they had selected on the calendar.



Print Object

Use this Print button to generate actual documents already in the system. This will only work for areas that have a Form Print Details screen where you can locate documents you've created such as Quotes, Invoices, Checks, etc. If you cannot print the selected item, the system will prompt you that "Direct printing of items are not available for this object."

Generate Report

Select a Report Destination and then click Generate Report to see a Detail report of the items for this day.

Email

Select the Email button to create a reminder message to the User assigned to the item. If there are multiple items on a day, make sure you have the correct item selected!

Object

The Object represents the area of the system you want to create the item for.

Code

This is the corresponding code in the system for the Object selected. If Employee Code was the selected Object, the Code drop down would load with all the employees entered in the system.

Contact

The Contacts associated with the Code selected will display in this drop down. If the Object was Customer, the Code would be the customer you wanted to follow up with. The Contact drop down would load with all the contacts set on the Customer Code selected.

Date Entered

This automatically defaults to “today” when the item is originally set up and cannot be changed.

Followup Date

The date entered here determines the day where the item will display on the Calendar.

Completed?

Once an item has been completed, the user it was assigned to should go back in and check this field. This is what drives the distinction between All Items and Completed on the main screen in the Show Information For section.

Private?

If an item should only be seen by the user it is assigned to, this field should be checked. It’s important to know that anyone can set up an item for any other user in the system AND they can mark that item private for that user. Once they do though, it cannot be seen by them either, even though they set the item up!

Comments

Comments should be added here for the follow up to determine what action is to take place.

User

The user this item is assigned to will automatically default to the logon ID of the person creating the item, but it can be changed to any user in the system.

Search

This search works exactly like it does within the system. Use the Search Criteria to narrow your results when you need to locate forms like Quotes, Invoices, Job Numbers, etc. This works in conjunction with the Object To Search For option.

Object To Search For

Select the object you need to locate to help you find what you need. This works in conjunction with the Search button.

Copy Item

Select the Object to be copied and a new line item identical to it will display with “you” as the assigned User. Now you can alter that Object as needed. This is especially helpful for items already set in the system, but not assigned to you!

Edit

Use the Edit button to open actual documents already in the system. You cannot use this Edit function if you are viewing Contact Management through Quickview.

Delete

Use the Delete button to remove the selected item from the Detail screen.

File Maintenance

Details

This Details button opens the Contact Management Call Detail screen. The **Details** tab tracks the call duration, holds all previous comments made for this Object, Code, and Contact, provides a text box for new comments made during this call. It also allows for a call result to be selected along with a follow up option that automatically populates the follow up date.

The screenshot shows the 'Contact Management Call Detail' window with the 'Details' tab selected. The window has a title bar and a toolbar with 'Generate Report', 'Email', 'OK', and 'Cancel' buttons. Below the toolbar are four tabs: 'Details', 'History', 'Contact Info', and 'Email/Misc'. The 'Details' tab is active and contains the following fields:

- Call Information:**
 - Call Begin Time: 06/03/04 08:22:59 AM
 - Call Duration (Minutes): 0.27
 - Previous Comments: 09/24/02 01:01 PM (RICH) Talked to Fred and asked if they had any new prints to be quoted. Said no, but to follow up in a month.
 - New Comments: (Empty text box)
 - Call Result: (Dropdown menu)
 - Follow Up Options: (Dropdown menu)
 - Follow Up On: (Date field)
 - Follow Up Comments: (Text box)

The **History** tab holds notes for all past calls and tracks the number of calls and the total duration.

The screenshot shows the 'Contact Management Call Detail' window with the 'History' tab selected. The window has the same title bar and toolbar as the previous screenshot. The 'History' tab is active and contains the following elements:

- Call History:**
 - Limit History To Current Contact ONLY
 - Table with columns: Date, User, Contact, Minutes, Comments
 - Total Calls: 0
 - Total Time (Minutes): 0.00

The **Contact Info** tab provides you with the personal contact information for the person you need to talk to. The Comments text box saves back to the Customer Code on the Contacts tab in the grid for this contact person.

The screenshot shows the 'Contact Management Call Detail' window with the 'Contact Info' tab selected. The window has the same title bar and toolbar as the previous screenshots. The 'Contact Info' tab is active and contains the following fields:

- Contact Information:**
 - Contact Name: Sheila Leach
 - Contact Title: Buyer
 - Phone Number: (513) 794-7785
 - Extension Number: (Empty)
 - FAX Number: (513) 421-7000
- Contact Comments:** (Empty text box)

File Maintenance

The **EMail/Misc** tab provides email information for this contact. You can also see their WebView access level here.

The screenshot shows a software window titled "Contact Management Call Detail". At the top, there are four buttons: "Generate Report" (with a document icon), "Email" (with an envelope icon), "OK" (with a checkmark icon), and "Cancel" (with an 'X' icon). Below the buttons is a tabbed interface with four tabs: "Details", "History", "Contact Info", and "EMail/Misc" (which is currently selected). The main content area is divided into two sections. The first section, "EMail/Conferencing Information", contains four text input fields: "EMail Address", "Mobile EMail Address", "Conferencing Server" (with the value "its.microsoft.com" pre-filled), and "Conferencing Address". The second section, "Web View Information", contains three unchecked checkboxes: "Web View User", "Can Access Job Status in Web View", and "Can Access Monetary Information in Web View". Below these checkboxes is a "Password" text input field.

System Maintenance

User Maintenance

Each person using the system must be set up as a user. We recommend selecting one employee as the System Administrator who will be in charge of adding, deleting, and changing user IDs on the system. Security will be set up here on a per user basis.

User ID

Enter the identifier assigned to the employee. It is usually a short version of the user's name.

Name

Enter the full name of the employee.

Password

Enter a unique string of characters assigned to the employee to maintain security.

Available Companies Tab

The screenshot shows the 'Add A User' dialog box with the 'Available Companies' tab selected. The table below is a representation of the data shown in the screenshot:

Allow Access	Company	Description	Database Path	Connect String
<input checked="" type="checkbox"/>	TAMI	Tami's Access Comp	Q:\E2SS60\BLSWIN32\DATA\TAM	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Allow Access

This must be checked off for each appropriate company in order for the selected employee to have access to the data files associated with it.

Company

This is the company code assigned at the initial setup of the company.

Description

This is the full company name.

Database Path

This is the path to the data files of the associated company.

Connect String

This is used for SQL Servers only. It is used to open a SQL Server database and will have the location of the server, the user name, and the password.

Database Type

Select the database type needed to load into the grid. Presently only Access and SQL databases are available.

Browse for DB Button

Click this button to open a navigation dialog box that lets the user locate a company’s database to allow access for the new User. Once the database is selected, it will populate in the grid where access can be assigned.

Delete Button

Use this button to remove a company from the grid that this individual user will never need to access.

Hot Spots Button

Use this button to give each user their own access to the SQL Queries in the system. If none are checked, the Hot Spots menu item will be gray on the main screen. These new reports provide the user with pre-set custom reports as well as the ability to create tailored queries.

Security Button

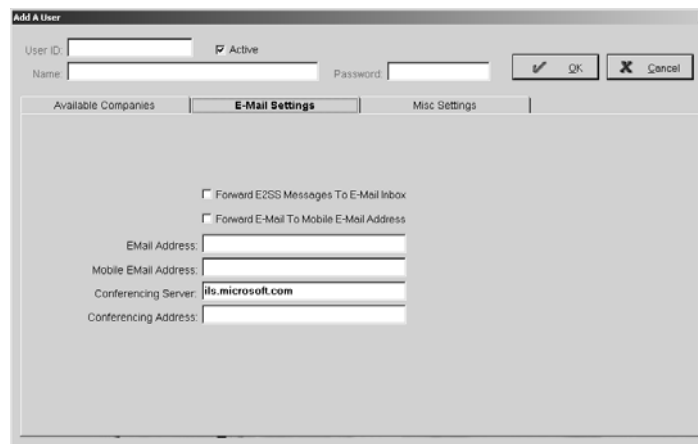
Click this button to give the employee access to the User Security Setup screen where the commands the user will have access to can be designated. If this Security button is not selected for each employee, the employee will have access to the default company security set up.

Each user’s individual security is set up on these tabs. Notice they mirror the selections from the E2 Shop System drop-down menus. Each option from the menus is represented with an access level to be assigned by the System Administrator.

The selected User ID and associated Company display at the top of the screen. Restricting users from full access is highly recommended. Examine the staff and determine exactly which portions of the system will be necessary for their individual day-to-day tasks and restrict all others.

Notice that some options are subordinate to others. This indicates that the main option is the module-level command. The access assigned to a module level automatically assigns the same level to all the subordinate commands. Access within the subordinate commands can be further customized as necessary.

E-Mail Settings Tab



Forward E2SS Messages to E-Mail Box

Check this option to forward the user’s internal messaging mail to their Internet e-mail box.

Forward E-Mail to Mobile E-Mail Address

Check this option to forward messages from their Internet e-mail box to their mobile e-mail address.

E-Mail Address

If the user has Internet access, enter their email address here. This will be very helpful with Messaging.

Mobile Email Address

If the user has a mobile email address, enter it here. This will be very helpful with Messaging.

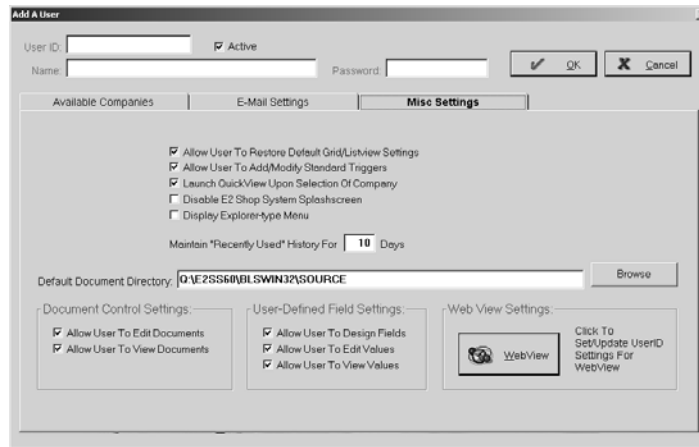
Conferencing Server

Enter the name of the Conferencing Server. Microsoft provides a free one.

Conferencing Address

Enter a screen name as the address. Now multiple users can sign on to the server for a conference.

Miscellaneous Settings Tab



The screenshot shows the 'Add A User' dialog box with the 'Misc Settings' tab selected. At the top, there are fields for 'User ID', 'Name', and 'Password', along with an 'Active' checkbox and 'OK' and 'Cancel' buttons. Below these are three tabs: 'Available Companies', 'E-Mail Settings', and 'Misc Settings'. The 'Misc Settings' tab contains several options with checkboxes: 'Allow User To Restore Default Grid/Listview Settings' (checked), 'Allow User To Add/Modify Standard Triggers' (checked), 'Launch QuickView Upon Selection Of Company' (checked), 'Disable E2 Shop System Splashscreen' (unchecked), and 'Display Explorer-type Menu' (unchecked). There is also a 'Maintain "Recently Used" History For' field set to '10' Days. Below this is a 'Default Document Directory' field with a 'Browse' button. At the bottom, there are three sections: 'Document Control Settings' with 'Allow User To Edit Documents' and 'Allow User To View Documents' (both checked); 'User-Defined Field Settings' with 'Allow User To Design Fields', 'Allow User To Edit Values', and 'Allow User To View Values' (all checked); and 'Web View Settings' with a 'Web View' button and a 'Click To Set/Update UserID Settings For WebView' button.

Allow User to Restore Default Grid/Listview Settings

The checkmark gives this user access to send all grid or listview settings back to the default.

Allow User to Add/Modify Standard Triggers

The checkmark gives this user access to all Triggers (pre-set or custom) available with the software.

Launch Quick View Upon Login

The checkmark tells the system to launch Quick View in tandem with the E2 Shop System.

Disable E2 Shop System Splashscreen

A checkmark here tells the system to turn the splashscreen off. Without the splashscreen, the remaining toolbar can be moved anywhere on your desktop. This allows you to easily gain access to your other programs.

Display Explorer-type Menu

This checkmark tells the system to start the E2 Shop System in the explorer view instead of the traditional menu view.

Default Document Directory

The path for your company's documents will default here from Company Maintenance.

Document Control Settings

Each user who should have access to Document Control must be set here. You can give users View only access where they can see documents already attached or full Edit access where the user can also attach documents.

User-Defined Fields Settings

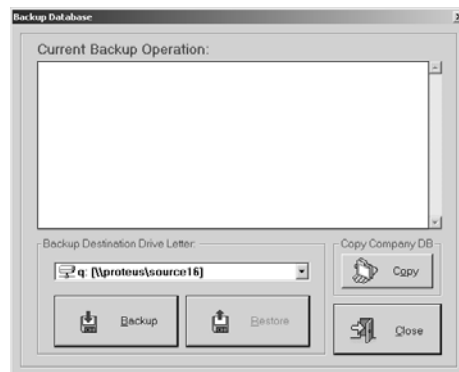
These checkmarks give this user their level of access to User-Defined fields. There are three levels of access. The lowest level is View only. This user will be able to see any changed fields and the information entered there, but will not be able to alter field names or enter information in them. The second level is Edit. This user will have the same access as the View only user, but also have the capability of adding information to fields. This user will not be able to change field labels. The highest level of access - Design - allows the user to change field labels and add information to those fields.

WebView Settings

Click the WebView button to set this user's security level and password for WebView access.



Backup Data



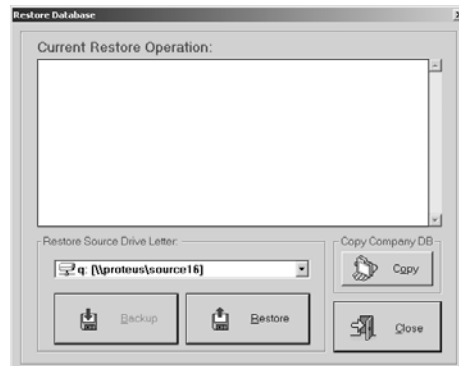
Use this option to backup E2 Shop System data files. It works with floppy diskettes and may take multiple floppies, depending on the amount of data in the company's database. Backups are a critical **DAILY** function and the diskettes should be taken **OFF SITE** each night. Shoptech™ will not be responsible for data loss due to lack of backups.

Shoptech™ strongly recommends a tape backup system to backup the entire disk drive since the backup provided with this option will only restore data files. A tape backup system will save program files as well as data files making the recovery process speedier in case of a hard drive failure since the software won't have to be re-installed.

The Copy button will allow you to make a copy of the Company Database in another location on your network before you begin the backup process.

To perform a backup, begin with several high-density floppy diskettes. Simply click the Backup button and the system will prompt for a diskette. This backup takes "snapshots" of the data and records them on the floppy. The system continues to prompt for additional diskettes when necessary until the process is complete.

Restore Data



Use this option to reverse the backup of E2 Shop System data files. Insert the first floppy diskette and click the Restore button. Any data already existing on the hard drive will be overwritten by the “snapshot” on the diskette. The system prompts for each diskette in the backup set until each one has been restored to the hard drive.

Shoptech™ strongly recommends a tape backup system to backup the entire disk drive since the backup provided with this option will only restore data files. A tape backup system will save program files as well as data files making the recovery process speedier in case of a hard drive failure since the software won't have to be re-installed.

The Copy button will allow you to make a copy of the Company Database in another location on your network before you begin the restore process.

Purge Data

Use this menu selection to remove unwanted records from the company's database. This is a very dangerous command though and can result in data loss if care is not taken when selecting the records for purge. When data is purged from the system, those records are deleted entirely and are not saved in a Windows-type "recycle" bin. Mistaken purges here are a good example of why we include the Backup/Restore function and why it should be performed on a daily basis. This will be the only recourse to replace lost data.

The Purge command allows for specific areas of the database to be targeted which are discussed in detail under Purge Type below. A good rule of thumb is purge the accounting database once a year, after the year has been closed out. But, it is recommended that shop floor areas of the database be purged **only** when speed is compromised due to the volume of data in the system.

It is crucial that backups be performed on a daily basis. This is best achieved through a tape backup system where there are at least five tapes rotated for each day of the week. These tapes should be taken off site each day. shoptech™ is not responsible for data loss due to the failure to make sufficient backups. Consult a hardware technician for recommendations on appropriate tape backup systems.

If tape backups must be used to restore, **do not** attempt a "selective" restore without consulting our Technical Support Department first. Due to the integrated nature of the database, a selective restore could result in a complete loss of data integrity.

Purge Type

Parts, Quotes, Orders, Shipments, POs, Receivers, RFQs, Time Tickets, Invoices, Cash Receipts, Vendor Invoices, Checks, Attendance, Customer Returns, Vendor Returns, Non-Conformances, Corrective Actions, and Feedbacks are all of the individual areas of the database that can be purged. Just select the appropriate tab.

Select Part Numbers Via

For Parts, click the search criteria here. These criteria only display for Parts.

List Box

Each item in the type selected for purge displays here once the user clicks the Preview Records button.

Records to Purge

The total number of records to be purged displays here after they have been populated in the list box.

Date Range

Enter a range here for the system to use as another filter during its search.

Preview Records to Purge

Click this button to display the items for purge in the list box. This also populates the number in Records to Purge.

Remove Selected Items From List

Review the items selected for purge in the list box. Highlight any items that shouldn't be removed and then click this button to take them off the purge list. All the remaining items in the list box will be the ones purged.

Purge Records in Listbox

Before beginning this process, make sure all users are out of the system! Click this button only after carefully reviewing the selected items in the list box. Once the Percent Complete status bar reaches 100%, run the Compact Database function.

Close

Click here to close the Data Purge Utility.

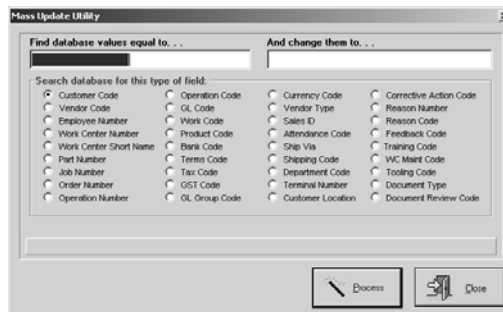
Compact Database After Purge

Before this process is started, all users must be out of the system! After a purge is complete, the database can be compacted. This process is what actually deletes the physical record from the database. Since databases tend to fragment hard drive space over time, this compact process will help defragment as much disk space as it can.

Delete Orphans After Purge

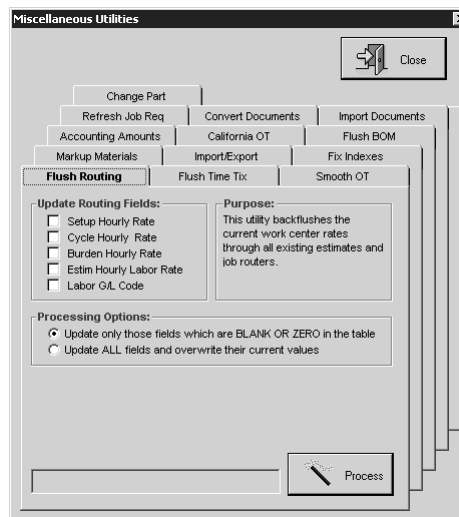
Before this process is started, all users must be out of the system! After a purge is complete, the database can get rid of orphans it finds. Along with the records that get purged from the database, these orphans can be deleted. Since databases tend to fragment hard drive space over time, this compact process will help defragment as much disk space as it can.

Mass Update Utility



The Keyflip utility has been moved from the Hot Spots menu to the File menu for convenience. Each code in the system available for mass updates displays here. In most cases you have the option to Merge two codes or replace one code with a new code.

Miscellaneous Utilities



All of the most widely used utilities have been moved from the Hot Spots menu to the File menu for convenience.

Flush Routing – Allows you to update your estimate and order routers with new work center rates and update the G/L code. First update the rates on your work centers and then run the flush routing utility to update your existing routers.

Flush Time Tix – Allows you to update your costing with new rates for Billing, Burden, or payroll for a specific date range.

Smooth OT – This spreads the cost of overtime to all the jobs in the selected time period.

Markup Materials – Allows you to markup the selling price and purchasing cost for your inventory items.

Import/Export – Allows you to import/export your accounting from one company to another. Only one company can generate the financial statements.

Fix Indexes – Run this utility ONLY if instructed to do so by Technical Support. This fixes the primary indexes on the tables in the Access database.

Accounting Amounts – Designed to fix the amount paid so far on invoices. Can be selected for either A/R or A/P. The utility checks to see if any payments have been made against invoices and recalculates the amount paid so far. This is useful if you have a cash receipt that no longer exists but the invoice reflects an amount paid so far.

California OT – Automatically calculates the time tickets based on the rules governed by California for overtime.

Flush BOM – This back flushes the changes for purchasing cost, Selling Price, Description, Vendor, and part weight through your bill of materials on the estimates.

Refresh Job Req – This allows user to refresh Job Requirements for all Open Jobs based on the current quantity open for that job.

Convert Documents – This utility populates the Document Control area for users that have already attached documents, but want to begin using this new Quality feature.

Import Documents – This utility allows users to add multiple additional documents to Document Control.

Change Part – This utility, similar to the mass update utility, allows you to change a part number to a new part number everywhere in the system. Instead of changing every occurrence though, it will only change the part for the specified part number.

Technical Support Utility



SQL.EXE has been moved to the file menu for convenience. The menu allows users to:

- Run SQL Statements
- Export data to a fresh database
- FTP data to Shoptech

Please call Support before using any options related to this functionality. The menu allows users to run SQL Statements, export data to a fresh database, or FTP data to Shoptech.

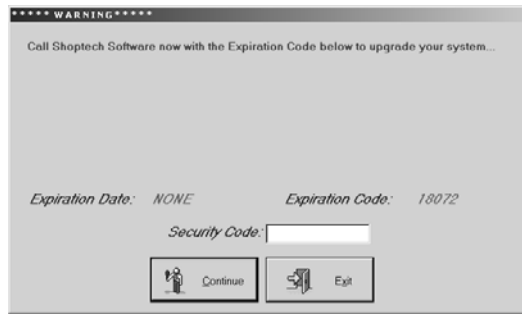
Compact/Repair Data



The Compact/Repair command can be used to “rebuild” if the integrity of the database has been compromised. Data is typically corrupted due to hardware failures. All users must be logged out of the system to perform this function! Then click the Compact/Repair Database button. The Shop System will try to automatically repair a database if it comes across a corrupt one, but if it cannot repair it, the daily backups will have to be used.

It is crucial that backups be performed on a daily basis. This is best achieved through a tape backup system where there are at least five tapes rotated for each day of the week. These tapes should be taken off site each day. shoptech™ is not responsible for data loss due to the failure to make sufficient backups. Consult a hardware technician for recommendations on appropriate tape backup systems.

Extend/Upgrade System



Users can extend trial versions of the E2 Shop System for a longer period or upgrade the software from one level to another with this option.

Extend

If the software was purchased on a payment plan or is being used on a trial basis, users are given thirty days of usage before needing to extend the system. The expiration code on this screen must be given to Technical Support specialist who can provide a security code to “unlock” the system. Once the security code is entered, clicking the OK button updates all the system settings.

Upgrade

The Basic or Shop Control package can be upgraded to the Extended package here. A support specialist must provide a security code to “unlock” the system and enable the upgrade. Clicking on OK updates all the system settings.

Table Maintenance

Each person using the system must be set up as a user. We recommend selecting one employee as the System Administrator who will be in charge of adding, deleting, and changing user IDs on the system. Security will be set up here on a per user basis.

Customers

Initial setup and maintenance to all customers for a shop are managed here. Customers can now have a billing address and an unlimited number of shipping addresses. The following heading information displays with each tab.

Customer Code

This is the key, or short name, associated with the customer. It's a good idea to use a portion of the customer's name so users can quickly select the right one from the drop-down lists used throughout the system.

Active

Check this box to have the customer display from the drop-down lists throughout the system. Remove the checkmark to retain it in the database, but remove it from the drop-down lists.

General Tab

Date Open

This field defaults to today's date, but can be changed.

Customer Name

This is the full customer name.

Phone and FAX Number

Enter the Customer's telephone and FAX numbers in these fields.

Web Site

Enter the customer's full web address and you can use it in QuickView to link directly to their website, if you have an Internet connection running.

Priority

This is the priority of a customer's job at Order entry. Use this field to identify "hot" jobs. They usually have a priority of "99." This field can also be used as a filter for report generation. A Job Schedule could be run for a certain range of priority jobs. So, the priority of "0" could be entered on jobs the user wants to exclude from the job schedule.

Sales ID

Use this field to track commissions due for either inside or outside sales representatives. We recommend setting up a "House Account" for those shops with no salespeople since the word "Unknown" will print on any invoice that does not have a Sales ID.

When the order is placed, the Sales ID gets populated from here. Then once that order is shipped and billed, the commission on the invoice is determined by the Sales ID. A detailed sales summary listing all the commission earned can then be printed.

Work Code

This code is used to determine the G/L account the sale should be credited to in the General Ledger. This gets carried over to the Work Code on the order. It can be changed on the Order by selecting the Item Number and right clicking with the mouse to open the grid options. Open the Job Detail where a new code can be selected. Setting the code up here is a great time saver during the Accounts Receivable Billing process since the GL Code is a required field.

Currency Code

Select the Currency Code from the browse arrow. This is the Customer's country of origin. It is automatically populated on the Header tab of the customer Invoice. This tells the system how to cost the invoice by using the buy/sell rates placed on the Currency Code.

Pricing Tier (if used)

If these tiers were selected to replace Quantity Breaks on the Inventory tab in Company Maintenance | Defaults, the user will select the appropriate tier for the customer so that pricing can be accurately calculated. Wholesale, distributor, and retail pricing tiers are just a few examples.

Customer Information

This section is system-generated and tracks several pieces of information. The General tab provides initial entry and latest modification information, the date of last activity, current receivables, and year to date sales, as well as an average of days to pay. The information here gives a great view of this customer's value. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

WebView Settings

Click this button to set the security level in WebView for this customer.

Table Maintenance

Comments

Enter any comments about the contact here.

Generate Report Button

Select a Report Destination and then click this button to produce a report of all the Notes associated with all the contacts for this customer.

Details Button

Select the contact and then click this button to set contact information, WebView access, Email and Conferencing addresses, and any Comments about this contact.



The screenshot shows a dialog box titled "Customer Contract Details". It has a "Name:" field at the top with "OK" and "Cancel" buttons. Below are three tabs: "General", "Email/Conferencing", and "Comments". The "General" tab is active and contains two sections: "Contact Information" with fields for Title, Phone, Extension, and FAX; and "Web View Information" with checkboxes for "Web View User", "Can Access Job Status In Web View", and "Can Access Monetary Information In Web View", plus a Password field.

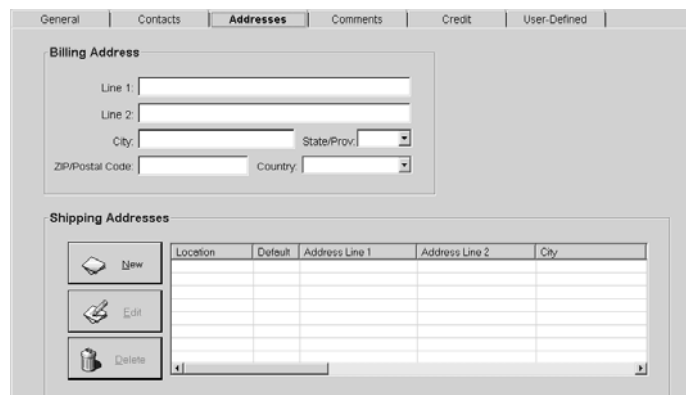
Comments Button

Click the Comments button to add comments for this contact. These will display on the Contact Management calendar on the followup date selected. Emails can be set up from here as reminders.

Delete Button

Click the Delete button to remove the selected contact.

Addresses Tab



The screenshot shows the "Addresses" tab of the "Customer Contract Details" dialog. It has a "Billing Address" section with fields for Line 1, Line 2, City, State/Prov., ZIP/Postal Code, and Country. Below is a "Shipping Addresses" section with a table and three buttons: "New", "Edit", and "Delete".

Location	Default	Address Line 1	Address Line 2	City

Billing Address

The system allows for only one billing address per customer.

Line 1 & Line 2

Enter the street address in these fields.

Table Maintenance

City, State/Province, ZIP Code, and Country

Tab to the ZIP/Postal Code and enter it. The remainder of the customer's address (City, State/Province, and Country) will automatically populate once you press the Tab key.

Shipping Addresses

The system can handle multiple shipping addresses for each customer. Just click the New button.



The screenshot shows a window titled "Customer Shipping Detail". At the top, there is a "Location Code" field with a dropdown arrow, and "OK" and "Cancel" buttons. Below this is the "Shipping Address" section, which includes the following fields: "Ship To Name:" (text input), "Line 1:" (text input), "Line 2:" (text input), "City:" (text input), "State/Prov:" (dropdown menu), "ZIP/Postal Code:" (text input), "Country:" (dropdown menu), "Ship Via:" (dropdown menu with "United Parcel Service" selected), "Territory:" (text input), "FOB:" (text input with "Cincinnati, Ohio" entered), "Phone:" (text input), "FAX:" (text input), "Shipping Code:" (dropdown menu with "UPS" selected), and "Contact:" (text input). At the bottom, there are two checkboxes: "Default Shipping Location For This Customer" and "Print Certifications For This Customer With Each Shipment".

Location Code

Each Shipping Address should have a Location Code associated so that the addresses can be easily selected when necessary. All documents that call for this shipping address will display a Location Code drop down so the user just has to pick the location and the associated address will populate.

Ship To Name

Enter the name of the person orders will be shipped to.

Line 1 & Line 2

Enter the street address for shipments here.

City, State/Province, ZIP/Postal Code, and Country

Once the street address is entered, use the Tab key to move to the ZIP/Postal Code field. Enter that number and press the Tab key to automatically populate the remainder of the customer's shipping address (City, State/Province, and Country).

Ship Via

Enter the method for shipping here (i.e., FedEx, UPS, etc.). This will automatically populate to correspond to the Shipping Code, if one is selected.

Territory

Use this field to group customers into categories based on geographic regions like state or province. There are multiple reports that can be filtered by this field.

FOB

Freight on Board is typically the point where shipping charges originate. For customer shipments, this will most likely be the city and state of the shop or the shipping location of the parts.

Phone/FAX

Enter the telephone and FAX numbers for this shipping address.

Shipping Code

Select the code to default for this customer. This will greatly help calculate shipping charges on the Bill of Lading when creating the Packing List.

Table Maintenance

Contact

Enter the shipping contact's name.


Default Shipping Location For This Customer

Click this check box for the address you will use as your default. This will display on all documents needing a customer shipping address, but the alternate addresses entered here will be available through the Location drop down.

Print Certifications For This Customer With Each Shipment

Select Yes from the browse arrow to automatically send a Certificate of Conformance to the print spool after a Shipment is processed. Select No if a certificate of conformance is not needed. The certificate can always be printed manually, if necessary, at a later date.

Comments Tab



The screenshot shows a software interface with a tabbed menu at the top containing 'General', 'Contacts', 'Addresses', 'Comments', 'Credit', and 'User-Defined'. The 'Comments' tab is selected. Below the menu, there are two text input areas. The first is labeled 'Comments To Customer:' and the second is labeled 'Comments About Customer:'. Both input areas are empty and have a vertical scrollbar on the right side.

Comments to Customer

Enter any comments for the customer here. These will appear on any documents that are sent to the customer (i.e., Acknowledgments, Delivery Tickets, Quotes, Invoices, etc.). Information entered here does not change from order to order.

Comments about Customer

Comments here are for internal use only and will not appear on any customer documents. These are accessible through Quick View under viewing the customer detail.

Credit Tab

Discount Percent

This holds the amount of discount allowed on an Invoice. The amount here is automatically populated on the Order. It can be edited during Order entry though. Just click on the Item Number and right click to open the grid options. Then open the Job Detail. This discount amount also carries over to the Accounts Receivable Billing process, and can be edited there too, if necessary.

Restocking Fee

Enter the percentage you want to charge this customer for restocking parts through a Customer Return/Rework. If you do not enter a percentage here, the system will use the figure you entered in Company Maintenance | Defaults on the Customer tab. If no percentage was entered there either, this customer will not be charged a restocking fee.

Minimum Order

Enter a default minimum order for this customer.

Credit Limit

This is the highest balance the shop will allow a customer to reach without payment, but the user can choose to continue with an order even though a customer is over their limit. This is accessible from Quick View.

Tax ID Number

Enter the customer’s Tax ID Number in this field.

Terms Code

This code determines the schedule used to calculate the discount and net due date of the customer’s Invoice. The code is carried over to the terms code field on the order where it can be changed, if necessary, on the Detail tab. The terms code on the Order then populates the Invoice during the Accounts Receivable Billing process. It can be edited there too on the Header tab.

Tax Code

A tax code allows the user to track sales tax due on Invoices billed to the customer. We recommend creating an “Exempt” code for customers who don’t pay sales tax since this is a required field for the AR | Billing process. The code here gets carried over to the tax code field on the Order entry document. It can be edited on the Detail tab of the order though, if necessary. From Order entry, the Tax Code carries over to the AR | Billing form. It can also be edited on the Header tab of the bill.

Customer History

This section is system-generated and tracks several pieces of information. It provides the date of last activity, current receivables, the year-to-date sales, and the customer’s average days to pay. This provides a great view of the customer’s value.

Table Maintenance

Credit Status

An account can be open or on hold. There are two types of hold: Hold Until Account is Current or Hold Until Further Notice. If the account is on hold until it's current, a message appears at Order entry and Shipping stating the customer's hold status. The user can override the message and continue with Order entry and Shipping. If the account is on hold until further notice, the user will be prompted of this and cannot continue processing the Order or Shipment. User's can always return to the Customer Code and change the hold option to bypass this.

User-Defined Tab

The screenshot shows a software interface with a tabbed menu at the top. The 'User-Defined' tab is active. Below the menu, there are several input fields arranged in two columns. The left column contains: 'User-Defined Date 1:' with a date field showing ' / /', 'User-Defined Date 2:' with a date field showing ' / /', 'User-Defined Text 1:' through 'User-Defined Text 4:' each with a single-line text box, and 'User-Defined Comments 1:' with a large multi-line text area. The right column contains: 'User-Defined Currency 1:' through 'User-Defined Currency 2:', and 'User-Defined Number 1:' through 'User-Defined Number 4:', each with a single-line text box. A 'Design Mode' button is located at the bottom right of the form area.

These fields carry generic text until you change them! For example, User Defined Date1 could be changed to Anniversary Date and a company could keep track of "first order" dates for their customers and never miss celebrating another year of business together.

Vendors

Initial setup and maintenance to all vendors for a shop are managed here. Vendors can now have an unlimited number of shipping addresses along with purchasing and remittance. The following header information displays with each tab.

Vendor Code

This is the key, or short name, associated with the vendor. It's a good idea to use a portion of the vendor's name so users can quickly select the right one from the drop-down lists used throughout the system.

Active

Check this box to have the vendor display from the drop-down lists throughout the system. Remove the checkmark to retain it in the database, but remove it from the drop-down lists.

General Tab

Date Open

The field defaults to today's date, but it can be changed.

Vendor Name

This is the full vendor name.

Phone and FAX Number

The vendor's telephone and FAX number are entered here.

Web Site

Enter the vendor's full web address and you can use it in QuickView to link directly to their website, if you have an Internet connection running.

Vendor Type

This field is used to categorize vendors. It can be changed during the AP | Vendor Invoices process when a vendor has multiple types attached to it.

This vendor type allows users to print vendor lists by type. So, if a shop person wanted to find all the material suppliers, a vendor type, "material supplier," can be created and attached to all the vendors that fit that category. Just click the print button here and select the appropriate filters to generate the report.

Table Maintenance

Ext

Enter the contact's extension here.

FAX Number

The contact's FAX number is entered here.

Email Address

If the contact has Internet access, enter their email address here. This will be very helpful with Messaging.

Mobile Email Address

If the contact has a mobile email address, enter it here. This will be very helpful with Messaging.

Conferencing Server

Enter the name of the Conferencing Server. Microsoft provides a free one.

Conferencing Address

Enter a screen name as the address. Now multiple users can sign on to the server for a conference.

Comments Field

Enter any comments about the contact here.

Generate Report Button

Select a Report Destination and then click this button to produce a report of all the Notes associated with all the contacts for this vendor.

Details Button

Select the contact and then click this button to set contact information, WebView access, Email and Conferencing addresses, and any Comments about this contact.

The screenshot shows a dialog box titled "Vendor Contact Details". At the top, there is a "Name" field containing the text "sam", followed by "OK" and "Cancel" buttons. Below this are three tabs: "General", "EMail/Conferencing", and "Comments". The "General" tab is selected and contains two main sections. The first section, "Contact Information", includes input fields for "Title", "Phone", "Extension", and "FAX". The second section, "Web View Information", contains three checkboxes: "Web View User", "Can Access Job Status in Web View", and "Can Access Monetary Information in Web View", along with a "Password" input field.

Comments Button

Click the Comments button to add comments for this contact. These will display on the Contact Management calendar on the followup date selected. Emails can be set up from here as reminders.

Delete Button

Click the Delete button to remove the selected contact.

Addresses Tab

The screenshot shows a software interface with a tabbed menu at the top: General, Contacts, **Addresses**, Comments, Purchasing, Credit, and User-Defined. The 'Addresses' tab is selected. It contains three main sections: 'Shipping Address', 'Remittance Address', and 'Purchasing Address'. Each section has two text input fields for 'Line 1' and 'Line 2'. Below these are dropdown menus for 'City', 'State/Prov.', 'Postal Code', and 'Country'.

Shipping Address

Line 1 & Line 2

Enter the vendor’s shipping street address.

City, State/Province, and ZIP/Postal Code

Use the Tab key to move to the ZIP Code field and enter it. The remainder of the vendor’s shipping address (City, State/Province, and Country) will automatically populate once you press the Tab key.

Remittance Address

This address will automatically populate with the information entered in the Shipping Address section. It can be changed, if necessary. Entering the ZIP/Postal Code here will not automatically populate the City, State/Province, and Country.

Purchasing Address

This address will automatically populate with the information entered in the Shipping Address section. It can be changed, if necessary. Entering the ZIP/Postal Code here will not automatically populate the City, State/Province, and Country.

Comments Tab

The screenshot shows the 'Comments' tab selected in the software interface. It contains two large text input areas. The top one is labeled 'Comments To Vendor' and the bottom one is labeled 'Comments About Vendor'. Both areas have vertical scroll bars on their right sides.

Comments to Vendor

Enter any comments for the vendor here. These will appear on each Purchase Order in the system for this vendor. Information entered here does not change from order to order, but additional notes can be added during the purchasing process.

Comments about Vendor

Comments here are for internal use only and will not appear on any vendor documents. These are accessible through Quick View under viewing the vendor detail.

Purchasing Tab

Lead Time (Days)

This number represents the days it will take for the material sent for outside service to be delivered back from the vendor. This populates on the Estimate and/or the Purchase Order. The system uses this information for scheduling to determine the estimated start and end times for routed jobs.

Restocking Fee

Enter the percentage this vendor will charge you for restocking parts through a Vendor Return. If you do not enter a percentage here, you will not be charged a restocking fee from this vendor.

Setup Charge

Enter the charge from the vendor for an outside service step. Enter the dollar amount, using decimals. This charge carries over to the vendor step on the router or directly to the Purchase Order. This setup charge can be ignored when estimating. This option is also located on the router in the outside service step.

Minimum Order

This is the minimum dollar amount the vendor requires a customer to purchase before placing an order. Enter the dollar amount, using decimals. This charge carries over to the vendor step on the router. This option is also located on the router in the outside service step.

Markup Percent

Enter the percent of markup to be used for this outside service on the customer’s bill. Enter this percent as a whole number with a decimal. So, 15% would be entered as “15.” here. This gets carried over to the markup percent column on the Estimate.

Workday Begin/End

Enter the vendor’s begin and end times. This is used for scheduling purposes when the estimated start and end times are calculated on a job with outside services to this vendor.

Shipping Code

Select the default Shipping Code from the browse arrow. If a Shipping Code was selected in Company Maintenance through the Defaults button, it will populate here. The Ship Via field will populate with the same selection.

Default Employee Code

This is the employee who typically ships or receives parts from an outside vendor. It is mainly used for scheduling by employee.

Ship Via

This is the method the item will be received such as UPS for United Parcel Service or FedEx for Federal Express. This is populated from the Shipping Code, but can be changed if necessary.

Default FOB

Enter the point of origin city and state for shipping.

Outside Vendor Service?

Select Yes or No to indicate if this vendor provides an outside service.

Print Delivery Ticket?

Select Yes so a Delivery Ticket will automatically spool to be printed. To get a Delivery Ticket for parts being sent out to a heat treating vendor, check the box here and then select Outside Service Provider in Vendor Classification.

Weekend Availability

Check whether this vendor is available on Saturday and Sunday.

Credit Tab

GL Expense Account

This is the code for the G/L account to expense for each Invoice. It carries over to the General Ledger code field on the Vendor Invoice when the vendor is selected. This code can be changed during the AP | Vendor Invoices process. The Invoice provides the debit side of the entry. The offsetting credit is Accounts Payable.

Terms Code

This code determines the schedule used to calculate the discount and net due date of the Vendor’s Invoice. The code is carried over to the Header tab on the vendor invoice when the vendor is selected during purchasing and vendor invoicing.

Sales Tax Code

The code entered here determines which sales tax schedule to apply to AP | Billing. We recommend creating one Tax Code to handle exempt orders. Others can be set up to accommodate charging sales tax for items appearing on Vendor invoices.

Vendor Account Number

This is the number the vendor assigns to the purchaser. This number will appear under the address of the payee on an accounts payable check.

Table Maintenance

Vendor History

This section is system-generated and tracks several pieces of information. It provides initial entry and latest modification information, the date of last activity, current payables, and year to date sales, as well as an average of days to pay. The information here gives a great view of this vendor's value.

Form 1099 Vendor?

Select Yes or No to indicate if the vendor should receive a 1099 at year end.

Federal ID Number

Enter the vendor's federal ID number here.

User-Defined Tab

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: General, Contacts, Addresses, Comments, Purchasing, Credit, and **User-Defined**. The **User-Defined** tab is active and contains the following fields:

User-Defined Date1:	//	User-Defined Currency1:	
User-Defined Date2:	//	User-Defined Currency2:	
User-Defined Text1:		User-Defined Number1:	
User-Defined Text2:		User-Defined Number2:	
User-Defined Text3:		User-Defined Number3:	
User-Defined Text4:		User-Defined Number4:	
User-Defined Comments1:	<div style="border: 1px solid black; height: 40px;"></div>		

At the bottom right of the form is a button labeled "Design Mode".

These fields carry generic text until you change them! For example, User Defined Date1 could be changed to Contract Review Date and a company could keep track of when to negotiate pricing with vendors.

Employees

Actual labor costs for job costing are recorded here. The estimated hours on a router are multiplied by the payroll rate entered here for a particular employee. This calculation determines the labor cost for job costing. This section also holds the scheduling features where the user can schedule jobs by employee. This employee code serves one last purpose - tracking review dates and other vital information about each employee. The following header information displays with each tab.

Number

This is the three-digit, user-assigned code given to each new employee.

Name

Enter the employee's full name here.

Active

Check this box to have the employee display from the drop-down lists throughout the system. Remove the checkmark to indicate the employee is on leave or has been terminated, but retain it in the database. The employee will be removed from the drop-down lists.

General Tab

Short Name

This five-character alphanumeric field should be representative of the employee's full name. For example, Tom Jones could have an employee code of "TJONE" or "JONES." Select a naming scheme and use it for all employees to maintain consistency and make searching easier.

User ID

If you want this employee to have access to the Contact Management calendar, make sure a User ID has been previously set up for association. You cannot add a User ID on the fly so it will have to be set up ahead of time.

Department Code

Select this employee's corresponding department code from the browse arrow. If you intend to use the Department view in the Contact Management calendar, make sure all the Employees with User IDs also have Departments selected.

Address Line 1 /Address Line 2

Enter the employee's street address here.

Table Maintenance

City, State/Province, ZIP/Postal Code, and Country

The cursor will move to the ZIP/Postal Code field. Enter it and press Tab once to populate the remainder of the employee's address (City, State/Province, and Country).

Phone

Enter the employee's telephone number here.

Employee Information

This section is system-generated and tracks several pieces of information. The General tab provides initial entry and latest modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Data Collection Terminal Settings

Allow Use Of Batch Entry

Batch entry allows employees to enter time into the system manually instead of having the system calculate the time that has elapsed from the START until the STOP button is pushed. Some shops have supervisors, foremen, and inspectors enter their time through the batch method instead of consistently logging on and off. If batch time is allowed, the screen on this device should read:

START, STOP or BATCH?

If batch time is NOT allowed, the screen on this device should read:

START or STOP?

Set the default to allow batch entry by clicking the check box and placing an "X" there.

Automatically Process Scheduled Breaks

This checkbox tells the system to automatically deduct the break settings entered on the Schedule tab.

Payroll Tab

Payroll Rates

The system can handle up to ten different rates. There were five set up under Company Maintenance on the Descriptions Tab: Straight, 2nd Shift, 3rd Shift, Holiday, and Vacation. This is where the corresponding rates are entered now.

Social Security Number

Enter the employee's social security number here.

Default Payroll Rate

Select the default rate the company will use as its standard for this employee.

Table Maintenance

Date of Hire

Enter the date the employee was hired.

Last Review Date

Enter the date of the employee's last review.

Next Review Date

Enter the date of the employee's next review.

Date of Termination

Enter the date the employee was dismissed.

Overtime Settings

The method of calculation was set as a default in Company Maintenance, but here each employee can be individualized to override that company default. Choose between Daily or Weekly overtime calculation and the system will calculate the rest accordingly. Enter the threshold for overtime first, typically "8" for daily or "40" for weekly Then enter the appropriate pay rate factor.

Comments Tab

Date Entered	Follow Up Date	User	Completed?	Private?	Comments
07/16/03 03:56 PM		TAMI			

Date Entered

This date and time stamp defaults to today.

Follow Up Date

Enter a date for followup and press Tab. The time will automatically populate as 12:00 am. Click on it to change the time to an appropriate one.

User

This defaults to the User ID of the person signed on at the time the comment is created.

Completed?

Check this field once the item has been finished so that it shows up properly in the Contact Management calendar.

Private?

Check the Private field next to a comment and only the User who created it will be able to view it.

Comments

Comments here are for internal use about the employee and will not be made available. A typical use would be to hold review information.

Generate Report Button

Click this button to generate a report of all comments for this employee. The report will be sent to whatever Destination was selected.

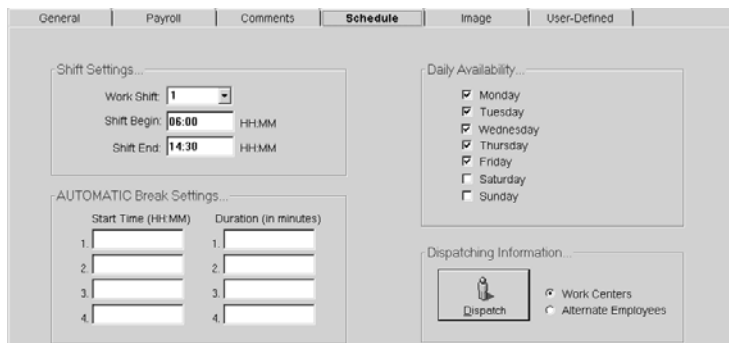
Email Button

Use the Email button to generate an internal message for the future. This will be useful for scheduling reviews. Set the Send on date to the appropriate one and the system will send the reminder (this only works with internal messaging - no outside addresses can be future dated; e.g., username@isp.com).

Delete Button

Click the Delete button to remove the selected comment.

Schedule Tab



Shift Settings

Select the Work Shift from the browse arrow. These are established in Company Maintenance. Then press the Tab key and the associated hours will automatically display. The shift begin and shift end can be changed for each employee to override the settings established in Company Maintenance.

Automatic Break Settings

A total of four breaks can be set up for each employee. Enter the beginning time for the break and then how many minutes the employee will be on break. So, for a lunch break, enter 12:00 as the begin time and 30 to indicate that the lunch break lasts for 30 minutes. These break settings are used to automatically deduct time for job costing, time and attendance, and scheduling.

Daily Availability

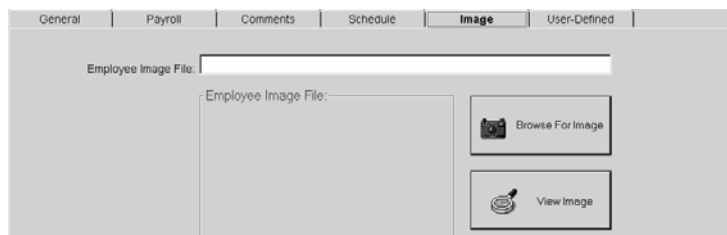
Click on each check box next to the days this employee works.

Dispatching

This is used for scheduling and allows users to choose which Work Centers an employee can operate. Select the Work Centers option and click the Dispatch button to display the list of Work Centers. Use the Alternate Employee option to display a list of employees who can be tagged as “like” the present employee so scheduling knows which employees can be used as alternates.

Table Maintenance

Image Tab

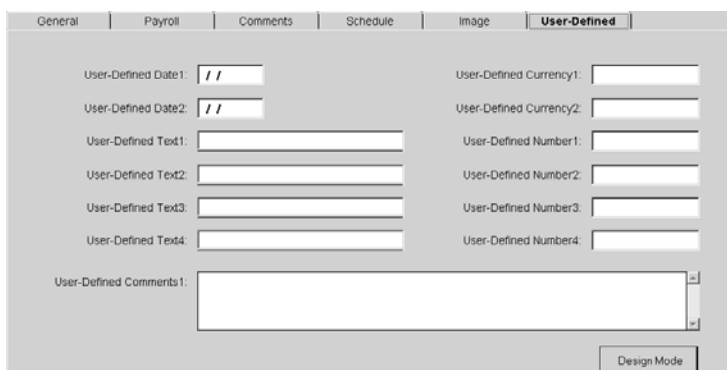


The screenshot shows the 'Image' tab in a software window. At the top, there are tabs for 'General', 'Payroll', 'Comments', 'Schedule', 'Image', and 'User-Defined'. The 'Image' tab is active. It features a text input field labeled 'Employee Image File:' at the top. Below this is a larger, empty rectangular area also labeled 'Employee Image File:'. To the right of this area are two buttons: 'Browse For Image' with a folder icon and 'View Image' with a magnifying glass icon.

Employee Image File

The path and file name for the employee's image is entered here. Use the Employee Image button to locate the file. The actual image will display here.

User-Defined Tab



The screenshot shows the 'User-Defined' tab in the same software window. It contains several input fields arranged in two columns. The left column has: 'User-Defined Date1:' with a date field containing '11', 'User-Defined Date2:' with a date field containing '11', 'User-Defined Text1:', 'User-Defined Text2:', 'User-Defined Text3:', and 'User-Defined Text4:'. The right column has: 'User-Defined Currency1:', 'User-Defined Currency2:', 'User-Defined Number1:', 'User-Defined Number2:', 'User-Defined Number3:', and 'User-Defined Number4:'. At the bottom left is a large text area labeled 'User-Defined Comments 1:'. A 'Design Mode' button is located at the bottom right.

These fields carry generic text until you change them! For example, User Defined Date1 could be changed to Employee Birthdays and a company could keep track of all employee birthdays.

Table Maintenance

Holidays

Click this button to set up holidays for this particular employee. These settings will override any holidays set in Company Maintenance.

Company: TAMI
Employee: 162

Date	Description	Attendance Code	Time Start (HH:MM)	Time Stop (HH:MM)	Hours	Pay Rate (P-10)	Overtime	GL Acct	Shift (1-3)
01/01/03	New Year's Day	8			8.500	4	N	5200	
05/26/03	Memorial Day	8			8.500	4	N	5200	
07/04/03	Independence Day	8			8.500	4	N	5200	
09/08/03	Labour Day	8			8.500	4	N	5200	
11/27/03	Thanksgiving Day	8			8.500	4	N	5200	
11/28/03	Day After Thanksgiving	8			8.500	4	N	5200	
12/24/03	Christmas Eve	8			8.500	4	N	5200	
12/25/03	Christmas Day	8			8.500	4	N	5200	

Copy Holiday Schedule:
 To An Employee(s) ...
 From An Employee ...

Copy Button

The Copy button is used to quickly copy holiday(s) to employees in a uniform manner or add holidays to the existing ones. To copy holidays to an employee, select each one from the list and click the To An Employee(s) radio button. Then click the Copy button to get a list of employees. Select the employee(s) to copy the holidays to and click on OK. At the Copy Warning screen, click on Yes to apply the changes.

To add holidays from an employee to the default list, click the From An Employee radio button and then click Copy. On the copy screen, all the employees in the system display. Select the appropriate employee and their holidays display in the list box to the right. Highlight each one to copy and click on OK. At the Warning screen, click Yes to continue and the new holiday(s) will display in the grid.

Work Centers

In order to create Estimates, it is necessary to create Work Centers first. The billing rates on the Work Centers are multiplied by the estimated hours on the router to determine a selling price. The system multiplies the average labor and burden rate by the estimated hours on the router to calculate the cost.

Work Centers are those machines or tasks the job must go through in the shop to be completed. For example, a job may have to go through a saw, CNC machine, be Inspected, and finally go to the Shipping area to be completed. If there are multiple machines performing identical tasks, one Work Center can be created with a corresponding capacity factor holding the number of machines in that Work Center. Refer to Shop Control | Scheduling for more details on how this works. The following header information displays with each tab.

Work Center

This is the user-assigned number for the Work Center. This code is used to designate anything that an employee can turn time into for costing and tracking purposes. It is typically a physical piece of equipment in the shop where the parts are made.

Description

Enter the full description of the Work Center here.

Active

Click this check box to make the Work Center active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

General Tab

The screenshot shows the 'Add Work Center' dialog box with the 'General' tab selected. The 'Number' field contains '202' and the 'Active' checkbox is checked. The 'Description' field is empty. Below the tabs, there are five dropdown menus: 'Short Name', 'Department Code', 'Labor Account', 'Default Operation Code', and 'Default Attendance Code'. To the right, a 'Work Center Information' box shows 'Entered By: TAMI', 'Enter Date: 7/17/2003 8:34:31', 'Modified By:', and 'Modify Date:'. The 'OK' and 'Cancel' buttons are in the top right corner.

Short Name

This is a 12-character abbreviation for the Work Center.

Department Code

Department Codes allow Work Centers to be grouped for reporting purposes. This code can be used for loading, scheduling, and labor reporting. A Loading Summary, which shows all open jobs for a particular Work Center, can be filtered by department or sorted by department. So, the end result would show open jobs for all Work Centers within the selected Department.

Table Maintenance

Labor Account

Select the G/L account number where labor is normally charged for this Work Center. Most shops have two accounts for labor: direct and indirect. This field is used for reporting purposes only and can be used to generate the Job Cost Summary or Work in Process Summary. So, labor dollars posted to the Work Center do not post to the General Ledger.

Default Operation Code

Select the code to identify the operation being performed at this Work Center.

Default Attendance Code

The code selected here will work in conjunction with the Time and Attendance system for Data Collection. The codes here should coincide with the existing payroll codes (e.g., Direct, Indirect).

Work Center Information

This section is system-generated and tracks several pieces of information. The General tab provides initial entry and latest modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Rates Tab

General	Rates	Comments	Schedule	Image	User-Defined
Cycle Rates:		Setup Rates:			
REGULAR:	<input type="text"/>	<input type="text"/>			
PREMIUM:	<input type="text"/>	<input type="text"/>			
WIP:	<input type="text"/>	<input type="text"/>			
4.	<input type="text"/>	<input type="text"/>			
5.	<input type="text"/>	<input type="text"/>			
6.	<input type="text"/>	<input type="text"/>			
7.	<input type="text"/>	<input type="text"/>			
8.	<input type="text"/>	<input type="text"/>			
9.	<input type="text"/>	<input type="text"/>			
10.	<input type="text"/>	<input type="text"/>			
Hourly Burden Rate:	<input type="text"/>				
Average Hourly Labor Rate:	<input type="text"/>				

Cycle Rates/Setup Rates

These rates are used throughout the quoting and job costing areas of the system. Up to ten different rates can be defined in the system. These rates are generally made up of three components: average hourly wage in a Work Center, burden rate, and profit margin. So, the SHOP rate might be \$50.00 where the labor is \$15, the burden is \$15, and the profit is \$20.

Name these rates under File | Company Maintenance on the General tab. Many shops set the first rate as the regular shop rate, the second rate as a rush or premium rate, the third rate as a break-even rate, and so on. The difference between these rates usually reflects the different profit margins the user plans to make.

The system allows for different cycle and setup rates for each Work Center since the cost of labor can fluctuate. For example, many screw machine shops use higher setup rates because the setup person is usually more expensive than the operator who just runs the parts. So, to charge a customer \$60 an hour to set the machine up and \$45 an hour to run the parts, enter \$45 as the Cycle rate and \$60 as the Setup rate. At calculation, the system will multiply all the time entered for cycle by \$45 and all the time entered for Setup by \$60.

Hourly Burden Rate

This rate is very important for job costing calculations. The costing portion of the system takes the per hour burden cost plus the employee payroll rate to calculate a total per hour cost. So, a shop with an hourly burden rate of \$15 on a particular machine and an employee payroll rate of \$12.50 for running that machine, generates a cost of \$27.50 per hour for that employee to run that machine.

Table Maintenance

Each work center can have its own burden rate. Theoretically, a \$250,000 CNC Machining Center costs more per hour than a drill press that is bought and paid for. We suggest working with an accountant or financial advisor to help calculate these numbers for each Work Center. It is also recommended that a substantial period of time be used to calculate the burden rate. Most shops use a year for this purpose. Using monthly figures introduces the risk of bringing monthly fluctuations into the calculation.

For simplicity, most shops use the same burden rate for all Work Centers. To calculate a burden rate, divide your total selling and administrative costs by the number of direct labor hours for a one year time period.

Average Hourly Labor Rate

This is the average hourly payroll rate of the employee who works in this Work Center. If more than one employee works in the center, total those employee wages and divide by the number of employees to get the rate.

Comments Tab

Date Entered	Follow Up Date	User	Completed?	Private?	Comments
07/17/03 08:34 AM		TAMI			

Report Destination: Screen

Generate Report

Email

Delete

Date Entered

This date and time stamp defaults to today.

Followup Date

Enter a date for followup and press Tab. The time will automatically populate as 12:00 am. Click on it to change the time to an appropriate one.

User

This defaults to the User ID of the person signed on at the time the comment is created.

Private

Check the Private field next to a comment and only the User who created it will be able to view it.

Comments

Comments here are for internal use about the work center and will not be made available. A typical use would be to hold maintenance information.

Report Destination

Select where the report should generate: EMail, FAX, File, Printer, Screen.

Generate Report Button

Click this button to generate a report of all comments for this work center.

Reminder Button

Use the Reminder button to generate an internal message for the future. This will be useful for scheduling preventive maintenance. Set the Send on date to the appropriate one and the system will send the reminder.

Table Maintenance

Delete Button

Click the Delete button to remove the selected comment.

Schedule Tab

The screenshot shows the 'Schedule' tab of a software interface. It features several sections: 'W/C Calendar By Day Of The Week...' with radio buttons for days of the week and a 'Calendar Settings' button; 'Loading Method...' with radio buttons for 'Infinite - Ignore Other Jobs When Scheduling' and 'Finite - Never Overload A Work Center'; 'Default Settings...' with input fields for 'Queue Time', 'Queue Time Units' (set to 'H'), 'Utilization Percentage' (set to '90'), and 'Capacity Factor' (set to '1'); and 'Dispatching Information...' with dropdown menus for '1st Shift Operator', '2nd Shift Operator', and '3rd Shift Operator', along with a 'Dispatch' button and radio buttons for 'Operators' and 'Alt Work Centers'.

W/C Calendar By Day Of Week

Work Centers can be set up with different daily schedules when necessary. You can also select All Weekdays and set your Work Centers up identically. Select the day of the week you want to work with and click the Calendar Settings button.

The screenshot shows the 'Calendar Details' dialog box for 'CNC LATHE'. It displays 'Date: ALL MONDAYS', 'Workday Begin: 06:00', 'Workday End: 23:00', and 'Hours Per Day: 17.0000'. The 'General' tab is active, showing a 'Work Shift Schedule' table with three rows. The first two rows are checked and show shifts from 06:00 to 14:30 and 14:30 to 23:00, both with a capacity of 1 and 8.5000 hours. The third row is unchecked and shows a shift from 00:00 to 00:00 with a capacity of 1 and 0.0000 hours. There are 'OK' and 'Cancel' buttons at the top right.

Shift	Begin	End	Capacity	Hours
<input checked="" type="checkbox"/> 1	06:00 HH:MM	14:30 HH:MM	1	8.5000
<input checked="" type="checkbox"/> 2	14:30 HH:MM	23:00 HH:MM	1	8.5000
<input type="checkbox"/> 3	HH:MM	HH:MM	1	0.0000

The shifts set in Company Maintenance | Edit under Shift Setup on the Time and Attendance tab will be reflected here. You can change these hours to suit your needs. For example, you have weekly meetings at the beginning of each shift every Monday. Just change the Begin times to one hour later for each shift you have and the Work Center will not be scheduled for those hours. The Hours on the General tab here and the Hours Per Day at the top of the Details screen will change to reflect this.

The Dispatching tab allows users to set up default shift operators and set up alternate Employees and Work Centers. These will take precedence over those set on the main Scheduling tab for All Weekdays on this Work Center.

The screenshot shows the 'Dispatching' tab of the software interface. It features a 'Default Operators' section with three dropdown menus labeled 'Shift 1:', 'Shift 2:', and 'Shift 3:'. To the right is a 'Dispatch Info' section with radio buttons for 'Operators' and 'Alt Work Centers', and a 'Dispatch' button below them.

The Specific Date field allows users to enter a date that will need hours scheduled. This is useful for companies that don't normally work on Saturday, but they have a backlog of work to complete so next Saturday, the company will be working two shifts just like a normal workday. Just enter the date of next Saturday and then click the Calendar Settings button. click OK to save the additional day and the work Center will have all those hours scheduled as available.

Table Maintenance

Loading Method

Finite - With Finite scheduling, users won't see overloads because this loading method prioritizes your jobs. For example, if you have three jobs all set in the system to begin on Monday @ 7:00 am, the system will look at the jobs, their Due Dates, and priorities (via Global Reschedule) and then schedule them -- 1, 2, and 3. This means that job 1 gets completed first, before job 2 is scheduled to begin. And job 2 gets completed first, before job 3 is scheduled to begin.

Backward and Forward scheduling both work with this method, but Forward is the recommended choice.

Infinite - With Infinite scheduling, you will still see overload situations because the loading method treats all your jobs equally. For example, if you have three jobs all set in the system to begin on Monday @ 7:00 am, the system will put them all in the schedule to begin then.

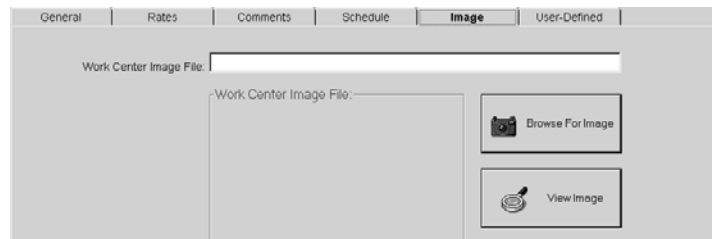
Default Settings

Default Queue Time, Utilization Percentages, and Capacity Factors can be set here for all Work Centers every day.

Dispatching Information

Users can indicate default shift operators and alternate Work Centers or Operators. These are set here for All Weekdays or you can change them per day with the Calendar Settings button.

Image Tab

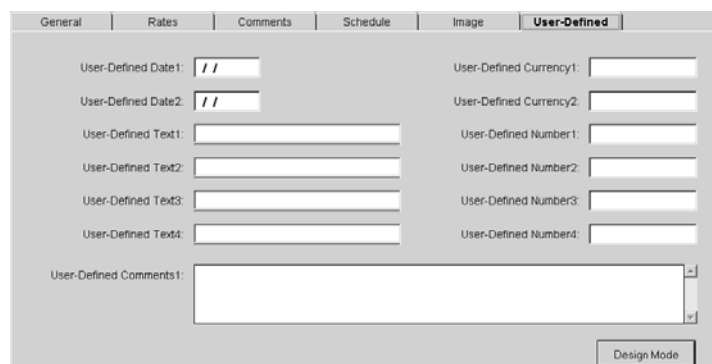


The screenshot shows the 'Image' tab of a software interface. It features a 'Work Center Image File' text input field at the top. Below it is a larger area labeled '-Work Center Image File:'. To the right of this area are two buttons: 'Browse For Image' with a camera icon and 'View Image' with a magnifying glass icon. The interface has a tabbed menu at the top with 'Image' selected.

Work Center Image File

The path and file name for the work center image is entered here. Use the Browse For Image button to locate the file. The actual image will display here.

User-Defined Tab



The screenshot shows the 'User-Defined' tab of the software interface. It contains several input fields for user-defined data: 'User-Defined Date1' and 'User-Defined Date2' (both with date pickers), 'User-Defined Text1' through 'User-Defined Text4' (text boxes), 'User-Defined Currency1' and 'User-Defined Currency2' (currency pickers), and 'User-Defined Number1' through 'User-Defined Number4' (number pickers). At the bottom, there is a 'User-Defined Comments1' text area with a scroll bar and a 'Design Mode' button.

These fields carry generic text until you change them! For example, User Defined Date1 could be changed to Maintenance Due and a company could keep track of all maintenance schedules.

GL Codes

The company's chart of accounts is set up here. These are required fields in all areas of the system. So even if the accounting portion won't be used, the chart of accounts must be entered. An accountant or financial advisor will be able to provide an up-to-date listing of standard GL Codes. The following header information displays with each tab.

GL Code

Enter the G/L account number here. Most accountants use a standard numbering system for these accounts. For example, "1040" represents the G/L Code for Cash.

Active

Click Active to make the GL Code display in all drop-down lists throughout the system. Remove the checkmark to make the code inactive. It will no longer display in any drop-down lists in the system, but all the information will be retained in the database so the account can be easily activated again with one click.

General Tab

Description

Enter a phrase to describe the G/L account number here.

Accumulation Account

Accumulation Accounts allow users to group G/L accounts together on their financial reports. Of course, users always have the option of running reports consolidated or not. So, the view can be of all the G/L accounts combined into their accumulation accounts or balances for each individual account. Select the appropriate account from the browse arrow.

For example, there are several prepaid insurance accounts for the company: health account 1051, dental account 1052, and life account 1053. An accumulation account (1050) can be set up as the total account.

GL Group Code

This code categorizes the G/L account codes. The description on the Group Code prints as the heading on the Balance Sheet or the Income Statement. The system also uses this to determine the classification of the G/L account and whether it appears on the Balance Sheet or the Income Statement. Select the appropriate code from the browse arrow.

For example, the Group Code Current Assets is classified as an asset account. So all G/L accounts with this Group Code will print together on the balance sheet.

We have included default Group Codes, but these can be added to or deleted to customize the financial statements.

Currency Code

Select the Currency Code to be associated with this GL Code.

Table Maintenance

Division

Divisions separate GL accounts for financial reporting. A company with fabricating and machining divisions might want separate financial reports to see how each division performs financially. These divisions can be set up and run separately or together as a consolidated company.

Separate G/L accounts will have to be set up for each Division. Then a Division number for each set of accounts in that Division must be assigned. The fabricating division would be “1” and the machining division could use “2” on all the GL codes created for the Division. This Division allows the user to run a Trial Balance and Income Statement for each Division (1 and 2) or a complete report showing both.

General Ledger Account Information

This section is system-generated and tracks several pieces of information. The General tab provides initial entry and latest modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

This Year Tab

General	This Year	Last Year	Budget
	Beginning Balance: <input type="text"/>		
	January: <input type="text"/>	July: <input type="text"/>	Current Year Information Total For Year: Avg Per Month:
	February: <input type="text"/>	August: <input type="text"/>	
	March: <input type="text"/>	September: <input type="text"/>	
	April: <input type="text"/>	October: <input type="text"/>	
	May: <input type="text"/>	November: <input type="text"/>	
	June: <input type="text"/>	December: <input type="text"/>	

Beginning Balance

The beginning balance for the GL Code is entered here when it is initially set up.

By Month

These monthly totals are system-generated as each month is posted in the General Ledger.

Current Year Information

This system-generated information is updated each time a month is posted in the General Ledger.

Last Year Tab

General	This Year	Last Year	Budget
	Beginning Balance: <input type="text"/>		
	January: <input type="text"/>	July: <input type="text"/>	Last Year Information Total For Year: Avg Per Month:
	February: <input type="text"/>	August: <input type="text"/>	
	March: <input type="text"/>	September: <input type="text"/>	
	April: <input type="text"/>	October: <input type="text"/>	
	May: <input type="text"/>	November: <input type="text"/>	
	June: <input type="text"/>	December: <input type="text"/>	

Beginning Balance

The beginning balance for the GL Code from last year populates here.

Table Maintenance

By Month

These month's totals are system-generated and set when the year end process is complete in the General Ledger. New users may want to enter information from the pervious year to get comparative income statements, but only the change in activity should be entered for each month.

Last Year Information

This system-generated information is set once the year end process is generated and cannot be edited.

Budget Tab

The screenshot shows a software interface with a tabbed menu at the top containing 'General', 'This Year', 'Last Year', and 'Budget'. The 'Budget' tab is active. The main area is divided into three sections:

- Month Input:** A grid of input fields for each month of the year, labeled 'January:' through 'December:'. The fields are arranged in two columns: January-June on the left and July-December on the right.
- Budget Information:** A box containing three labels: 'Budget For Year:', 'YTD Activity:', and 'YTD Variance:'. Each label has a corresponding empty input field.
- Budget Creation:** A box containing three radio buttons: 'Enter Total For Year' (which is selected), 'Enter Total Per Month', and 'Use Last Year's Average'. To the right of these buttons is a small icon of a calculator.

Budget

Enter monthly budget totals for each month here.

Budget Creation

Use this calculator to create an automatically generated budget. Just select the appropriate radio button and click the calculator. You will be prompted to enter a figure and then click on OK. The system will populate the months with its calculated figures.

Budget Information

This is a system-generated history for the selected account and cannot be edited.

Operations

This shortened version of the operation being performed automatically populates the routing step description field during estimation or order entry, when the operation is selected.

Operation Number

This is the numeric value assigned to the operation. This number is used when entering manual Time Tickets or scanning time directly from the shop floor using “real time” Data Collection devices. Data Collection devices **Only** accept numeric values. So, use caution when selecting this numbering scheme. When Data Collection is used, but no Operations are assigned, set up a default Operation under Table Maintenance | Collection Terminals.

Active

Click this check box to make the Operation active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Unattended

Check this box if the operation does not require an employee to run the machine. The employee logs onto this operation to set it up and track burden hours only so no labor costs will be associated with this.

Operation Code

This is the shortened version of the operation being performed.

Description

This is a description of the operation. It automatically populates the routing step description field during estimation or order entry, when the operation is selected.

Default setup time

This is the default time allotted for setting this machine up for a specific routing step. It can be hours, minutes, or seconds, which is indicated in Setup Units. This default setup time automatically populates on the routing step when the operation is selected.

Setup time unit

This is the unit of measure used for the default setup time allotted. This can be hours, minutes, or seconds. This default setup unit automatically populates on the routing step when the operation is selected.

Default cycle time

This is the default time allotted as the standard cycle time for the operation on a specific routing step. It can be hours, minutes, seconds, or pieces per hour, which is indicated in Cycle Units. This default cycle time automatically populates on the routing step when the operation is selected.

Table Maintenance

Cycle time unit

This is the unit of measure used for the default cycle time allotted. This can be hours, minutes, or seconds. This default cycle unit automatically populates on the routing step when the operation is selected.

Percent Efficiency

This is the rate of efficiency in which the machine operates. This efficiency rate adds hours to the routing step when this operation is selected. So, if the machine runs at a 75% efficiency rate, the system adds 25% to the hours.

Scrap Percentage

This is the percentage the system adds to an order. The process will begin with more parts so the correct quantity is produced when the job is finished. The system figures this percentage on each routing step to calculate the appropriate starting quantity for the job.

Machines Run By Operator

Set this field to “1” when the shop has each operator running only one piece of equipment at a time. Screw machine shops may have operators running multiple machines though and may want to set this value as “2” or “3.” The system uses this field to calculate the estimated labor costs. It divides the operator’s payroll dollars by the number of machines run. The time will still appear as the total time entered for this operation though.

Team Size

This field tells the system how many operators work on a particular routing step. Most shops use “1,” but if a Work Center requires two operators for set up, the team size is “2” for this Operation. Jobs don’t get done twice as fast, it just takes two people to complete the job. The system then allocates twice the labor costs when calculating an estimate.

Machines Jobs Being Run On

Set this field to “1” when the shop runs jobs on a single piece of equipment at a time. Some types of shops will use more than one machine for a job on a consistent basis so this field should reflect that number, such as “2” or “3” instead. It divides the burden rate evenly between the machines being run, but the labor and cycle rate remain the same.

Sales IDs

Here salespeople are assigned identification numbers so sales and commissions can be tracked.

The screenshot shows a dialog box titled "Update Sales ID". It contains several input fields and a check box. The "Sales ID" field contains "BOB" and has a checked "Active" checkbox. The "Name" field contains "Bob Miller". The "Address Line 1" field contains "R.R. 2 Box 40". The "Address Line 2" field is empty. The "City" field contains "Guilford" and the "State/Prov" dropdown menu is set to "IN". The "ZIP/Postal Code" field contains "43071-3321" and the "Country" dropdown menu is empty. The "Phone" field contains "(812) 525-2143". The "Comm. GL Acct" dropdown menu is set to "5160". The "Comm. Percentage" field contains "5.00". At the bottom right, there are "OK" and "Cancel" buttons.

Sales ID

A short version of the salesperson’s name goes here. If there are no outside salespeople, create a “house” ID so the phrase “unknown” won’t print on customer correspondence with unassigned Sales IDs.

Active

Click this check box to make the Sales ID active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Table Maintenance

Name

Enter the full name of the salesperson here.

Address Line 1 and 2

Enter the salesperson's full street address here.

City, State/Province, ZIP/Postal Code, and Country

The Tab key brings the cursor to ZIP/Postal Code. Enter the code and the remainder of the salesperson's address will automatically populate (City, State/Province, and Country)

Phone

Enter the salesperson's area code and telephone number here.

Comm. GL Account

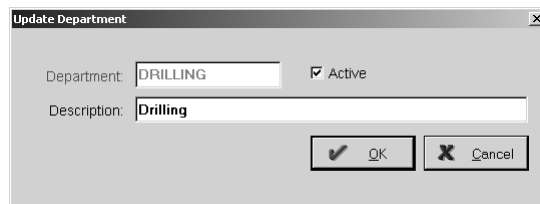
Select the appropriate G/L account for the commission here. This is where the commissions are expensed and does not go directly to General Ledger since this is for reporting purposes only. At customer Billing, the commission percent gets calculated based on the percentage entered in the next field and displays on the Sales Summary. A Vendor Invoice is then entered to pay the salesperson.

Comm. Percentage

Enter the commission amount to be paid to the salesperson (e.g., "15." For 15%).

Departments

Use Department Codes to group Work Centers together. These are used when generating machine loading, scheduling, performance reports, and more. This allows the user to break down Work Centers into small groups. For example, a shop could choose to set up a turning, milling, and inspection department.



The screenshot shows a dialog box titled "Update Department". It has two text input fields: "Department:" with the value "DRILLING" and "Description:" with the value "Drilling". To the right of the "Department:" field is a checked checkbox labeled "Active". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Department

These 12-character codes typically correspond to the payroll departments so that each employee and/or machine can be assigned to a department. This allows things like Time Tracking Summaries and Machine Loading Summaries to be printed by Department.

Active

Click this check box to make the Department Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter a complete description of the Department Code here.

Work Codes

Work Codes are used to group jobs into segments according to type of work. Turning, Production, Tooling, and Fabrication are typical codes. Each code can point to a different G/L sales account too. When the job is entered, the Work Code is assigned so that sales can be automatically broken out into these categories at Customer Billing. The Work Code can be used as a report filter throughout the system.

We recommend selecting a default Work Code for each customer, so these codes should be created before customers are entered. When an order is placed for the customer, the Work Code field automatically picks up the default. After the order is shipped and billed, the work code populates the sales G/L account on the invoice.

Work Code

Enter a shortened version of the description here. This is a twelve-character, alphanumeric field. A shop may want to create just one, called “Sales,” or create several to categorize the type of sales in the shop. Even though there may only be one sales account in General Ledger, multiple work codes may be created using the same sales account. There is also an option to run the Sales Summary by Work Code in Accounts Receivable.

Active

Click this check box to make the Work Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full title of the Work Code here. This is a thirty-character, alphanumeric field.

AR Account

Select the G/L account number for Accounts Receivable. We recommend setting the company General Ledger defaults first so that the fields automatically populate from that section. These are created under File | Company Maintenance | Defaults on the General Ledger Tab. When the Invoice is created, the Work Code populates the Accounts Receivable G/L account on the Invoice.

Discount Account

Select the G/L account number for cash discounts given to the customer. This works exactly like the AR Account defaults. So set them up before creating the Work Codes and the information will automatically populate. When the Invoice is created, the Work Code populates the cash discount account on the Invoice.

Sales Account

Select the G/L account number to be credited for sales when the customer gets Invoiced. The Work Code assigned to the customer automatically populates the Order and when the Order gets Shipped and Billed, this sales account is automatically credited. Work Codes can be edited at Order entry and Billing.

Freight Account

Select the appropriate G/L account number for freight out when the customer is billed.

Product Codes

Product Codes are used to segment inventory. So, a code for Aluminum could be created to allow users to search for and print reports for all parts tagged with this code. Product Codes are optional so they're not required to run the system. But, if you choose to bill your customers by Product Code instead of Work Code, you will need to set a Product Code on each of your parts in inventory.

Since the continuously growing Parts File contains manufactured and purchased parts, Product Codes become necessary to help with searches. These codes let the user narrow the search choices during Estimation or when purchasing parts from the Part File.

Product Codes also let the user see the dollar value of the inventory in sections. Create two codes; customer parts and raw material. This way, the user can see the dollar value of the inventory by those categories. The system multiplies the quantity on hand by the stocking cost to calculate the total dollar value. From Quick View, the user can click the Financial button and then click on Inventory. There the dollar values are broken down by product code.

Product Code

Enter a twelve-character, alphanumeric version of the description here.

Active

Click this check box to make the Product Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description of the Product Code here.

AR Account

Select the G/L account number for Accounts Receivable. We recommend setting the company General Ledger defaults first so that the fields automatically populate from that section. These are created under File | Company Maintenance | Defaults on the General Ledger Tab. When the Invoice is created, the Product Code populates the Accounts Receivable G/L account on the Invoice.

Discount Account

Select the G/L account number for cash discounts given to the customer. This works exactly like the AR Account defaults. So set them up before creating the Work Codes and the information will automatically populate. When the Invoice is created, the Product Code populates the cash discount account on the Invoice.

Sales Account

Select the G/L account number to be credited for sales when the customer gets Invoiced. The Product Code assigned to the part automatically populates the Order and when the Order gets Shipped and Billed, this sales account is automatically credited. Product Codes can be edited at Order entry and Billing.

Freight Account

Select the appropriate G/L account number for freight out when the customer is billed.

Bank Codes

Set all the company's bank accounts up in the system here. These codes can be used while entering cash receipts or when writing checks. Each code will have a different bank account number and G/L account code for financial reporting. There is no limit to the number of bank codes that can be set up and each code must have its own unique check numbering sequence.

These codes also give the user the ability to calculate the cash balance for any existing bank code through the Quick View Executive Overview button. Click the calculator button there to see the balance of that bank account as of today's date.

The default Bank Codes for the AP and AR bank accounts are set under File | Company Maintenance | Defaults on the General Ledger tab. Bank Code is a required field when entering Cash Receipts in Accounts Receivable or writing checks in Accounts Payable. With default Bank Codes set in Company Maintenance, this required field automatically populates.

Bank Code

Enter a twelve-character, alphanumeric name for the account here such as checking, savings, or money market.

Active

Click this check box to make the Bank Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter a 30-character, alphanumeric description of the account such as Bank One - Checking.

GL Code

Select the appropriate G/L account number for the cash account. When the Bank Code is selected, this is the account number the transaction gets added to in General Ledger when the month is posted.

Account Number

Enter the bank-assigned account number here. This memo field is for internal reference only and is not a required field.

Next Check Number

Enter the starting check number here for the bank account. This is a seven-character, numeric field. The system will use this as the next check number in the AP | Check Writing process. Since each Bank Code can have its own check numbering scheme, the next check number will always be the one corresponding to the selected Bank Code.

Tax Codes

These codes are used to automatically add sales tax to a customer's bill. Many shops do not charge sales tax though since their work generally does not go to an end user or for retail purposes. But other shops, such as welders with their own product line, may be required to charge sales tax on their work. Each Tax Code will have its own percentage so that the line item sale amount displays with the appropriate tax listed along with it on the Invoice. If Invoices will be produced, there must be at least one Tax Code set up for "exempt" sales with a zero tax percent.

Tax Code

Enter the 12-character, alphanumeric value here. Tax Codes are created first and then assigned to Customer Codes to make Billing more efficient since the code is required. When the Order is created and the customer selected, the Tax Code automatically populates. Once the Order is Shipped and Billed, the Tax Code populates the Invoice. This code can be edited during Billing by going to the Details tab on the Invoice and selecting a new Tax Code from the browse arrow.

Active

Click this check box to make the Tax Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the description for the Tax Code here. This is what displays in the drop-down lists when a user must select a code.

Tax GL Code

Select the liability G/L account for sales tax payable from the drop-down list here. This is the G/L account number that gets credited when a customer with a default Tax Code is Invoiced. Invoices that are tax exempt, do not affect the General Ledger account.

Tax Percent

Enter the percentage to be billed to the customer here. Ohio has a 6% sales tax rate. So a tax code called "OHIO" would have "6." entered as the Tax Percent.

Taxable Accounts

Select all the G/L account numbers for the sales accounts subject to sales tax. During AR | Billing, a taxable code is selected on the Invoice. On each part, the user has the option of selecting "Y" for taxable or "N" for not taxable. If the part is taxable, the Invoice must have a taxable code and the line item must be set to "Y." So, if the G/L account number is entered here in fields one through ten, the line item will automatically be set to yes at Invoicing.

All GL Codes Are Taxable

Clicking this checkbox tells the system to apply tax to all GL Codes, even if they aren't listed here as one of the 10 taxable accounts.

Terms Codes

Terms Codes are used for both AR | Billing and AP | Vendor Invoices. They are used to determine the due date of the Invoice. We have created the standard Terms Codes already, but this list can be customized to meet individual shop needs.

Assign these codes to customers to make Order entry easier. This will automatically default when the Customer Code is selected. Then once the Order is Shipped it's ready for Billing and the Terms Code populates there too. This code can be changed at Order entry or Billing.

Assign these codes to vendors to make Purchase Orders easier. This will automatically default when the Vendor Code is selected. Then once the Order is received back it's ready for Invoicing and the Terms Code populates there too. This code can be changed at Purchase Order entry or Invoicing.

Terms Code

The Terms Code is a shortened twelve-character, alphanumeric version of the full description.

Description

This is a detailed name for the Terms Code and is the phrase that will display in the drop-down lists for selection throughout the system.

Discount Percentage

Enter the number of the percent given as a discount. This works in conjunction with the number of days entered in the Discount Period. The discount gets calculated for the user and goes into the cash discount account only when a Cash Receipt is entered and the customer takes the discount. On the vendor side, the purchase discount account is charged only when a check is written and the discount is taken.

Late Charge Percentage

The number for the percentage of the late fee being charged is entered in this memo field. This tells the user the appropriate percentage of the late fee to charge, but a separate invoice must be entered for any late charges. This will not take place automatically.

Discount Period (Days)

Enter the number of days the discount percentage is allowed within. "2% 10 net 30" means a 2% discount can be taken only if the invoice is paid within 10 days.

Net Due Period (Days)

This is the number of days the Invoice is due within. Net 30 terms means the Invoice is due within 30 days.

Method of Calculation

Select the appropriate method of calculation. This is an important step because it determines how the due date and discount dates are calculated.

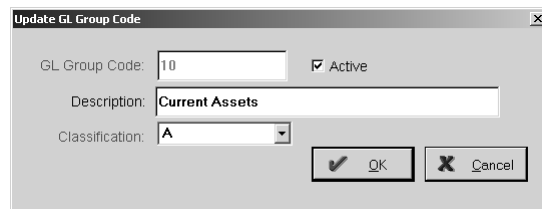
Method 1 takes the invoice date and adds the number of days from the net due period field. So, if the invoice date is *August 3* and the net due period is *20* days, the due date will be calculated as *August 23*.

Table Maintenance

Method 2 assigns the number in the net due period as the due date. So, an invoice dated *August 3* with a net due period of *20* would be assigned a due date of *August 20*. The system assigns the next day of the month that matches the net due period. Another example of this would be an invoice dated *August 24* with a net due period of *25*. The system assigns *August 25* as the due date. The discount date gets calculated the same way using the number appearing in the discount period field.

GL Group Codes

These codes allow the user to group multiple G/L accounts together and also determines where and how these groups appear on financial reports. Each code can have an unlimited number of accounts within that group. The accounts are grouped under these headings when financial reports are generated.



GL Group Code

While this is a twelve-character, alphanumeric field, most GL Group Codes are numbered. The system comes pre-loaded with standard codes, which can be modified by the user as necessary. Once these codes are created, the user can assign each G/L account number a code. This is a mandatory step so that the system knows whether the account is an asset or income account.

Active

Click this check box to make the GL Group Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description of the GL Group Code here. This is what will display on the financial statement. The pre-loaded descriptions can be changed so each user can customize their financial statements.

Classification

Select the appropriate classification from the drop-down list. Each code must be assigned a classification so it displays on the correct financial report.

- A** - Asset appears on the Balance Sheet
- E** - Expense appears on the Income Statement
- I** - Other Income appears on the Income Statement
- L** - Liability appears on the Balance Sheet
- O** - Owners Equity appears on the Balance Sheet
- S** - Sales appears on the Income Statement

Collection Terminals

Collection Terminal defaults are used with the Data Collection hardware to collect “real time” labor hours for job costing and payroll. There must be a separate terminal number assigned to each Data Collection device. The hardware comes complete with a T-net, a clock, and wands or guns to swipe the bar coding on a Job Traveler. Touch Screens use the default settings from clock number 65 for all touch screen users. Once the Order is entered, a bar coded Job Traveler is printed for the shop. Employees use the wand or gun to swipe the bar coding on the traveler. The appropriate questions for the employee to answer are controlled by the Collection Terminal set up. For example, if a default Operation Code was previously selected, the shop employee won’t be prompted to enter that code at the clock when logging on to the job.

Terminal Number

This 3-character, numeric must be assigned to each new Collection Terminal. Begin with “65.”

General Tab

Description

Enter a description for the terminal number such as “Terminal #65.” Entries made here will automatically populate on an order so the terminal will **not** prompt the user for this information at log on. Most defaults **cannot** be overridden, so use care when selecting values here.

Terminal Type

Select the type of connection the company will be using: Ethernet Terminal 205, Pocket PC Device, Touch Screen, or Trans Term 5.

IP Address

This is the corresponding IP Address for the terminal selected.

Port Number

This is the corresponding Port Number for the terminal selected.

Allow operator to clock on to a closed job

This option allows employees to enter time to jobs the system has marked “closed.” If a shop allows batch entry through Data Collection, this option must be selected. Since this device is designed for use in “real time” mode though, employees should only be allowed logins to valid “open” jobs. This prevents employees from posting time to “closed” jobs.

Allow operator to clock on more than one job

This option lets employees log on to multiple jobs at one time. Screw machine shop employees may be feeding material into and running 3 screw machines at once. To track the correct time, select this option. Leave Machines Run on the Defaults tab blank so the employee is prompted to fill the number in at log off. The system cannot split the employee's time automatically.

Prompt operator for next work center

This option tells the system to request the number of the next Work Center for this part from the employee logging off. This option is convenient for shops that don't use routers for their Orders. Entering in the next Work Center lets the user print a Loading Summary that will show the job in the Work Center. If routers are used, do not select this option.

Prompt operator for reason code on scrapped parts

This option tells the system to prompt for a Reason Code from the employee who entered scrapped parts. This will automatically generate an internal Customer Return if the Reason Code has been selected to generate one. If you want to use Reason Codes for scrapped parts so you can track them for Corrective Actions and Non-Conformances, but not to generate Customer Returns, simply create a set of Reason Codes that will only be used for scrapped parts and mark them as such (refer to *Reason Codes* later in this chapter for more information on this).

Terminal work center / operation defaults override bar codes on job traveler

Select this option to tell the system to use the defaults set under Work Center and Operation Codes instead of those associated with the bar coding on the job Traveler.

Defaults Tab

Language

You can set the default language to display in Data Collection and Touch Screen here. English, French, or Spanish are the available languages.

Work Center

Select a default Work Center for log on. If a collection device is set up in the inspection area and only inspectors use it for logging on, the system assumes INSPECTION for every log on.

Operation Code

Store a default Operation Code here for the log on process. If the "operation" field is not used on the router set up an operation as "1" and use it as the default. This code can be overridden.

Employee Code

The system can store a default employee for those devices set up at machines where only one employee works. The system will assume this employee's number during every log on.

Attendance Code

Enter a default attendance code here such as "Direct Labor."

Job Number

Use a default Job Number when devices are used to capture "time in" and "time out" for the shop. Since the system must capture time to a valid job number, set up a "dummy" number to capture time that never gets shipped. This is good for continuous jobs.

Setup Time

This is time used for machine set up and is used during log off. If a shop does not want to track setup time, a "0" can be entered and the system assumes no setup time at every log off.

Table Maintenance

Pieces Finished

Store a default number here to be used at each log off. A shop that does not want to track pieces finished would enter “1” here and the system assumes one piece is finished during every log off.

Pieces Scrapped

Store a default number here to be used at each log off. A shop that does not want to track pieces scrapped or does not believe employees would give the correct information would enter a “0” here and the system always assumes no pieces are scrapped.

Step Number

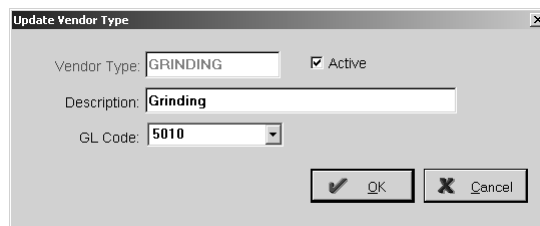
This is the routing step number that can be stored for the log on process. If a shop does not route jobs, the system can assume “0” as the step number.

Payroll Rate

This default rate is used during time ticket creation so the system knows which hourly labor rate to use during data collection.

Vendor Types

Use Vendor Types to categorize vendors and attach them through Table Maintenance or at Vendor Invoice entry, if the vendor has several vendor types. So, if a user wants to find all material suppliers, a “material supplier” type can be created and attached to all appropriate vendors. Then, when the user prints, they select that vendor type as the filter. This also provides costs for a period of time for a particular type through the Vendor Invoice Summary. For example, to see the cost associated with heat treating for a month, the user can code the Vendor Invoices and run an end of month Vendor Invoice Summary by the vendor type “heat treating.” One other use is to set up a type called “1099” for all appropriate Vendor Invoices so that all vendors needing 1099s can be segregated on the Vendor Invoice Summary.



Vendor Type

Enter the twelve-character, alphanumeric name for the type here.

Active

Click this check box to make the Vendor Type active so it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in lists. All the information remains in the database and it can be reactivated by clicking the check box again.

Description

Enter the full description of the Vendor Type here.

GL Code

Select the G/L account number from the drop-down list. This is used for reporting purposes only. General Ledger balances are only updated from the Vendor Invoice entry.

Currency Codes

This code defines currencies that may be used in the system along with their exchange rates and formatting.

Currency Code

Enter the twelve-character alphanumeric code for the common currency of the shop. If the shop does business in Canadian dollars, create a currency code called “Canada.”

General Tab

Description

Enter the full name of the code here, such as “Canadian Dollar.”

Gain/Loss GL Account

Select the G/L account number where the gain or loss for the exchange value of currency is recorded. If a purchase order is cut using USA dollars, but the company’s General Ledger is in Canadian Dollars, the exchange value gets recorded in this account when payment is made in Accounts Payable or received in Accounts Receivable.

Buy Rate

Enter the value of the exchange rate when purchasing from that country.

Sell Rate

Enter the value of the exchange rate when selling to that country.

Currency Symbol

Enter the symbol used for the currency value, such as “\$” for USA Dollars.

Decimal Symbol

Enter the symbol that represents the decimal for the currency, such as a period “.” used in USA Dollars.

Thousands Separator

Enter the symbol that represents the separator for the currency, such as “,” for USA Dollars.

Decimal Places

Enter the number of decimal places for the currency. The recommended setting is two places. For USA and Canada, this can only be two (2) decimal places.

Table Maintenance

Currency Code Information

This gives a brief system-generated history of the Currency Code and tracks the initial entry and latest modification.

Currency Settings Preview

See a preview of how the defaults just created will look as positive and negative numbers.

Currency Format

Select the method that currency is formatted.

Negative Currency Format

Select the negative currency formatting.

History of Changes Tab

Date	User	Description

Date

The date of the buy or sell rate change displays here. The system records this automatically for historical value.

User

The identification of the user who made the buy or sell change is populated here. The system records this automatically for historical value.

Description

This is the description of the change made to the buy or sell rate. The system records this automatically for historical value.

Attendance Codes

Attendance Codes are used with the Time and Attendance system for Data Collection. These codes typically correspond to the existing payroll codes like Vacation, Holiday, Sick, etc.

The screenshot shows a dialog box titled "Update Attendance Code". It contains the following fields and controls:

- Attendance Code:** A text box containing the number "1".
- Productive:** A checked checkbox.
- Description:** A text box containing "Direct Labor".
- Short Name:** A text box containing "DIRECT".
- GL Code:** A dropdown menu showing "5100".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Attendance Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Productive

This check box classifies an Attendance Code as productive or not. Users set up holidays and vacation days for each employee, which is earned time off. A corresponding attendance code is selected so that the system adds an attendance record for non-productive time. This is used on the Attendance Summary.

Description

Enter the full description for the code here.

Short Name

Enter a twelve-character shortened version to represent the Attendance Code.

GL Account

Select the associated G/L account number. So, when setting up new Attendance Codes, be sure to create a corresponding G/L account number with the <ADD NEW> selection from the browse arrow. This is used for reporting purposes only.

Shipping Codes

Shipping Codes can be used to automatically calculate shipping charges on the Bill of Lading when creating the Packing List.

Shipping Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Add Insurance

Click this check box to indicate if insurance should be added automatically.

Description

Enter the full description for the code here.

Internet Address

Enter the shipper's website address here to connect to them later for tracking packages.

Vendor

Select the Vendor Code that corresponds to this shipper. Vendor Codes must be created before these Shipping Codes can be entered.

Account Number

Enter the company's account number with this shipper. If there are multiple account numbers, create multiple Vendor Codes and corresponding Shipping Codes.

Container Unit

Enter the abbreviation for the typical shipping container used.

Description of Contents

Enter a default description here for the parts that are generally shipped from the company.

Handling Charge

Any charge here will be automatically added to the shipping charges during calculation. This is a good place to enter a standard amount to include as a markup for the company.

C.O.D. Charge

Enter the shipper's standard C.O.D charge to be added automatically during shipping charge calculation.

Table Maintenance

Empty Container Weight

If there is a standard shipping container used, enter the weight of it here. This will populate on all new Packing Lists.

Max Container Weight

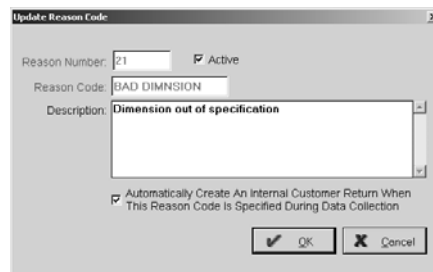
Enter the maximum weight this shipper will take.

Declared Value

If there is a standard value the shipper uses to calculate insurance, enter that here. For example, UPS uses \$100.00. Anything up to that is free. Anything above that will be charged at .35/\$100. This will be used in the automatic calculation of shipping charges when insurance is added.

Reason Codes

These codes can be used in three areas. They can be used during production when jobs have scrapped material against them (the code will display on the Time Ticket), they can be indicated on a Customer Return, and also on a Vendor Return..



Reason Number

This number is automatically assigned, but can be changed if necessary.

Active

Click this check box to make the Reason Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Reason Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Description

Enter the full description for the code here.

Automatically Create An Internal Customer Return...

Use this check box to tell the system which codes will be used at the clock for scrapped parts. Entering the code at the clock will generate the Customer Return.

Corrective Action Codes

Corrective Action Codes will be used in the corresponding Quality module to complete the CAR form and tie it to Returns/Reworks and Customer Feedback forms.

Corrective Action Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Corrective Action Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the code here.

Feedback Codes

Feedback Codes will be used in the corresponding Quality module to complete Feedback forms, which can also be tied to Returns and Orders.

Feedback Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Feedback Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

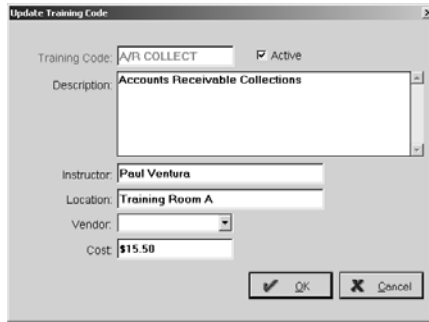
Enter the full description for the code here.

Feedback Type

Select whether this code will be categorized as Positive, Negative, or Neutral.

Employee Training Codes

These codes will be used in the corresponding Quality module to complete the form created for any employee training.



The screenshot shows a dialog box titled "Update Training Code". It contains several input fields and a checkbox. The "Training Code" field is filled with "A/R COLLECT". To its right is a checked checkbox labeled "Active". Below this is a text area for "Description" containing "Accounts Receivable Collections". The "Instructor" field is filled with "Paul Ventura". The "Location" field is filled with "Training Room A". The "Vendor" field is an empty dropdown menu. The "Cost" field is filled with "\$15.50". At the bottom right, there are two buttons: "OK" and "Cancel".

Training Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Training Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the code here.

Instructor

Enter the name of the instructor for this training.

Location

Enter the location of the training here.

Vendor

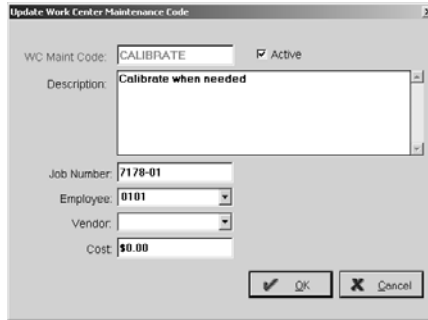
If an outside vendor is to provide this training, select them from the drop down list.

Cost

Enter the cost associated with this training so you can track it.

Work Center Maintenance Codes

These codes will be used in the corresponding Quality module to complete the form created for any work center maintenance.



WC Maint Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Work Center Maintenance Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the code here.

Job Number

Enter the dummy job number you set up for this maintenance.

Employee

Enter the employee who will be doing the maintenance here.

Vendor

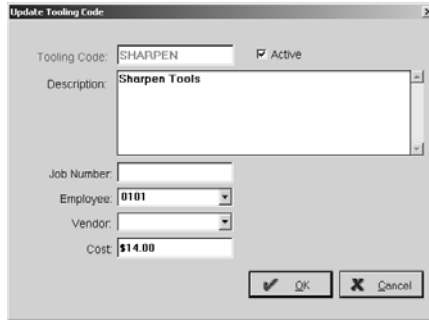
If an outside vendor is to provide this maintenance, select them from the drop down list.

Cost

Enter the cost associated with this maintenance. If you set up a dummy job to track these costs, this amount will be applied.

Tooling Maintenance Codes

These codes will be used in the corresponding Quality module to complete the form created for any tooling maintenance (part numbers).



Tooling Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Tooling Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the code here.

Job Number

Enter the dummy job number you set up for this tooling.

Employee

Enter the employee who will be doing the tooling here.

Vendor

If an outside vendor is to provide this tooling, select them from the drop down list.

Cost

Enter the cost associated with this tooling. If you set up a dummy job to track these costs, this amount will be applied.

Non-Conformance Codes

Non-Conformance codes will be used in the corresponding Quality module to complete the form created for any non-conformance issues.

The screenshot shows a dialog box titled "Update Non-Conformance Code". It has two main input areas: "Non-Conformance" with a text box containing "CRACKED" and a checked "Active" checkbox, and "Description" with a text area containing "part was cracked". At the bottom right, there are "OK" and "Cancel" buttons.

Non-Conformance

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Non-Conformance Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the code here.

Document Types

The system will come pre-loaded with some standard documents: Certifications, Drawings, HR, Images, Policy, and Procedure. You can add to these as necessary to stay in accordance with your Quality program.

The screenshot shows a dialog box titled "Update Document Type". It has two main input areas: "Document Type" with a text box containing "CERT" and a checked "Active" checkbox, and "Description" with a text box containing "Certification Document". At the bottom right, there are "OK" and "Cancel" buttons.

Document Type

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Document Type active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the type here.

Document Review Codes

Document Reviews come loaded with monthly, weekly, and yearly codes, but these can be expanded to meet the requirements of your quality program.

Review Code

Enter a twelve-character code. This will display in drop-down lists throughout the system when this selection must be made.

Active

Click this check box to make the Document Review Code active so that it displays in the drop-down lists throughout the system. Deselect Active and the code will no longer display in drop-down lists. All the information will remain in the database though and it can be reactivated by clicking the check box again.

Description

Enter the full description for the code here.

Job Number

Enter the dummy job number you set up for this review.

Employee

Enter the employee who will be doing the review here.

Vendor

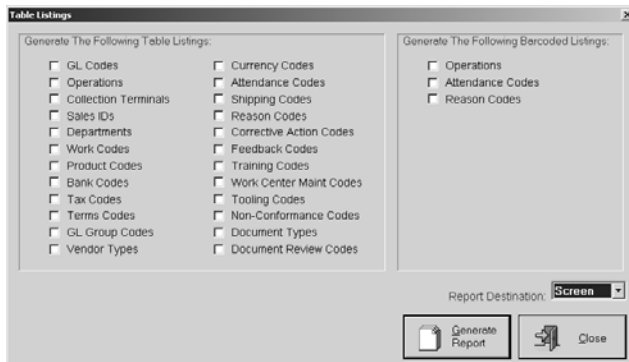
If an outside vendor is to provide this review, select them from the drop down list.

Cost

Enter the cost associated with this review. If you set up a dummy job to track these costs, this amount will be applied.

Print Tables

Use this option to print all the existing tables, bar coded listings, and part number reports.



Generate the Following Table Listings

Select the tables needed for printing by clicking the check boxes.

Generate the Following Bar Coded Listings

Click each check box needed for printing to include the bar codes used in Data Collection.

Report Destination

Select the destination final output. Select Screen to review the Table Listing first and then click the Print button there to get the hard copy.

Generate Report

Click here to produce the selected reports.

Close

Click here to close the Print Table Listings screen.

Table Maintenance

This Page Was Intentionally Left Blank.

Quoting

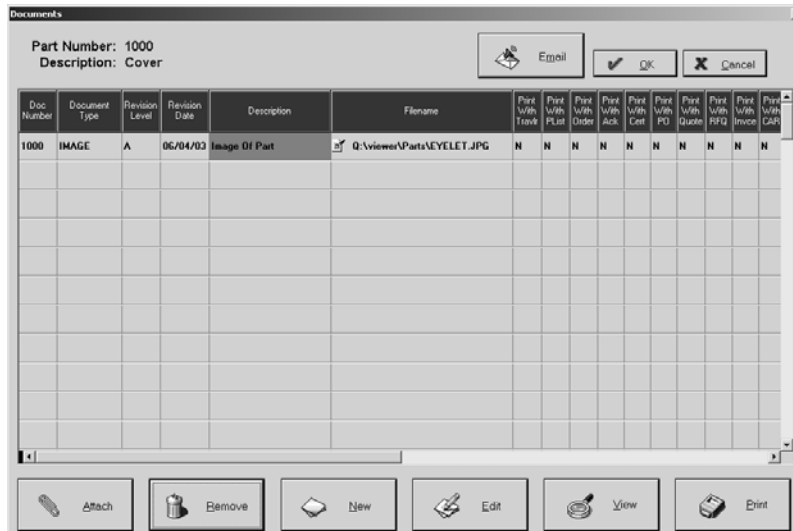
Enter Estimates here for parts used repeatedly to save time when generating quotes and orders. The Bill of Materials on the Materials tab makes creating Job Requirements much easier. Create Quotes for the customer here too. Quotes can be generated by pulling Part Numbers from Estimates in the system or manually entering Part Numbers and prices.

Routing/Estimation

The *Part Number* is what the software uses to retain estimate information. It is typically the customer's number and can hold up to 30 alphanumeric characters. This number will display with each tab. The *Active* checkbox lets users store all their parts and mark them to be included in searches or not.



The *Documents* button will also display with each tab where the user can click to see any documents attached to this part or add new attachments.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

General Tab

Description

A description of the part number displays here and is printed on all of the customer documents. This is a searchable field, which means each word becomes a Keyword in the index. So, if the description has the word “bushing” in it, the system can generate a search to find any Part Number with “bushing” in its description.

Quantity

The quantity breaks for the part number are entered here.

Markup Percent

This percentage is used by the system during calculation to mark up the estimated price of the part. Enter the percentage as a whole number. So, if the markup percent is 15%, a “15” would be entered here. The system then multiplies the price for that quantity by .15. You can change this percentage at any time and the system will automatically recalculate the Profit Percent and Sell Price.

Sell Price

The system will calculate this, so leave it blank. If there is standard part pricing information, go ahead and enter the price breaks, but make sure the Lock Prices check box is selected so the system won’t overwrite the standard pricing.

Unit Cost

This is the system calculated cost to you for the quantity break.

Profit Percent

You can enter a percentage here, just like the Markup Percent. This will automatically recalculate the Markup Percent and Sell Price.

Pricing Unit of Measure

This is the pricing unit to be applied as the quantity unit of measure for the part number. “EA” for each is the most commonly used, but there are several others:

- “LOT” for lot pricing so the quantity is not multiplied by the unit price when extending an invoice
- “MIN” for minimum pricing so the quantity is not multiplied by the unit price when extending an Invoice

Product Code

This is the code selected to categorize or inventory the Part Number. A shop might want to create Product Codes for Steel, Aluminum, and Brass so the inventory can be segregated as such. We recommend creating a Product Code called “Customer’s Parts” or “Finished Parts” for the purpose of tagging customer Part Numbers.

Inventory GL Code

This is the code number assigned to the account selected for the Part Number. It is used to help track profit and loss as they accumulate dollars for sales, expenses, etc. The “Finished Goods” GL Code from the current assets section of the chart of accounts should be used exclusively. When entering tooling or other parts, use the correct code that matches the Estimate.

Alternate Part Number

This field can be helpful when a customer changes the part number of a given part or when the customer refers to a part one way and the shop refers to it in another. Some shops use this to store an old reference number from a previous job or part tracking system. Several reports in the system can be filtered by this field

Calculate Button

The Calculate button is used to generate the Price Breaks once the information is completed for all tabs.

Price Calculation Method

There are two selections for pricing methods.

- Billing Rate uses the rates established for the Work Centers. Times entered on the Router will be multiplied by the markup percentage assigned to each quantity break to determine the estimated selling price. The rates set up with each Work Center are assumed to have labor, burden, and profit built into the numbers already.

NOTE: You should never have a Markup Percent and a Commission Percent set up when using the Billing Rate method to calculate estimated pricing.

Here’s how the calculation works!

$$(((\text{Routed Hours} \times \text{Shop Rates}) + \text{Markup Material}) \times \text{Commission}) \times \text{Markup } \%$$

- Cost Plus Markup multiplies the router times by the labor and burden costs for each Work Center. That figure is then marked up by the percentage assigned to each quantity break. The estimated labor and burden rates stored with each Work Center are costs only and the markup percentage takes care of the profit.

NOTE: When entering Markup Percentages and Commission Percentages when using the Cost + Markup method, you should always make sure that your Markup is higher than your Commission or you will end up losing money on the part!

This calculation is a little different and is calculated in several steps. Here’s how it works!

$$(\text{Routed Hours} \times (\text{Labor} + \text{Burden Costs})) = \text{Part Cost}$$

$$\text{Part Cost} \times \text{Markup } \% = \text{Estimated Sale Price}$$

$$\text{Estimated Price} \times \text{Commission } \% = \text{Commission Cost}$$

$$\text{Part Cost} + \text{Commission Cost} = \text{Estimated Cost}$$

Lock Prices

When this box is checked, the system uses the Price Breaks entered either through the system calculation or manual entry. These prices cannot be updated.

Estimate Information

This automatically generated information tracks entry and modification dates. It will update each time the Estimate is changed and saved. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Engineering Tab

General	Engineering	Materials	Routing	Comments	Part Notes	Image	User-Defined
Customer Code: <input type="text"/>							
Billing Rate: <input type="text" value="1"/>							
Revision: <input type="text"/>							
Revision Date: <input type="text" value="//"/>							
Drawing Number: <input type="text"/>							
Part Weight (lbs): <input type="text"/>							
Commission Percent: <input type="text"/>							
Misc/Tooling Charge: <input type="text"/>							
Misc/Tooling Description: <input type="text" value="One-Time Tooling Charge"/>							
Routed By: <input type="text" value="0101"/>							
Date Routed: <input type="text" value="07/17/03"/>							
		Manufacturing Information Last Job Number: Last Job Quantity: Last Job Finished: Last Packing List: Last Packing List Qty: Last Packing List Date: Last Job Price: Last Job Date: Quantity In Process: Last Job Quote Number:					

Customer Code

This is the key, or short name, associated with the customer for this estimate. It is selected from the browse arrow in the field. All the associated information necessary for Routing/Estimation is automatically populated here.

Billing Rate

These rates are user-defined and can be used in a variety of ways. This allows the user to set which shop rate column to use from the Work Center database. Select the appropriate rate from the browse arrow. The purpose here is to calculate selling prices for quoted part numbers. The Calculate button used on the General tab multiplies hours entered on the router by the billing rate identified here with that routing step.

Each Work Center in the system can have up to ten rates to use for estimating with each set containing a setup and cycle rate. A shop might choose to set up three billing rates: Rush, Regular, and Break Even. A per hour figure is entered in each Work Center for each of the three rates. These pre-set rates are then pulled over according to the billing rate selected here. A user can override this default by selecting another rate from the browse arrow in this field.

Revision

This is the designation on the drawing of the part representing the latest revision level. Use letters, like A, B, and C or numbers like 1, 2, and 3. It will carry over to Order entry and other documents.

Revision Date

This is the date of the latest revision level for this part. From a quality viewpoint, it's a good idea to track the revision level and the date of last revision.

Drawing Number

This is where separate Drawing Numbers can be entered on an estimate. This is typically a reference number and is useful for generating Quotations reports.

Part Weight

This is the weight of the finished part. This information is also stored in the inventory items section of the system.

Commission Percent

Enter a commission percentage here that will be used to mark up an Estimate to cover the amount to be paid to a salesperson. It is entered as a whole number so 5% would be entered as "5." Users who do not have commissions to pay can use this field as an additional markup factor during estimation.

Quoting

Material Calculator (Bar)

This button determines material amounts by bar.

Bar Length is	144.0000	(inches)
Bar end loss	4.0000	(inches)
Part Length	0.0000	(inches)
Cut-off per Part	0.0100	(inches)
Stock Allowance	0.0000	(inches)
Facing Allowance per Part	0.0100	(inches)
<input checked="" type="radio"/> Parts Per Bar	0.0000	
<input type="radio"/> Bars Per Part	0.0000	

Bar Length

Enter the length of the material being used for the calculation.

Bar End Loss

Enter the amount expected as loss during the manufacturing process.

Part Length

Enter the actual part length of the finished product here.

Cutoff per part

Enter the amount of material that will be consumed as part of the manufacturing process

Stock Allowance

Enter the allowance to be added to the amount of the bar/sheet/coil used.

Facing Allowance per part

Enter the allowance to be added to the amount of the bar/sheet/coil used.

Parts Per Bar

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator.

Bars Per Part

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator.

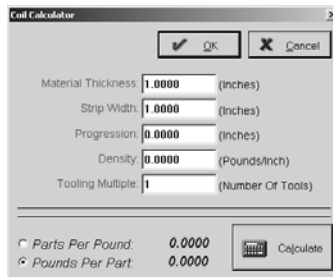
Calculate

Click on Calculate so the system can figure Parts Per Bar or Bars Per Part.

Quoting

Material Calculator (Coil)

This button determines material amounts by coil.



Coil Calculator

Material Thickness: 1.0000 (Inches)

Strip Width: 1.0000 (Inches)

Progression: 0.0000 (Inches)

Density: 0.0000 (Pounds/Inch)

Tooling Multiple: 1 (Number Of Tools)

Parts Per Pound: 0.0000

Pounds Per Part: 0.0000

Calculate

Material Thickness

Enter the thickness of the material being used for the calculation.

Strip Width

Enter the width of the material being used for the calculation.

Progression

Enter the length the material has to move before the stamp can work the next piece.

Density

Enter the density of the material being used for the calculation.

Tooling Multiple

Enter the number of parts that can be done at one time.

Parts Per Pound

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator.

Pounds Per Part

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator.

Calculate

Click on Calculate so the system can figure Parts Per Bar or Bars Per Part.

Quoting

Material Calculator (Cutlist)

This button determines material amounts by cutlist.

Part Number	Description	Times Used	Quantity	Unit	Total Qty	Total Weight
		0	0		0	0
		0	0		0	0
		0	0		0	0
		0	0		0	0
		0	0		0	0
		0	0		0	0
		0	0		0	0
		0	0		0	0
		0	0		0	0

Part Number

Enter the part number to be used in the cutlist.

Description

Enter a description of the part here. If the part is pulled from inventory this will automatically populate.

Times Used

Enter the number of times the part will be used in the main part..

Quantity

The system calculated quantity populates here once the calculator is used.

Unit

Once the quantity calculates, this automatically populates with the unit of measure stored with the sub-part entered.

Total Quantity

This total populates from the system calculation.

Total Weight

This total populates from the weight on the part held in inventory once the calculation has been completed.

Search

Click on Search to locate parts in inventory.

Material Calculator

Click on the calculator so the system can figure Parts Per Bar or Bars Per Part.

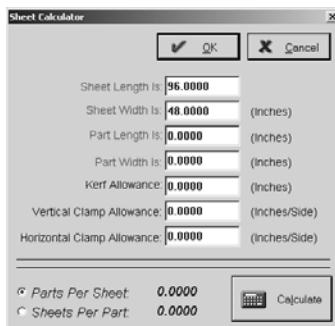
Delete

Click here to remove the selected line item from the Material Cut List Detail screen.

Quoting

Material Calculator (Sheet)

This button determines material amounts by sheet.



The screenshot shows a dialog box titled "Sheet Calculator". It has a standard Windows-style title bar with a close button. At the top right are "OK" and "Cancel" buttons. The main area contains seven input fields, each with a label and a value: "Sheet Length is 96.0000", "Sheet Width is 48.0000 (inches)", "Part Length is 0.0000 (inches)", "Part Width is 0.0000 (inches)", "Kerf Allowance 0.0000 (inches)", "Vertical Clamp Allowance 0.0000 (Inches/Side)", and "Horizontal Clamp Allowance 0.0000 (Inches/Side)". At the bottom, there are two radio buttons: "Parts Per Sheet" (selected) with a value of "0.0000", and "Sheets Per Part" with a value of "0.0000". To the right of these is a "Calculate" button with a calculator icon.

Sheet Length

Enter the length of the material being used for the calculation.

Sheet Width

Enter the width of the material being used for the calculation.

Part Length

Enter the length of the part being created from this material.

Part Width

Enter the width of the part being created from this material.

Kerf Allowance

Enter the allowance to be added to the amount of the bar/sheet/coil used.

Vertical Clamp Allowance

Enter the allowance to be added to the amount of the bar/sheet/coil used.

Horizontal Clamp Allowance

Enter the allowance to be added to the amount of the bar/sheet/coil used.

Parts Per Sheet

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator.

Sheets Per Part

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator.

Calculate

Click on Calculate so the system can figure Parts Per Bar or Bars Per Part.

Bill of Material Views

This drop-down field lets users select how the Bill of Material in the grid is displayed. The Data Entry Grid shows each main sub-part. The Indented Tree View shows each main sub-part and any parts that go into the manufacture of that main sub-part.

The Grid

Everything listed here is the Bill of Materials needed to complete the part. It could be a single raw item or a complete list of items. Enter all the sub-parts with the Search button.

Quoting

The user can create a Bill of Materials or set up materials as a routing step. To generate material requirements and track inventory, define the material needed on the Materials tab. Entering material as a router step will not calculate material needs or track inventory. Only use this router step to avoid setting up a raw material item in inventory, but still assign a material cost to an Estimate.

Part Number

This is the part number of the material that will be used to create the main part. Use the Search button and criteria at the bottom of the tab to locate appropriate parts, if necessary. Once the part number is entered, the remainder of the grid will populate with the information from the part's inventory record.

Step Number

Enter the corresponding Step Number from the Router once it's created.

Quantity

This is the quantity of the part to be used to create the main part. The default is 1.00, but can be changed manually or through the bar, sheet, or coil calculator to the right.

Unit of Measure

Once the quantity has been filled in, this will automatically populate with the unit of measure stored with the sub-part entered.

Vendor

The vendor associated with this material will populate from the inventory information.

Unit Cost

This is the cost of the part from the inventory information.

Unit Price

This is the price of the part from the inventory information.

Part Weight

This is the weight of the part from the inventory information.

Description

The description of the part from the inventory record populates here.

Type Of New Part To Add

Users can add Purchased Parts or Manufactured Parts on the fly. Select the appropriate radio button here. Then click the New Part Button.

New Part Button

If the raw material does not exist in the Part File or there is no Estimate yet for the manufactured part, select the appropriate radio button under Type Of New Part To Add and then click this New Part button to add the part to inventory or create a new Estimate. Once you save your work, the part will be included in the BOM here.

Edit Button

If the part must be changed, select it in the grid and click the Edit button to open the Update Inventory Item screen.

Print Button

Click here to print the Materials Summary Report.

Delete Button

Select a sub-part in the list box and click the Delete button to remove it as material for this part.

Quoting

Copy Button

This copy button will allow the user to copy an existing material list to a new part. This is convenient when a similar part has been estimated that uses the same material list. When prompted, enter the source Part Number or use the Search function to locate the part number.

Search Button

Use this button to find the part number of the material to add as a sub-part. Use the search criteria above it to help narrow the results.

Routing Tab

Step Num	Step Type	Work Center / Vendor	Operation	Setup Time	Setup Unit	Cycle Time	Cycle Unit	Description
10	Work				M	M		
20	Work				M	M		
30	Work				M	M		
40	Work				M	M		
50	Work				M	M		
60	Work				M	M		
70	Work				M	M		
80	Work				M	M		
90	Work				M	M		
100	Work				M	M		
				0.00 H		0.000 H		

Step Number

Enter Step Numbers to apply a sequence of manufacturing events. Start routing steps with “10” and continue incrementing steps by ten (10, 20, 30, 40, etc.). This way additional steps can be added later without having to renumber the whole router.

Step Type

There are two valid step types “Work” or “Vendor” and which one is selected determines how the information for that step is entered.

Work Center/Vendor

A **Work Center** is a code for any machine or service the company provides including machining centers like lathe, drill, mill, grinder, etc. Other operations such as deburring, inspection, assembly, etc. should also be included. Each one can be assigned multiple hourly rates such as premium, standard, “new customer,” “best customer,” etc.

A **Vendor** is assigned to an outside routing step for processes to be performed on a part like heat treating, plating, anodizing, deburring, etc. This Vendor step must be placed on the router in the sequence where it needs to be performed.

Operation

Use the Operation to set up standard times for manufacturing processes. An Operation can contain standards for setup and cycle times. For example, an operation called “Face/Rough Turn” could be created with a default setup time of one hour and a default cycle time of eight minutes.

Setup Time

This is the time it takes to set up a Work Center for a specific step. It works in conjunction with Unit in the next column. So, a setup time of one hour would be “60” for Setup Time and “M” for Unit OR “1” for Setup Time and “H” for Unit.

Quoting

Setup Unit

Valid Setup Time Units are H for hours, M for minutes, and S for seconds. This field works in conjunction with Setup Time. A setup time of one hour would be “60” for Setup Time and “M” for Unit OR “1” for Setup Time and “H” for Unit.

Cycle Time

This is the amount of time a particular process will take to complete for a specific step. It should indicate either the amount of time it takes to complete a single part or how many parts per hour can be generated. Turning shops may use a Cycle Time of six minutes for a routing step while a screw machine shop would enter 750 pieces per hour.

Cycle Unit

Valid Cycle Time Units are H for hours, M for minutes, P for pieces per hour, and S for seconds. This field works in conjunction with Cycle Time. If a shop can cut up 120 pieces per hour on an automatic saw, the Cycle Time would be “120” and the Unit would be “P.” The same information using time values could be entered as “30” for Cycle Time and “S” for Unit.

Description

A description of the routing step is entered here.

Print Button

Click here to print the Routing Summary Report.

Delete Button

Click the Delete button to remove the entire router from the part.

Copy Button

Use this button to copy a router from another part number or job number to the current part number being used. Just select the radio button and click on Copy. Then enter the source part number and the router from that part will populate in the grid. Changes to the new router can then be made and the Estimate completed.

Details Button (Vendor or Work Center Details)

Click on any field in a step on the grid and then the Details button to view the Step Details for that routing step. This can be Vendor Step Details or Work Center Step Details. All of the fields here can be edited except the Part Number and Step Number.

WORK CENTER

The screenshot shows a 'Step Details' dialog box with the following fields and values:

- Part Number: 1000
- Step Number: 00
- Work Center: ASSY
- Description: (empty text box)
- Work Center Details section:
 - Machines run by operator: 1
 - Machines job being run on: 1
 - Scrap percent: 0.00
 - Efficiency percent: 100.00
 - Labor Account: 5100
 - Setup rate: \$45.00
 - Cycle rate: \$45.00
 - Burden rate: \$15.00
 - Labor rate: \$12.50
 - Team size: 1
 - Unattended Operation? (radio buttons): No (selected)

Quoting

Step Number

The step number from the routing tab populates here.

Work Center

The work center associated with this step populates here.

Description

The description of the Part populates here.

Machines run by operator

This is the number of machines being run by one operator. If an operator can run two machines at one time, the system will use this when calculating the estimated costs by splitting the labor costs in half. The burden cost is not affected by this number since it is defined as the hourly rate to run the machine. The time will still appear as the total time entered for this operation.

Machines job being run on

Set this field to “1” when the shop runs jobs on a single piece of equipment at a time. Some types of shops will use more than one machine for a job on a consistent basis so this field should reflect that number, such as “2” or “3” instead. It divides the burden rate evenly between the machines being run, but the labor and cycle rate remain the same.

Scrap percent

This percentage can default from the figure set in Table Maintenance | Operations or it can be manually entered here.

Efficiency percent

This percentage can default from the figure set in Table Maintenance | Operations or it can be manually entered here.

Labor Account

This is the default labor account for this Work Center defined in Table Maintenance | Work Centers on the General tab.

Setup Rate

This default populates from Table Maintenance | Work Centers on the Rates tab.

Cycle Rate

This default populates from Table Maintenance | Work Centers on the Rates tab.

Burden Rate

This default populates from Table Maintenance | Work Centers on the Rates tab.

Labor Rate

This default populates from Table Maintenance | Work Centers on the Rates tab.

Team size

This is the number of employees working on a particular routing step at one time. For example, two employees may be needed to unload a large part from a machine. So, a “2” here will double the estimated labor costs for this estimate. This is only used when estimating costs for a specific part.

Unattended Operation?

Select the Yes radio button to indicate a work center where only burden hours are collected, instead of labor hours.

Quoting

VENDOR

Cost	Unit	Setup charges	Below Minimum
\$25.0000	EA	1. \$0.00	<input type="checkbox"/>
\$0.0000	EA	2. \$0.00	<input checked="" type="checkbox"/>
\$0.0000	EA	3. \$0.00	<input checked="" type="checkbox"/>
\$0.0000	EA	4. \$0.00	<input checked="" type="checkbox"/>
\$0.0000	EA	5. \$0.00	<input type="checkbox"/>
\$0.0000	EA	6. \$0.00	<input type="checkbox"/>
\$0.0000	EA	7. \$0.00	<input type="checkbox"/>
\$0.0000	EA	8. \$0.00	<input type="checkbox"/>

Step Number

The step number from the routing tab populates here.

Vendor

The vendor associated with this step populates here.

Description

The description of the outside service populates here.

Vendor Minimum Order

This default populates from Table Maintenance | Vendors on the Purchasing tab. You can choose to ignore this minimum here by checking that option.

Lead Time (Days)

This default populates from Table Maintenance | Vendors on the Purchasing tab.

Markup Percent

This default populates from Table Maintenance | Vendors on the Purchasing tab or it can be manually entered here.

Scrap percent

This percentage can default from the figure set in Table Maintenance | Operations or it can be manually entered here.

GL Code

This default populates from Table Maintenance | Vendors on the Credit tab.

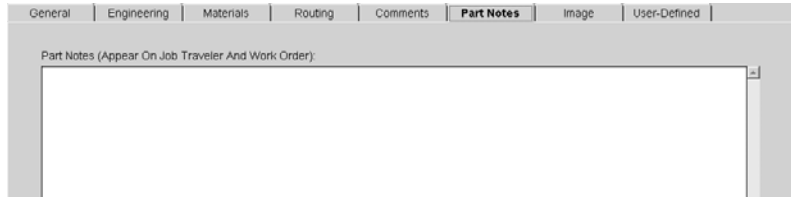
Certification Required

This will default to No and the user will have to tell the system here if they want Certifications to be returned for parts received back from Vendors. Your Vendor will see a notation on the Purchase Order: ***Certification required for this part***.

Quantity Breaks

Up to eight quantity breaks can be associated with this step. These will automatically populate from the breaks on the General tab of the Estimate. Users will have to populate the cost for the outside services for each break, select the appropriate unit, and enter any any Setup Charges necessary. The Below Minimum checkbox is system generated according to the Vendor Minimum listed above.

Part Notes Tab



Part Notes

Notes here refer to any additional information not contained in the routing or any of the other components of Routing/Estimation. These notes are designed for internal use and will not appear on any documents to the customer. These notes become comments for a job during Order entry and can be edited at that time. An example here would be “Don’t scratch these parts during the manufacturing process. The finish is very important to the customer.”

Image Tab



Part Image File

The path for the image associated with this part displays here.

Part Image

The actual picture of the part displays here once it is specified in the Part Image File field.

Browse For Image Button

To locate the part image, click here to navigate the hard drive and select the image of this part.

View Image

Click this button to view the image of this part in the application the document is associated with.

User-Defined Tab

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: General, Engineering, Materials, Routing, Comments, Part Notes, Image, and **User-Defined**. The User-Defined tab is active and contains the following fields:

- User-Defined Date1:
- User-Defined Date2:
- User-Defined Text1:
- User-Defined Text2:
- User-Defined Text3:
- User-Defined Text4:
- User-Defined Currency1:
- User-Defined Currency2:
- User-Defined Number1:
- User-Defined Number2:
- User-Defined Number3:
- User-Defined Number4:
- User-Defined Comments1:

A "Design Mode" button is located at the bottom right of the form area.

User-Defined Labels

All of the user-defined labels display here. There are two date fields, four text fields, two currency fields, four number fields, and one comment field. These fields can be used for any purposes seen fit by the user. Companies should use caution when editing labels and allow access to this activity to a select few. Any label changes here will carry over to Quote Line Item Detail and Order Line Item Detail.

Printing Estimates

Printing Estimates is easy! Just click the Print button on the main Estimates screen to open Form Print Details. All of the Estimates to be printed are listed. Choose a report destination. Select the print defaults. Then click the Single Estimates or All Estimates button to print.

The screenshot shows the 'Form Print Details' dialog box. At the top, there's a 'Single Estimate ONLY:' field and a 'Report Destination:' dropdown menu currently set to 'Screen'. Below this is a section titled 'Spooled Estimates...' containing a table with two columns: 'Part No' and 'Description'. The table lists several items: 1000 (Cover), 10000 (Casting), 3621, 804-110-000 (Tee Fitting), ADCLPARTS (Additional Parts for Center), CREDIT, DT-1 (Detail 1), DT-2 (Detail 2), and DT-3 (Detail 3). To the right of the table are buttons for 'Delete', 'All Estimates', 'Single Estimate', 'Clear Spool', and 'Close'. Below the table is the 'Estimate Print Defaults' section, which includes a group box 'Include These Reports' with four checkboxes: 'Estimate Recap Report' (checked), 'Routing Cost Detail Report', 'Material Cost Detail Report', and 'Cut List Report'. At the bottom, there is a 'Number Of Copies:' field with the value '1' and a note '(valid only when destination set to Printer)'.

Single Estimate Only

To print just one Estimate, enter the number here and click the Single Estimate button.

Report Destination

Select from Email, FAX, File, Printer, or Screen for the final output. Select Screen to review the Estimate first and then click the Print button there to get the hard copy.

Print Spool

Each Estimate ready for printing is listed here.

Delete

Use this button to remove selected estimates from the print spool.

All Estimates

Use this button to print all the estimates listed in the print spool.

Single Estimates

Use this button to print only the estimate selected in the print spool.

Clear Spool

Click this button to remove all the estimates in the print spool.

Close

Click the Close button to return to the Routing/Estimation Detail screen when printing is complete.

Include These Reports

Select the reports to be included when the Estimate is generated. Each one selected will print separately.

Number of Copies

Select the number of copies to print.

Quotations

The *Quote Number* automatically populates according to the numbering scheme selected under File | Company Maintenance. This number can be overridden with a new number, if necessary. It will display with each tab.

Detail Tab

Customer Code

Select the customer from the drop-down list.

Free Form Customer

Check this box if the customer for this quote is being entered as a free form customer.

Customer Name

Enter the customer's full name here or let it automatically populate after selecting a code in the previous field.

Quote Date

This date defaults to the date the quote is entered.

Followup Date

This date is automatically generated from the settings under File | Company Maintenance. This can be overridden when necessary.

Quote Expires On

This date is automatically generated from the settings under File | Company Maintenance. This can be overridden though, when necessary.

Quote Total

This amount is automatically calculated as each part's quantity and unit price is entered.

Quote Information

This historical information is system-generated. The General tab retains the entry information and the latest modification. The Orders tab shows all each order that was generated from this Quote. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

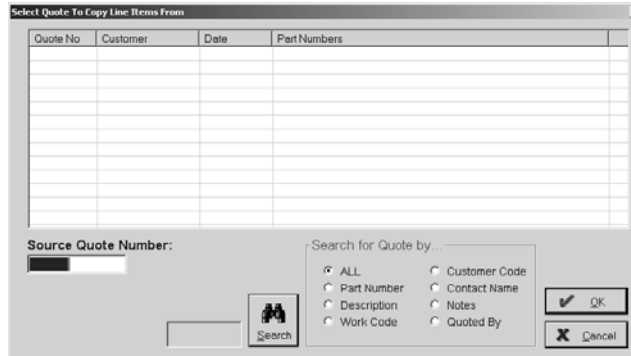
Quoting

Change Status On Line Items To

This section allows users to manually change all the line items easily. Select your status from the drop down and click Change. The status of a line item will automatically change with “events” in the life of the quote. For example, if the Quote Expires On date is reached and no action has happened with the quote, the Status on each line item will change to EXPIRED. If an Order is generated from a Quote, the parts that are actually on the order will get a Status change to WON. If you want to track LOST parts on Quotes, you will have to manually return to them and make that change.

Copy Line Item

Select this button to copy all the line items on an existing quote to a new quote.



Docs

If an icon displays in this column, this signals the user that a document has been attached to this line item. Click the icon to open the documents screen where the attachment can be viewed.

Part Number

Select or enter the customer’s part number here. Then right click or press the Details button to open the Quote Line Item Detail screen to view the part detail.

Quantity

This number represents how many parts are estimated. “Multiple” in this column indicates there are quantity breaks, which can be seen on the Quote Line Item Detail screen discussed above under Item Number.

Unit

This indicator represents the unit of measure for the part. Refer to the Part Number Detail screen for more information on “Multiple.”

Unit Price

The calculated price from the estimate populates here or is entered manually. Refer to the Part Number Detail screen viewed through the Edit Part field for more information on “Multiple.”

Status

This field indicates if the quote was won, lost, pending, or expired. When a Quotation is turned into an Order, this Status automatically changes from “pending” to “won.” The user can also manually change the Status to “lost” when a quote is declined. A Quotation will not automatically change from “pending” to “lost” simply from a past expiration date. This can result in several quotes left in the “pending” state even though they have gone past the Expiration Date. The “expired” status now takes these “pending” quotes and counts them as “lost” on the Quotation Summary and Quotation Cross Reference reports.

Quoting

Job Number

The Job Number is automatically assigned during Order entry so this field populates with the most recent Job Number after an Order is created. On a new Quote, this field will be blank.

Description

A full description of the part displays here.

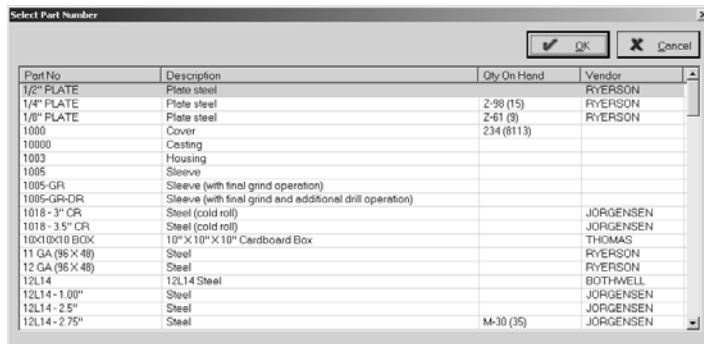
Item Number

Each line item entered is assigned a number (1, 2, 3, 4, etc) to identify it. This number can be manually changed for those users who have customers that assign these to their material. Just scroll to the right down in the grid and overtype the E2SS-assigned number with the customer's.

Search Binoculars

Use the search criteria and then click the binoculars to open the Select Part Number screen.

SELECT PART NUMBER



Part No	Description	Qty On Hand	Vendor
1/2" PLATE	Plate steel		RYERSON
1/4" PLATE	Plate steel	2-98 (15)	RYERSON
1/8" PLATE	Plate steel	2-61 (3)	RYERSON
1000	Cover	234 (8113)	
10000	Casting		
1003	Housing		
1005	Sleeve		
1005-GR	Sleeve (with final grind operation)		
1005-GR-DR	Sleeve (with final grind and additional drill operation)		
1018 - 3" CR	Steel (cold roll)		JORGENSEN
1018 - 3.5" CR	Steel (cold roll)		JORGENSEN
10X10X10 BOX	10" X 10" X 10" Cardboard Box		THOMAS
11 GA (96 X 48)	Steel		RYERSON
12 GA (96 X 48)	Steel		RYERSON
12L14	12L14 Steel		BOTHWELL
12L14 - 1.00"	Steel		JORGENSEN
12L14 - 2.5"	Steel		JORGENSEN
12L14 - 2.75"	Steel	M-30 (35)	JORGENSEN

List Box

This list box displays all the items the user elects to "show" from their search criteria.

Type Of New Part To Add

Users can add Purchased Parts or Manufactured Parts on the fly. Select the appropriate radio button here. Then click the New Part Button.

New Part Button

If the raw material does not exist in the Part File or there is no Estimate yet for the manufactured part, select the appropriate radio button under Type Of New Part To Add and then click this New Part button to add the part to inventory or create a new Estimate. Once you click OK to save your work, you will return to the Quote and that part will be listed.

Delete Button

Select a line item to delete and click this button to remove it from the Quote.

Quoting

Details Button

Use this button to view the Quote Line Item Detail screen.

QUOTE LINE ITEM DETAIL - GENERAL TAB

Part Number

This is the customer's Part Number.

Description

This is the full description of the Part Number.

Quantity Breaks

All the Quantity Breaks are listed in this first column.

Unit for Breaks

The associated unit of measure for the part populates here.

Pricing Breaks

Each corresponding price break populates this column.

Revision

This identifier defaults from the Edit Part Number Detail screen. It can be changed here.

Misc/Tooling Charge

Any additional miscellaneous or tooling charges associated with the manufacture of this part are entered here.

Misc/Tooling Description

A description for the charge above is entered here.

FOB

This point where shipping charges originate defaults from the Part Number detail.

Delivery

This text field lets the user make notes about delivery, like "3-4 weeks" for the timing.

Commission Percent

This percentage defaults from the Edit Part Number Detail screen. It can be changed here.

Quoting

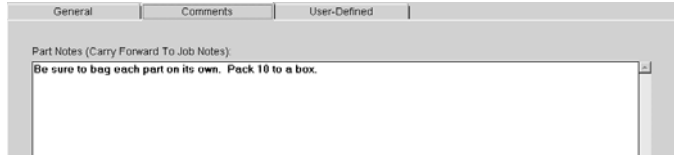
Discount Percent

This percentage defaults from the Edit Part Number Detail screen. It can be changed here.

Work Code

This code defaults from the Edit Part Number Detail screen. It can be changed here.

QUOTE LINE ITEM DETAIL - COMMENTS TAB



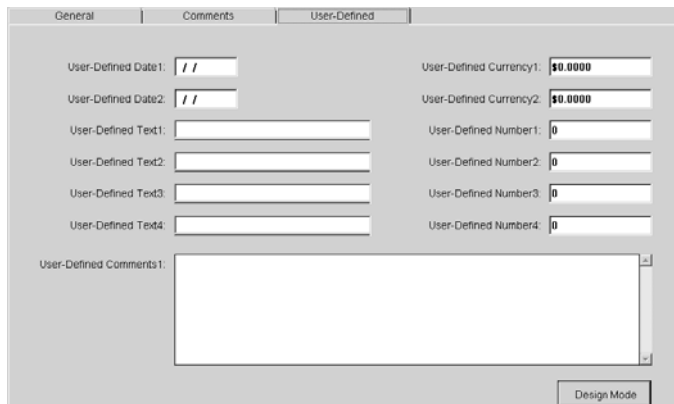
General | Comments | User-Defined

Part Notes (Carry Forward To Job Notes)
Be sure to bag each part on its own. Pack 10 to a box.

Part Notes

Any notes that should display on the customer's quote should be entered here.

QUOTE LINE ITEM DETAIL - USER-DEFINED TAB



General | Comments | User-Defined

User-Defined Date1: // User-Defined Currency1: \$0.0000
User-Defined Date2: // User-Defined Currency2: \$0.0000
User-Defined Text1: User-Defined Number1: 0
User-Defined Text2: User-Defined Number2: 0
User-Defined Text3: User-Defined Number3: 0
User-Defined Text4: User-Defined Number4: 0
User-Defined Comments1:

Design Mode

User-Defined Labels

All of the user-defined labels display here. There are two date fields, four text fields, two currency fields, four number fields, and one comment field. These fields can be used for any purposes seen fit by the user. Companies should use caution when editing labels and allow access to this activity to a select few. Any label changes made on the Estimate will carry over here.

Quoting

Header Tab

Available Addresses

The addresses listed here are those the user can select to view. These are the addresses originally set up for the customer under Table Maintenance. Click on the one to view and the corresponding information will display in the fields below the list.

Location

All the Shipping Addresses entered for the selected customer will be listed by their Location Codes in this drop down list. The one selected as the default on the Customer Code will populate this tab once the code is selected on the Detail tab, but users can change shipping information easily here by selecting an alternate Location here.

Ship to Name

This is the name of the Customer.

Line 1 and Line 2

The street address for the customer displays here.

City, State/Province, ZIP/Postal Code, and Country

Once the street address is entered, use the Tab key to move to the ZIP/Postal Code. Enter that number and press Tab once. The remainder of the customer's mailing information populates (City, State/Province, and Country).

Exchange Rate

Select the Exchange Rate to convert foreign dollars to native dollars. This rate will be stored on the Currency Code. This can be edited on the Invoice. Users doing business in their native dollar should set this to "1."

Currency Code

Select the Currency Code so the system knows how to cost the Invoice by using the exchange rates placed on the code. The system defaults to USA.

Sales ID

Select the Sales ID from the drop-down list to track commissions due for inside or outside sales representatives. We recommend setting up a "House Account" for users with no salespeople since "Unknown" prints on any invoice that doesn't have a Sales ID selected.

Quoting

Terms Code

Select the Terms Code to determine the due date of the Invoice. Once the customer is selected, the Terms Code automatically populates on the Quote. This code can be changed here by making a new selection.

Tax Code

A Tax Code is used to automatically add sales tax to the customer's bill. Most shops do not charge sales tax, since their work is usually not to an end user or for retail purposes. But, some shops, like welders, and shops with their own product lines may be required to charge sales tax. We recommend setting up at least one code for "Exempt" sales with a Tax Code percentage of zero since the system requires one for all outgoing invoices.

These codes work from a percentage basis that gets added to an Invoice. That percentage comes from the percent added on the Tax Code when it was created under Table Maintenance. The code gets selected on the Invoice so that it shows as an individual line item. The line item gets marked as taxable. Then the printed Invoice shows the line item sale price with a sales tax line item below it.

Quoted By

Select the Employee Code that entered the quote from the drop-down list.

Contact

Enter the customer contact's name here.

Shipping Code

The default shipping code set for the customer populates here.

Territory

The Territory is directly related to the customer's address and is automatically assigned by the system as the customer's state. This field can be used however the user designates. One use could be to divide the territories into larger categories like North, South, East, and West. The territory could then be used as a filter to run the Quotation Summary by territory.

Ship Via

Enter the method the item will be received such as UPS for United Parcel Service or FedEx for Federal Express.

Inquiry Number

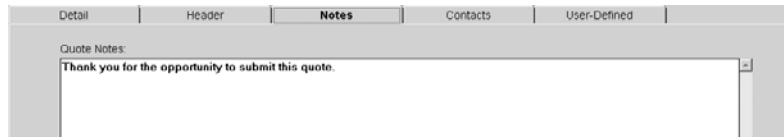
This number is typically supplied by the customer.

Phone and FAX

The customer's telephone and FAX numbers display here.

Quoting

Comments Tab



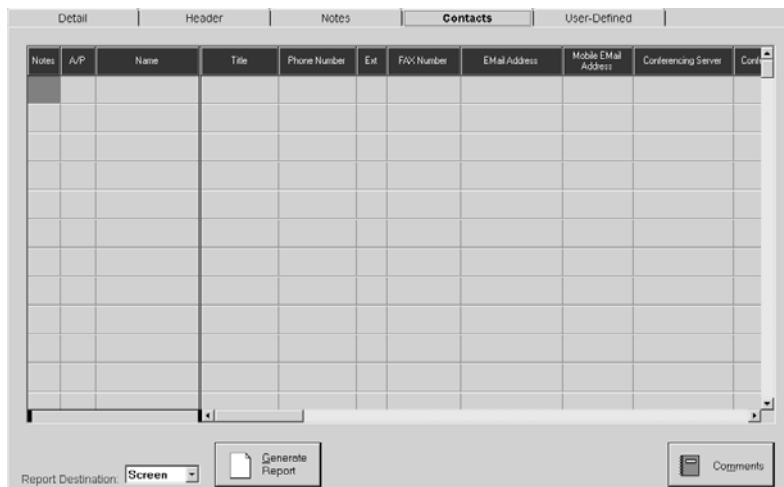
The screenshot shows a software window with a tabbed interface. The 'Notes' tab is selected. Below the tab, there is a text area labeled 'Quote Notes:' containing the text 'Thank you for the opportunity to submit this quote.' The text area has a scroll bar on the right side.

Quote Notes

Any notes to the customer can be stored here and printed on all quoting correspondence. This is an unlimited text field.

Contacts Tab

This tab displays all the contacts set on the selected Customer Code for this Quote. This tab allows users to set items on the Contact Management calendar.



The screenshot shows a software window with a tabbed interface. The 'Contacts' tab is selected. Below the tab, there is a table with the following columns: Notes, A/P, Name, Title, Phone Number, Ext, FAX Number, EMail Address, Mobile EMail Address, Conferencing Server, and Cont. The table is currently empty. Below the table, there is a 'Report Destination' dropdown menu set to 'Screen', a 'Generate Report' button, and a 'Comments' button.

Notes

Use the Notes field to add an unlimited number of comments. Each comment can hold a date entered, a followup date, and a UserID. Comments can be flagged as “private” so only the User who entered it may have access. The Reminder button allows users to send internal messages.

A/P

Check this field for the contact who will handle Accounts Payable for this customer.

Name

Enter the contact’s name here.

Title

Indicate the contact’s title here.

Phone Number

The contact’s telephone number is entered here.

Ext

Enter the contact’s extension here.

FAX Number

The contact’s FAX number is entered here.

Quoting

Email Address

If the contact has Internet access, enter their email address here. This will be very helpful with Messaging.

Mobile Email Address

If the contact has a mobile email address, enter it here. This will be very helpful with Messaging.

Conferencing Server

Enter the name of the Conferencing Server. Microsoft provides a free one.

Conferencing Address

Enter a screen name as the address. Now multiple users can sign on to the server for a conference.

Comments

Enter any comments about the contact here.

Report Destination

Select from Email, FAX, File, Printer, or Screen for the final output. Select Screen to review the Estimate first and then click the Print button there to get the hard copy.

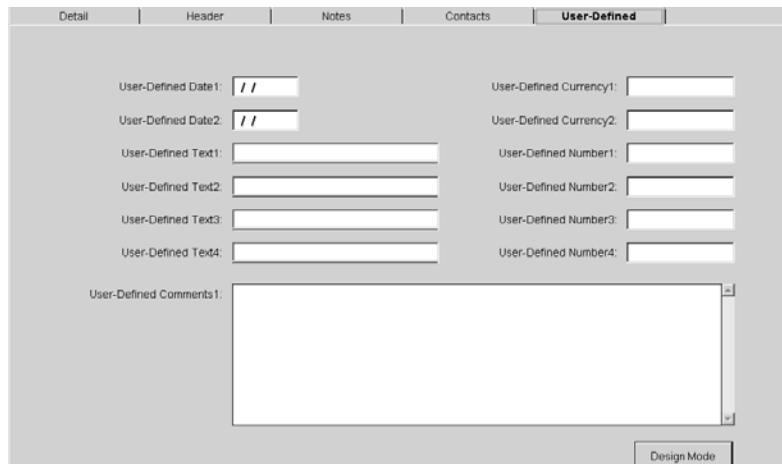
Generate Report

Click this button to generate a snapshot of the information on this screen.

Comments Button

Click the Comments button to add comments for this contact. These will display on the Contact Management calendar on the followup date selected. Emails can be set up from here as reminders.

User-Defined Tab



The screenshot shows a software interface with a tabbed menu at the top containing 'Detail', 'Header', 'Notes', 'Contacts', and 'User-Defined'. The 'User-Defined' tab is active and displays a form with the following fields:

- User-Defined Date1: //
- User-Defined Date2: //
- User-Defined Text1: [Text Field]
- User-Defined Text2: [Text Field]
- User-Defined Text3: [Text Field]
- User-Defined Text4: [Text Field]
- User-Defined Currency1: [Currency Field]
- User-Defined Currency2: [Currency Field]
- User-Defined Number1: [Number Field]
- User-Defined Number2: [Number Field]
- User-Defined Number3: [Number Field]
- User-Defined Number4: [Number Field]
- User-Defined Comments1: [Large Text Area]

A 'Design Mode' button is located at the bottom right of the form area.

User-Defined Labels

All of the user-defined labels display here. There are two date fields, four text fields, two currency fields, four number fields, and one comment field. These fields can be used for any purposes seen fit by the user. Companies should use caution when editing labels and allow access to this activity to a select few. Any label changes made on the Vendor or Quote will carry over here.

Printing Quotations

Printing Quotes is a simple process and there are several options here. Click the Print button on the main Quotations screen to open the Form Print Details screen. All of the Quotes waiting to be printed are listed. Click the Quote to print or select them all. Choose a report destination. Add any additional quote text to print. Select what should display at the top of the Quote and enter the number of copies to print. Then click the Single Quote or All Quotes button to print the selected Quote(s).

If Printer is selected as the Report Destination, the Part Number will display on any attached documents set to print with the Quote.

Single Quote Only

To print just one Quote, enter the number here and click the Single Quote button.

Report Destination

Select Email, FAX, File, Printer, or Screen for the final output. Select Screen to review the Quote first and then click the Print button there to get the hard copy.

Print Spool

Each Quote ready for printing is listed here.

Delete

Use this button to remove selected quotes from the print spool.

All Quotes

Use this button to print all the quotes in the print spool at one time.

Single Quotes

Use this button to print only the quote selected in the print spool.

Clear Spool

Click this button to remove all the quotes in the print spool.

Close

Click the Close button to return to the Quotation Detail screen when printing is complete.

Quoting

Additional Quote Text

Any additional text for the customer should be entered here before printing. This information will print on each quote until it is removed. The text is not stored with the printed quote(s).

Print Total on Quote

Select Yes to have the Quote total printed. If the quote contains any items with “multiple” quantity splits, the total will not print since the system cannot determine which quantity to use in the calculation.

Company name at top

Select Yes to have the company name print at the top of the quote. When using preprinted letterhead, make sure No is selected.

Company Location

Each address entered for your company is available to be printed in the header information on this quote. If you don't want to use the default, simply change the address by selecting a different Company Location from the drop down list.

Number of Copies

Select the number of copies to print.

Quote Cross Reference Report

Use this report to locate Quotes entered in the system. Find all those that match a particular part number or description. Quote numbers, dates, and pricing are all shown.

The screenshot shows the 'Quotation Cross Reference' dialog box. It has three tabs: 'General', 'User-Defined (Header)', and 'User-Defined (Line Item)'. The 'General' tab is selected. The dialog contains a list of search criteria with checkboxes: 'Part Number like', 'Part Description like', 'Part Notes like', 'Quote Notes like', 'Inquiry Number like', 'Territory like', 'Customer Code equal to', 'Work Code equal to', 'Salesman equal to', 'Quoted By equal to', and 'Status'. The 'Status' field has radio buttons for 'Won', 'Lost', 'Pending', and 'Expired'. There is a 'Date' field with a 'Date Entered' radio button and a date range from '01/01/31' to '12/31/30'. At the bottom, there is a 'Report Options' section with a checked 'Print Part Notes' checkbox, a 'Report Destination' dropdown set to 'Screen', and 'Generate Report' and 'Close' buttons.

- 1 Select your search criteria, including by Status or Date.
- 2 Select the check box to print Part Notes.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab (Header) holds label changes made on the Vendor and the Quote.
- 6 The User-Defined tab (Line Item) holds label changes made on the Estimate.
- 7 Click the Close button to return to the main E2 Shop System screen.

Price Catalog

Use this option to print price lists for either customers or product lines. Use the search criteria to narrow the list as needed. Prices can be adjusted with the additional markup feature. To print the catalog with an additional markup, enter a percentage for the system to use to calculate new pricing for all items. So, the user could charge one customer a 10% markup and another customer a 20% markup.

- 1 Select your search criteria.
- 2 Enter any additional markup percentage.
- 3 Select the Report Destination for the final output. Select Screen to review the catalog first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab holds label changes made on the Estimate.
- 6 Click the Close button to return to the main E2 Shop System screen.

Quotation Summary

Use this report to track the success or failure of Quotes in the system. The Status field for the line item, indicating won, lost, or pending, is used to calculate percentages shown on the various breakdown pages. Use this report as a hard copy recap of Quotes entered into the system too.

The screenshot shows the 'Quotation Summary' window with the following details:

- General Tab:**
 - Check to exclude records from report that match filter: (with a dropdown arrow)
 - Check appropriate box(es) to apply desired filter(s):
 - Part Number like..... [text box]
 - Part Description like..... [text box]
 - Part Notes like..... [text box]
 - Quote Notes like..... [text box]
 - Inquiry Number like..... [text box]
 - Territory like..... [text box]
 - Customer Code equal to..... [dropdown]
 - Work Code equal to..... [dropdown]
 - Salesman equal to..... [dropdown]
 - Quoted By equal to..... [text box]
 - Status..... Won Lost Pending Expired
 - Date.....**
 - Date Entered
 - Followup Date
 - Expiration Date
 - Begin: 01/01/31
 - End: 12/31/30
- Include These Reports:**
 - Detail
 - Customer Breakdown
 - Salesman Breakdown
 - Work Code Breakdown
- Report Destination:** Screen
- Buttons:** Generate Report, Close

- 1 Select your search criteria, including by Status or Date.
- 2 Select which report breakdowns to generate.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab (Header) holds label changes made on the Vendor and the Quote.
- 6 The User-Defined tab (Line Item) holds label changes made on the Estimate.
- 7 Click the Close button to return to the main E2 Shop System screen.

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Orders

From Order Entry, the user can create Job Travelers, Work Orders, and Acknowledgments. The Job Number gets created at this point and once established, it can be scheduled, items can be pulled from inventory, time can be posted against the number, and purchase requirements generated. The Shipment Entry is used to generate Delivery Tickets to customers for completed jobs that are ready to ship.

Order Entry

The system assigns the next available *Order Number* according to the defaults in Company Maintenance. It will display with each tab.

Detail Tab

Quote Number

Enter the quote number here, if there is one. Or, use the Binocular Search to locate a forgotten Quote number. Once the Quote is selected, the Quote Line Item Selection screen displays with all the items highlighted and ready for addition to the Order. Click OK to accept all the line items or highlight only those necessary and then click OK.

Customer Code

If the Order didn't come directly from a Quote, enter it manually by selecting the customer from the drop-down list. Press Tab and the full company name will display directly below this field.

Search Button

Use the Search button and criteria to locate a Quote to generate the Order.

Order Date

This defaults to the date the Order is entered. It can be overridden though by simply typing a new date. Right-click the field to open the present month's calendar and select a date.

Default Line Item Due Date

This also defaults to the date the Order is entered. This field will not display once the Order is saved the first time. The date in the Due Date field down in the grid will take precedence and this field is no longer needed. This Due Date field will populate with "today's" date when a part is entered. The user will have to change the date accordingly, either directly in the grid or through the Releases screen via the Details button.

Orders

PO Number

Enter the Purchase Order number from the customer here.

Order Total

This amount is automatically calculated as each part's quantity and unit price is entered.

Default Priority

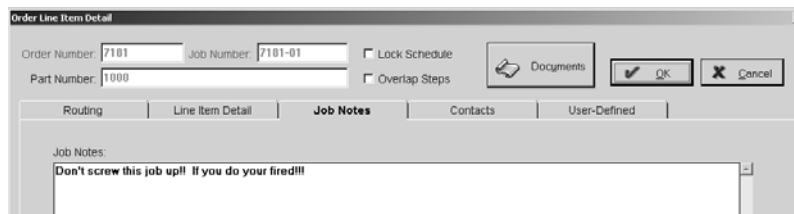
This defaults from what you have set on the Customer Code. "50" is the default, but you can change it when you set up your customers. If you use the Infinite method in Scheduling, this priority won't matter since you'll use Prioritize Jobs when you perform Global Reschedules.

Order Information

This section provides a history of the Order once it has been saved. The General tab includes entry, modification, order total, and status information. The Shipment tab shows a listing of each Packing List generated from this Order. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

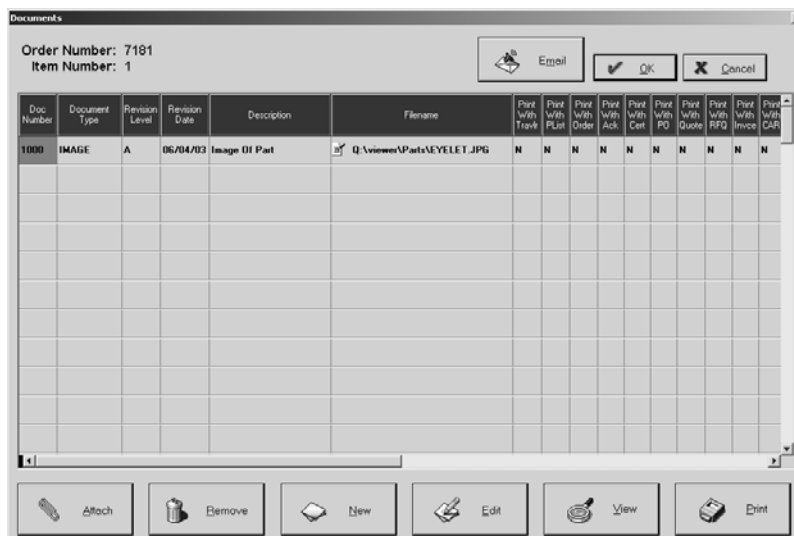
Notes

If there are notes associated with the part in this line item, an icon will display in this field. The user can click the icon to open the Job Notes tab of the Order Line Item Detail screen. These notes are saved with each job individually and can be printed on the job traveler.



Docs

If there are documents attached to the part in this line item, an icon will display in this field. The user can click the icon to open the Documents screen and take a look at the attachment or add new ones.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.

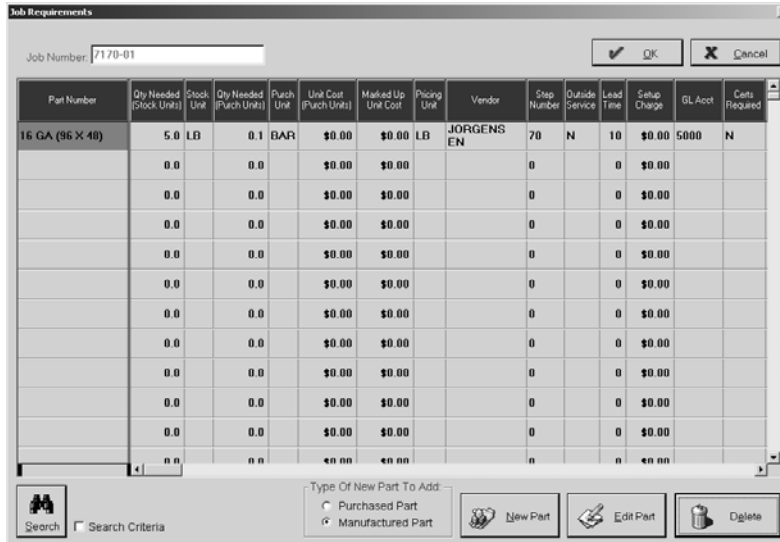
Orders

- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

You can also use the Email button to send a reminder message about this document.

Job Reqs

Job Requirements on an order will not display until the Order has been processed and saved. The Job Reqs column populates in the Order grid upon editing an existing Order. If there are job requirements for the part in a line item, an icon will display in this column. The user can click the icon to open the Job Material Requirements screen where the Bill of Materials required to complete this part are listed along with the routing step number. Information can be added to this screen even after the order is saved.



Part Number	Qty Needed (Stock Units)	Stock Unit	Qty Needed (Purch Units)	Purch Unit	Unit Cost (Purch Units)	Marked Up Unit Cost	Pricing Unit	Vendor	Step Number	Outside Service	Lead Time	Setup Charge	GL Acct	Csts Required
16 GA (96 X 48)	5.0	LB	0.1	BAR	\$0.00	\$0.00	LB	JORGENS EN	70	N	10	\$0.00	5000	N
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		
	0.0		0.0		\$0.00	\$0.00			0		0	\$0.00		

Job Number

The Job Number automatically populates from the order presently open.

Part Number

The Part Number will populate from the BOM or can be entered here manually or with the Search binoculars at the bottom of the screen.

Quantity Needed (Stocking Units)

This number represents the quantity needed for stock.

Stocking Unit

This is the unit of measure for the quantity needed for stock.

Quantity Needed (Purchasing Units)

This number represents the quantity needed to purchase.

Purchasing Unit

This is the unit of measure for the quantity needed to purchase.

Unit Cost (Purchasing Units)

This figure is the cost to purchase one unit.

Marked Up Unit Cost

This percentage will be added to the above unit cost as the markup.

Orders

Pricing Unit

This is the pricing unit corresponding to the Marked Up Unit Cost.

Vendor

The Vendor supplying the purchased quantities displays here.

Step Number

The corresponding step number for this part on the router displays here.

Outside Service

A “Y” will display here if the step represents an outside service. Otherwise an “N” will display.

Lead Time

Any Lead Time set as a default for the Vendor will populate here.

Setup Charge

This charge comes from the Vendor selected on the routing step.

GL Account

This account populates from the Purchasing tab of the Inventory Item.

Certifications Required

A “Y” will display here if certificates of conformance are needed. Otherwise an “N” will display.

Product Code

The code associated with this part populates here.

Order By Date

The system calculates this date by using the due date of the order and the lead days on the vendor of the routing step.

Description

The description of the part populates here.

Search Binoculars

Use the binoculars to open the Select Part Number screen to select a part for inclusion on the Job Requirements.

Type Of New Part To Add

Users can add Purchased Parts or Manufactured Parts on the fly. Select the appropriate radio button here. Then click the New Part Button.

New Part

If the raw material does not exist in the Part File or there is no Estimate yet for the manufactured part, select the appropriate radio button under Type Of New Part To Add and then click this New Part button to add the part to inventory or create a new Estimate. Once you save your work, the part will be included on the Job Requirements.

Delete

The Delete button lets the user remove the selected Part Number from this Order’s Job Requirements.

Part Number

Use the Search button to select a part or enter the customer’s Part Number here. Up to 200 line items can be entered on an Order. Highlight the field and click the Details button to view the Order Line Item Detail.

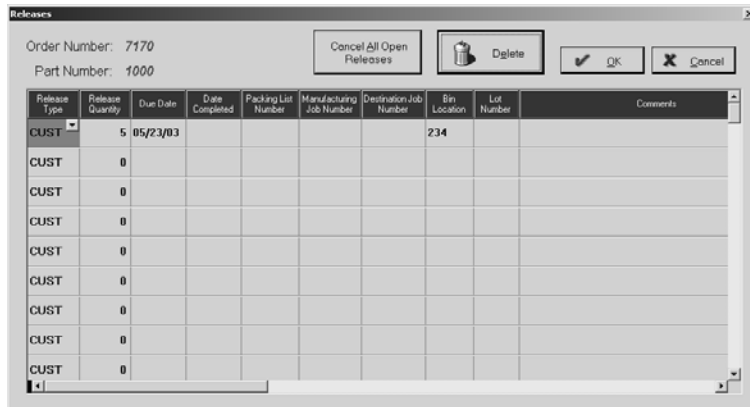
Status

The status of the part automatically populates from the system as Open or Closed once the order has been processed.

Quantity Ordered

This number represents how many parts are to be ordered. Select the cell and click the Details button to see the Releases screen where multiple releases and due dates can be set up for the selected Job Number on the Order.

RELEASES



Order Number

The Order Number automatically populates here.

Part Number

This is the main Part Number on the Order.

Cancel All Open Releases Button

Use this button to delete all future releases.

Delete Button

Select a release and click Delete to remove just that release.

Release Type

The release type will be Customer, Stock, or Cancel.

Release Quantity

This is the total quantity the customer ordered. Up to 200 releases can be on a line item.

Due Date

This is the date the customer wants the order filled.

Date Completed

This date automatically populates once the delivery ticket is processed for this release.

Packing List Number

This stays blank until the order is shipped and the number assigned.

Manufacturing Job Number

This job number gets assigned during the Rob From Stock process. Simply creating a STOCK job does not populate this field. The CUSTOMER order has to be processed first. Then this number will display on the CUSTOMER order.

Orders

Destination Job Number

This job number gets assigned during the Rob From Stock process. Simply creating a STOCK job does not populate this field. The CUSTOMER order has to be processed first. Then this number will display on the STOCK order.

Bin Location

If there is no quantity on hand at order processing, this Bin Location will remain blank until the Shipment for this order is processed. If there is quantity on hand at order processing, the default Bin Location and corresponding Lot Number assigned will display. This will populate even if you don't post parts at order entry. When you do ship the parts, if you change the Bin Location or Lot Number, it will be reflected here.

Lot Number

If there is no quantity on hand at order processing, this Lot Number will remain blank until the Shipment for this order is processed. If there is quantity on hand at order processing, the default Bin Location and corresponding Lot Number assigned will display. This will populate even if you don't post parts at order entry. When you do ship the parts, if you change the Bin Location or Lot Number, it will be reflected here.

Comments

Enter any comments about this order here.

Quantity to Stock

This figure will populate from the Details screen as the quantity to order once the order has been processed. This is the amount being made for stock.

Quantity Open

This figure will mirror the one in Quantity to Stock until pieces are shipped to the customer and this figure decrements.

Unit

This indicator represents the unit of measure for the part.

Unit Price

This is the price per piece according to the Quote.

Due Date

The date the part should be delivered to the customer displays here.

Job Number

The Job is automatically assigned as soon as the order is processed. Any Miscellaneous Charge Line Items will not be assigned numbers, but the numbers will increment as though they have been assigned. Remember, this is typically the Order Number followed by 01, 02, 03, etc. for each line item. This is determined by selections made in Company Maintenance on the Defaults tab.

Description

The full description of the part displays here.

Work Code

This code is used to determine which General Ledger account to credit the sales billed. This populates from the customer's master file.

Product Code

A product code can be used to categorize products or inventory segments.

Master Job Number

This master number is used to differentiate between jobs for finished parts and jobs for sub-assemblies. Sub-assembly jobs are the parts or BOMs set up to make a completed part. At order processing, the system assigns job numbers to these parts needed to make the finished part. The finished part gets the master job number. This number is then filled in on the sub-assembly jobs. When the master job gets completed, the sub-assembly jobs are closed out and all the costs associated with making those parts shows on the Job Cost Summary report for the Master Job.

Master Step Number

Set a Master Step Number on a job when that step on the router must be completed before this job can be started.

Priority

This priority populates from the customer file, but can be overridden here.

Item Number

Item numbers are automatically assigned for each job processed. The default is 1, 2, 3, etc (maximum of 4 numerics). This number will display on anything the customer sees: Shippers, Invoices, Acknowledgements, etc. This is useful for customers who work from Item Numbers instead of Part Numbers. It can be changed after the Order is processed and still carry over to any documentation (e.g, Shipment, Invoice for that Shipment). The system warns the user of a duplicate number, but multiple Orders on one packing list can have duplicate Item Numbers since they are assigned to different Job Numbers.

Search Binoculars

Click the search criteria check box to display the Part Search by radio buttons. Select the criteria and then click the binoculars to open the Select Part Number screen.

SELECT PART NUMBER

Part No	Description	Qty On Hand	Vendor
1/2" PLATE	Plate steel		RYERSON
1/4" PLATE	Plate steel	2-98 (15)	RYERSON
1/8" PLATE	Plate steel	2-61 (9)	RYERSON
1000	Cover	234 (8108) X/2 (45)	
10000	Casting		
1003	Housing		
1005	Sleeve		
1005-GR	Sleeve (with final grind operation)		
1005-GR-DR	Sleeve (with final grind and additional drill operation)		
1018 - 3" CR	Steel (cold roll)		JORGENSEN
1018 - 3.5" CR	Steel (cold roll)		JORGENSEN
10X10X10 BOX	10" X 10" X 10" Cardboard Box		THOMAS
11 GA (96 X 48)	Steel		RYERSON
12 GA (96 X 48)	Steel		RYERSON
12L14	12L14 Steel		BOTHWELL
12L14 - 1.00"	Steel		JORGENSEN
12L14 - 2.5"	Steel		JORGENSEN
12L14 - 2.75"	Steel	M-30 (35)	JORGENSEN

List Box

This list box displays all the items the user elects to “show” from their search criteria.

Type Of New Part To Add

Users can add Purchased Parts or Manufactured Parts on the fly. Select the appropriate radio button here. Then click the New Part Button.

New Part Button

If the raw material does not exist in the Part File or there is no Estimate yet for the manufactured part, select the appropriate radio button under Type Of New Part To Add and then click this New Part button to add the part to inventory or create a new Estimate. Once you save your work, the part will be included on the Order.

Delete Button

Select a line item to delete and click this button to remove it from the Order.

Process Button

This button is used after information on each tab is complete. Refer to *Process the Order* later in this section for processing details.

Details Button

Use this button to view the Order Line Item Detail screen or the Releases screen. This is dependent on which grid field is selected before clicking the button. When the Quantity Ordered, Quantity to Stock, Quantity Open, or Due Date fields are selected, the Details button opens the Releases screen. This was reviewed under the Quantity Ordered field previously. All other fields selected will open the Order Line Item Detail screen.

ROUTING

Order Number

The Order Number from the Order Detail screen populates here.

Job Number

The Job Number assigned for this Line Item at Order Entry populates here.

Part Number

The Line Item part number from the Order Detail screen populates here.

Lock Schedule

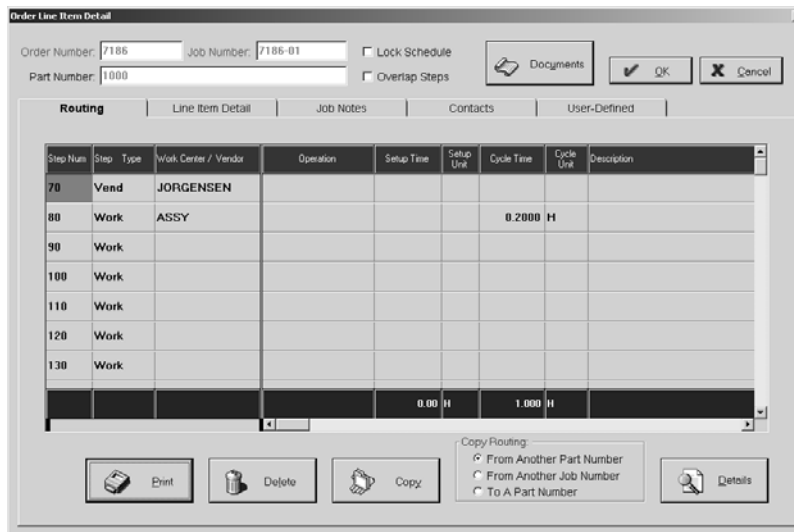
Click the check box to lock the schedule. No changes can automatically occur with this lock on.

Overlap Steps

Click the check box to allow steps to overlap in the scheduling process.

Documents Button

The Documents button lets the user view any attachments for this part.



This is the router for the part. Refer to the *Routing/Estimation* section under *Quotes* for details on the router.

LINE ITEM DETAIL

Billing Rate

This rate tells the system which shop rate to use from Table Maintenance | Work Centers.

Estimated Start Date

This date is automatically calculated by the total time of the routing steps.

Estimated End Date

This date is automatically calculated by the total time of the routing steps.

Current Work Center

If there is no router for this order, this code identifies where the part needs to go first.

Commission Percent

This is the percentage of sales paid to the salesperson. For users who do not use commissions, this field can be used as an additional markup factor for jobs during the Estimate portion of the system.

Discount Percent

This is the flat discount allowed the customer. It's not tied to the Terms Code so the customer gets the percentage regardless of whether they pay the bill by the due date or not.

Misc/Tooling Charge

This field holds additional charges for the estimate that are not considered part of the piece price.

Misc/Tooling Description

This is a description of the additional charges entered for the part.

Revision

This is used to identify subsequent revision levels and is typically given a designation such as A, B, C, or 1, 2, 3.

FOB

This point where shipping charges originate defaults from the Part Number detail.

Order Line Item Information

This is automatically generated information from the system that tracks critical information about the line item including Shipments, Billing, and the Audit Trail.

Orders

JOB NOTES TAB

The notes on this tab are carried over from the Part Notes section of the Estimate. Or they can be entered here if the Estimate section was not used to generate this order. Refer to *Notes* earlier in this section to see the tab.

CONTACTS TAB

Contacts associated with this customer will display here. The Comments button allows users to enter items for the Contact Management calendar.

Order Line Item Detail

Order Number: 7186 Job Number: 7186-01 Lock Schedule
Part Number: 1000 Overlap Steps

Documents OK Cancel

Routing | Line Item Detail | Job Notes | **Contacts** | User-Defined

Notes	A/P	Name	Title	Phone Number	Ext	FAX Number	EMail Address	Mobile EMail
		Tammy Gebhart	Purchasing	212-222-5555		212-222-5000		

Report Destination: Screen

USER-DEFINED TAB

Changes made to the labels at the line item level, such as the Estimate, will display here.

Order Line Item Detail

Order Number: 7186 Job Number: 7186-01 Lock Schedule
Part Number: 1000 Overlap Steps

Documents OK Cancel

Routing | Line Item Detail | Job Notes | Contacts | **User-Defined**

User-Defined Date1: // User-Defined Currency1: \$0.0000
User-Defined Date2: // User-Defined Currency2: \$0.0000
User-Defined Text1: User-Defined Number1: 0
User-Defined Text2: User-Defined Number2: 0
User-Defined Text3: User-Defined Number3: 0
User-Defined Text4: User-Defined Number4: 0

User-Defined Comments1:

Header Tab

Available Addresses

The addresses listed here are those the user can select to view. These are the addresses originally set up for the customer under Table Maintenance. Click on the one to view and the corresponding information will display in the fields below the list.

Location

All the Shipping Addresses entered for the selected customer will be listed by their Location Codes in this drop down list. The one selected as the default on the Customer Code will populate this tab once the code is selected on the Detail tab, but users can change shipping information easily here by selecting an alternate Location here.

Ship to Name

This is the name of the Customer.

Line 1 and Line 2

The street address for the customer populates here.

City, State/Province, ZIP/Postal Code, and Country

The remainder of the customer’s mailing information populates in these fields.

Exchange Rate

Select the Exchange Rate to convert foreign dollars to native dollars. This rate will be stored on the Currency Code. This can be edited on the Invoice. Users doing business in their native dollar should set this to “1.”

Currency Code

Select the Currency Code so the system knows how to cost the Invoice by using the exchange rates placed on that code. The system defaults to USA.

Sales ID

This is the Sales ID selected on the Quote. This default can be changed here by selecting a new Sales ID from the drop-down list. If this Order didn’t originate from a Quote, select the Sales ID from the list.

Terms Code

This code determines the schedule used to calculate the discount and net due dates for Accounts Receivable and Payable Invoices. These are created under Table Maintenance and assigned to the customer to default here.

Tax Code

Tax Codes are used to automatically add sales tax to the customer’s bill. Most shops do not charge sales tax, since their work is usually not to an end user or for retail purposes. But, some shops, like welders, and shops with their own product lines may be required to charge sales tax. We recommend setting up at least one code for “Exempt” sales with a tax code percentage of zero since the system requires one for all outgoing Invoices.

These codes work from a percentage basis that gets added to an Invoice. That percentage comes from the percent added on the Tax Code when it was created under Table Maintenance. The Tax Code gets selected on the Invoice so that it shows as an individual line item. The line item gets marked as taxable. Then the printed Invoice shows the line item sale price with a sales tax line item below it.

Contact

The customer contact displays here.

Shipping Code

The default shipping code set for the customer populates here.

Territory

The Territory is directly related to the customer’s address and is automatically assigned by the system as the customer’s state. This field can be used however the user designates. One use could be to divide the territories into larger categories like North, South, East, and West. The territory could then be used as a filter to run the quotation summary by territory.

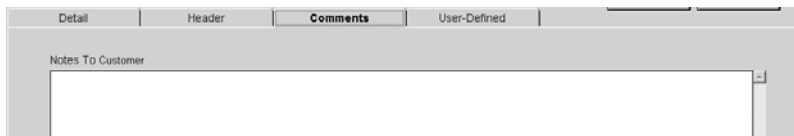
Ship Via

This is the customer’s preferred method for receiving, such as UPS for United Parcel Service or FedEx for Federal Express. It can be changed here, if necessary, on just this order.

Phone and FAX

The customer’s telephone and FAX numbers display here.

Comments Tab



Notes to Customer

Any notes to the customer can be stored here and printed on all customer correspondence. This is an unlimited text field.

User-Defined Tab

The screenshot displays the 'User-Defined' tab within a software interface. The tab is active, and the form contains the following fields:

- User-Defined Date1: //
- User-Defined Date2: //
- User-Defined Text1: [Text Field]
- User-Defined Text2: [Text Field]
- User-Defined Text3: [Text Field]
- User-Defined Text4: [Text Field]
- User-Defined Comments1: [Large Text Area]
- User-Defined Currency1: [Currency Field]
- User-Defined Currency2: [Currency Field]
- User-Defined Number1: [Number Field]
- User-Defined Number2: [Number Field]
- User-Defined Number3: [Number Field]
- User-Defined Number4: [Number Field]

A 'Design Mode' button is located at the bottom right of the form area.

Any fields changed on the Customer Code or the Quotation will populate here since Yes was selected under Treat User-Defined Fields as One on the Order Entry tab of Company Maintenance.

Process the Order

Once all the tabs are completed, click the Process button on the tool bar. How parts are selected is determined in Company Maintenance on the Order Entry tab where Automatically Post Parts is flagged as Yes or No. When Yes is selected, the user automatically goes to inventory to pick the parts to fill the order. The user can change quantities selected from inventory though. For each line item, the user will see the Job Number Quantity Specification Screen and be allowed to select inventory on hand to fulfill the order.

Job Number Quantity Specification Screen

Part Number	Qty Required	Qty On Hand	Qty To Post	Qty To Buy/Make	Sub Assy	Qty In Process	Qty On Reserve	Vendor	Description
DT-1	1.0	0	0	1.0	YES	11	0.00		Detail 1
DT-2	1.0	0	0	1.0	YES	11	0.00		Detail 2
DT-3	1.0	0	0	1.0	YES	11	0.00		Detail 3
Z78234 - BOTTOM PLATE	1.0	0	0	1.0	YES	10	0.00		Bottom plate of two cavity mold
Z78234 - TOP PLATE	1.0	0	0	1.0	YES	10	0.00		Top plate of two cavity mold
	0.0	0	0	0.0		0	0.00		

Order Number

This is the Order Number assigned when the Order was originally started.

Job Number

The Job Number assigned on the Order automatically populates here.

Part Number

The Part Number entered on the Order automatically populates here.

Description

The full description of the Part Number on the Order populates in this field.

OK All Button

Click the OK All button to save the quantities selected for all Job Numbers in one step. This lets you accept all the jobs with a single click.

OK Button

Click the OK button to save the quantities selected for this Job Number. The next Job Number from the Order displays next for picking.

On Hand

This is the number of parts being pulled from inventory quantity available to post to the job.

Post From Stock

If there are any finished parts in inventory on hand, this field populates with the full amount of the order. If there is only a partial amount, that number will populate here. This prompts posting the parts from inventory. You can change this number to post all, partial, or none. When no parts are on hand, this is zero.



If you post the full amount of parts from inventory to complete the ordered quantity, a Job Traveler will not print. The system thinks the order is fulfilled and that nothing needs to be done to the finished items.

Bins Button

Select the Bins button to specify the location of the parts to be pulled from inventory.

Bin Location	Lot Number	Qty On Hand	Qty To Transfer	Vendor	Unit Cost	Receiver Number	Date Posted

Available on Stock Job

This quantity is the total left on the STOCK job. If this quantity cannot fulfill the order, the To Buy/Make field makes up the difference.

Post From Stock Job

This quantity is the amount from the STOCK job that will be posted to the CUSTOMER order. It can be manually changed, but cannot exceed the quantity in Available on Stock Job.

Jobs Button

Select the Jobs button to specify the quantity to post from the STOCK job. This can be manually changed in the field too.

Due Date	Quantity Needed	Qty To Use	Comments
07/18/03	0	0	

Ordered

This is the amount of parts needed for the indicated Job Number.

Orders

To Buy/Make

This automatically calculated figure shows how many parts are to be manufactured or purchased to fulfill the order. Changing Post From Inventory or Post From Stock Job will update this field.

In Process

This is the number of pieces being made at this time.

Details Button

Click this button to open the Quantity In Process Detail screen to see job information about all job numbers with this part attached to it.

Job Number	Customer	Current Work Center	Qty In Process	Qty Ordered	Qty To Make	Qty For Stock	Qty Shipped To Date	Qty Left To Ship	Qty Ready To Ship	Next Release Qty	Next Release Date	Comments
7095-01	VANDALAY		10	10	10	0	0	10	0	10	01/14/01	
			0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0		
			10	10	10	0	0	10	0			

Job Number

Each Job Number listed here has the specified part number attached.

Customer

This is the Customer associated with the Order.

Current Work Center

The work center here shows where the part is being worked on the shop floor.

Quantity in Process

This is the quantity currently being worked for each specific job.

Quantity Ordered

This is the quantity ordered by the customer.

Quantity to Make

This is the quantity required to fulfill this customer's order.

Quantity for Stock

This represents the quantity on the order that will go directly to stock.

Quantity Shipped To Date

This number indicates how many parts have been shipped so far.

Quantity Left to Ship

This is the quantity still to ship for the corresponding order.

Quantity Ready To Ship

This is the quantity that has completed the last routing step on the order.

Orders

Next Release Date

If multiple releases were set up on the order, the next release date will display here.

Comments

Enter any comments necessary to associate this part with other jobs.

Total Quantity In Process

This figure represents the total quantity currently being worked for all Orders.

Total Quantity Ordered

This figure represents the total quantity ordered from all the Orders.

Total Quantity To Make

This figure represents the total quantity to be made from all the Orders.

Total Quantity For Stock

This figure represents the total quantity to be made for stock from all the Orders.

Total Quantity Shipped To Date

This figure represents the total quantity shipped so far for all the Orders.

Total Quantity Left To Ship

This figure represents the total quantity still to be shipped for all the Orders.

Total Quantity Ready To Ship

This figure represents the total quantity that has completed the last routing step for all the Orders.

Ready to Ship

This figure indicates the number of parts that have completed the last routing step on the order.

Details Button

Click this button to open the Jobs Ready To Ship Detail screen to see information about all jobs with this part that have completed the last routing step.

Job Number	Customer	Qty Ready To Ship	Qty Ordered	Qty To Make	Qty For Stock	Qty Shipped To Date	Qty Left To Ship	Qty In Process	Next Release Qty	Next Release Date	Comments
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0		

Job Number

Each Job Number listed here has the specified part number attached.

Customer

This is the Customer associated with the Order.

Quantity Ready To Ship

This is the quantity that has completed the last routing step on the order.

Orders

Quantity Ordered

This is the quantity ordered by the customer.

Quantity to Make

This is the quantity required to fulfill this customer's order.

Quantity for Stock

This represents the quantity on the order that will go directly to stock.

Quantity Shipped To Date

This number indicates how many parts have been shipped so far.

Quantity Left to Ship

This is the quantity still to ship for the corresponding order.

Quantity in Process

This is the quantity currently being worked for each specific job.

Next Release Quantity

If multiple releases were set up on the order, the next release quantity displays here.

Next Release Date

If multiple releases were set up on the order, the next release date displays here.

Comments

Enter any comments necessary to associate this part with other jobs.

Total Quantity Ready To Ship

This figure represents the total quantity that has completed the last routing step for all the Orders.

Total Quantity Ordered

This figure represents the total quantity ordered from all the Orders.

Total Quantity To Make

This figure represents the total quantity to be made from all the Orders.

Total Quantity For Stock

This figure represents the total quantity to be made for stock from all the Orders.

Total Quantity Shipped To Date

This figure represents the total quantity shipped so far for all the Orders.

Total Quantity Left To Ship

This figure represents the total quantity still to be shipped for all the Orders.

Total Quantity In Process

This figure represents the total quantity currently being worked for all Orders.

Total Next Release Quantity

This figure represents the total quantity of next releases for all Orders.

Extra For Stock

Extra parts needed to account for the stock percent specified in routing are automatically calculated here.

Extra For Scrap

Extra parts needed to account for the scrap percent specified in routing are automatically calculated here.

Part Number

These are the Part Numbers from the Bill of Material on the main Part Number being processed.



Vendor Codes must be attached to all purchased parts in the system. Since all sub-assemblies and purchased parts fill in from a BOM, purchased parts with no Vendor Code are flagged as sub-assemblies and assigned Job Numbers.

Quantity Required

This is the amount of this part required to make the main part for a given quantity.

Quantity on Hand

This is the number physically on hand in inventory.

Quantity to Post

This is the number being posted to the job. This can be changed manually, if the user does not want the amount allocated to post. Material required for the part that does not automatically populate in the grid can be added here now. Just click the Bins button in the lower right corner to open the Multiple Bin Quantity Selection screen and enter the new quantity to post.

Quantity to Buy/Make

This is the automatically calculated number left to buy or make to fulfill the Job Number. Each line item must be processed in turn.

Sub-Assembly

This field indicates “Yes” for parts with a Class of Make or “No” for parts classified as Buy.

Quantity in Process

This figure represents the total quantity of the part that is open to buy/make on all jobs in the system.

Quantity on Reserve

This figure represents the quantity posted to all other jobs in the system.

Vendor

If a part is associated with an Outside Vendor, that vendor name will populate here.

Description

A full description of the part populates here.

Search Button

The Search button allows users to enter other parts to the grid. On the Select Part Number screen, highlight the part and click OK. The system will prompt for the total quantity required. Enter the quantity and click OK to populate the grid.

Type Of New Part To Add

Select the type of new part you want to add to this order on the fly: Purchased or Manufactured.

New Part Button

Use this New Part button to open the Add Inventory Item or Add An Estimate screen where a whole new part can be added to the order “on the fly.”

Zero Out Grid Button

This button will remove all the quantities from this Specification screen.

Delete Button

Use the Delete button to remove the selected line item from the grid.

Bins Button

This button opens the Multiple Bin Quantity Selection screen where users can specify the location of the parts to be pulled from inventory.

Printing Job Travelers

There are several documents created from Order entry. Select the Print button and choose the appropriate tab. Let's start with the Job Traveler. The Job Traveler is the document that follows the job around the shop, supplying all the employees with important information about the job. The customer would not normally see this document. The user customizes the format of the traveler to include only the information necessary for their shop. Click the Print button to see the Job Traveler tab.

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the Job Traveler.

The screenshot shows the 'Order Entry Documents' window with the 'Job Traveler' tab selected. At the top, there are tabs for 'Job Traveler', 'Work Order', and 'Acknowledgment'. Below the tabs, there is a checkbox for 'Exclude Closed Jobs' and a 'Single Job Number ONLY' field. The 'Report Destination' is set to 'Screen'. A table titled 'Spoiled Job Travelers ...' lists the following data:

Order No	Customer	Date
4370	CARTER	06/26/2001
4417	CUTTING	09/16/2002
7059	HARRIS	12/13/2002
7062	CARTER	10/30/2002
7096	CREDIT	02/27/2003
7097	ALPHA	03/04/2003
7099	BEAL	03/04/2003
7100	ALPHA	03/04/2003

Below the table are several sections for print defaults:

- Include These Reports:**
 - Shop Copy
 - Inventory Copy
 - Purchasing Copy
 - Cut List Copy
- Include These Sections On Shop Copy:**
 - Customer Information
 - Job Notes
 - Delivery Schedule
 - Material List
 - Job Requirements
 - Cut List Items
 - Sub-Assembly Job List
 - Part History
- Include On Router:**
 - Bar Code
 - Departments
 - Estimated Times
 - Step Description

At the bottom, there is an 'Inventory Copy Options' section with a 'Number Of Copies' field set to 1 and a checkbox for 'Generate inventory copy even if no parts have been posted from inventory'. There is also a text area for 'Additional Text To Be Printed Between Steps On The Router'.

Exclude Closed Jobs

Click this check box so travelers for closed jobs on an order do not print out.

Single Job Number Only

Enter a single Job Number to print just one specific traveler.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Traveler first and then click the Print button there to get the hard copy.

Print Spool

All the Job Travelers ready for printing are listed here.

Delete

Click here to remove the item(s) selected in the print spool.

All Job Travelers

Use this button to print all the job travelers listed in the print spool.

Single Job Traveler

Click to create the Traveler selected in the spool or entered in the Single Job Number Only field.

Clear Spool

Click this button to remove all the items in the print spool. No Job Travelers will be generated.

Close

Click here to return to the main Orders screen.

Job Traveler Print Defaults

Customize what is included on the shop's traveler. Select all the appropriate check boxes.

Include These Reports

There are several pages that can be generated with each traveler. Just click the check boxes next to those needed. Selecting only the Shop Copy here and then all of the options under Include These Sections on Shop Copy will generate one report with all the information necessary for the shop floor employees. The Inventory, Purchasing, and Cut List copies can all be selected to print as well.

Include These Sections on Shop Copy

Tell the system which items should be included for the Shop.

Include on Router

Select what should be included with the Router.

Number of Copies

Select the number of copies needed for the shop.

Inventory Copy Options

Select this check box to tell the system to print the Inventory Copy, even though no parts get posted from inventory.

Additional Text to be Printed Between Steps on the Router

Use this additional space to add important details to the traveler for the shop floor employees. Some shops add sign-off lines so they can be initialed as they go through each step on the router. This text will print on each router step until it is removed from this screen. This text does not get saved with each individual traveler.

Printing Work Orders

The Work Order is the document that lists all the items on an order in one place. It usually remains in the office to describe everything regarding the order as a whole rather than just one job since there may be jobs appearing on just one Order.

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the Work Order.

Order Entry Documents

Job Traveler | **Work Order** | Acknowledgment

Single Order ONLY: Report Destination: **Screen**

Spooled Work Orders ...

Order No.	Customer	Date
4370	CARTER	06/26/2001
4417	CUTTING	09/16/2002
6541	ALPHA	10/26/2002
7059	HARRIS	12/13/2002
7061	HARRIS	10/10/2002
7062	CARTER	10/30/2002
7067	ALPHA	07/17/2002
7089	BASS	01/10/2003
7090	VANDALAY	01/10/2003
7092	VANDALAY	01/14/2003
7093	GOFMAN	01/14/2003

Buttons: Delete, All Work Orders, Clear Spool, Single Work Order, Close

Work Order Print Defaults

Additional Work Order Text:

Company Name At Top: Yes No

Company Location: **YOURTOWN**

Number Of Copies: (valid only when destination set to Printer)

Single Order Only

Enter a single Order Number to print just one specific Work Order.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the Work Order first and then click the Print button there to get the hard copy.

Print Spool

All the Work Orders ready for printing are listed here.

Delete

Click here to remove the item(s) selected in the print spool.

All Work Orders

Use this button to print all the work orders in the print spool.

Single Work Order

Click here to create the one Work Order selected in the print spool or entered in the Single Order Only field.

Clear Spool

Click this button to remove all the items in the print spool. No Work Orders will be generated.

Close

Click here to return to the main Orders screen.

Additional Work Order Text

Use this additional space to add important details to the work order for the shop floor employees. This text will print on each work order until it is removed from this screen. The text does not get saved with each work order.

Company Name at Top

Select Yes or No to tell the system whether the company name should print at the top of the Work Order. When using preprinted letterhead, make sure the No option is selected.

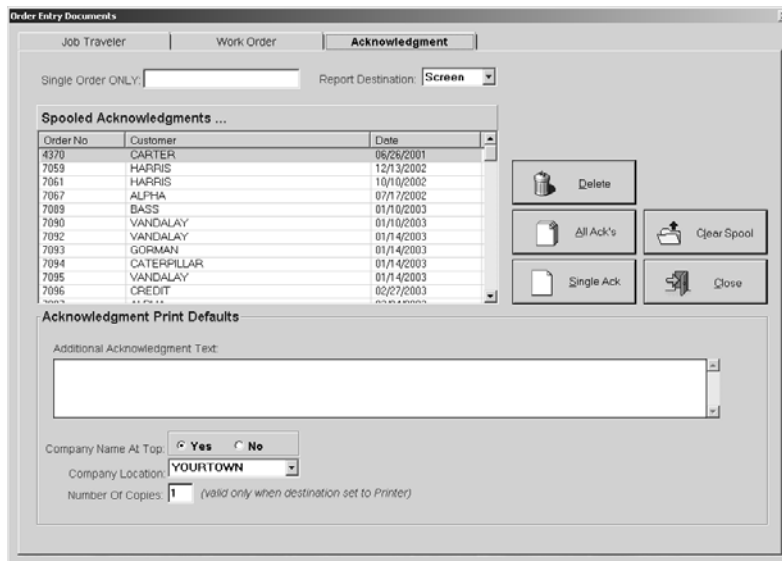
Number of Copies

Select the number of copies needed for the shop.

Printing Acknowledgments

The Acknowledgment is the document sent back to the customer confirming their Order. This document lists all the items on an Order with all the associated information, including the price, so there are no misunderstandings about an incoming order.

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the Acknowledgment.



Single Order Only

Enter a single Order Number to print just one specific acknowledgment.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the Acknowledgment first and then click the Print button there to get the hard copy.

Print Spool

All the acknowledgements ready for printing are listed here.

Delete

Click here to remove the item(s) selected in the print spool.

All Acknowledgments

Use this button to print all the acknowledgments in the print spool.

Single Acknowledgment

Click here to create the one Acknowledgment selected in the print spool or entered in the Single Order Only field.

Clear Spool

Click this button to remove all the items in the print spool. No Acknowledgments will be generated.

Close

Click here to return to the main Orders screen.

Additional Acknowledgment Text

Use this additional space to add important information for the customer. This text will print on each acknowledgment until it is removed from this screen. The text is not saved with each acknowledgment.

Company Name at Top

Select Yes or No to tell the system whether the company name should print at the top of the Acknowledgment. When using preprinted letterhead, make sure No is selected.

Company Location

Each address entered for your company is available to be printed in the header information on this quote. If you don't want to use the default, simply change the address by selecting a different Company Location from the drop down list.

Number of Copies

Select the number of copies needed for the shop.

Shipments

Shipment Entry is where the system creates the Delivery Ticket, Certificates of Conformance, and Labels for completed jobs ready to be shipped.

The *Packing List Number* automatically defaults on the Add Packing List screen. This can be overridden if necessary. It will display with each tab. The system will prompt a user if a number has already been used.

Detail Tab

Order Number

Enter the Order number and then press the Tab key to populate the rest of the screen. Or, use the Binocular Search to find the Order ready for shipment. Then select those items from the Order Line Item Detail screen that are ready for shipping.

Search Button

Use the Search button and criteria to locate the Order Number you need.

Shipment Information

This section provides a history of the Packing List once it's been saved. The General tab includes entry and modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Customer

The customer name displays here once the Order number has been entered. Select a customer, if necessary, from the browse arrow.

Customer's PO

The customer-provided Purchase Order number displays here if it was available at Order entry.

Ship Date

This date defaults to the date the shipper is entered.

Orders

Ship Via

Enter the method for shipment here such as UPS for United Parcel Service.

Shipping Charges

These charges will populate once the Bill of Lading tab is completed. These charges flow through to the customer Invoice and are debited to the default freight account set up in Company Maintenance.

Container Options

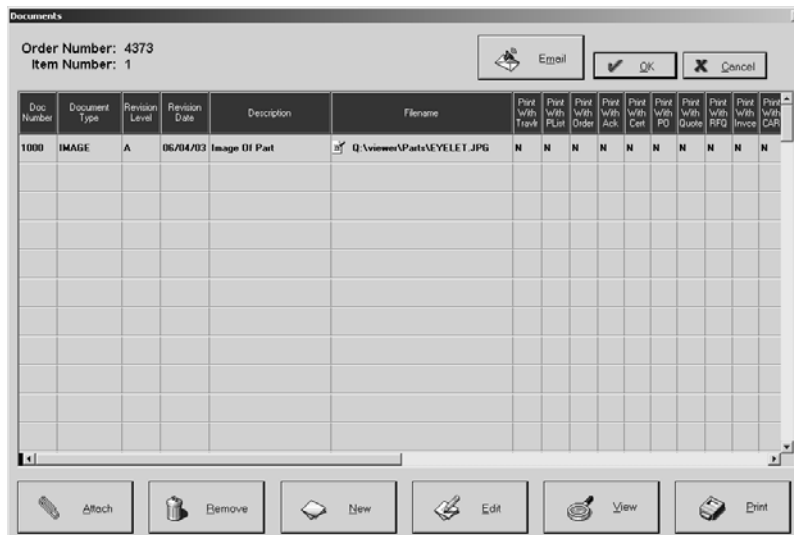
Select how the shipment should be packaged: all in one container or in separate packages.

Has Customer Been Billed?

This defaults to “No” and changes to “Yes” when the packing list is entered on the Invoice.

Docs

If there are any documents attached to this part, an icon the user can click on will display here to open the Documents screen where the attachments can be viewed or new ones added.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

Part Number

The Part Number from the Order displays here.

Quantity Open

This represents the quantity open for each job on the order. If multiple releases are set up, the total left to ship and the next release will come over also.

Quantity to Ship

This number is generated from the Order. If there are multiple releases, the first release comes over. If there are no multiple releases set up, the entire quantity open displays here. Select this field and click the Details button to open the Shipment Line Item Detail screen where the quantity can be edited. This is where partial or oversh shipments are entered.

Quantity To Stock

This number was determined during Order entry and automatically populates here. If additional parts were made that were not set up on the Order, they can be shipped to stock now. Right-click on the cell for grid options to modify this quantity.

Quantity From Stock

If there are parts in stock that were not posted to the job during Order entry or through Inventory Transfers, they can be shipped now. Enter that number here. Keep in mind that this can only be done if there is a quantity on hand in stock.

Quantity to Cancel

If any parts need to be canceled, click on this field and then click the Details button to open the Shipment Line Item Detail screen. Indicate how many pieces are to be canceled in the Quantity to Cancel field for the appropriate line item.

Unit

The default unit of measure for the line item displays here.

Job Number

The open Job Numbers created at Order entry populate here.

Description

The full description of the part automatically populates here.

Customer's PO

If there was a customer Purchase Order number entered on the order, it will display here. If there was no number placed on the Order, enter it now if it's available.

Master Job Number

This number encompasses multiple sub-assemblies. If this release is for a sub-assembly, the master job number contains the job number this is for. Look at the line item details through Orders to find these sub-assemblies. The sub-assemblies will not show on the Delivery Ticket when this number populates here.

Part Weight (LBS)

This is the weight, in pounds, of the part.

Revision

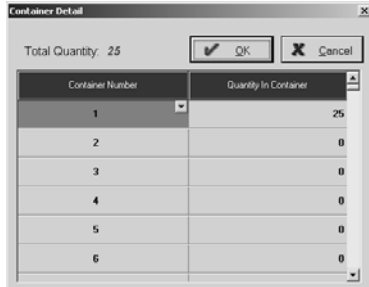
This is the latest revision number on the order.

Container

This will default to “1” when “All Together” is selected as the Container Option. When “Pack Separately” is selected, each grid line will be assigned a number (1, 2, 3, 4, 5, etc.)

CONTAINER DETAIL

Right-click on the container to open this screen where the user can split one line into multiple containers.



Item Number

This is the number that was assigned to the job at order entry. The default is 1, 2, 3, etc (maximum of 4 numerics). This number will display on anything the customer sees: Shippers, Invoices, Acknowledgements, etc. This is useful for customers who work from Item Numbers instead of Part Numbers. It can be changed here and still carry over to any documentation (e.g, Shipment, Invoice for that Shipment). The system warns the user of a duplicate number, but multiple Orders on one packing list can have duplicate Item Numbers since they are assigned to different Job Numbers.

Delete Button

Use the Delete button to remove the selected grid item(s).

Process Button

Once all the tabs are completed, the user clicks the Process button to complete the Shipment.

Zero Out Grid Button

Click this button to zero out the quantities for all grid items.

Details Button

Use the Details button from any field in the grid, except Docs, to view the Shipment Line Item Detail screen.



Release Type

This will populate from the type selected on the order, but it can be changed here.

Quantity Open

This is the quantity for the release.

Orders

Due Date

This is the date the release is due.

Quantity to Customer

This is the amount of the release that goes to the customer.

Quantity to Stock

This is the amount of the release that goes to stock.

Quantity to Cancel

This is the amount of the release to be canceled.

Manufacturing Job Number

On a CUSTOMER order using the Rob From Stock option, the job number of the STOCK order will populate here.

Destination Job Number

On a STOCK order using the Rob From Stock option, the job number of the CUSTOMER order will populate here.

Bin Location

This will populate from Order Processing or it can be manually entered.

Lot Number

This will populate from Order Processing or it can be manually entered.

Comments

Any comments associated with this release should be entered here.

Header Tab

The screenshot shows a software interface with a 'Header' tab selected. The main content area contains an 'Available Addresses' table with three columns: 'Address Line 1', 'Address Line 2', and 'City'. Below the table is a 'Location' dropdown menu. Further down are input fields for 'Ship To Name', 'Line 1', 'Line 2', 'City', 'State/Prov.' (dropdown), 'ZIP/Postal Code', and 'Country' (dropdown).

Available Addresses

The addresses listed here are those the user can select from for shipping. These are the addresses originally set up for the customer under Table Maintenance. Click on the one to view and the corresponding information will display in the fields below the list.

Location

All the Shipping Addresses for this Customer will be listed here so you can easily change this information by selecting a different Location Code from the drop down list.

Ship to Name

This is the name of the Customer.

Line 1 and Line 2

The street address for the customer populates here.

City, State/Province, ZIP/Postal Code, and Country

Once the Line 1 and Line 2 information is populated, the cursor will move to the ZIP/Postal Code field. Enter that number and the remainder of the customer’s mailing information populates automatically.

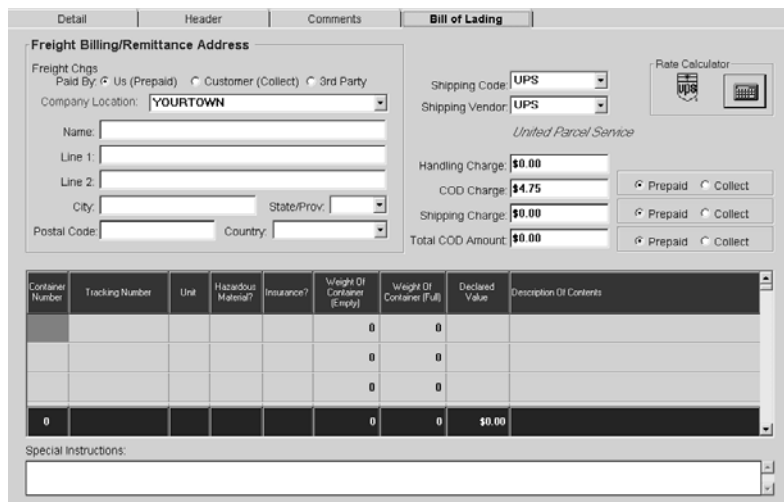
Comments Tab



Notes to Customer

Any notes to the customer can be stored here and printed on all customer correspondence. This is an unlimited text field.

Bill of Lading Tab



Freight Charges Paid By

Select the appropriate radio button for payment of the freight.

Company Location

If you need to change your Billing Address here to one of the others you set in Company Maintenance, simply select it from the drop down list.

Name, Line 1, Line 2, City, State/Province, Postal Code, Country

This information automatically populates according to who will pay the freight. “Us” will populate these fields with the company information. “Customer” will populate these fields with the customer information. If a “3rd Party” is necessary, click that radio button and complete the name and address information.

Shipping Code

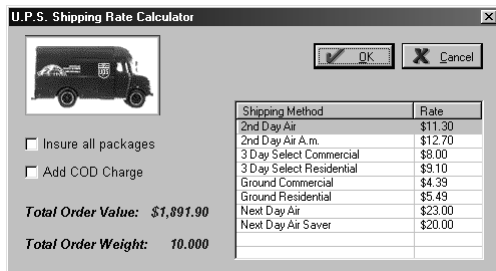
Select the code to be used for delivery. If UPS or FedEx are selected, the corresponding calculator button will display so that shipping charges can be pre-calculated.

Shipping Vendor

Select the Vendor that corresponds to the Shipping Code selected.

Rate Calculator

Click on the Rate Calculator to select the shipping method to be used for this order.



Insure all packages

Click this check box to indicate that all line items should be insured. This will override any individual line item selections made on the Bill of Lading tab and mark all items “Y” for insured. UPS and FedEx will charge for insurance on all values over \$100. This selection allows you to pass the charge along to the customer or not.

Add COD Charge

Click this check box to include the COD Charge for the selected shipper.

Shipping Method

These are all the available shipping methods from the selected shipper.

Rate

These are the pre-set rates that correspond to the shipping methods.

Handling Charge

Enter any additional amount to be added to the total for shipping here.

COD Charge

Enter the COD fee and indicate to the right whether it is prepaid or to be collected.

Shipping Charge

Enter the charges for shipping to be added to the total here. If UPS or FedEx are used, the calculator will populate this field. Indicate to the right whether it is prepaid or to be collected. This will populate on the Detail tab in the Shipping Charges field.

Total COD Amount

Manually enter the total amount of the COD and indicate to the right if it’s prepaid or to be collected.

Container Number

The container number for the line item will populate here. If the Container Option on the Detail tab was “All Together,” this will always be “1.” If “Pack Separately” was selected, the corresponding container number from the Detail tab will populate. If there are multiple items packed together, “Multiple” will display.

Tracking Number

Enter the shipper's tracking number for UPS or FedEx so the package can be tracked via those websites at a later date, when necessary. Just right-click on the number to open the Container Detail screen. Then click the Details button to connect to the shipper's website!

Unit

Enter the corresponding unit of measure for the containers.

Hazardous Material?

Indicate with Y for yes or N for no if the line item material is hazardous or not.

Insurance?

Indicate Y for yes or N for no if the line item needs insurance. If the declared value is over \$100, this will default to Yes. Insure all items or only those that need it.

Weight of Container (Empty)

The weight of the empty container to be used is entered here.

Weight of Container (Full)

The total weight of the container, once it's packed, is system calculated here.

Declared Value

Enter the value of the item here.

Description of Contents

Enter a full description of the contents of the containers here.

Special Instructions

Any special instructions for the freight vendor should be entered here.

Printing Packing Lists

Once Shipment entry is complete, several documents can be printed from the information in the system. Click the Print button and start with the Packing List.

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the Packing List.

The screenshot shows the 'Shipment Print Details' window with the 'Packing List' tab selected. The 'Report Destination' is set to 'Screen'. The 'Spooled Packing Lists' table contains the following data:

Packlist No	Customer	Date
5531	CARTER	05/19/2003
5533	STOCK	05/19/2003
5535	CARTER	05/27/2003
5536	HARRIS	06/18/2003
5537	A1CUSTOM	07/07/2003
5538	A1CUSTOM	07/09/2003
5539	BASS	07/14/2003
5540	CATERPILLAR	07/18/2003
5541	CATERPILLAR	07/22/2003

The 'Packing List Print Defaults' section includes the following options:

- Additional Packing List Text: [Empty text area]
- Company Name At Top: Yes No
- Company Location: YOURTOWN
- Number Of Copies: 1 (valid only when destination set to Printer)
- Print Customer Signature Line: Yes No
- Print Packed By Signature Line: Yes No
- Show Non-Shipped Items: Yes No

Single PL Only

Enter a single Packing List Number to print just one specific packing list.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Packing List first and then click the Print button there to get the hard copy.

Print Spool

All the Packing Lists ready for printing display here.

Delete

Click here to remove the item(s) selected in the print spool.

All Packing Lists

Use this button to print all the packing lists in the print spool.

Single Packing List

Click this button to generate just the one Packing List selected in the print spool.

Bill of Lading

Click here to create the bill of lading for this shipment.

Clear Spool

This button lets the user remove all the packing lists from the print spool.

Close

Click here to return to the main Shipments screen.

Additional Packing List Text

Type any additional text to the customer in this box. This text will print with each packing list until it is deleted from this screen. The text is not saved with each packing list.

Company Name at Top

Select Yes to print the Company Name at the top of the packing list. When using preprinted letterhead, make sure No is selected.

Company Location

If you need to change the default Company address information to be printed in the header of the Packing List, select another address from the drop down list.

Number of Copies

Enter the number to print of each Packing List.

Print Customer Signature Line

Select Yes to include a signature line for the customer at the bottom of the Packing List.

Print Packed By Signature Line

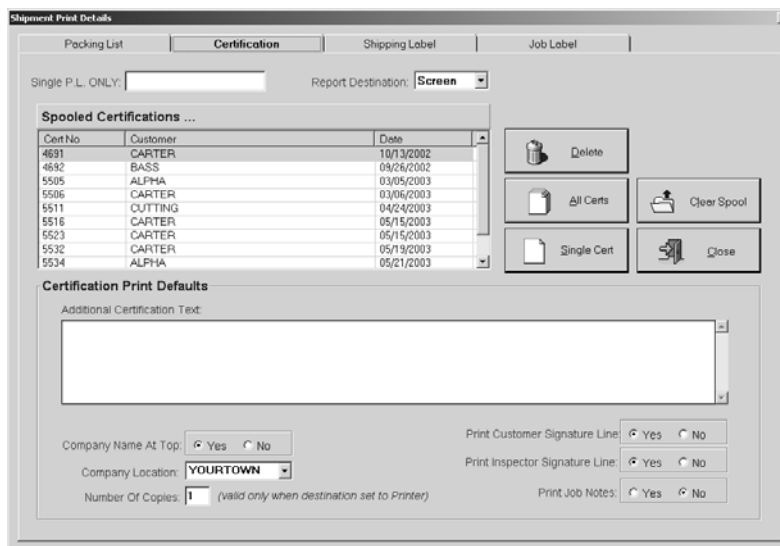
Select Yes to include a signature line for the company at the bottom of the Packing List.

Show Non-Shipped Items

Select Yes if non-shipped (backordered) items should print on the Packing List.

Printing Certificates of Conformance

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the Certificate.



Single PL Only

Enter a single Packing List Number to print just one specific certificate of conformance.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the certificate first and then click the Print button there to get the hard copy.

Print Spool

All the Certificates of Conformance ready for printing display here.

Delete

Click here to remove the item(s) selected in the print spool.

All Certs

Use this button to print all the certificates in the print spool.

Single Certs

Click this button to generate just the one Certificate of Conformance selected in the print spool.

Clear Spool

This button lets the user remove all the certifications from the print spool.

Close

Click here to return to the main Shipments screen.

Additional Certification Text

Enter any additional text to the customer in this box. This text will print with each certificate until it is removed from this screen. The text is not saved with each certificate.

Company Name at Top

Select Yes to print the Company Name at the top of the certificate. When using preprinted letterhead, make sure No is selected.

Company Location

If you need to change the default Company address information to be printed in the header of the Certificate of Conformance, select another address from the drop down list.

Number of Copies

Enter how many to print of each Certificate.

Print Customer Signature Line

Select Yes to include a signature line for the customer at the bottom of the certificate.

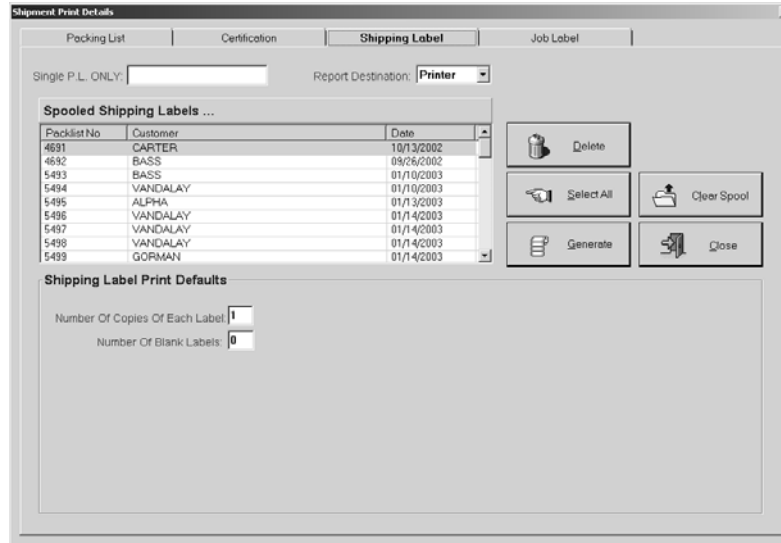
Print Inspector Signature Line

Select Yes to include a signature line for the company at the bottom of the certificate.

Print Job Notes

Select Yes to have all job notes print on the certificate.

Printing Shipping Labels



Shipment Print Details

Packing List | Certification | **Shipping Label** | Job Label

Single P.L. ONLY: Report Destination: **Printer**

Spooled Shipping Labels ...

Pocklist No	Customer	Date
4691	CARTER	10/13/2002
4692	BASS	09/26/2002
5493	BASS	01/10/2003
5494	VANDALAY	01/10/2003
5495	ALPHA	01/13/2003
5496	VANDALAY	01/14/2003
5497	VANDALAY	01/14/2003
5498	VANDALAY	01/14/2003
5499	GORMAN	01/14/2003

Shipping Label Print Defaults

Number Of Copies Of Each Label:

Number Of Blank Labels:

Buttons: Delete, Select All, Clear Spool, Generate, Close

Single PL Only

Enter a single Packing List Number to print just one specific set of shipping labels.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the labels first and then click the Print button there to get the hard copy.

Print Spool

All the Shipping Labels ready for printing display here.

Delete

Click here to remove the item(s) selected in the print spool.

Select All

Click here to choose all the Shipping Labels for printing. To generate labels for just one packing list, select it in the print spool and click the Generate button.

Generate

Click here to create the Shipping Labels once all the other options have been set.

Clear Spool

This button lets the user remove all the labels from the print spool.

Close

Click here to return to the main Shipments screen.

Number of Copies Of Each Label

Enter how many to print of each label.

Number of Blank Label

Enter how many labels to skip so you can reuse partial label sheets.

Printing Job Labels


Shipment Print Details

Packing List Certification Shipping Label **Job Label**

Report Destination: **Printer**

Spooled Job Labels ...	
Job Number	Part Number
7057-01	4300118
7057-02	4300116
7058-01	NRG-TWR-001
7061-01	R-9002-007
7061-02	R-9002-003A

Job Label Details

Job Number:  Lot Number:

Item Number: Date: / /

Vendor Number: Revision:

Part Number:

Description:

P.O. Number:

Number Of Containers: Quantity In Each Container:

Number of Copies: (valid only when destination set to Printer)

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Job Labels first and then click the Print button there to get the hard copy.

Print Spool

All the Job Labels ready for printing display here.

Delete

Click here to remove the item(s) selected in the print spool.

Generate

Use this button to create the Job Labels selected in the print spool once all the other options have been set.

Clear Spool

Click here to remove all the labels in the print spool.

Close

Click on Close to return to the main Shipments screen.

Job Number

Enter a specific job number here to print just those Job Labels.

Search Button

Use the Search binoculars to find a number. Once this is populated, the rest of the related fields will populate.

Item Number

This number corresponds to the particular item in the job.

Lot Number

The lot number here identifies the inventory Lot of the materials being shipped.

Vendor Number

This number identifies who supplied the material to the vendor. This number is not system generated and must be manually entered when available.

Date

This is the date the job was shipped, but can be changed by simply typing a new date or right-clicking on the field to open the calendars.

Part Number

This is the part number on the job.

Revision

If there is a revision on the part, it displays here.

Description

The description of the part populates here.

PO Number

Any PO Number attached to the job will populate here

Number of Containers

Enter the number of containers in the shipment.

Quantity in Each Container

Enter the number of pieces packed in each shipping container.

Number of Copies

Enter the number of copies the system should generate.

Customer Returns/Rework

Customer Returns/Rework is where users can create returns for rework jobs or restock. If the Quality Module is being used, this return can also automatically generate Corrective Actions and Non-Conformances.

The *Customer Return Number* automatically defaults on the Add Customer Return screen. It will display with each tab. This can be overridden if necessary. The system will prompt a user if a number has already been used.

Detail Tab

Packing List Number

Enter the Packing List Number and then press the Tab key to populate the rest of the screen.

Search Button (Packing List)

Use this search to locate your Packing List(s) to populate the form. Select the one(s) you need from the Packing List Selection screen.

Customer Code

Once the PL is in place, the Customer Code associated will populate. This is system generated and cannot be altered.

Customer Name

This populates to correspond to the Customer Code associated with the Packing List. This is system generated and cannot be altered.

Customer's PO

If a Customer PO number was entered on the Order, that number will display here. This is system generated and cannot be altered.

Return Status

This status will change as the return passes through all its "phases." It will begin as "Issued" and then change to one of several others statuses, depending on what action has been taken: Cancel, Complete, Credit Created, Inspected, Job Created, Received, Refused.

Search Button

Use this Search button and criteria to locate the Packing Lists you need for this return.

Return Information

This section provides a history of the Return once it's been saved. The General tab includes entry and modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Bill customer for restocking these items

This defaults to being checked so that a credit or invoice can be generated to the customer. Just use the Create Credit/Invoice button.

Create CAR for each line item on this return

This checkbox is marked if you want to create a Corrective Action for *every* line item on the return. This is not automatically selected when a new return is started. A red check mark will display in the corresponding column down in the grid.

Create NC for each line item on this return

This checkbox is marked if you want to create a Non-Conformance for *every* line item on the return. This is automatically selected when a new return is started. A red check mark will display in the corresponding column down in the grid.

Docs

A paper and clip icon will display here if there are any documents attached to the part.

Part Number

The part number for each line item on the selected Packing List(s) displays on it's own line here in the grid. This is system generated from the contents of the Packing List and cannot be changed, except to delete a line item from the return.

Original Qty Shipped

This is the original quantity shipped on the Packing List and cannot be altered. The Qty Returned cannot be more than this total and the sum of Qty To Rework and Qty To Restock cannot be more than this total.

Create CAR

A red check mark will display next to each line item that is to have a Corrective Action automatically created for it.

Create NC

A red check mark will display next to each line item that is to have a Non-Conformance automatically created for it.

Qty Returned

This will default to the same figure in Original Qty Shipped, but you can change this according to what your Customer is expected to return.

Qty To Rework

The quantity the customer expects to be corrected and returned to them is entered here.

Qty To Restock

The quantity the customer expects to return to your shelves is entered here.

Unit

This is the unit of measure associated with this Part Number.

Original Job Number

The Job Number assigned to this part on the original order displays here. This is system generated and cannot be changed.

Rework Job Number

Once the return is processed, if there are any quantities to be reworked, they will be assigned this Rework Job Number on the original Order and it will display here.

Reason Code

Once the parts have been returned by the customer, your Inspector (most likely) will determine the appropriate Reason Code and select it here. Each line item could have a different Reason Code.

Description

The corresponding description for the Reason Code displays here once it's selected and the user Tab off the Reason Code field.

Customer's PO

If there was a Customer PO associated with this part on the original Order, it will display here. This is system-generated, but you can change it if necessary.

Item Number

Each line item on the return will be assigned it's own Item Number so that the CARs and NCs can be identified per line item.

CAR Number

The CAR Number automatically generated from the check box being checked and the Return being processed will display here. If you did not elect to automatically generate a CAR, you can always add it in later when you create it so the two documents will be linked.

Non-Conf Number

The NC Number automatically generated from the check box being checked and the Return being processed will display here. If you did not elect to automatically generate a NC, you can always add it in later when you create it so the two documents will be linked.

Restock Fee %

This is the percentage for restocking that is associated with the Customer on this return. If the customer did not have a restocking fee set on the Customer Code, the system will use the default set in Company Maintenance. If there is no restocking fee in either place, this will be blank.

Search Button (Job Number)

Use this search to locate Job Numbers for this return. This is a good way to locate items for rework that haven't been shipped yet.

Delete Button

This button removes the selected line item from the grid. Since everything from a Packing List will populate the return, you can use this button to remove parts that aren't being returned.

Zero Out Grid Button

The system assumes that when a Packing List or Job Number populates the grid, that all of the original quantity is being returned for rework. Use this button to zero out those numbers and replace them, when necessary, with the correct quantities received back from the customer or slated for rework.

Details Button

Use Details to open the Customer Return/Rework Line Detail screen where you can specify the quantity that should go to Rework and Restock. When you click OK, those quantities will populate the grid in the appropriate columns.



Customer Return No

This is the return number assigned.

Part Number

This is the part number selected on the grid of the Detail tab.

Original Job Number

This is the job number originally assigned to this part.

Original Qty Shipped

This is the quantity originally shipped on this job.

Quantity To Rework

This is the quantity the Customer wants reworked and returned to them.

Quantity To Restock

This is the quantity the customer wants to return for your inventory.

Bin Location

This is the Bin Location where the returned parts should be located.

Lot Number

This is the Lot Number assigned to the returned parts.

Comments

Any comments about these reworked or restocked parts should be entered here.

Process Button

Use the Process button when you have determined the quantities to be returned and reworked and the Reason Code for each line item. This will assign the CAR and NC numbers, generate their corresponding forms, open the original Order(s) and assign any Rework Job Number necessary, and generate the new Order Date on the Orders/Accounting tab.

Create Credit/Invoice Button

Use this button in conjunction with the Bill customer for restocking these items check box to generate the Credit Memo and/or Invoice. If you have quantities for Rework and Restock, you will see two line items (identified as such), but the Restock line item on the CM will have any Restocking Fee % deducted from the total.

Return Creation Tab

Issued By

The employee completing this tab should select their name from this drop down list.

Return Issue Date

This date defaults to “today” when the return is created. It can be changed, if necessary.

Reason For Return

The employee starting the return process should enter the reason given by the customer for the return. This may or may not be the full explanation. Once the parts are received and then subsequently inspected, further details will most likely be entered in the notes on those respective tabs.

Receiving Tab

Received By

The employee completing this tab should select their name from this drop down list.

Receive Date

This date defaults to “today” when the parts are returned. It can be changed, if necessary.

Receiving Comments

The employee receiving the parts should enter the reason given by the customer for the return. This will further explain the reason for the customer return.

Orders

QC/Inspection Tab



Inspected By

The employee completing this tab should select their name from this drop down list.

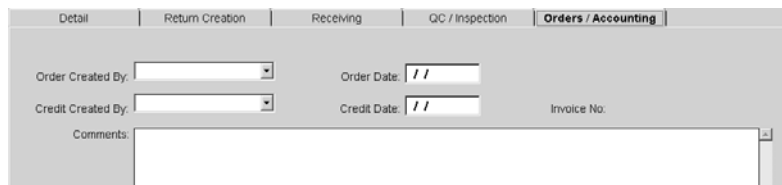
Inspection Date

This date defaults to “today” when the parts are inspected. It can be changed, if necessary.

QC Comments

The employee inspecting the parts should enter their inspection comments here. This will further explain the reason for the customer return.

Orders/Accounting Tab



Order Created By

The employee who processed the return and created any rework jobs will populate here.

Order Date

This date defaults to “today” when the rework jobs were created. It can be changed, if necessary.

Credit Created By

The employee who created the Credit/Invoice will populate here.

Credit Date

This date defaults to “today” when the Credit/Invoice was created. It can be changed, if necessary.

Invoice No.

This is system generated with the CM number once the Credit/Invoice is saved.

Comments

Any comments about the rework jobs or credit/invoice should be entered here.

Job Schedule Report

The Job Schedule shows all the current open jobs. The report detail can be sorted in several ways, which is specified on the Order/Shipment Reports screen. Job numbers, customer Purchase Order numbers, past Shipments, open Purchase Orders that have been entered to vendors and much more is provided here.

The screenshot shows the 'Job Schedule' report configuration window. It features three tabs: 'General', 'User-Defined (Header)', and 'User-Defined (Line Item)'. The 'General' tab is selected. The interface includes a list of filter criteria with checkboxes and input fields. The 'Due Date' section has 'Begin' set to 01/01/31 and 'End' set to 12/31/30. The 'Ready To Ship Status' section has 'Ready To Ship Jobs ONLY' selected. The 'In Process Status' section has 'In Process Jobs ONLY' selected. The 'Sort By' section has 'Due Date' selected. The 'Report Options' section has 'Show Prior Shipment Information' checked. The 'Report Destination' is set to 'Screen'. There are 'Generate Report' and 'Close' buttons at the bottom right.

- 1 Select your search criteria, including the Begin and End Due Date.
- 2 Then select the sort option.
- 3 Check the check box to show prior shipment information.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 The User-Defined (Header) tab shows any label changes made at the Header level on Customers or Quotations.
- 7 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Backlog Summary

The Backlog Summary shows a dollar volume backlog according to the open jobs for a specific date range. This is a great sales forecasting tool! The date range tells the system to display all the jobs that should be shipped according to the due dates and apply the quoted price to generate a backlog amount.

- 1 Select your search criteria, including either the Begin and End Order Date or Date Due.
- 2 Tell the system which reports to include and how to sort the information.
- 3 Check the box to display the breakdowns as graphs.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 The User-Defined (Header) tab shows any label changes made at the Header level on Customers or Quotations.
- 7 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Order Entry Summary

This summary shows all of the Orders that have been entered for a specific time period. As each new job is logged into the system, the summary adds it to the running total and sorts it according to sequential Order number.

- 1 Select your search criteria, including either the Begin and End Order Date or Date Due.
- 2 Tell the system which reports to include.
- 3 Check the box to display the breakdowns as graphs.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Reports button to see a complete listing.
- 6 The User-Defined (Header) tab shows any label changes made at the Header level on Customers or Quotations.
- 7 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Shipment Summary

This report shows all the Shipments made for a specified date range. It shows the actual shipment date and compares it to the due date assigned by the customer and calculates the number of days early or late for each Shipment. This is a good reference tool for comparison against what the customer expected. The customer breakdown page shows each customer making up the detail of this report and shows all of the Shipments along with the early/on-time percentage and the percentage late.

- 1 Select your search criteria, including the Begin and End Ship Date.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Cross Reference Report

Use the Cross Reference to locate old jobs quickly. Just enter as much information about the job as possible and the system will scan the entire job history for a match, even when only partial information is supplied. The report is printed and grouped by customer and shows hours worked, shipping dates, and the job number. Details can be generated now with the Job Cost Summary to see exactly how the jobs were run.

- 1 Select your search criteria, including either the Begin and End Date Due or Date Finished.
- 2 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 3 Click the Generate Report button to see a complete listing.
- 4 The User-Defined (Header) tab shows any label changes made at the Header level on Customers or Quotations.
- 5 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 6 Click the Close button to return to the main E2 Shop System screen.

Price Catalog Report

The Price Catalog shows each finished good stored in the master part file. Each part along with its description is listed as well as all of the quantity breaks set up per part. The pricing can be generated automatically from estimation or by manually entering these quantities and pricing in the inventory section of the system. Additional markup percentages can be posted when this report is generated to reflect possible upcoming price increases. Costs are not reflected here, only resale pricing, so this report could be sent to the customer.

- 1 Select your search criteria.
- 2 Enter any additional markup percentage to be added.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 6 Click the Close button to return to the main E2 Shop System screen.

Customer Returns/Rework Summary

This report shows all the Customer Returns made for a specified date range. The Detail shows each return and all the pertinent information such as the Customer, the Order Number, the Reason Code, Rework Costs, and all the Shipped, Returned, Reworked, and Restocked quantities. The breakdowns show the number of returns and what percent of total that is, Rework Jobs Costs and that percent of total, and the number of Days In House.

- 1 Select your search criteria, including the Begin and End Date for either Entered Date, Issued Date, Received Date, or Inspected Date.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

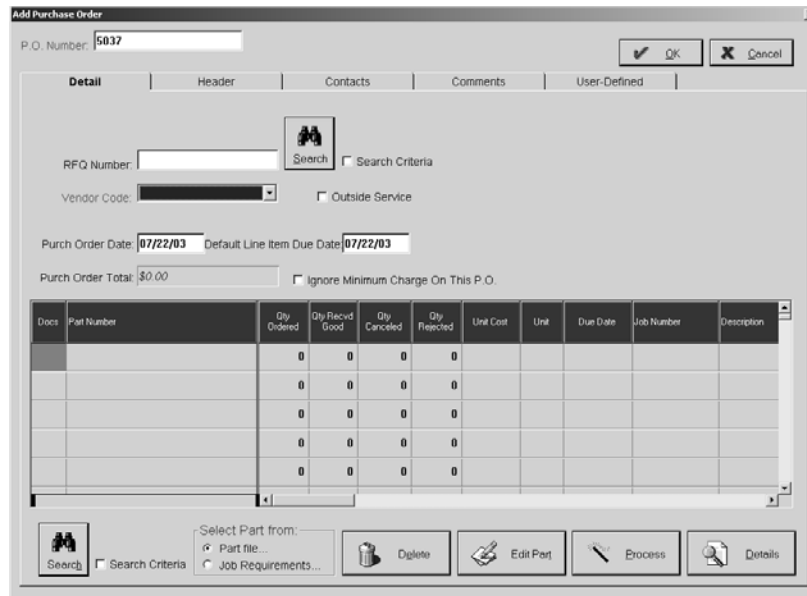
Purchasing

Use this section of the system to acquire pricing information from your vendors and produce Purchase Orders to buy the material or outside service. Receiving is also performed here so job costing and inventories can be updated. Requests for Quotation allow users to gather vendor pricing. Vendor Cost Analysis is a convenient diagnostic tool that looks at RFQs and determines the best available price

Purchase Orders

The *Purchase Order Number* will display with each tab. This number automatically generates from the system, but it can be changed by simply entering a new number. The system will prompt the user if the number has already been used.

Detail Tab



RFQ Number

Enter the number here if an RFQ was used. All of the tabs will be populated with the information from the RFQ once the user presses the Tab key. Use the Search binoculars and criteria check box to locate an RFQ.

Search Button

Use this search to locate the RFQ you want to use to build this Purchase Order.

Vendor Code

Select the Vendor Code from the browse arrow and press the Tab key. The Vendor name will populate below the Vendor Code field.

Outside Service

Once the Vendor Code is populated a check will display here if the Vendor has been set up as an outside vendor.

Purchase Order Information

This is historical information generated by the system and will only display once the PO has been processed and reopened for editing. The General tab tracks entry and modification along with the Purchase Order total and status. The Receivers tab shows a list of all the packing lists that have come in against this PO. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Purchasing

Purch Order Date

This defaults to today's date, but can be changed by overtyping the current date or right clicking the field to open the calendars.

Default Line Item Due Date

This is the due date for all parts on the order. The date on an individual part may be changed though through the grid.

Purch Order Total

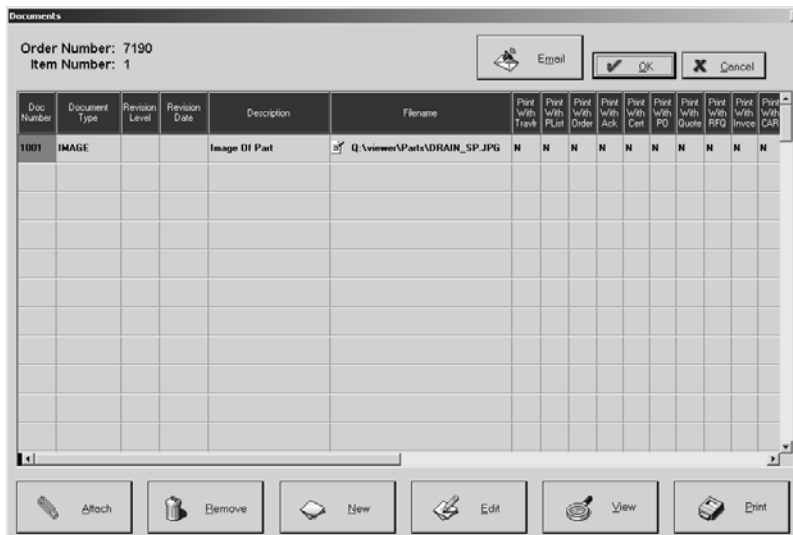
This total is system-generated and cannot be changed manually.

Ignore Minimum Charge on This Purchase Order

Click here if a minimum charge has been associated with this vendor that the Purchase Order will not fulfill.

Docs

If documents have been attached to this part, an icon will display here. Click it to open the Documents screen and view the attachments or add new ones.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

Part Number

Enter the Part Numbers here for the Order. The remainder of the grid information populates from the part file. Use the Search binoculars to locate parts from the Part File or Job Requirements.

P.O. Number

This is the PO Number from the main Purchase Order.

Part Number

This identifies the part number of the line item selected on the main Purchase Order.

Step No

This is the step number on the router this part is associated with.

GL Code

This is the GL Code assigned to the part.

Product Code

This is the product code assigned to this part.

Misc/Tooling Charge

Any miscellaneous charges on the part displays here.

Misc/Tooling Description

The corresponding description for the charges displays here.

Revision

The latest revision assigned to the part displays here.

FOB

This is the default FOB from the Vendor Code - typically their default city and state.

Markup Percentage

Any markup on the part displays here.

Comments

Comments entered about this part display here.

Certification Required?

If certification is required, click the Yes radio button.

Taxable?

If this item is taxable, click the Yes radio button.

Purchasing

User-Defined Fields

These fields are directly linked to design changes made on the part.

Quantity Ordered

This is the total number of this part to be ordered. It must be in whole numbers. Quantities from job requirements are rounded to the nearest whole number. If a smaller quantity is required, make the purchasing unit of measure smaller. For example, if only a decimal of a bar is being used, change the unit of measure on the part to inches. Highlight the field and click on Details to see the Purchase Order Line Detail screen.

Docs	Job Number	Qty (In EA)	Due Date	Comments
	4389-01	25.0	11/04/99	
	4389-01	25.0	11/04/99	
	4389-01	0.0	11/04/99	
		0.0		
		0.0		
		0.0		
		0.0		
		50		

P.O. Number

The PO number populates here.

Part Number

The part number from the PO populates here.

Step Number

The Step Number from the router, if there is one, will display for the PO being worked.

Docs

Any documents attached to the part number can be viewed from here if a document icon displays. Documents can also be added to the part at this time by clicking the field to open the Documents screen.

Job Number

Each Job Number ordering the part will display here.

Quantity (In EA)

This is the total of the part to be ordered. It can be in LB, IN, EA, BA, or FT.

Qty Open

This is the total of the quantity ordered that is still outstanding after the Receiver is processed.

Qty Recvd Good

This is the total of the quantity ordered that has been received.

Due Date

This is the date the parts are needed by to fulfill the customer.

Purchasing

Comments

Enter any comments here about the material.

Totals

This is the total of the quantities from all the jobs in the grid.

Search Button

Use this Search to find jobs you want to include on this.

Quantity Received Good

This field holds the quantity received when the order comes in.

Quantity Canceled

This field holds any quantity canceled on the PO.

Quantity Rejected

This field holds the quantity rejected on the PO.

Unit Cost

The cost per unit here comes directly from the part file, but may be edited.

Unit

The default unit of measure for the line item displays here.

Due Date

This is the date the shop needs the parts to fulfill the customer order on time.

Job Number

This is the job number(s) that this part number is being purchased for. "STOCK" will display here if the user is simply purchasing material for future use (no specific job needs these parts).

Description

A full description of the part displays here.

Search Button

Use the Search button to locate parts in inventory to include on the Purchase Order. Under Select Part From, choose whether the parts will come from the Part File or Job Requirements.

Delete Button

Select a part in the grid and click the Delete button to remove it from the PO.

Edit Part Button

Select a part in the grid and click Edit Part to open Update Inventory Item where the user can change part information.

Process Button

Click the Process button once the PO is complete. It can be "unprocessed" later if changes need to be made. Just click the button again. It works as a toggle.

Details Button

Select any field in the grid, except Docs, and click the details button to view the Purchase Order Line Detail screen and make any changes necessary.

Header Tab

Location

This is the default Location Code you set in Company Maintenance. If you need to change the shipping address, simply select another location from this drop down list.

Name

This is the name of the company.

Line 1 and Line 2

The street address for the company populates here.

City, State/Province, ZIP/Postal Code, and Country

The Vendor’s mailing information automatically populates once selected on the Detail tab.

Phone and FAX

The Vendor’s telephone and FAX numbers display here.

Ship Via

This populates from the Vendor information as the method of shipment for the PO.

Quote Number

Enter the Quote number from the vendor here.

Exchange Rate

This is the current rate of exchanging money from another country. When purchasing in USA dollars, this will default to “1.” If purchasing in another currency, the system shows the rate of the currency code selected. The value of the purchase order will go into accounting in the company’s native dollar.

Purchased By

This is the name of the employee who entered the order. It appears as the purchasing agent on the purchase order.

Terms Code

This code determines the schedule used to calculate the discount and net due dates for accounts receivable and payable invoices. These are created under Table Maintenance and assigned to the vendor to default here.

Currency Code

Select the Currency Code so the system knows how to cost the invoice by using the exchange rates placed on that code. The system defaults to USA.

Vendor Type

Select the Vendor Type from the browse arrow. This is simply a category assigned to the vendor (e.g., brass or steel). This is very useful for report selection criteria.

Contact

The name of the selected contact displays here.

Shipping Code

This will populate from the Vendor information, but can be changed if necessary.

Sales Tax Code

Tax Codes are used to automatically add sales tax. We recommend setting up at least one sales tax code for “Exempt” sales with a tax code percentage of zero since the system requires a tax code for all invoices.

These codes work from a percentage basis that gets added to an Invoice. That percentage comes from the percent added on the Tax Code when it was created under Table Maintenance. The code gets selected on the Invoice so that it shows as an individual line item. The line item gets marked as taxable. Then the printed Invoice shows the line item sale price with a sales tax line item below it.

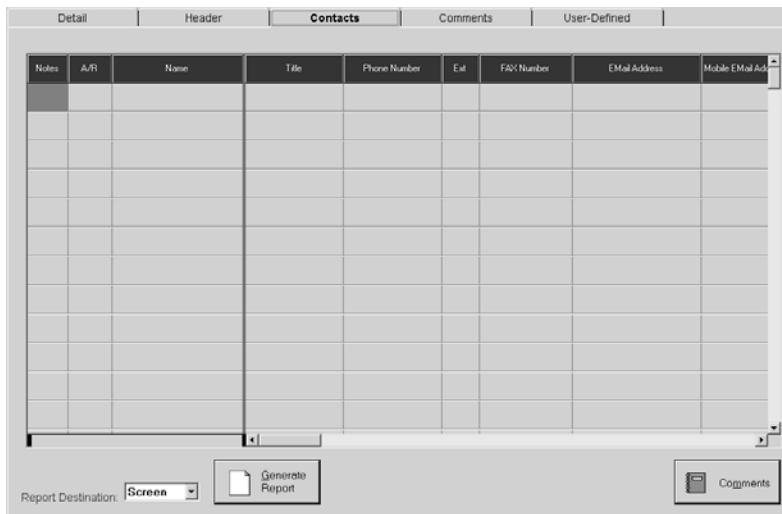
Provincial Tax

If the Vendor is located in Canada, the Sales Tax Code field will be replaced by this Provincial Tax and the following GST Tax field. This is similar to the State sales tax charged in the US.

GST Tax

This GST Tax field, along with the Provincial Tax field, are used for Canadian Vendors in place of the Sales Tax Code field used for US vendors. This is a National goods and services tax charged when purchasing in Canada.

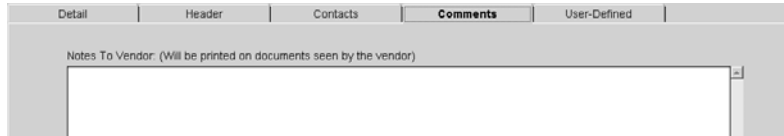
Contacts Tab



All the Contacts set on this Vendor Code will display here. You can use the Comments button to set Follow Up items on the Contact Management calendar. You can also generate a print out of all the contacts with the the Report Destination and Generate Report button.

Purchasing

Comments Tab

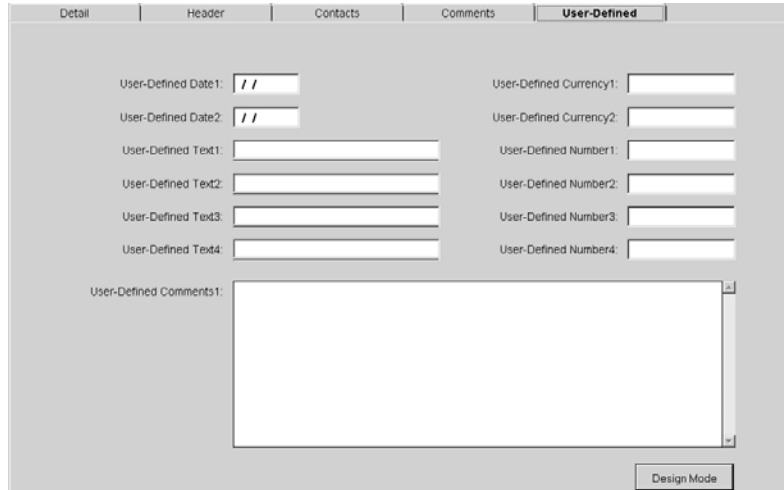


The screenshot shows a software interface with a tabbed menu at the top containing 'Detail', 'Header', 'Contacts', 'Comments', and 'User-Defined'. The 'Comments' tab is selected. Below the menu is a text area with the label 'Notes To Vendor: (Will be printed on documents seen by the vendor)'. The text area is currently empty.

Notes to Vendor

Any notes to the vendor can be stored here and printed on all correspondence. This is an unlimited text field.

User-Defined Tab



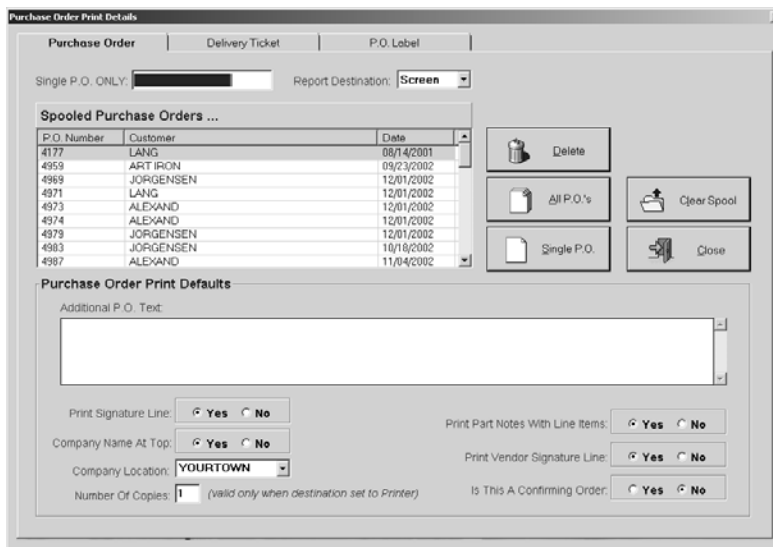
The screenshot shows the same software interface with the 'User-Defined' tab selected. The interface contains several input fields arranged in two columns. The left column includes: 'User-Defined Date1:' with a date field containing ' / /', 'User-Defined Date2:' with a date field containing ' / /', 'User-Defined Text1:', 'User-Defined Text2:', 'User-Defined Text3:', and 'User-Defined Text4:'. The right column includes: 'User-Defined Currency1:', 'User-Defined Currency2:', 'User-Defined Number1:', 'User-Defined Number2:', 'User-Defined Number3:', and 'User-Defined Number4:'. At the bottom left, there is a 'User-Defined Comments1:' label followed by a large text area. A 'Design Mode' button is located at the bottom right of the form.

Any fields changed on the Vendor Code or the RFQ will populate here since Yes was selected under Treat User-Defined Fields as One on the Order Entry tab of Company Maintenance.

Printing Purchase Orders

Once Purchase Order entry is complete, several documents can be printed from the information in the system. Click the Print button to take a look at Purchase Orders.

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the PO. This will only be effective on POs for outside services to a specific job number.



Single PO Only

Enter a single PO number here for printing.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Purchase Order first and then click the Print button there to get the hard copy.

Print Spool

All the Purchase Orders ready for printing display here.

Delete

Click Delete to remove the item(s) selected in the print spool.

All POs

Click here to print all the purchase orders in the spool.

Single PO

Click here to print the single PO selected in the print spool.

Clear Spool

Click this button to remove all the POs in the spool.

Close

Click Close to return to the main Purchase Orders screen.

Additional PO Text

Enter additional text to the vendor here. This holds information saved with the User ID. This text will print on all POs until it is removed from this screen. The text is not saved with the PO.

Purchasing

Print Signature Line

Select Yes to tell the system to include a signature line for the company at the bottom of the Purchase Order.

Company Name at Top

Select Yes to tell the system to print the company name at the top of the POs. Make sure No is selected when using preprinted letterhead.

Company Location

This is the default location code set in Company Maintenance. If you'd like to have a different company address print on this PO, select a different location from the drop down here.

Number of Copies

Tell the system how many copies to print of each Purchase Order.

Print Part Notes with Line Items

Select Yes to tell the system to print any part notes associated with each line item on the Order.

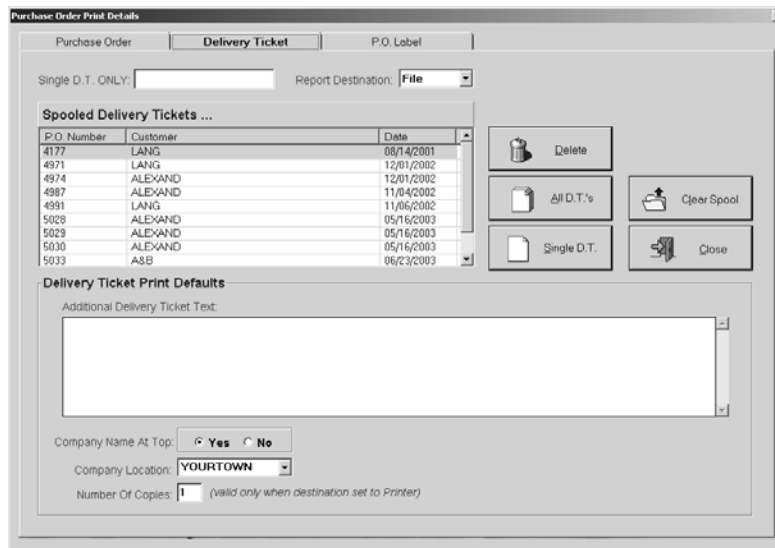
Print Vendor Signature Line

Select Yes to tell the system to include a signature line for the customer at the bottom of the Purchase Order.

Is this a Confirming Order?

Select Yes when sending a copy of the PO to the vendor. This is especially helpful for phone orders when a hard copy of the order is necessary.

Printing Delivery Tickets



P.O. Number	Customer	Date
4177	LANG	08/14/2001
4971	LANG	12/01/2002
4974	ALEXAND	12/01/2002
4987	ALEXAND	11/04/2002
4991	LANG	11/06/2002
5028	ALEXAND	05/16/2003
5029	ALEXAND	05/16/2003
5030	ALEXAND	05/16/2003
5033	A&B	06/23/2003

Single DT Only

Enter a single PO number here for printing.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the Delivery Ticket first and then click the Print button there to get the hard copy.

Print Spool

All the Delivery Tickets ready for printing display here. Only Delivery Tickets for Vendors set as “outside services” will print.

Delete

Click Delete to remove the item(s) selected in the print spool.

All DTs

Click here to print all the tickets in the spool. Only Delivery Tickets for Vendors set as “outside services” will print.

Single DT

Click here to print the single ticket selected in the print spool. Only Delivery Tickets for Vendors set as “outside services” will print.

Clear Spool

Click this button to remove all the tickets in the spool.

Close

Click Close to return to the main Purchase Orders screen.

Additional Delivery Ticket Text

Enter any additional text to the vendor in this box. This text will print with each Delivery Ticket until it is removed from this screen. It will not be saved with each ticket.

Company Name at Top

Select Yes to tell the system to print the company name at the top of the delivery ticket. Make sure No is selected when using preprinted letterhead.

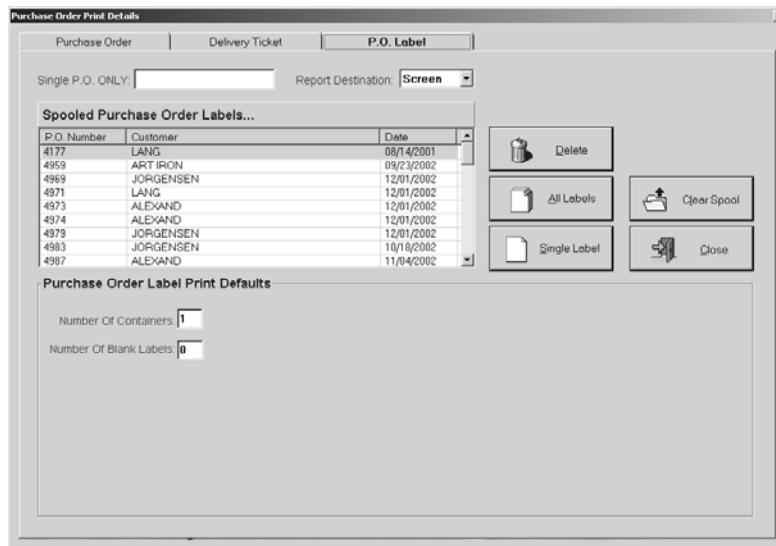
Company Location

This is the default location code set in Company Maintenance. If you'd like to have a different company address print on this PO, select a different location from the drop down here.

Number of Copies

Tell the system how many copies to print of each Delivery Ticket.

Printing Purchase Order Labels



Single PO Only

Enter a single PO number here for printing.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Labels first and then click the Print button there to get the hard copy.

Print Spool

All the Purchase Order Labels ready for printing display here.

Delete

Click Delete to remove the item(s) selected in the print spool.

All Labels

Click here to print all the labels in the spool.

Single Label

Click here to print the single label selected in the print spool.

Clear Spool

Click this button to remove all the labels in the spool.

Close

Click Close to return to the main Purchase Orders screen.

Number of Containers

This is the number of shipping containers in the delivery.

Number of Blank Labels

Enter how many labels to skip so you can reuse partial label sheets.

Receiving

Detail Tab

Receiver Number: 3566

Detail

P.O. Number: Search Search Criteria

Vendor Code: Outside Service

Receiver Date: 07/23/03 Shipping Charges:

Ship Via: Has Vendor Billed Us? Yes No

Packing Slip No:

Doc#	Part Number	Step Number	Qty Open	Qty Recvd Good	Qty To Stock	Qty Canceled	Qty Rejected	Unit	Bin Location	Lot Number	Job Number	Description
		0	0	0	0	0	0					
		0	0	0	0	0	0					
		0	0	0	0	0	0					
		0	0	0	0	0	0					
		0	0	0	0	0	0					

Delete Process Zero Out Grid Details

Receiver Number

This is a system-generated number, which can be changed if necessary. If auto numbering is not active in Company Maintenance, the user must enter a number here. This number can be overridden if necessary. The system will prompt the user if the number has already been used.

P.O. Number

The Purchase Order number displays here from a search or can be entered manually.

Vendor Code

The Vendor Code automatically populates from Purchase Order information along with the full name of the vendor below it.

Search Button

Use the Search button and criteria to locate the Purchase Order you need.

Outside Service

A checkmark will display here if the part has an outside vendor routing step from Job Requirements.

Receiver Information

This is historical information generated by the system and will only display once the Receiver has been processed and reopened for editing. The General tab tracks entry and modification information and appears in the upper right corner of Detail tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Receiver Date

This date defaults to today's date, but can be changed by overtyping or right-clicking to open the calendars.

Shipping Charges

Enter any known shipping charges here. These charges will flow through to the vendor invoice and then be debited to the default freight account set in Company Maintenance.

Ship Via

Enter the name of the freight company that delivered the material here.

Packing Slip Number

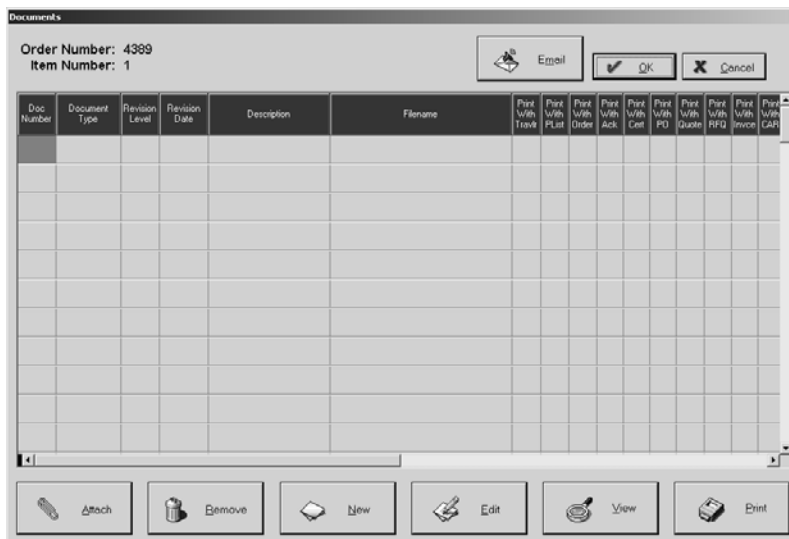
This number comes off the paperwork from the vendor. This will become the vendor Invoice number when that Invoice is entered.

Has Vendor Billed Us?

Receiver numbers are used to enter vendor invoices. So when an invoice gets entered, this is automatically set to “yes.”

Docs

If documents have been attached to this part, an icon will display here. Click it to open the Documents screen and view the attachments or add new ones.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

Part Number

These are the Part Numbers on the Purchase Order. The remainder of the grid information populates from the part file.

Step Number

The step number from the router displays here. This only populates if the Purchase Order was created from Job Requirements and the Outside Service field was flagged.

Qty Open

The quantity here populates from the Purchase Order. This changes to Previous Quantity Open once the Receiver has been processed.

Qty Received Good

Enter the quantity received from the vendor here. This should be the total quantity from the Purchase Order. Highlight the field and click the Details button to open the Receiver Line Item Detail screen where the quantity as a whole number can be entered.

Qty To Stock

Enter the quantity received from the Vendor as stock here. This should match the quantity on the Purchase Order. Highlight the field and click the Details button to open the Receiver Line Item Detail screen to enter the amount there.

Qty Canceled

Enter the quantity to cancel on this order here.

Qty Rejected

Enter the quantity to reject on this order here.

Unit

This is the unit of measure associated with the quantity.

Bin Location

This is the location in inventory assigned to the part to identify where it came from in inventory.

Lot Number

This is the number assigned to the specific Bin Location of the part to identify where it came from in inventory.

Job Number

This is the job number(s) this part was purchased for. The cost will go to this job once the receiver is processed. It cannot be changed here so if it is incorrect, do not process the receiver until the Purchase Order is corrected. Then go back and complete the Receiver. If the receiver must be unprocessed, click that button and open the Receiver Line Item Detail screen to make changes.

Description

The full description of the part populates here.

PO Number

The corresponding Purchase Order number displays here.

Delete Button

Select a grid line item and click the Delete button to remove it.

Process Button

Once all the information has been entered on the Receiver, click the Process button to update all areas affected by the Receiver. This button acts as a toggle so if it is labeled "Unprocess" no changes can be made until the button is clicked again and the Receiver is unprocessed.

Zero Out Grid Button

When POs are entered on Receivers, all the parts and their quantities on the PO automatically fill into the received quantity field. Sometimes only one part number was received though so the user can click this button to clear all the quantities from the grid and open the Receiver Line Item Detail screen to enter only those quantities received.

Purchasing

Details Button

Select a field in the grid, except the Docs field, and click the Details button to open the Receiver Line Item Detail screen where changes can be made to Quantity Splits. The Receiver cannot be processed though, so if it has been, click the “Unprocess” button and then go to Details.

Receiver Number: 3209
Part Number: ABC-123
Step No: 50

Job Number/Quantity Splits:

Docs	Job Number	Qty Recvd Good	Qty Canceled	Qty Rejected	Bin Location	Lot Number	Due Date	Comments
	4389-01	0.0	0.0	25.0			11/04/98	
	STOCK	0.0	0.0	0.0			11/18/03	
		0.0	0.0	0.0				
		0.0	0.0	0.0				
		0.0	0.0	0.0				
		0.0	0.0	0.0				
		0.0	0.0	0.0				
		0.0	0.0	0.0				
		0.0	0.0	0.0				
		0	0	25				

Zero Out Grid Bins

Receiver Number

This number populates from the Receiver being created.

Part Number

This part corresponds to one selected on the Receiver grid.

Step Number

If a router was created for this part and pulled onto the Purchase Order by job requirements, the corresponding step number will populate here.

Docs

If any documents were attached to the part, an icon will display indicating there are documents. Click the icon to open the Documents screen where the user can view them.

Job Number

The Job Number for this part, assigned at order entry, will populate here.

Qty Recvd Good

This quantity represents how many parts are to be received on the order.

Qty Canceled

This quantity represents how many parts are to be cancelled.

Qty Rejected

This quantity represents how many parts are to be rejected on the order.

Bin Location

This is the location in inventory assigned to the part to identify where it came from in inventory.

Lot Number

This is the number assigned to the specific Bin Location of the part to identify where it came from in inventory.

Purchasing

Due Date

This is the date the parts are needed by to fulfill the customer.

Comments

Enter any comments here about the material.

Zero Out Grids Button

This button removes all the quantities from the grid.

Bins Button

This button opens the inventory information for this part so the user can choose where to place parts when they are received in.

Printing the Receiver

Single Receiver Only

Enter a single Receiver number here for printing.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the Receivers first and then click the Print button there to get the hard copy.

Print Spool

All the Receivers ready for printing display here.

Delete

Click Delete to remove the item(s) selected in the print spool.

All Receivers

Click here to print all the Receivers in the spool.

Single Receiver

Click here to print the single Receiver selected in the print spool.

Clear Spool

Click this button to remove all the Receivers in the spool.

Close

Click Close to return to the main Receiving screen.

Additional Receiver Text

Enter any additional text for this Purchase Order in this box.

Company Name at Top

Select Yes to tell the system to print the company name at the top of the Receivers. Make sure No is selected when using preprinted letterhead.

Company Location

This is the default location code set in Company Maintenance. If you'd like to have a different company address print on this Receiver, select a different location from the drop down here.

Number of Copies

Tell the system how many copies to print of each Receiver.

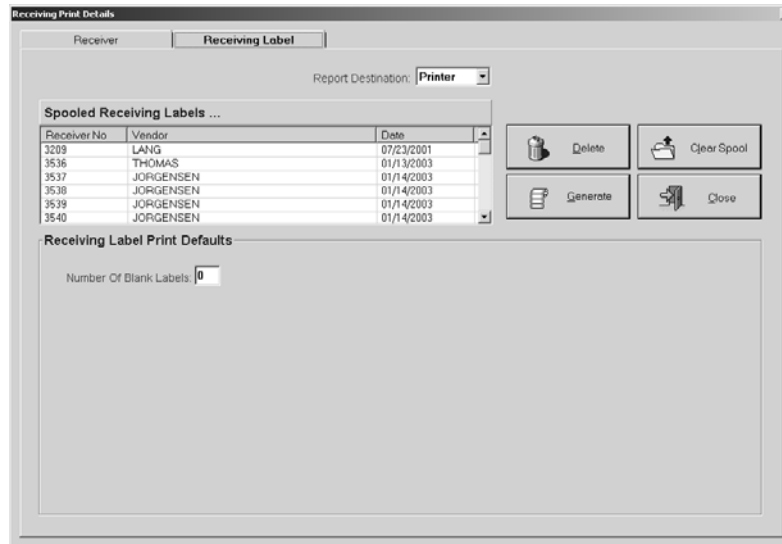
Print Receiving Signature Line

Select Yes to tell the system to include a signature line for the employee who receives the PO.

Print Quality Control Signature Line

Select Yes to tell the system to include a signature line for the employee who verifies quality control.

Printing the Receiving Label



Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Debit Memos first and then click the Print button there to get the hard copy.

Print Spool

All the Receiving Labels ready for printing display here.

Delete

Click Delete to remove the item(s) selected in the print spool.

Generate

Once the labels needed are selected in the print spool, click here to print them.

Clear Spool

Click this button to remove all the Receiving Labels in the spool.

Close

Click Close to return to the main Receiving screen.

Number Of Blank Labels

Enter how many labels to skip so you can reuse partial label sheets.

Request for Quotation

The *RFQ Number* will automatically populate and display with each tab. This number is generated from auto numbering set in Company Maintenance. This number can be changed manually when necessary.

Detail Tab

The screenshot shows the 'Update Request for Quotation' window. At the top, the RFQ Number is 979. The 'Detail' tab is active, showing fields for Vendor Code (A1STEEL), Quote Number, RFQ Date (07/23/03), Expires On (07/23/03), and Ship Via (United Parcel Service). There is a checkbox for 'Outside Service'. The 'RFQ Information' section has 'General' and 'Audit Trail' tabs. The 'General' tab shows 'Entered By: TAM', 'Enter Date: 07/23/03 02:06:01 pm', 'Modified By:', and 'Modify Date:'. Below this is a 'Change The Status On ALL RFQ Line Items To...' section with radio buttons for 'Accept', 'Decline', 'Pending' (selected), and 'No Quote'. A table with columns: Doc#, Part Number, Quantity, Unit, Unit Price, Status, Job Number, Description, and Product Code. The first row contains: 1003, Multiple, EA, \$0.0000, Pending, Job Number, Housing, FAB. At the bottom, there are buttons for Search, Purchased Items (From Part File, From Job Req), Delete, New Part, Copy, and Details.

Vendor Code

Select the vendor code from the browse arrow. If the vendor is not listed, click the browse arrow and select <Add New> to open the Add Vendor Code screen and set them up. The full name will automatically populate once the Vendor has been selected.

Outside Service

If the Vendor has been flagged as an Outside Service, a checkmark will display here.

Quote Number

This is for the quote number assigned by the Vendor. It is an optional field for reference only.

RFQ Date

Enter the date the user needs the quote back from the vendor here. It will default to today's date. Type a date or open the calendar with a right-click on the field.

Expires On

Enter the date the RFQ expires here. It defaults to today's date. Type a date or open the calendars with a right click on the field. The RFQ Summary report can be filtered by Expiration Date.

Ship Via

The shipping company associated with the Vendor will populate here once the Vendor is selected.

RFQ Information

This system-generated history of the RFQ tracks initial entry and modifications on the General tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed. This will only display after the RFQ has been saved.

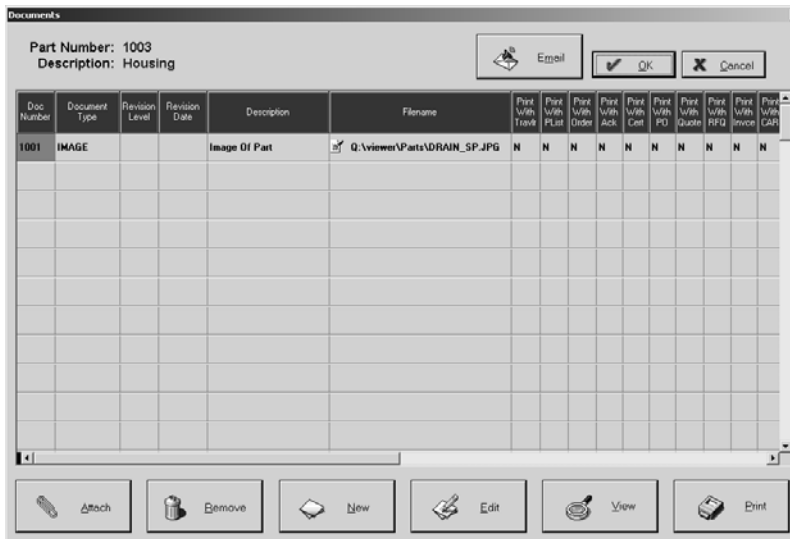
Change the Status . . .

Once the RFQ has been saved, this field will display. The status of an RFQ can be Accept, Decline, Pending, or No Quote. Once the RFQ becomes a Purchase Order, the status changes to Accepted. RFQs with past Expiration Dates must be changed manually by the user to Declined. The RFQ Summary can be filtered according to Status to see an overview of which quotes are still pending, accepted, or declined. No Quote indicates a non response from the vendor.

This status can be changed manually by editing the RFQ. Select the appropriate radio button and click the Change button at left. This helps filter the RFQ Summary to provide the user with a picture of which RFQs are pending, accepted, or declined.

Docs

When there are attachments, an icon will display in this field. The user can click the icon to open the Documents screen and view and attachment or add new ones.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

Part Number

Enter the Part Number or use the Search binoculars to find the correct one. The user can choose parts from the Part File or from Job Requirements and then further narrow the criteria with the radio buttons that display.

Step Number

If the Vendor is an outside service vendor, the Step Number will populate from the router.

Quantity

This is the total number of this part to be quoted on by the vendor. Select the field and click on the Details button to display the RFQ Line Item Detail screen.

Unit

This indicator represents the unit of measure for the part.

Purchasing

Unit Price

The cost per unit is blank unless the Vendor is an outside service. In that case, the amount from the Vendor displays.

Status

The status of an RFQ can be Accepted, Declined, or Pending. Once the RFQ becomes a Purchase Order, the status changes to Accepted. The user must manually change RFQs with past Expiration Dates to Declined. The RFQ Summary can be filtered according to Status to see an overview of which quotes are still pending, accepted, or declined.

Job Number

If a job number is associated with the line item, it will populate here.

Description

The full description of the part populates here from the Part File.

Product Code

Select the code set up for this part to categorize it for inventory.

Search Button

Use the Search button to add parts numbers to the RFQ. The user can select parts from the Part File or Job Requirements.

Delete Button

Select a line item in the grid and click this button to remove it from the RFQ.

New Part Button

If the RFQ calls for a new part, click this button to open the Add Inventory Item screen where all the information for the new part can be entered. Click the OK button to return to the RFQ.

Copy Button

Click here to copy the line items from one RFQ to another. This opens the Select RFQ to Copy Line Items From screen where the user can enter an RFQ number and populate the new one.

RFQ No	RFQ Type	RFQ Source	RFQ Date	Expire Date	Vendor	Vend Type	Contact

Source RFQ Number:

Search for RFQ by...

ALL Vendor Code
 Part Number Contact Name
 Description Notes
 Vendor Type Requested By

Purchasing

Details Button

Select any field in the grid, except Docs, and click on Details to view the RFQ Line Item Detail. Any part notes entered on the Comments tab will carry over to Purchase Orders. User-defined fields will be from the line item level and made on the Estimate or Inventory Item.

Qty Breaks	Cost Breaks
1. 500	1. \$0.0000
2. 0	2. \$0.0000
3. 0	3. \$0.0000
4. 0	4. \$0.0000
5. 0	5. \$0.0000
6. 0	6. \$0.0000
7. 0	7. \$0.0000
8. 0	8. \$0.0000

Header Tab

Vendor Address	Ship To Address	Metadata
Line 1: <input type="text"/>	Location: YOURTOWN	Currency Code: USA
Line 2: <input type="text"/>	Ship To Name: Tami's Access Company	Terms Code: <input type="text"/>
City: <input type="text"/> State/Prov: <input type="text"/>	Line 1: 1234 Main Street	Requested By: 0106
ZIP/Postal: <input type="text"/> Country: <input type="text"/>	Line 2: Suite 300	Vendor Type: <input type="text"/>
	City: Yourtown State/Prov: OH	Contact: <input type="text"/>
	ZIP/Postal: 45202-0000 Country: United States	Shipping Code: UPS
		Tax Code: EXEMPT
		Phone Number: <input type="text"/>
		FAX Number: <input type="text"/>
		Exchange Rate: <input type="text"/>

Vendor Address

Enter the street address in Line 1 and Line 2. The cursor will move to ZIP/Postal Code next. Enter that and press the Tab key to automatically populate the remainder of the address: city, state/province, and country.

Ship To Address

This will default to the address set in Company Maintenance, but it can be changed if necessary by selecting a different code from the drop down list in the Location field.

Currency Code

Select the Currency Code so the system knows how to cost the invoice by using the exchange rates placed on the currency code.

Terms Code

This code automatically populates when the Vendor Code is selected on the Detail tab. It can be changed here by clicking the browse arrow and selecting a different code.

Requested By

The user selects their employee name from the browse arrow. This name will print on the header of the RFQ in the “requested by” field. A signature line also prints at the bottom of the RFQ for this user’s signature.

Vendor Type

This code automatically populates when the Vendor Code is selected on the Detail tab. It can be changed here by clicking the browse arrow and selecting a different type.

Contact

Select one of the vendor contact names from the browse arrow. This list populates from the names entered on the Vendor Code.

Shipping Code

The code entered as the default on the Vendor Code will populate here, but it can be changed if necessary. Just click the browse arrow and select a different one.

Tax Code

Tax Codes are used to automatically add sales tax. We recommend setting up at least one sales tax code for “Exempt” sales with a tax code percentage of zero since the system requires a tax code for all invoices.

These codes work from a percentage that gets added to an Invoice. That percentage comes from the percent added on the Tax Code when it was created in Table Maintenance. The code gets selected on the Invoice so that it shows as an individual line item. The line item gets marked as taxable. Then the printed Invoice shows the line item sale price along with a sales tax line item.

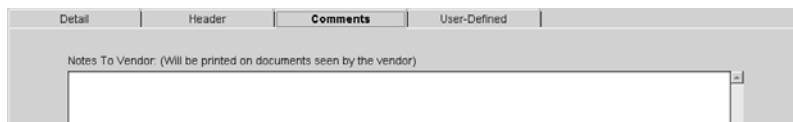
Phone and FAX Numbers

The contact’s telephone and FAX numbers populate in these fields.

Exchange Rate

The vendor’s exchange rate from Table Maintenance populates here.

Comments Tab



Notes to Vendor

Enter any comments to the vendor here. These notes also populate the Purchase Order when it is entered using an RFQ Number.

User-Defined Tab

The screenshot shows a 'User-Defined' tab with the following fields:

- User-Defined Date1: //
- User-Defined Date2: //
- User-Defined Text1: [Text Box]
- User-Defined Text2: [Text Box]
- User-Defined Text3: [Text Box]
- User-Defined Text4: [Text Box]
- User-Defined Currency1: [Currency Box]
- User-Defined Currency2: [Currency Box]
- User-Defined Number1: [Number Box]
- User-Defined Number2: [Number Box]
- User-Defined Number3: [Number Box]
- User-Defined Number4: [Number Box]
- User-Defined Comments1: [Large Text Area]
- Design Mode: [Button]

Any fields changed on the Vendor Code or the RFQ will populate here since Yes was selected under Treat User-Defined Fields as One on the Order Entry tab of Company Maintenance.

Printing Requests for Quotation

Click the Print button to open the Form Print Details screen.

If Printer is selected as the Report Destination, the Part Number will display on any attached documents set to print with the RFQ.

The screenshot shows the 'Form Print Details' window for a 'Request for Quotation'. It includes the following elements:

- Single RFQ ONLY: [Text Box]
- Report Destination: Screen
- Spooled Requests... table:

RFQ No	Customer	Date
977	JORGENSEN	03/12/2003
978	TEST	03/12/2003
979	A1STEEL	07/23/2003
- Buttons: Delete, All RFQs, Clear Spool, Single RFQ, Close
- RFQ Print Defaults:
 - Additional RFQ Text: [Text Area]
 - Company Name At Top: Yes (selected) / No
 - Company Location: YOURTOWN
 - Number Of Copies: 1 (valid only when destination set to Printer)

Single RFQ Only

Complete this field to print just one specific RFQ.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the RFQ first and then click the Print button there to get the hard copy.

Print Spool

All the Requests for Quotation ready for printing display here.

Delete

Click this button to remove the item(s) selected in the print spool.

All RFQs

Click here to print all the RFQs in the print spool.

Single RFQ

Select an RFQ in the print spool and click here to generate it.

Clear Spool

Use this button to remove all the RFQs from the print spool.

Close

Click here to return to the main Request for Quotation screen.

Additional RFQ Text

Enter any additional text to the vendor in this box. This text will print with each RFQ until it is removed from this screen. The text is not stored with each RFQ.

Company Name at Top

Select Yes to tell the system to print the company name at the top of the RFQ. Make sure No is selected when using preprinted letterhead.

Company Location

This is the default location code set in Company Maintenance. If you'd like to have a different company address print on this RFQ, select a different location from the drop down here.

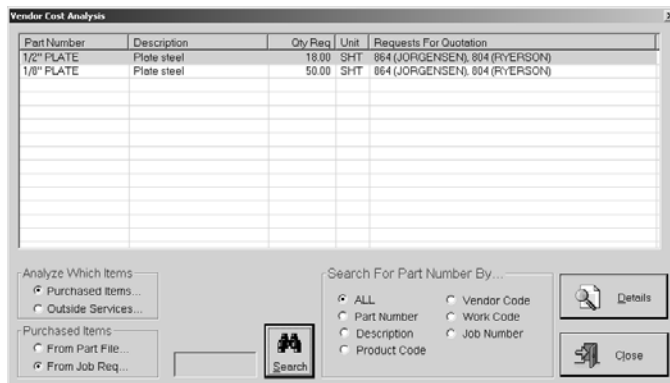
Number of Copies

Enter the number to print of each RFQ.

Vendor Cost Analysis

This is used to analyze a specific part number to help determine the best price and delivery based on RFQs already in the system. Purchasing history can be tracked by part number in Quick View.

Vendor Cost Analysis Screen



Part Number

The part number entered on the RFQ.

Description

A description of the part number on the RFQ displays here.

Qty Required

The quantity entered on the RFQ.

Unit

The unit of measurement associated with the quantity required.

Requests For Quotation

Each RFQ and associated vendor for a part displays here.

Analyze Which Items / Purchased Items

Decide whether the parts to analyze are purchased items or outside services. If they're purchased items, then tell the system where to look: in the part file or in job requirements.

Analyze Which Items / Outside Services

Decide whether the parts to analyze are purchased items or outside services. If they're outside services, then tell the system to look at either Orders or Estimates.

Search For Part Number By

Use this button to further narrow the list of part numbers in the list box. Select the criteria radio button and click the Search button to display the refined list.

Purchasing

Details

Highlight the part number to be analyzed and click this button. The detail screen displays with the results of the analysis where the user can compare pricing and other factors to determine which vendor to select to fulfill the order. This will help the user decide which vendor will be the most cost efficient supplier to use.



Part Number

This is the part being analyzed.

Description

This is the description of the part from the part file.

Job Number(s)

All the Job Numbers associated with this part display here.

Total Quantity

This is the total quantity needed.

Quantity To Purchase

This is the total quantity that needs to be purchased.

Update Part

When it is determined that the pricing from one vendor is acceptable, click this button to apply the pricing to the part.

Close

Click the Close button to shut this screen down.

RFQ No

These are the RFQ numbers being analyzed.

Vendor

This is the vendor the RFQ was sent to.

Date

This is the date the RFQ was created.

Qty Break

This is the quantity break being priced here.

Price

This is the price the vendor is offering.

Lead Time

This is the lead time set on the Vendor Code.

Next Qty Break

This is a second quantity break, if available.

Next Price

This is a second price break, if available.

Vendor Returns

Vendor Returns is where users can create returns for rejected or canceled parts that must go back to a Vendor. If the Quality Module is being used, this return can also automatically generate Corrective Actions and Non-Conformances.

The *Vendor Return Number* automatically defaults on the Add Vendor Return screen. It will display with each tab. This can be overridden if necessary. The system will prompt the user if a number has already been used.

Detail Tab

Receiver Number

The part number entered on the RFQ.

Vendor Code

A description of the part number on the RFQ displays here.

Vendor Name

The corresponding name for the code displays here.

Vendor RMA No.

When the vendor gives you their return merchandise authorization number, enter it here.

Return Status

This status will change as the return passes through all its “phases.” It will begin as “Issued” and then change to one of several others statuses, depending on what action has been taken: Complete, Credit Created, Inspected, Processed, Refused, Shipped.

Search

Use this Search button and criteria to locate the Receivers you need for this return.

Return Information

This section provides a history of the Return once it’s been saved. The General tab includes entry and modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Vendor will bill us for restocking these items

Use this check box so that a debit memo can be generated with the Create Debit Memo button.

Create CAR or each line item on this return

This checkbox is marked if you want to create a Corrective Action for *every* line item on the return. This is automatically selected when a new return is started. A red check mark will display in the corresponding column down in the grid.

Create NC for each line item on this return

This checkbox is marked if you want to create a Non-Conformance for *every* line item on the return. This is automatically selected when a new return is started. A red check mark will display in the corresponding column down in the grid.

Docs

A paper and clip icon will display here if there are any documents attached to the part.

Part Number

The part number for each line item on the selected Receiver(s) displays on its own line here in the grid. This is system generated from the contents of the Receiver and cannot be changed, except to delete a line item from the return.

Original Qty Received

This is the original quantity received on the Receiver and cannot be altered. The sum of Qty To Reject and Qty To Cancel cannot be more than this total.

Create CAR

A red check mark will display next to each line item that is to have a Corrective Action automatically created for it.

Create NC

A red check mark will display next to each line item that is to have a Non-Conformance automatically created for it.

Qty To Reject

The quantity you expect to be corrected and returned to you is entered here.

Qty To Cancel

The quantity you expect to return to your vendor is entered here.

Unit

This is the unit of measure associated with this Part Number.

Job Number

The Job Number associated with this part will populate from the Receiver.

Reason Code

Select the appropriate Reason Code for the part you're returning. Each line item could have a different Reason Code.

Description

The corresponding description for the Reason Code displays here once it's selected and the user Tab off the Reason Code field.

PO Number

This is the PO Number for this part from the Receiver.

Item Number

Each line item on the return will be assigned it's own Item Number so that the CARs and NCs can be identified per line item.

CAR Number

The CAR Number automatically generated from the check box being checked and the Return being processed will display here. If you did not elect to automatically generate a CAR, you can always add it in later when you create it so the two documents will be linked.

Non-Conf Number

The NC Number automatically generated from the check box being checked and the Return being processed will display here. If you did not elect to automatically generate a NC, you can always add it in later when you create it so the two documents will be linked.

Restock Fee %

This is the percentage for restocking that is associated with the Vendor on this return. If there is no restocking fee on the Vendor, this will be blank.

Delete Button

This button removes the selected line item from the grid. Since everything from a Receiver will populate the return, you can use this button to remove parts that aren't being returned.

Zero Out Grid Button

The system assumes that when a Receiver populates the grid, that all of the original quantity is being returned as rejected. Use this button to zero out those numbers and replace them, when necessary, with the correct quantities in the Rejected and Canceled fields.

Details Button

Use Details to open the Vendor Return Line Detail screen where you can specify the quantity that should go to Reject and Cancel. When you click OK, those quantities will populate the grid in the appropriate columns.



Vendor Return No.

This is the return number assigned.

Part Number

This is the part number selected on the grid of the Detail tab.

Original Qty Shipped

This is the total quantity originally shipped on this PO.

Job Number

This is the job number assigned to this part.

Release Quantity

This is the quantity on the individual release associated with the Job Number.

Quantity To Reject

This is the quantity you want to reject and have returned to you.

Quantity To Cancel

This is the quantity you want to returned to your vendor.

Comments

Any comments about these rejected or canceled parts should be entered here.

Process Button

Use the Process button when you have determined the quantities to be rejected and canceled and the Reason Code for each line item. This will assign the CAR and NC numbers, generate their corresponding forms, reset the status of the original PO to Open and complete the Canceled and Rejected quantities, set the Canceled and Rejected quantities on the Receiver, and generate the new PO Date on the PO's/Accounting tab.

Create Debit Memo Button

Use this button in conjunction with the Vendor will bill us for restocking these items check box to generate the Debit Memo. If you have quantities for Reject and Cancel, you will see two line items (identified as such), but the Cancel line item on the DM will have any Restocking Fee % deducted from the total.

Return Creation Tab

Issued By

The employee completing this tab should select their name from this drop down list.

Return Issue Date

This date defaults to “today” when the return is created. It can be changed, if necessary.

Reason For Return

The employee starting the return process should enter the reason for the return. This may or may not be the full explanation. Once the parts are inspected and shipped, further details will most likely be entered in the notes on those respective tabs.

QC/Inspection Tab

Inspected By

The employee completing this tab should select their name from this drop down list.

Inspection Date

This date defaults to “today” when the parts are inspected. It can be changed, if necessary.

QC Comments

The employee inspecting the parts should enter their inspection comments here. This will further explain the reason for the return.

Purchasing

Shipping Tab

The screenshot shows a software interface with a tabbed menu at the top containing 'Detail', 'Return Creation', 'QC / Inspection', 'Shipping', and 'P.O.'s / Accounting'. The 'Shipping' tab is selected. Below the menu, there are three input fields: 'Shipped By:' with a dropdown arrow, 'Date Shipped:' with a date format '//' and a small calendar icon, and 'Shipping Comments:' with a text area and a small icon.

Shipped By

The employee completing this tab should select their name from this drop down list.

Date Shipped

This date defaults to “today” when the parts are shipped. It can be changed, if necessary.

Shipping Comments

The employee shipping the parts back to the vendor should enter any further details explaining the return.

P.O.'s/Accounting Tab

The screenshot shows a software interface with a tabbed menu at the top containing 'Detail', 'Return Creation', 'QC / Inspection', 'Shipping', and 'P.O.'s / Accounting'. The 'P.O.'s / Accounting' tab is selected. Below the menu, there are four input fields: 'Purchased By:' with a dropdown arrow, 'Purchase Order Date:' with a date format '//' and a small calendar icon, 'Debit Created By:' with a dropdown arrow, and 'Debit Memo Date:' with a date format '//' and a small calendar icon. To the right of these fields is the label 'Debit Memo No.'. Below these fields is a 'Comments:' text area with a small icon.

Purchased By

The employee who processed the return that reopened the PO will populate here.

Purchase Order Date

This date defaults to “today” when the PO was reopened. It can be changed, if necessary.

Debit Created By

The employee who created the Debit Memo will populate here.

Debit Memo Date

This date defaults to “today” when the Debit Memo was created. It can be changed, if necessary.

Debit Memo No.

This is system generated with the DM number once the Debit Memo is saved.

Comments

Any comments about the reopened PO or Debit Memo should be entered here.

Printing the Debit Memo

Vendor Return Print Details

Debit Memo | Return Label

Single Memo ONLY: Report Destination: Screen

Spooled Debit Memos ...

Return No	Receiver No	Vendor	Date
1003	3550	ALEXAND	05/19/2003
1004	3561	JORGENSEN	06/12/2003
1005	3209	LANG	06/18/2003
1006	3562	LANG	07/09/2003

Buttons: Delete, All Debit Memos, Single Debit Memo, Clear Spool, Close

Debit Memo Print Defaults

Additional Debit Memo Text:

Company Name At Top: Yes No

Company Location: YOURTOWN

Number Of Copies: 1 (valid only when destination set to Printer)

Print Receiving Signature Line: Yes No

Print Quality Control Signature Line: Yes No

Single Memo Only

Enter a single Debit Memo number here for printing.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Debit Memos first and then click the Print button there to get the hard copy.

Print Spool

All the Debit Memos ready for printing display here.

Delete

Click Delete to remove the item(s) selected in the print spool.

All Debit Memos

Click here to print all the Debit Memos in the spool.

Single Debit Memo

Click here to print the single Debit Memo selected in the print spool.

Clear Spool

Click this button to remove all the Debit Memos in the spool.

Close

Click Close to return to the main Receiving screen.

Additional Debit Memo Text

Enter any additional text for this Debit Memo in this box.

Company Name at Top

Select Yes to tell the system to print the company name at the top of the Debit Memo. Make sure No is selected when using preprinted letterhead.

Company Location

This is the default location code set in Company Maintenance. If you'd like to have a different company address print on this Return, select a different location from the drop down here.

Number of Copies

Tell the system how many copies to print of each Receiver.

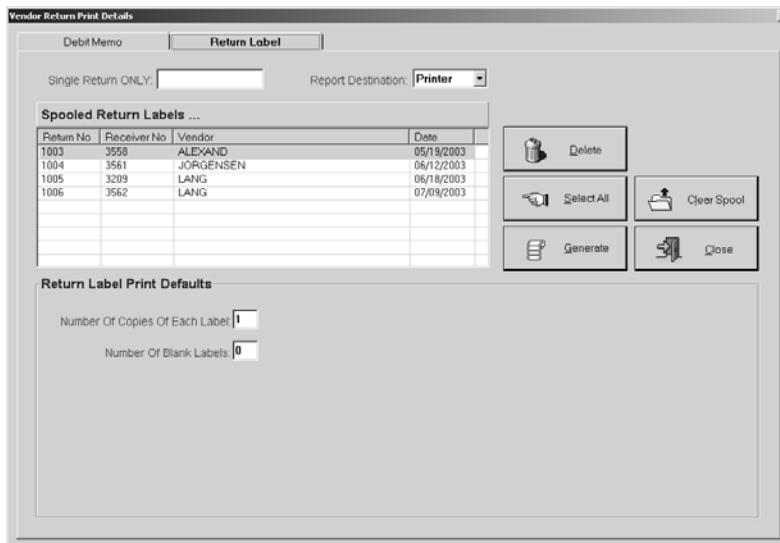
Print Receiving Signature Line

Select Yes to tell the system to include a signature line for the employee who receives the PO.

Print Quality Control Signature Line

Select Yes to tell the system to include a signature line for the employee who verifies quality control.

Printing the Return Label



Single Return Only

Enter a single Receiver number here for printing.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the Debit Memos first and then click the Print button there to get the hard copy.

Print Spool

All the Return Labels ready for printing display here.

Delete

Click Delete to remove the item(s) selected in the print spool.

Select All

Click here to select all the labels in the spool.

Generate

Once the labels needed are selected in the print spool, click here to print them.

Clear Spool

Click this button to remove all the Return Labels in the spool.

Close

Click Close to return to the main Receiving screen.

Number Of Copies Of Each Label

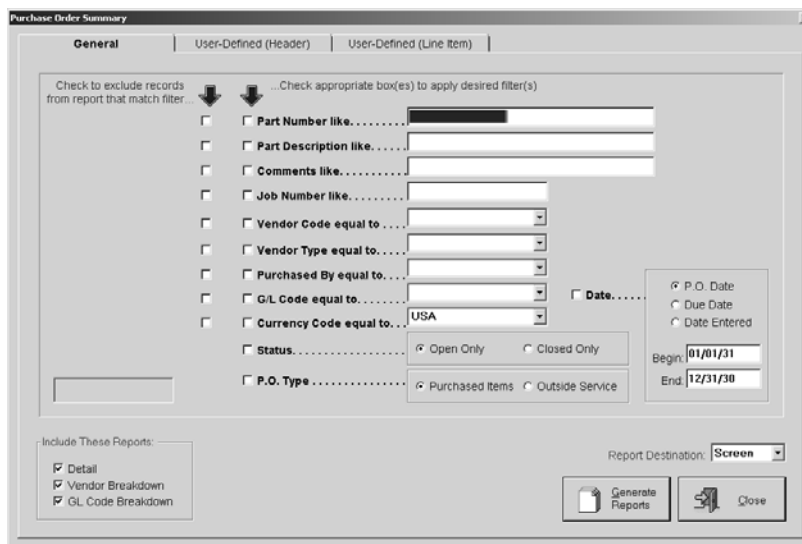
Enter the number of copies you'd like to print of each label.

Number Of Blank Labels

Enter how many labels to skip so you can reuse partial label sheets.

Purchase Order Summary

The Purchase Order summary shows each item being purchased with due dates, quantities, and more. If a Purchase Order was entered for a specific Job Number, that number appears beside the corresponding item. This report can help the receiving department track all shipments due from suppliers. The costs of the items can be omitted too so the people in receiving do not have access to costing information. This report is listed in sequential order by Purchase Order number.



- 1 Select your search criteria, including the Status, PO Type, and either the Begin and End PO Date, Due Date, or Date Entered.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 The User-Defined (Header) tab shows any label changes made at the Header level on Vendors, POs, or RFQs.
- 6 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 7 Click the Close button to return to the main E2 Shop System screen.

Receiving Summary

Use this report to track Receivers that have been entered into the system. All products or outside services that have been received through the system can display on this report.

- 1 Select your search criteria, including the Billing Status, Receiver Status, and the Begin and End Date for the Receiver.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Vendor Quality Summary

Track the scrap percentage on vendors with this summary report. Fill in the quantity rejected field on the receiver and data will accumulate to be shown on this report. It's a convenient tool to show which vendors are scrapping parts and how often.

- 1 Select your search criteria, including the Billing Status, Receiver Status, and the Begin and End Date.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

RFQ Summary

This report recaps all the Requests for Quotation in the system.

- 1 Select your search criteria, including the Status and Begin and End Dates for either Date Entered, Date Required, or Expiration Date.
- 2 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 3 Click the Generate Report button to see a complete listing.
- 4 The User-Defined (Header) tab shows any label changes made at the Header level on Vendors, POs, or RFQs.
- 5 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 6 Click the Close button to return to the main E2 Shop System screen.

Job Requirements

This report can help the Purchasing Department greatly since it groups all material and outside service requirements based on jobs that have been entered into the system by vendor and by part number. So, if the same type of steel is used on several jobs, this summary groups all of these jobs together and shows a total amount to order from the vendor to fill all the jobs.

The screenshot shows the 'Job Requirements Summary' window with the following elements:

- Filters:** A list of criteria with checkboxes and input fields:
 - Part Number like
 - Part Description like
 - Part Notes like
 - Job Number like
 - Vendor Code equal to
 - Vendor Type equal to
 - Product Code equal to
 - Work Code
 - G/L Code
 - Job Type (with radio buttons for Purchased Items and Outside Service)
- Group By:** A section with radio buttons for Vendor Code, Job Number, Product Code, and General Ledger Code.
- Date:** A section with radio buttons for Processed and To Order By, and date fields for Begin (01/01/31) and End (12/31/30).
- Report Destination:** A dropdown menu currently set to 'Screen'.
- Buttons:** 'Generate Report' and 'Close' buttons at the bottom right.

- 1 Select your search criteria, including Job Type and either the Processed or To Order By Begin and End Dates.
- 2 Tell the system how to group the results.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Vendor Return Summary

This report shows all the Vendor Returns made for a specified date range. The Detail shows each return and all the pertinent information such as the Vendor, the PO Number, the Reason Code, Receiver Number, Job Number, and all the Received, Returned, Rejected, and Canceled quantities. The breakdowns show the number of returns and what percent of total that is.

- 1 Select your search criteria and the Begin and End Dates for either Entered Date, Issued Date, Shipped Date, or Inspected Date.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

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Inventory

This section of the system allows the user to set up inventory items and transfer quantities on hand to and from a job. There are two ways to relieve the inventory of parts in quantity on hand. At order entry when the Process button is selected, the Line Item Quantity Specifications screen displays where the user can pull parts from bins. With Inventory Transfer, the system calculates the cost to the job by taking the quantity transferred and multiplying it by the stocking cost.

Any part number can be accessed through Inventory Items, but we recommend setting up manufactured parts through Quoting | Routing/Estimation since Engineering, Materials, Routing, and Documents are available as additional fields. Inventory | Inventory Items is designed for purchased parts like raw materials.

Inventory Items

The *Part Number* is populated by the user and displayed with each tab. This cannot be changed once it is created. A part has to be deleted and then re-entered if any mistakes are made. Use the Copy button out on the main Inventory Items screen to save some time or the Keyflip utility under Add-Ins. The Active check box lets users ID parts as active or inactive. This allows parts to remain in inventory as inactive, but not be included in searches.

General Tab

Part Number: Active Documents OK Cancel

General | Inventory | Purchasing | Comments | Part Notes | Image | User-Defined

Description:

Keep Pricing Breaks In Sync With Quantity Breaks On Purchasing Tab

Sell Qty (EA)	Markup Pct	Sell Price	Unit Cost	Profit Pct
1	0.00	\$0.0000	\$0.0000	0.00
	0.00	\$0.0000	\$0.0000	0.00
	0.00	\$0.0000	\$0.0000	0.00
	0.00	\$0.0000	\$0.0000	0.00
	0.00	\$0.0000	\$0.0000	0.00
	0.00	\$0.0000	\$0.0000	0.00

Pricing Unit Of Measure: EA
 Product Code: CUSTOMER
 Inventory GL Code: 1410
 Revision:
 Alternate Part Number:

Inventory Item Information

General | Audit Trail |

Entered By: TAM/
 Enter Date: 07/24/03 01:26:18
 Modified By:
 Modify Date:
 Last Price Change:

Calculate Price Calculation Method: Billing Rate Cost + Markup LOCK Prices

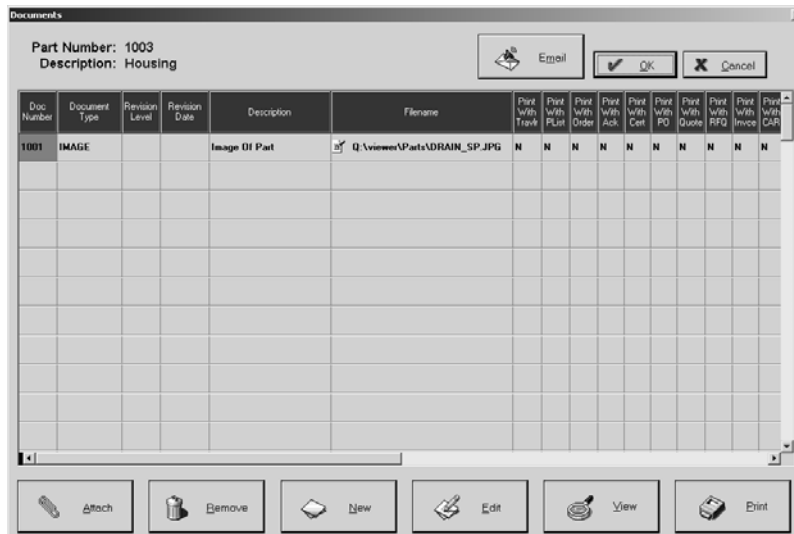
Active

Check this box to have the part display from the drop-down lists throughout the system. Remove the checkmark to retain it in the database, but remove it from the drop-down lists.

Inventory

Documents Button

This button will also display with each tab where the user can click to see any documents attached to this part or add new attachments.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

Description

A description of the part number displays here and is printed on all of the customer documents.

This is a searchable field, which means each word becomes a Keyword in the index. So, if the description has the word “bushing” in it, the system can generate a search to find any Part Number with “bushing” in its description.

Keep Pricing Breaks In Sync With Quantity Breaks On Purchasing Tab

Use this check box to keep your quantity breaks on the General tab matching those on your Purchasing tab. Whatever quantity breaks you enter here, will also populate in the grid on the Purchasing tab - and vice versa. If you then make changes to any Purch Qty on the Purchasing tab, those changes will be reflected back here in the grid.

Sell Quantity

The quantity breaks for the part number are entered here.

Markup Percent

This percentage is used by the system during calculation to mark up the price of the part. Enter the percentage as a whole number. So, if the markup percent is 15%, a “15” would be entered here. The system then multiplies the cost for that quantity by .15 to get the Sell Price.

Sell Price

The system will calculate this, so leave it blank. If there is standard part pricing information, go ahead and enter the price breaks, but make sure the Lock Prices check box is selected so the system won't overwrite this pricing.

Unit Cost

This is the system calculated cost to you for the quantity break.

Profit Pct

This is system calculated, but can be changed if it's too high or too low. Just enter a new percentage (in whole numbers) and the system will recalculate the Markup Pct and Sell Price accordingly.

Calculate Button

Once the information is completed on all tabs, the user will come back to the General tab and click the Calculate button to generate the Price Breaks.

Price Calculation Method

There are two selections for pricing methods.

- Billing Rate uses the rates established for the Work Centers. Times entered on the Router will be multiplied by the markup percentage assigned to each quantity break to determine the estimated selling price. The rates set up with each Work Center are assumed to have labor, burden, and profit built into the numbers already.

NOTE: You should never have a Markup Percent and a Commission Percent set up when using the Billing Rate method to calculate estimated pricing.

Here's how the calculation works!

$((((\text{Routed Hours} \times \text{Shop Rates}) + \text{Markup Material}) \times \text{Commission}) \times \text{Markup } \%)$

- Cost Plus Markup multiplies the router times by the labor and burden costs for each Work Center. That figure is then marked up by the percentage assigned to each quantity break. The estimated labor and burden rates stored with each Work Center are costs only and the markup percentage takes care of the profit.

NOTE: When entering Markup Percentages and Commission Percentages when using the Cost + Markup method, you should always make sure that your Markup is higher than your Commission or you will end up losing money on the part!

This calculation is a little different and is calculated in several steps. Here's how it works!

$(\text{Routed Hours} \times (\text{Labor} + \text{Burden Costs})) = \text{Part Cost}$

$\text{Part Cost} \times \text{Markup } \% = \text{Estimated Sale Price}$

$\text{Estimated Price} \times \text{Commission } \% = \text{Commission Cost}$

$\text{Part Cost} + \text{Commission Cost} = \text{Estimated Cost}$

Lock Prices

When this box is checked, the system uses the Price Breaks entered either through the system calculation or manual entry. These prices cannot be updated.

Pricing Unit of Measure

This is the pricing unit to be applied as the quantity unit of measure for the part number. "EA" for each is the most commonly used, but there are many others that can be used, such as:

- "LOT" for lot pricing so the quantity is not multiplied by the unit price when extending an invoice
- "MIN" for minimum pricing so the quantity is not multiplied by the unit price when extending an Invoice

Product Code

This is the code selected to categorize or inventory the Part Number. A shop might want to create Product Codes for Steel, Aluminum, and Brass so the inventory can be segregated. We recommend creating a Product Code called "Customer's Parts" or "Finished Parts" for the purpose of tagging customer Part Numbers.

Inventory

Inventory GL Code

This is the code number assigned to the account selected for the part. It is used to help track profit and loss as they accumulate dollars for sales, expenses, etc. The “Finished Goods” GL Code from the current assets section of the chart of accounts should be used exclusively. When entering tooling or other parts, use the correct code that matches the part.

Revision

This is the designation on the drawing of the part representing the latest revision level. Use letters, like A, B, and C or numbers like 1, 2, and 3. It will carry over to Order entry and other documents.

Alternate Part Number

This field can be helpful when a customer changes the part number of a given part or when the customer refers to a part one way and the shop refers to it in another. Some shops use this to store an old reference number from a previous job or part tracking system. Several reports in the system can be filtered using this field.

Inventory Item Information

This automatically generated information tracks entry and modification dates on the General tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed. It will update each time the Item is changed and saved.

Inventory Tab

Bin Location	Lot Number	Tag Number	Vendor	Qty On Hand	Unit Cost	Receiver Number	Date Posted	Packing List Number
		0						
		0						
		0						
		0						
		0						
		0						

Stocking Cost

For purchased items like raw materials, this is the cost of a quantity of one in the stocking unit of measure for the part. Raw materials like steel are typically purchased by the pound, but stocked by the inch. So, the stocking cost should be entered as the cost of one inch of material. For manufactured items, those with a router or BOM, the system calculates the stocking cost. It is the sum of the estimated labor, burden, and material costs to make one part. This calculation can be overridden by the user, but it will be recalculated if the estimate for the part is changed.

If you choose Standard as your Inventory Posting Method, this is the cost that will be applied to any jobs using this part. This method is set in Company Maintenance | Edit on the Order Entry tab.

Stocking Unit

This is the unit of measure in which the part will be drawn from inventory. We recommend setting up raw materials, like steel, with a stocking unit of “IN” so that the person physically pulling items from stock can deal with the most logical unit of measure.

Inventory

Re-Order Level

This level can be set on any Part Number in the system. This quantity is the amount of this part that needs to be on hand at all times. When the quantity on hand falls below this value, the part automatically appears on a Re-Order Summary the system can generate for inventory tracking.

Re-Order Quantity

When the re-order level falls below the stated value, this quantity is used to replenish the inventory on hand as the default Purchase Order quantity. It can be overridden. This quantity **does not** automatically appear while entering a “stock” order for a manufactured part.

Part Weight

This is the weight of the finished part.

Default Bin Location

All available bin locations will populate this browse arrow. If a bin location is not selected, the default of “YARD” will be automatically assigned to the part.

Inventory Information

This automatically generated information tracks inventory levels and the latest receiver information. Several new calculations are also now included. The Average Cost is the total cost divided by the total quantity. The Total Average Cost represents the total cost for the part. FIFO and LIFO costing represents the oldest cost figure and the most recent cost figure for the part, respectively. It will update each time inventory on this item changes.

Bin Location

Use the bins to segregate inventory and maintain true inventory costs. These are user-defined and describe the physical location of the material.

Lot Number

Lot Numbers are assigned to parts produced in the same manufacturing run. A shop that manufactures the same parts repeatedly can assign lot numbers and bin locations guaranteeing that each part in the lot was manufactured with all the same specifications.

Tag Number

These numbers are automatically assigned when parts are received to a bin and lot. They further segregate parts for costing and inventory purposes.

Vendor

Each bin location can now have its own vendor. Select the corresponding vendor from the drop down list.

Quantity on Hand

This number is the quantity on hand for this particular bin location and lot number. Since the system can handle multiple bin locations for one Part Number, it's important to remember that this number is not necessarily a “total” quantity on hand.

Unit Cost

This is the cost associated with this bin and lot number. Remember the system can handle multiple bins and lot numbers for a Part Number, so this may not be the only cost associated with a specific part.

Receiver Number

The receiver number of the parts stored in this bin and lot number automatically populate here when a user edits the receiver to take in inventory.

Inventory

Date Posted

The date the Receiver is posted automatically populates here when the user edits the Receiver to take in inventory.

Packing List Number

The Packing List Number from the Vendor can be entered here.

Delete Button

This button removes the selected line item from the grid.

Purchasing Tab

Purch Qty (EA)	Unit Cost
1	\$0.0000
	\$0.0000
	\$0.0000
	\$0.0000
	\$0.0000
	\$0.0000

Primary/Secondary/Alternate Vendor

Select the Vendor Code from the browse arrows. A Primary Vendor must be selected for purchased parts, while the Secondary and Alternate Vendors are optional and for reference only. This field determines if a part is a purchased item or not.

Purchasing GL Code

This is the General Ledger Account code created for purchased parts. It's used to track profit and loss since all G/L accounts accumulate dollars for sales, expenses, etc.

Lead Time (Days)

This is the time, in days, it will take to purchase sub-assembly parts. This would refer to the number of days a purchased part takes from the time it's ordered until the time it arrives at the shop. Saturdays and Sundays are not automatically excluded in this time since the Vendor could work weekends, which can be accounted for here.

Purchasing Unit of Measure

This unit of measure is the unit that a particular Part Number is brought in as. For example, steel is typically bought by the pound. So, LB would be the purchasing unit of measure. This can also be EA for each, BAR, or SHT for Sheet.

Purchasing Factor

This is the ratio of the purchasing unit of measure divided by the stocking unit of measure. Bars of steel are generally purchased by the pound, but stocked by the bar. So, the purchasing factor would be the number of pounds per bar. If the part is purchased and stocked in the same unit, select "1" as the purchasing factor.

Purch Quantity

The breaks indicated here are vendor quantity breaks to the shop on purchased parts for the manufacture of the customer part. These breaks will stay in sync with the quantities on the General tab as long as the Keep In Sync check box is on.

Inventory

Unit Cost

The pricing indicated here is from the vendor for the purchased parts used as sub-assemblies in the customer part.

Purchasing Information

This historical information is system-generated and cannot be changed.

Comments Tab

Date Entered	Follow Up Date	User	Completed?	Private?	Comments
07/24/03 01:26		TAMI			

Report Destination:

Date Entered

This date and time stamp defaults to today.

Follow Up Date

Enter a date for follow up and press Tab. The time will automatically populate as “now.”. Click on it to change the time to an appropriate one. This will populate the entry on the Contact Management calendar.

User

This defaults to the User ID of the person signed on at the time the comment is created.

Completed?

Use this field to mark a comment completed so that the Contact Management calendar knows how to sort the “items” in it’s view.

Private?

Check the Private field next to a comment so only the User who created it can view it here or on the Contact Management calendar.

Comments

Comments here are for internal use about the part number and will not be made available. A typical use would be to hold maintenance information.

Report Destination

Select where the report should generate: EMail, FAX, File, Printer, or Screen.

Generate Report Button

Select the appropriate destination and click this button to generate a report of all comments for this part number.

Inventory

Email Button

Use the Reminder button to generate an internal message for the future. This will be useful for scheduling preventive maintenance. Set the Send on date to the appropriate one and the system will send the reminder. This future send date will only work for internal email addresses.

Delete Button

Click the Delete button to remove the selected comment.

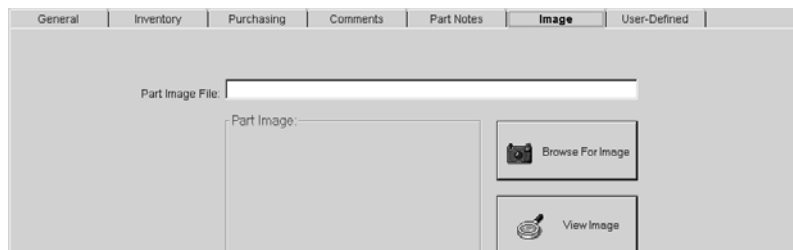
Part Notes Tab



Part Notes

These notes are designed for internal use and will not appear on any documents to the customer. These notes become comments for a job during Order entry and can be edited at that time. An example here would be “Don’t scratch these parts during the manufacturing process. The finish is very important to the customer.”

Image Tab



Part Image File

The path for the image associated with this part displays here.

Part Image

The actual picture of the part displays here once it is specified in the Part Image File field.

Browse For Image

To locate the part image, click here to navigate the hard drive and select the image of this part.

View Image File

Click this button to view the image of this part in the application the document is associated with.

Inventory

User-Defined Tab

The screenshot shows the 'User-Defined' tab in the Inventory system. The tab is active and displays the following fields:

- testdate1: //
- User-Defined Date2: //
- User-Defined Text1: [Text Box]
- User-Defined Text2: [Text Box]
- User-Defined Text3: [Text Box]
- User-Defined Text4: [Text Box]
- User-Defined Currency1: [Currency Box]
- User-Defined Currency2: [Currency Box]
- User-Defined Number1: [Number Box]
- User-Defined Number2: [Number Box]
- User-Defined Number3: [Number Box]
- User-Defined Number4: [Number Box]
- User-Defined Comments1: [Large Text Area]

A 'Design Mode' button is located at the bottom right of the tab.

User-Defined Labels

All of the user-defined labels display here. There are two date fields, four text fields, two currency fields, four number fields, and one comment field. These fields can be used for any purposes seen fit by the user. Companies should use caution when editing labels and allow access to this activity to a select few. Any label changes here will carry over to Quote Line Item Detail and Order Line Item Detail.

Inventory Transfers

Transfer Screen

Job Number

Enter the Job Number or use the Binocular Search to find the correct one. The selected job in the list box will display here.

Posting Effective Date

This defaults to today's date, but can be manually edited.

Job Number (in grid)

All jobs matching the search criteria display in the list box.

Date Entered (in grid)

This is the date the job was processed.

Customer (in grid)

The customer who ordered the job displays here.

Status (in grid)

The status is either "open" or "closed" depending on whether it has been shipped yet.

Part Number (in grid)

This is the part number on the job.

Search Button

Use the Search button and Search For Job Number By criteria to locate the Job Number to post or unpost from.

Inventory

Stock to Job Transfers

Select the job from the list box that you want to send parts to from stock. Click the Stock to Job button to open the Inventory Transfer Quantity Specification screen and enter the Quantity to Post.

Part Number	Qty Required	Qty On Hand	Qty To Post	Qty To Buy/Make	Sub Assy	Qty In Process	Qty On Reserve	Step No	Vendor	Description
1010 - 3" CR	.769231	3	1	0.0	NO	0	4.49	0	JORGEI	Steel (cold roll)
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		
	0.0	0	0	0.0		0	0.00	0		

Job Number

This is the job number assigned at order entry.

Part Number

This is the part number on the job.

Description

The full description of the part displays here.

Grid Part Number

Any sub-assembly Part Numbers associated with the main Part Number in the header display here. Use the Search button to add new Part Numbers off the Part Number Selected screen.

Qty Required

This number represents the amount needed to complete the job.

Qty on Hand

This number indicates the amount of this part already in inventory.

Qty to Post

This is the number the user will post to transfer to the job.

Qty to Buy/Make

This number represents the amount needed to buy or make to complete the job.

Sub Assy

This field will indicate Yes or No if the part is a sub-assembly. This populates from the Materials tab of the Estimate. Parts with Vendor Codes will be flagged as "No."

Qty in Process

This number represents the amount presently being worked to complete the job.

Qty on Reserve

This number represents the amount already reserved for the job.

Inventory

Step No

The step number on the router where the part was used populates here.

Vendor

This is the vendor who supplies the part.

Description

This is a full description of the grid part number.

Search Button

Use the Search button and criteria to add parts to the grid.

New Part Button

Use this button to enter new parts to post to the job. Use the Type Of New Part To Add radio buttons to enter either purchased or manufactured parts.

Zero Out Grid Button

This button will remove everything posted to the job and put it back in inventory.

Delete Button

Select a part number in the grid and then click Delete to remove it.

Bins Button

Click here to modify the quantity on hand or quantity to post. Click OK to save any changes

Bin Location	Lot Number	Qty On Hand	Qty To Transfer	Vendor	Unit Cost	Receive Number	Date Posted
A-92		3	1	JORGENSEN	\$23.1660	3572	11/18/03

Inventory

Job to Stock Transfers

Select a Job Number from the list box or enter one in the Job Number field. Then click Job to Stock to generate a list of all the parts posted to the selected job. Use the Select All button or manually select the part(s) to send back to stock and click OK. This allows you to unpost the parts and place them back in Quantity on Hand.

Part Number	Date Posted	Bin Number	Lot Number	Receiver Number	Qty Posted To Job	Unit	Qty To Unpost	Add Job Rec?	Description
1/2" PLATE	12/23/02	Z-20			15	SHT	15	Y	Plate steel
1/2" PLATE	12/23/02	Z-28			5	SHT	5	Y	Plate steel
4140 - 2" CR	01/01/95	X-29			5	BAR	5	Y	Steel (cold roll)
					0		0		
					0		0		
					0		0		
					0		0		
					0		0		
					0		0		

Job Number

This is the job number assigned at order entry.

Part Number

This is the part number on the job.

Description

The full description of the part displays here.

Grid Part Number

Any sub-assembly Part Numbers associated with the main Part Number in the header display here. Use the Search button to add new Part Numbers from the Part Number Selected screen.

Date Posted

The original date the material was posted to the job populates here.

Bin Number

The bin number associated with the line item populates here.

Lot Number

The lot number associated with the line item populates here.

Receiver Number

The receiver number for this specific material populates here.

Qty Posted to Job

This is the number of pieces originally posted to the job.

Unit

The unit of measure associated with the part populates here.

Qty to Unpost

This is the number of pieces to be unposted from the job.

Inventory

Step No

The step number on the router where the part was used populates here.

Add to Job Req?

Select Yes or No to add this part to Job Requirements.

Description

The full description of the part posted to the job displays here.

Zero Out Grid Button

Click here to zero out all the quantities in the Qty To Unpost column so you can enter your own numbers.

Job to Job Transfer

Select a Job Number from the list box or enter one in the Job Number field. Then click Job to Job to open the Job to Job Inventory Transfer screen. All the parts posted to the job display in the grid. Click on the line item that needs quantity transferred. The system automatically assumes a complete transfer of all the parts posted, but this number can be changed to whatever quantity needs to be transferred (Qty to Transfer). Then enter the Job Number the parts are to be transferred to in the Job Number field.

Part Number	Date Posted	Bin Number	Lot Number	Receiver Number	Qty Posted To Job	Unit	Qty To Transfer	Job Number	Add Job Req?	Step No	Description
1/2" PLATE	12/23/02	42			15.0000	SHT	15.0000		Y	0	Plate steel
1/2" PLATE	12/23/02	Z-28			5.0000	SHT	5.0000		Y	0	Plate steel
4140 - 2" CR	01/01/95	X-29			5.0000	BAR	5.0000		Y	0	Steel (cold roll)
					0.0000		0.0000				
					0.0000		0.0000				
					0.0000		0.0000				
					0.0000		0.0000				

Search for Job Number by...
 ALL Customer Code Include Date Range Job Status
 Part Number P.O. Number Begin: // Open
 Description Job Notes End: // Closed
 Work Code Sales ID

Zero Out Grid

Job Number

This is the job number assigned at order entry.

Part Number

This is the part number on the job.

Description

The full description of the part displays here.

Grid Part Number

Any sub-assembly Part Numbers associated with the main Part Number in the header display here. Use the Search button to add new Part Numbers off the Part Number Selected screen.

Date Posted

The date the material was posted to the job is entered here.

Bin Number

The bin number associated with the line item populates here.

Inventory

Lot Number

The lot number associated with the line item populates here.

Receiver Number

If the parts were entered into the system via a Receiver, that number displays here.

Quantity Posted to Job

This is the original quantity of the part posted to the selected job.

Unit

This is the unit of measure associated with the part.

Quantity to Transfer

This is the number of pieces to be taken from from the selected job and moved to the new job.

Job Number

This is the Job Number the parts are being transferred to.

Add Job Req?

Select Yes or No to add this part to Job Requirements.

Step No

The step number on the router where the part was used populates here.

Description

The full description of the part posted to the job displays here.

Search Button

Use the Search button and the criteria to locate the Job Number you want to transfer the parts to.

Zero Out Grid Button

Click here to zero out all the quantities in the Qty To Transfer column so you can enter your own numbers.

Edit Bin/Lot Transfer

Select a Job Number from the list box or enter one in the Job Number field. Then click Edit Bin/Lot to open the Bin/Lot To Bin/Lot Inventory Transfer screen. All the parts posted to the job display in the grid. Click on the line item that needs quantity transferred. The system automatically assumes a complete transfer of all the parts posted, but this number can be changed to whatever quantity needs to be transferred to a new Bin Location and/or Lot Number. Then enter the new Bin or Lot.

Part Number	Date Posted	Bin Number	Lot Number	Receiver Number	Qty Posted To Job	Unit	Description
1/2" PLATE	12/23/02	Z-28			15.0000	SHT	Plate steel
1/2" PLATE	12/23/02	Z-28			5.0000	SHT	Plate steel
4140 - 2" CR	01/01/99	X-29			5.0000	BAR	Steel (cold roll)
					0.0000		
					0.0000		
					0.0000		
					0.0000		
					0.0000		
					0.0000		
					0.0000		

Inventory

Job Number

This is the job number assigned at order entry.

Part Number

This is the part number on the job.

Description

The full description of the part displays here.

Grid Part Number

Any sub-assembly Part Numbers associated with the main Part Number in the header display here. Use the Search button to add new Part Numbers off the Part Number Selected screen.

Date Posted

The date the material was posted to the job is entered here.

Bin Number

The bin number associated with the line item populates here.

Lot Number

The lot number associated with the line item populates here.

Receiver Number

If the parts were entered into the system via a Receiver, that number displays here.

Qty Posted to Job

This is the original quantity of the part posted to the selected job.

Unit

This is the unit of measure associated with the part.

Description

The full description of the part posted to the job displays here.

Inventory Adjustments

Inventory Adjustments is where specified users can make changes to inventory items. The users chosen will be given access through File | System Maintenance | User Maintenance on the Security screen. Just select the Security button in the lower right corner and then click the check box next to Inventory Adjustments. The employees chosen for this should be very limited.

Sort Grid By

Select how to sort the grid: Bin Location, Lot Number, Part Number, or Tag Number.

Process Button

Click the Process button once the adjustment has been made to save it in the Part File.

Part Number

This is the Part Number of the item found by the Search.

Bin Location

This is the actual location of the part out in inventory.

Lot Number

This is the corresponding lot number assigned to the bin location.

Current Quantity

The quantity the system currently has as the quantity on hand displays here.

Adjusted Quantity

The quantity actually on hand out in inventory is entered here.

Tag Number

These numbers are system populated and cannot be changed. Tag Numbers are physically printed on tags that hang on inventory shelves. They will have the Bin Location and Lot Number and be used for physical inventory counts. Tags are marked when items are pulled from under them. The tags are then collected at specified intervals and all entered through Inventory Adjustments to maintain true physical counts.

Inventory

Reason For Adjustment

Enter a brief reason for making the adjustment. These would typically be made to account for discrepancies after physical counts of inventory.

Vendor

This is the vendor associated with the part in this bin with this particular lot number.

Unit Cost

This is the cost of one unit of this item.

Receiver Number

The Receiver Number used to take this part into inventory populates here.

Date Posted

The date the Receiver Number was posted populates here.

Packing List Number

The packing list number from the vendor supplying this part populates here from Receiving.

Search Button

Click the Search binoculars to populate the adjustment screen according to the criteria selected.

Fill Open Job Requirements

Main Selection Screen

Part Number	Description	Total Qty Required	Total Qty On Hand

Part Number

Enter a specific Part Number here and use the Set Quantities button to transfer all the available material to the Job Number(s) associated with it.

Part Number (in grid)

Once the Search function is used all the parts that have available material for Job Requirements will display here in the list view.

Description (in grid)

The corresponding description of the part in inventory will display here.

Inventory

Total Qty Required (in grid)

This is the number the system has calculated as required of this part.

Total Qty On Hand (in grid)

This is the number the system has calculated to actually be in inventory at this time.

Search Button

Use the Search button and Search For Part Number By criteria to locate the available parts to fill open job requirements.

Set Quantities Button

Once all the available parts are displayed, you can use this button to open the Transfer All Available Materials screen for the part number selected in the list view. The system will allot parts to the highest priority job first, whether that is determined by the Due Date or the Priority placed on individual jobs. You can “reassign” these quantities as needed.

Part Number	Qty Remaining	Qty To Post	Qty Required	Job Number	Due Date	Priority	Customer Code	Customer Name
1/8" PLATE		9.0	41.0	7050-01	07/18/03	49	INDUSTRI	Industrial Tool Service
12L14 - 3.00"		2.0	413.0	7050-01	07/18/03	49	INDUSTRI	Industrial Tool Service
PURCHSUB		15.0	35.0	7152-01	07/03/03	50	ALPHA	Alpha Manufacturing, Inc.
		60.0	15.0	7097-01		50	ALPHA	Alpha Manufacturing, Inc.
		0.0	80.0	7097-01		50	ALPHA	Alpha Manufacturing, Inc.
TEST	0.0	0.0	61.0	7114-01	03/11/03	20	CARTER	Carter Corporation
		0.0	1.0	7116-01	07/18/03	17	BEAL	Beal Products, Inc.
		0.0	0.0			0		
		0.0	0.0			0		
		0.0	0.0			0		
		0.0	0.0			0		

OK Button

Use this button to save any changes in quantities to post.

Part Number

Each Part Number listed on the main screen will display here with all the Job Numbers needing that part.

Qty Remaining

This is the quantity of this part, if any, that is still in inventory to be allotted.

Qty To Post

This is the quantity the system has allotted to the job from what is available.

Qty Required

This is the total quantity the job needs.

Job Number

The Job Number needing the part displays here.

Due Date

This is the date the job is due to the customer.

Priority

This is the priority assigned to the job, either from the Customer default or through Scheduling.

Inventory

Customer Code

This is the customer associated with the job needing the part.

Customer Name

This is the full name of the customer needing the part for a job.

Zero Out Grid Button

This button will make all the figures in Qty To Post zero so that you can allot the parts as you see fit.

Bins Button

Use the Bins button to change the Qty To Transfer.

Bin Location	Lot Number	Qty On Hand	Qty To Transfer	Vendor	Unit Cost	Receipt Number	Date Posted
Z-61		0	9	ALEXAND	\$50.0000	3531	05/19/02

Select All Button

Once all the available parts are displayed, you can use this button to select all the parts in the list view in one step. Then use the Set Quantities button to open the Transfer All Available materials screen for each part in the list view.

Inventory Summary

The Inventory Summary should be run at the end of each month to show the cost on some or all items in the inventory file. This is a snapshot of the current inventory levels and cannot be backdated. So, it is imperative that it be run at the end of each accounting period, before any new transactions take place. The Accounting Department can then use this cost of the on hand quantity to write the journal entry in General Ledger.

- 1 Select your search criteria.
- 2 Tell the system which reports to include.
- 3 Select the check box to skip calculated quantity fields, include parts with a zero on-hand, or show bin detail information.
- 4 Choose the Cost Method from the browse arrow: Average, Standard, LIFO, or FIFO. This will default to the setting chosen in Company Maintenance on the Order Entry tab, but can be changed to see a different view of costing.
- 5 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 6 Click the Generate Report button to see a complete listing.
- 7 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Re-Order Summary

The Re-Order Summary shows any Part Numbers that have dropped below their re-order level. Use this list of items for purchasing to replenish stock. The re-order quantity is also provided so the user knows the quantity generally ordered from the vendor.

The screenshot shows the 'Inventory Reorder Summary' dialog box. It has two tabs: 'General' and 'User-Defined'. The 'General' tab is selected. The dialog contains a section for filtering records with checkboxes and input fields for criteria like Part Number, Part Description, Bin Location, Lot Number, Product Code, Customer Code, Vendor Code, and QL Code. Below this is a 'Report Options' section with a checkbox for 'Show Bin Detail Information'. At the bottom right, there is a 'Report Destination' dropdown set to 'Screen' and two buttons: 'Generate Report' and 'Close'.

- 1 Select your search criteria.
- 2 Select the check box to show bin detail information.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 6 Click the Close button to return to the main E2 Shop System screen.

Usage Summary

This summary shows the user a recap of all items that had been posted from inventory to jobs over a given date range. This information can help determine the volume of a particular part number during a specific time period.

- 1 Select your search criteria: which jobs to include, the Begin and End Posted Dates, and the Begin and End Shipped Dates.
- 2 Tell the system which reports to include.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined (Header) tab shows any label changes made at the Header level on Vendors or Quotations.
- 6 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 7 Click the Close button to return to the main E2 Shop System screen.

Inventory Count Sheet

The Count Sheet can be printed when performing a physical inventory. The part numbers will show along with their current bin locations and counts. The user can then mark any changes on the report and edit the “On Hand” quantity on each part number.

- 1 Select your search criteria.
- 2 Select the check box to skip calculated quantity fields, or include parts with a zero on-hand.
- 3 Select the Report Destination for the final output. Select Screen to review the labels first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 6 Click the Close button to return to the main E2 Shop System screen.

Inventory Activity Summary

The Inventory Activity Summary serves as an audit trail for a given Part Number in the parts database. It will show the part's quantity on hand and how it is affected by jobs and inventory transfers. It will also keep track of the part if a user goes in and simply edits the amount on hand. This report groups by part and has an option for a date range.

The screenshot shows the 'Inventory Activity Summary' window. It has two tabs: 'General' and 'User-Defined'. The 'General' tab is selected. The window contains a section for filtering records with checkboxes and input fields for 'Part Number like', 'Part Description like', 'Bin Location like', 'Lot Number like', 'Product Code equal to', 'Customer Code equal to', 'Vendor Code equal to', and 'QL Code equal to'. There is also a 'Date' section with 'Begin' and 'End' date pickers. At the bottom, there is a 'Report Destination' dropdown set to 'Screen' and two buttons: 'Generate Report' and 'Close'.

- 1 Select your search criteria and enter a Begin and End Date.
- 2 Select the Report Destination for the final output. Select Screen to review the labels first and then click the Print button there to get the hard copy.
- 3 Click the Generate Report button to see a complete listing.
- 4 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 5 Click the Close button to return to the main E2 Shop System screen.

Inventory Adjustment Summary

The Inventory Adjustment Summary serves as an audit trail for each part affected through Inventory Adjustments.

The screenshot shows the 'Inventory Adjustment Summary' dialog box. It has two tabs: 'General' and 'User-Defined'. The 'General' tab is selected. The dialog contains a section for filtering records with checkboxes and input fields for 'Part Number like', 'Part Description like', 'Bin Location like', 'Lot Number like', 'Product Code equal to', 'Customer Code equal to', 'Vendor Code equal to', and 'GL Code equal to'. There is also a 'Date' section with 'Begin' and 'End' date pickers. At the bottom, there is a 'Report Destination' dropdown set to 'Screen' and two buttons: 'Generate Report' and 'Close'.

- 1 Select your search criteria and enter a Begin and End Date.
- 2 Select the Report Destination for the final output. Select Screen to review the labels first and then click the Print button there to get the hard copy.
- 3 Click the Generate Report button to see a complete listing.
- 4 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 5 Click the Close button to return to the main E2 Shop System screen.

Part Labels

Part Labels can be printed for a part or a group of parts that have been set up in inventory. These labels can then be placed on the parts for identification or as bin labels.

- 1 Select your search criteria.
- 2 Select the check box to Print the Bar Codes. Enter the number of labels to print. Then enter the number of blank labels, if you will be using partial sheets.
- 3 Select the Report Destination for the final output. Select Screen to review the labels first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 6 Click the Close button to return to the main E2 Shop System screen.

Inventory

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Shop Control

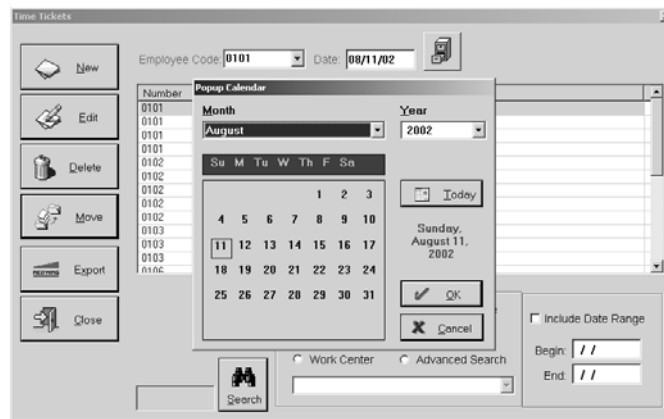
Shop Control covers Time Tickets, Miscellaneous Job Costs, Scheduling, and Time and Attendance. Use Time Tickets to post shop hours, labor costs, and burden costs against Job Numbers and measure efficiency, performance, and profitability. Miscellaneous Job Costs are used to post costs to jobs not posted through Purchase Orders. Scheduling aids the educated guesswork it takes to generate accurate schedules. Finally, Time and Attendance tracks employee performance by comparing job hours to payroll hours.

Time Tickets

Before looking at an actual Time Ticket, there are a few buttons to review on the main Time Tickets screen.

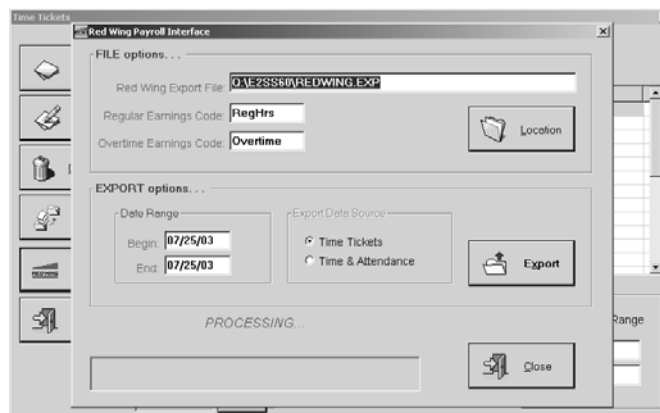
Move Button

This button lets the user change the date of the selected time tickets. Highlight the ticket that needs the date change and click on Move. You can only change one Time Ticket at a time. The Popup Calendar displays where a new date can be easily selected. This comes in handy if an error was made while entering the time ticket date.



Export Button

The Export button (Sync if using QuickBooks) will reflect the company's payroll interface company. Here it happens to be Red Wing. This default is set under File | Company Maintenance | Defaults on the Interfaces/Documents Tab. The Payroll Interface screen allows the user to provide the system with begin and end dates to use for time ticket export. Once the date range is set, just click the Export button and the payroll package will take the export file to create the company payroll.



Shop Control

New Button

Click the New button to move on to the Add Time Tickets screen.

Start Time (HH:MM)	End Time (HH:MM)	Job Number	Step Number	Work Center	Operation	Setup Time (Hours)	Cycle Time (Hours)	Pieces Good	Pieces Scrapped	Payroll Rate	Mach Run (Empl)	Billing Rate (1-10)	Work Shop (1-3)	Unattended ? (Y/N)	Overtime ? (Y/N)	Mach Used (Job)	Reason Code	Comments
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	
			0	0	0			0	0	0	0	0	1	N	N	1	0	

Employee Code

This is the three-digit, user-assigned code given to each new employee. Select the appropriate number from the browse arrow list. The full employee name will populate once the code has been selected.

Date

This is the date the Time Ticket was created. It defaults to today's date, but can be changed easily by overtyping or right clicking to open the calendar.

Name

This is the full name associated with the Employee Code selected.

Start Time

Enter the Start Time the employee clocked into this job.

End Time

Enter the End Time the employee clocked out of this job.

Job Number

Enter the Job Number the employee clocked their time to here. Select the cell and right click for the grid options to go on and search for a particular Job Number.

Step Number

Enter the corresponding step number for the job in this field.

Work Center

The Work Center code for the job is entered here.

Operation

The Operation Code for this Work Center populates from the router, but it can be overridden if necessary.

Shop Control

Setup Time

Enter the time it took the employee to set up the machine to run the parts here.

Cycle Time

Enter the time it actually took to make the parts here. If the Start and End time are entered by the user, the total is automatically calculated by the system. The system provides the option of showing this total time as setup or cycle time, depending on the option chosen in File | Company Maintenance on the Time Tickets tab. Refer to Company Maintenance for a description of this option.

Pieces Good

Enter the number of pieces completed on the Work Center here. We recommend this figure be entered with every time ticket whether it's manual or through Data Collection. Refer to Table Maintenance | Collection Terminals for the appropriate settings to record this number.

All Cost Analysis reports work from pieces good entered to calculate performance and to do a comparison of actual vs. estimated hours. Scheduling also relies heavily on this figure to determine the hours remaining to complete jobs.

Pieces Scrapped

Enter the number of pieces scrapped at the Work Center here. This figure appears on the Performance Summary.

Payroll Rate

This rate tells the system what hourly labor rate to put on the Time Ticket. This defaults from the employee's master file. This is very important for accurate Job Costing calculations.

Machines Run (Employee)

This is the number of machines the employee is running at one time. If an employee runs 1 job on 3 machines, this is "3." If they run 2 jobs on 1 machine, this is ".5."

Billing Rate

The rates here correspond to those set up under Table Maintenance | Work Centers. The default is "1," but the user can pick a different rate if necessary. The Job Cost Summary can be run but whichever rate the user chooses. The "entered rate" is the rate used at Time Ticket entry. This will be the rate used on the Summary to determine the time and material column. The system takes the actual hours turned in and multiplies them by the billing rate here.

Work Shift

This identifies the work shift for the selected employee and typically represents first, second, or third shift. This defaults from the employee's master file.

Unattended?

Select Yes or No to indicate if this was an unattended operation where labor hours are not collected, but burden hours are. On the Job Cost Summary, the hours are reported, but there are no labor dollars reported. These hours are multiplied by the average burden rate on the work center to determine the overhead cost of running the machine.

Overtime?

Select Yes or No to indicate if the time reported here was overtime or not. The system will then use the Overtime Settings selected under Table Maintenance | Employees on the Payroll tab.

Shop Control

Machines Used (Job)

This is the number of machines the employee is running at one time. If an employee runs 3 jobs on 1 machine, this is “3.” If they run 1 job on 2 machines, this is “.5.”

This represents the number of machines the employee is running at one time. If the employee is running three machines at once, this number is “3.” The labor on the Job Cost Summary is divided by the number of machines turned in, or three. The default for this field is “1.”

Reason Code

If there were scrapped parts, a Reason Code as explanation should be selected.

Comments

Record information about the time clocked on this step. This field could be used to explain why the hours were in excess of the hours estimated.

Time Ticket Information

This entry and modification information on the General tab is system-generated and cannot be changed. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Total Man Hours

This figure is the system-calculated total of the Start and End times entered for each line item.

Total Machine Hours

This figure is the system-calculated total of the Cycle and Setup times entered for each line item.

Delete Button

Use the Delete button to remove the selected line item in the grid.

Search Button

Use the Search button to find Job Numbers to enter on the Time Ticket. Selecting criteria will help narrow the results that come back on the Job Number Search screen.

Miscellaneous Job Costs

Use this for costs incurred on a job but not posted through a PO. Shops that choose not to use Purchasing can post costs like heat treating or raw material purchase to a specific Job here. Use the Search button on the main Miscellaneous Job Costs screen to locate the job or simply enter it in the Job Number field and click on Edit. All of the grid items must be completed manually.

Part Number	Vendor	Quantity	Date	Cost	Unit	Markup Pct	Price	Outside Service	Step No	GL Code	Product Code	Vendor Invoice	Part Description
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					
		0		0.00		0	0.00	0					

Job Number

This is the number assigned during Order entry.

Part Number

Enter the Part Number here.

Vendor

Select the Vendor who supplies the part and it will display on the Job Cost Summary.

Quantity

Enter the Quantity of the Part Number here.

Date

This is the date the item was received. It could be raw material or parts from an outside service.

Cost

The cost to make the part populates here.

Unit

This is the Unit of measure for the Cost.

Markup Percent

The Markup Percent charged to the customer for this Miscellaneous Job Cost populates here.

Price

Once the user presses the Tab key or clicks this field, the Price will automatically calculate from the cost associated with the Part Number if the markup percent is used. If there is no Markup Percent, the user will have to enter the figure from the Cost column here.

Outside Service

If the part had an Outside Service performed on it, this field populates with “yes.”

Step Number

The corresponding step number populates here from the Router.

GL Code

The GL Account where the charge should be applied populates here. This is used to track profit and loss, but is also a handy filter for several reports that can be generated from this section of the E2 Shop System.

Product Code

The Product Code populates from the Order. It can be used as a filter for reports such as Inventory Summary, Sales Summary, Re-Order Summary, and Job Requirement Summary.

Vendor Invoice

Enter the Vendor Invoice number that accompanied this part to complete the job.

Part Description

A full description of the Part Number automatically populates with all the information associated with it once the user enters the part.

Delete Button

Use the Delete button to remove the selected line item in the grid.

Scheduling

Scheduling can be a difficult proposition since generating accurate schedules depends on many factors, and some of them are unknowns! A schedule is only as good as the estimates in the system, but what if they're off? And, what if the estimates are great, but the operators are unable to meet cycle times?

It's worth the effort to attempt a schedule to at least make an educated guess at delivery times and enable the company to “see” the shop's workload.

To use Scheduling, there are several things the user must do:

Route every job. Only routing some jobs or “big” jobs, will not reflect the proper shop load. This entails a lot of up front work, but remember a part only has to be routed once. After that, the part is routed forever!

Enter time tickets to a particular step number and count pieces. To relieve time properly from the schedule, the system needs to know which routing step was worked on and the number of pieces that were finished during that step.

Keep up with the schedule daily. To effectively balance the load in the shop, drag and drop overloaded work centers on a daily basis. Users who look at this area less often, will be faced with a monumental task once the attempt is made to smooth the workload.

Several areas of the software must be set correctly in order for the Scheduler to work properly:

- Table Maintenance | Work Centers | Schedule Tab
Complete the Schedule tab in entirety. If there are any areas not completed correctly, irregularities in the Scheduling system may occur.
- Table Maintenance | Employees | Schedule Tab
Complete the Schedule tab in entirety. If there are any areas not completed correctly, irregularities in the Scheduling system may occur.
- Table Maintenance | Vendors | Purchasing Tab
Set up the Workday Begin and End times, identify the default operator in Employee Code, and indicate if the Vendor Work Week includes Saturday and Sunday.

Shop Control

- Shop Control | Scheduling | Settings Tab

Complete the Schedule tab in entirety. If there are any areas not completed correctly, irregularities in the Scheduling system may occur.

Scheduling Whiteboard

The grid in the whiteboard automatically populates according to the options the user selects. The whiteboard here is being viewed by Work Center. The past due and future hours for each also display and the bucket size selected is “Day” so the view shows five workdays since Saturday and Sunday have been set as unavailable in Company Maintenance.

Whiteboard		Job Gen	What If	Settings			
Date Range: Begin Date: <input type="text" value="07/25/03"/>		Whiteboard View: <input checked="" type="radio"/> Work Center <input type="radio"/> Employee <input type="radio"/> Department <input type="radio"/> Job Number		Bucket Size: <input checked="" type="radio"/> Day <input type="radio"/> Week <input type="radio"/> Month			
Work Center Current Job Current Employee	Past Due Hours	Fri 07/25/03	Mon 07/28/03	Tue 07/29/03	Wed 07/30/03	Thu 07/31/03	Hours In Future
46 1 TON PRES Idle		70% 11.82 17.00 Multiple	96% 16.34 17.00 Multiple	67% 11.38 17.00 Multiple	.00 17.00	.00 17.00	
45 ACME 1" Idle		.00 17.00	.00 17.00	.00 17.00	.00 17.00	.00 17.00	339.68 Multiple
30 ASSY Idle		94% 14.98 16.00 Multiple	82% 13.15 16.00 Multiple	70% 11.28 16.00 Multiple	94% 15.02 16.00 Multiple	96% 15.32 16.00 Multiple	3487.43 Multiple
4 BRIDGEPORT Idle		95% 15.15 16.00 7095-05	95% 15.15 16.00 7095-05	95% 15.15 16.00 7095-05	95% 15.15 16.00 7095-05	95% 15.15 16.00 7095-05	367.35 Multiple
6 CINTI7 Idle		57% 9.08 16.00 Multiple	44% 7.09 16.00 Multiple	94% 15.02 16.00 Multiple	23% 4.63 16.00 7148-01	.00 16.00	
24 CLEANING Idle		.00 16.00	.00 16.00	.00 16.00	.00 16.00	.00 16.00	5.63 7115-01
1 CNC LATHE Idle		66% 11.18 17.00 Multiple	93% 15.80 17.00 Multiple	88% 14.95 17.00 Multiple	96% 16.34 17.00 Multiple	91% 15.53 17.00 Multiple	1969.23 Multiple
TOTALS:		35% 168.40 477.00	36% 169.89 477.00	32% 153.79 477.00	29% 138.06 477.00	25% 120.38 477.00	11767.72

Date Range

Enter the Begin Date you want the Whiteboard to use to display the schedule.

Whiteboard View

Select the radio button for the view you want of the Whiteboard. This allows multiple perspectives of workloads.

Work Center – select this radio button to arrange the whiteboard by work center.

Employee – select this radio button to arrange the whiteboard by employee.

Department – select this radio button to arrange the whiteboard by department.

Job Number – select this radio button to arrange the whiteboard by job number.

Bucket Size

Select the radio button for the bucket size you want to display on the Whiteboard:

Day – select this radio button to arrange the whiteboard by day.

Week – select this radio button to arrange the whiteboard by week.

Month – select this radio button to arrange the whiteboard by month.

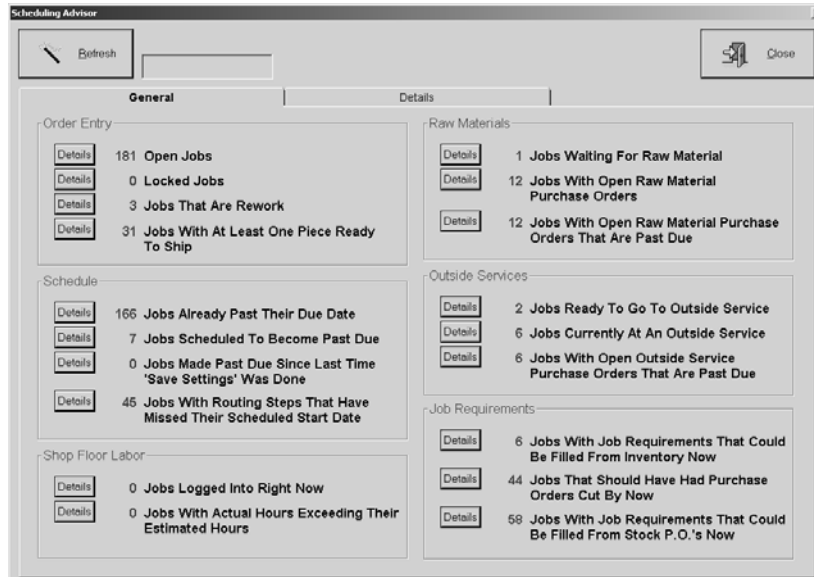
Search Button

Use this search to locate specific jobs. You will most likely use the Criteria here to narrow your return information.

Shop Control

Scheduling Advisor

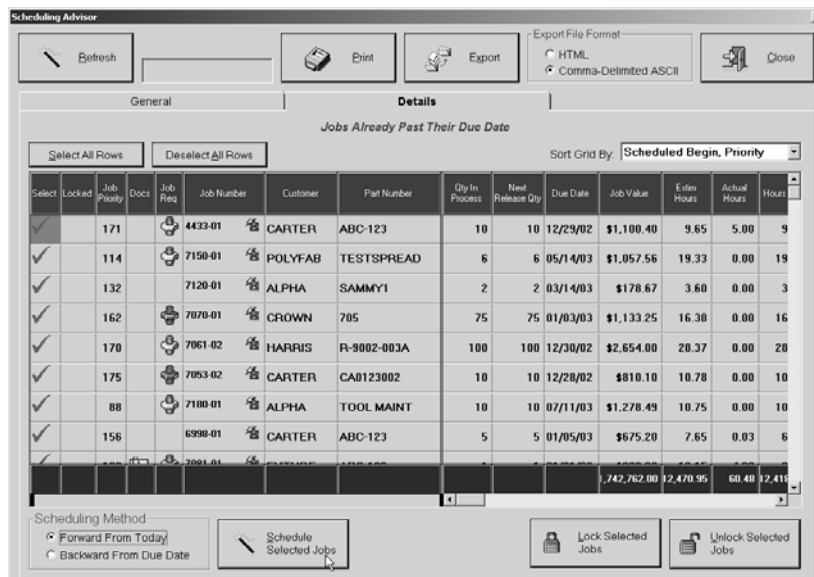
This button shows you a bird's eye view of all your jobs. You'll see areas of the system that potentially need your attention. Each area will show the number of jobs affected and provide a Details button so you can see more in-depth information. Jobs shown in red lettering need your immediate attention.



Your jobs are broken down into Order Entry, Schedule, Shop Floor Labor, Raw Materials, Outside Services, and Job Requirements. Use the Details buttons for the appropriate set of jobs to see the indepth detail.

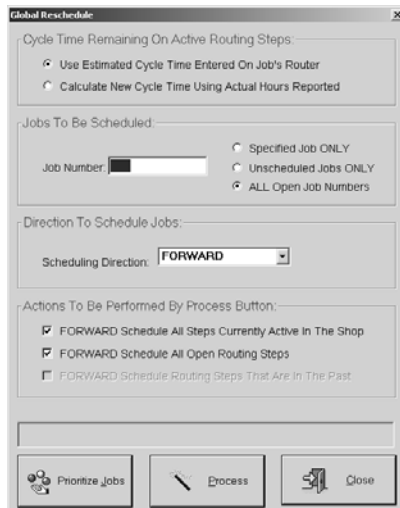
For example, under Shop Floor Labor you can see how many jobs employees are logged onto right now. To see which ones are being worked, simply click the Details button to the left. Under the Outside Services section, you can click the Details button to see all six jobs that are currently at an Outside Service.

There are a lot of jobs already past their due date that you can easily see under the Schedule section. The Details will actually let you Forward Schedule all of them. Just use the Select All Rows button above the grid and then click Forward From Today under Scheduling Method. When you click Schedule Selected Jobs, the system will go in and forward schedule all your past due jobs. To return to your "bird's eye" view, simply click the General tab. Do not use the Close button in the upper right corner unless you intend to close the Scheduling Advisor. Just click the General tab again!



Global Reschedule

This button tells the system to loop through all the open jobs in your shop and reschedule each one independently based on the settings you have set up on your Work Centers and here on the Settings tab. This will take precedence over any “drag and drop” changes the user has made, unless the schedule for a particular job has been locked. These locked jobs will be skipped by the Scheduler.



Cycle Time Remaining On Active Routing Steps

The Scheduler will calculate the number of hours remaining by multiplying the estimated cycle time, in hours, by the number of pieces remaining in the run. This number is only as good as the estimate though so the Scheduler also has the option of replacing the estimated cycle time with a calculated cycle time based on actual results.

Low-volume (1-2 piece orders) shops should **not** use this option since the first piece frequently takes longer to make while subsequent pieces are more in line with the estimate. Checking this option would result in too much additional time being allocated, which would push the estimated end date out too far.

Jobs To Be Scheduled

This section lets the user choose which jobs to schedule: one specific job, only unscheduled jobs, or all open jobs in the system.

Direction To Schedule Jobs

Users can also elect to schedule “forward” or “backward.” Forward begins with today and schedules forward. Backward uses the customer’s due date and moves backward. Most shops choose backward scheduling, but past due jobs can be forward-scheduled. With the addition of Finite scheduling, we recommend using that method along with Forward Scheduling.

Actions To Be Performed By Process Button

Backward scheduling can result in estimated start dates prior to “today.” It’s physically impossible to meet that schedule. So, the Shop System allows users to perform multiple scheduling passes back to back. Just check all options and the system will make a first pass to forward schedule all current steps, backward schedule all open, unlocked jobs, and forward schedule routing steps in the past.

Shop Control

Prioritize Jobs

Use this button to give all your open jobs a priority based on the total number of jobs and the criteria you apply to prioritize them.

Job Priority	Docs	Job Req	Job Number	Customer	Part Number	Qty In Process	Next Release Qty	Due Date	Job Value	Estm Hours	Actual Hours	Hours Left	Percent Complete	Det Pri
118			7057-065	CUTTING	4300116	50	50	12/26/02	\$625.05	15.75	0.00	15.75	0.00	
117			4417-095	CUTTING	4300116	25	25	12/26/02	\$625.05	15.75	6.00	10.75	38.10	
116			7057-065	CUTTING	4300118	0	50	12/26/02	\$565.20	14.00	17.00	0.00	121.43	
115			7030-065	CARTER	1005-GR-DR	15	15	12/28/02	\$3,416.85	7.88	0.00	7.88	0.00	
114			7053-065	CARTER	CA0123003	20	20	12/28/02	\$1,452.20	14.65	0.00	14.65	0.00	
113			7053-065	CARTER	CA0123002	10	10	12/28/02	\$810.10	10.78	0.00	10.78	0.00	
112			7053-065	CARTER	CA0123001	10	10	12/28/02	\$766.40	9.68	0.00	9.68	0.00	
111			4516-065	CUTTING	1003	10	10	12/28/02	\$59.58	2.71	0.00	2.71	0.00	
110			7063-065	HARRIS	R-9002-007	100	100	12/29/02	\$2,707.00	28.37	0.00	28.37	0.00	
									\$64,127.00	11,789.01	34.25	11,757.12		

Priority Calculation Criteria:

First Criteria: Due Date ASC Second Criteria: Job Value DESC Third Criteria: Pct Complete ASC Fourth Criteria: None

Total Open Jobs

The system displays the total number of open jobs for scheduling here.

Move Job To Top

To quickly move a specific job to the first position, select it in the grid and then click this button.

Print

Use this button to get a print out of the grid as it is displayed.

Job Priority

This is the priority assigned to the job.

Docs

If there are documents attached to the job, the paper and clip icon displays here. You can view the documents by clicking the icon to open the Documents screen.

Job Req

If there are Job Requirements for this job, the nut and bolt icon displays here. If the requirements have been filled, the icon will be green. If they have not been filled, the icon will be red.

Job Number

The Job Number displays here. You may also see two icons here; the hour glass meaning the job is late and a little worker, which indicates the job has a PO for an outside service in the router that is past due.

Customer

This is the customer the job is being worked for.

Part Number

This is the part number on the job.

Qty In Process

This is the quantity currently in process.

Shop Control

Next Release Qty

This is the quantity on the next release.

Due Date

This is the due date on the job.

Job Value

The value of the job displays here.

Estim Hours

These are the estimated hours it will take to complete the job.

Actual Hours

These are the actual hours that have been applied to the job to date.

Hours Left

These are the total hours left to complete the job.

Percent Complete

This is the percentage complete on the job.

Cust Default Priority

This is the default priority set on the Customer Code. It is typically 50.

Current Work Center

This is the work center where the job is currently being worked.

Description

The full description of the part displays here.

Release Comments

Any comments entered on the Releases screen for this part display here.

Priority Calculation Criteria

There are four criteria you can choose from to prioritize your jobs. The first two are the main ones the system will use. The last two are mainly used for tiebreakers, if necessary.

Calculate Priorities

Once the calculation criteria are set, click this button and the system will rank all your jobs and rearrange them in the grid. So, if you have 100 jobs open in the system, your first listed job will be assigned the priority of 100. Click OK to save your priorities and return to the Global Reschedule dialog box. You'll be prompted that all manual changes (e.g., drag and drop) will be undone by this global reschedule. Click Yes to continue. If you don't want any manual changes to be undone, you will have to go into the Scheduling Detail and "lock" those jobs you don't want moved.

Generate Report Button

Select the report destination as EMail, FAX, File, Printer, or Screen and then click here to get a report of the whiteboard.

Shop Control

Create What If Order Button

Use this button to convert all the selected items in the grid to actual Orders.

Select

This column will have a red check mark next to an item that has been selected.

Part Number

Enter the Part Number here either manually or through the Search function.

Quantity Ordered

This quantity will populate with the first quantity break on the part. It can be changed if necessary.

Quantity For Stock

If the part is for stock, enter the quantity here.

Due Date

This date always populates with today's date, but can be changed when necessary.

Scheduled Begin Date

This date populates once the Scheduling Method is selected and the part is processed.

Scheduled End Date

This date populates once the Scheduling Method is selected and the part is processed.

Job Number

This number will be populated by the system once the Scheduling Method is selected and the part is processed.

Priority

This is the priority assigned to the What If job.

Description

The description of the part will populate once the part is entered or selected through a Search.

Search Button

Use the Search button to locate the part in inventory that you want to turn into a What If Job.

Scheduling Method

There are two methods to choose from here. Use Backward from the Due Date to determine when the job must be started to finish on time. Use Forward from Today to use today's date as the beginning and schedule forward from there.

Process Button

The Process button assigns the Job Number and the Scheduled Begin and Scheduled End Dates.

Delete Button

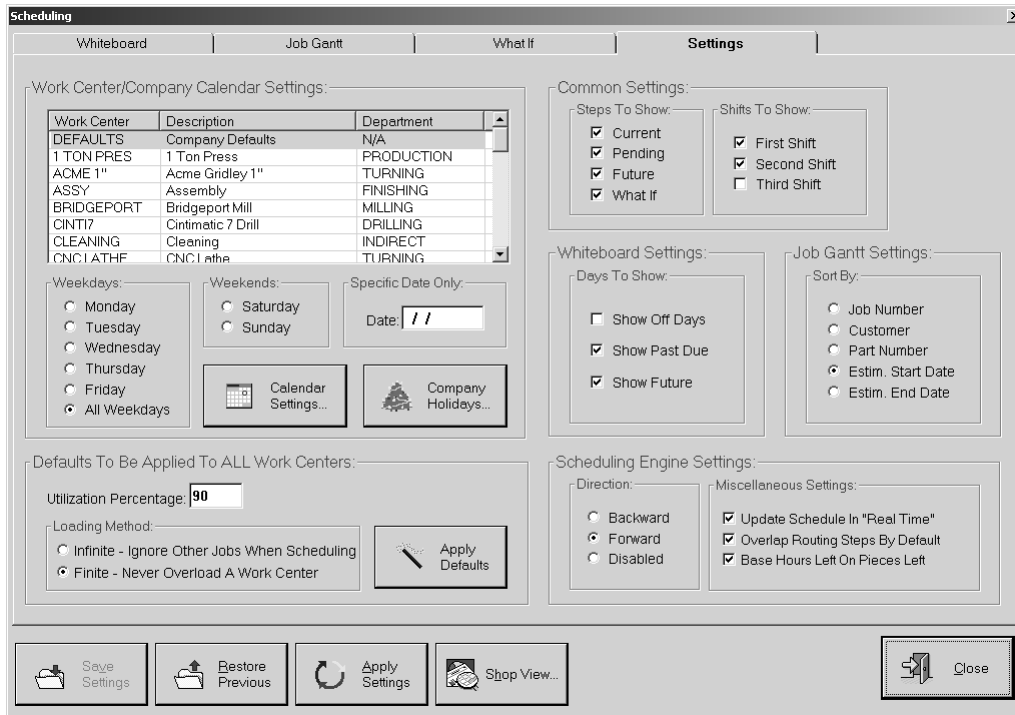
The Delete button will remove the selected part from What If Scheduling.

Details Button

The Details button displays the What If Line Details for the selected part. The router will display along with Line Item Detail and any Job Notes.

Settings

Change any of the options set here to generate the Whiteboard. These override any defaults set in Company Maintenance, Work Centers, Employees, and Vendors. Many of the settings act as toggles.



Work Center/Company Calendar Settings

Work Center Listing

This is a listing of all active Work Centers in the system. The first one is DEFAULTS and if you use it when making changes here, those changes will be applied to all of the Work Centers listed.

Weekdays

These radio buttons represent what days you are applying changes to. The last option is All Weekdays and if you have that selected when making changes, those changes will be applied to all of the Work Centers for every day of the week.

Weekends

These radio buttons represent typical off days that can occasionally be used by the Scheduler. If you have one selected when making changes, those changes will be applied to all of the Work Centers for the selected weekend day.

Specific Date Only

Enter a specific date here when making changes, and those changes will be applied to all of the Work Centers for the specific date.

Calendar Settings Button

Use this button once you have a Work Center selected and a “day” selected to make changes against. This screen shows you what Work Center you are changing, the days you are changing it for, your default begin and end time, and how many hours per day will be scheduled. The General tab shows you your shifts and the hours available on them. You can take away shifts by removing the checkmark and change how much time is available by simply entering a new Begin or End time for the shift. The Hours Per Day and Hours on the General tab will recalculate as you make changes.

Shift	Begin	End	Capacity	Hours
<input checked="" type="checkbox"/> 1	06:00 HH:MM	14:30 HH:MM	N/A	8.5000
<input checked="" type="checkbox"/> 2	14:30 HH:MM	23:00 HH:MM	N/A	8.5000
<input type="checkbox"/> 3	HH:MM	HH:MM	N/A	0.0000

Company Holidays Button

This button opens the Holiday/Vacation Detail screen and shows you all the scheduled holidays already set in the system. New ones can be added here as well as through Company Maintenance | Edit..

Defaults To Be Applied To ALL Work Centers

Utilization Percentage

The Utilization Percentage is how full the “bucket” for this Work Center is. If you have an eight hour shift, but only six of those hours are actually used on Work Centers, that’s a Utilization Percentage of 75%.

Loading Method

Determine which loading method you want to use.

Finite - With Finite scheduling, users won’t see overloads because this loading method prioritizes your jobs. For example, if you have three jobs all set in the system to begin on Monday @ 7:00 am, and you use Forward Finite the system will look at the jobs and priorities (via Global Reschedule) and then schedule them -- 1, 2, and 3. This means that job 1 gets completed first, before job 2 is scheduled to begin. And job 2 gets completed first, before job 3 is scheduled to begin.

Backward and Forward scheduling both work with this method, but Forward is the recommended choice.

Infinite - With Infinite scheduling, you will still see overload situations because the loading method treats all your jobs equally. For example, if you have three jobs all set in the system to begin on Monday @ 7:00 am, the system will put them all in the schedule to begin then.

Apply Defaults Button

Click this button to use the defaults set here on all your Work Centers.

Common Settings

Steps To Show

Current – select this check box to show current routing steps.

Pending – select this check box to show pending routing steps.

Future – select this check box to show future routing steps.

What If - select this check box to show What If routing steps.

Shop Control

Shifts To Show

Click all the check boxes that apply to your company's shift settings. If you have three shifts, click all three and the Scheduler will use all those available hours.

Whiteboard Settings

Days To Show

Show Off Days – select this check box to allow the whiteboard to show off dates. This tells the system to show all workdays on the scheduling “whiteboard” whether they are workdays or not. If columns for Saturday, Sunday, and Holidays are not necessary, do not select this option.

Show Past Due – select this check box to allow the whiteboard to show past dates. This is for shops using “backward” scheduling since there is a possibility that hours might be scheduled on the days prior to the first day shown on the scheduling “whiteboard.” These past due hours may be necessary to provide an accurate view of machine load. One column on the graphical load screen will display the total amount of past due hours currently on the schedule. We do not recommend this option for those shops using “forward” scheduling.

Show Future – select this check box to allow the whiteboard to show future dates. This tells the system to show those hours loaded into the schedule that do not fit into the date range selected for the scheduling “whiteboard.” Select this option to see whether or not hours are scheduled past the end date of the selected date range. Not selecting this option allows another column of information for whichever view is selected.

Job Gantt Settings

Sort By

Select the appropriate radio button to sort your Job Gantt chart: Job Number, Customer, Part Number, Estimated Start Date, or Estimate End Date.

Scheduling Engine Settings

These options configure how the scheduling “engine” will run and also determines how the scheduling screen will display (view, filters, etc.)

Direction provides three options to choose from, which the scheduler will use when a global schedule is generated or when new orders are entered into the system.

- Backward takes the customer's due date and backward schedules the jobs to generate a projected start date. Note here that this could result in an estimated start date prior to today. This is the most common scheduling method since the customer due date is usually the key factor when scheduling a job.
- Forward begins scheduling the job today and calculates a projected finish date. It's important to note that this could result in an end date that is beyond the customer's due date.
- Disable Scheduling disables the scheduler and results in a performance improvement when entering new jobs into the system.

Update Schedule In “Real Time” schedules the job when the order is saved. This can be turned off if scheduling is too slow.

Overlap Routing Steps by Default makes sure the system schedules setup time to be completed on subsequent steps by the time the first piece is completed from the previous steps.

Base Hours Left On Pieces Left lets different types of shops relieve machine loading hours using different methods.

A screw machine shop may select this option to relieve hours from their schedules as piece counts are turned in on a daily basis since their estimated hours are typically accurate. This method removes the estimated hours for the number of pieces that were turned in on a particular routing step.

Shop Control

For example, 10 hours of cycle time are loaded to finish a 100 piece order on the saw. After 20 pieces are completed, the schedule is updated to show that only 8 hours are left on that routing step.

But, a mold making shop can only ballpark an estimate so they wouldn't select this option. This allows the system to take hours out without considering piece counts since they are only making one mold anyway.

For example, 25 hours of milling time are loaded to finish a portion of a mold. When 20 hours are completed, the schedule is updated to show only 5 hours left on the routing step. Note that even though the operation may be only half complete, the machine load hours are reduced. Shop owners can adjust their machine loads by simply editing the routing step on the job if they need to allow more time.

Save Settings Button

Click this button to save the settings currently in use.

Restore Previous Button

Click this button to restore the settings to the previously used settings.

Apply Settings Button

Click this button to permanently apply the scheduling settings currently in use.

Shop View Button

The Shop View button shows a graphical representation of a company's shop floor. Paint Shop would be a good tool to use to create the layout. Then the icons representing machinery could visually reflect overload situations.

Time and Attendance

New Button

Click the New button to move on to the Add Attendance Tickets screen or Edit to review an existing Attendance Ticket.

Actual Clock In (HH:MM)	Actual Clock Out (HH:MM)	Adj Clock In (HH:MM)	Adj Clock Out (HH:MM)	Elapsed Actual Hours	Elapsed Adjusted Hours	Attendance Code	Clock Out Date	Pay Rate (0-10)	DL Code	Over Time	Shift (1-3)	Holiday?	Created By	Comments
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	
				0.0000	0.0000			0			0		BLS	

Employee Code

This is the four-digit, user-assigned code for each employee. Select the appropriate number from the browse arrow list. The full employee name will populate once the code has been selected.

Shop Control

Date

This is the date the Attendance Ticket was created. It defaults to today's date, but can be changed easily by overtyping or right clicking to open the calendars.

Name

This is the full name associated with the Employee Code selected.

Actual Clock In

The time the employee clocked in for the day displays here.

Actual Clock Out

The time the employee clocked out for the day displays here.

Adjusted Clock In

The system uses this time to calculate "clock in" according to Company Maintenance defaults.

Adjusted Clock Out

This is the time the system uses to calculate "clock out" according to the defaults set in Company Maintenance on the Attendance tab.

Elapsed Actual Hours

The hours between actual clock in and clock out display here.

Elapsed Adjusted Hours

The hours between adjusted clock in and clock out display here.

Attendance Code

Select the appropriate code for this employee.

Clock Out Date

This is the date the employee clocked out for the day.

Pay Rate

This is the default rate selected under Table Maintenance | Employees on the Payroll tab.

GL Code

Select the account code to cover this employee's work.

Overtime

Yes or No indicates if the time here should be calculated as overtime or not.

Shift

This is the shift designated for this employee either as a default from Table Maintenance | Employees or manual entry in the Time Ticket itself.

Holiday?

Yes or No indicates if the time here should be calculated as Holiday pay or not.

Created By

This is the employee code of the user who generated the Time Ticket.

Shop Control

Comments

Record information about attendance clocked by this employee.

Attendance Ticket Information

This entry and modification information on the General tab is system-generated and cannot be changed. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Total Break Hours

This figure is the system-calculated total of the break hours for this employee.

Total Hours for Day

This figure is the system-calculated total hours for the day for this employee.

Exported To QuickBooks

For users of QuickBooks, this checkbox will be automatically selected once the Sync process for Time has been completed.

Delete Button

Use the Delete button to remove the selected line item in the grid.

Copy Button

The Copy button makes copying records quick and easy! It's very useful for vacation setup. Once the record for the first day is created, use it as the template and make the remaining records. Typically people take a week or two off. Instead of creating 5-10 individual records, the user can create the first one and save it. Then select it in the list box and click the Copy button. When the Copy Attendance Record screen display, the user simply changes the date at the top of the screen and the Clock Out Date field down in the grid and then clicks OK to save. Each successive record can be copied top the next.

Actual Clock In [HH:MM]	Actual Clock Out [HH:MM]	Ad Clock In [HH:MM]	Ad Clock Out [HH:MM]	Elapsed Actual Hours	Elapsed Adjusted Hours	Attendance Code	Clock Out Date	Pay Rate [0-10]	GL Code	Over Time	Shift [1-3]	Holiday 7	Created By	Comments
13:47	13:56	13:47	13:56	0.1593	0.1593	1	01/27/03	1		Y	1	N	CLOCK	
13:56	14:04	13:56	14:04	0.1333	0.1333	ON BRE	01/27/03	0		Y	1	N	BREAK	
14:04	13:06	14:04	13:06	239.0436	239.0333	1	02/06/03	1		Y	1	N	CLOCK	
				0.0000	0.0000			1		N	1		BLS	
				0.0000	0.0000			1		N	1		BLS	
				0.0000	0.0000			1		N	1		BLS	
				0.0000	0.0000			1		N	1		BLS	
				0.0000	0.0000			1		N	1		BLS	
				0.0000	0.0000			1		N	1		BLS	
				239.2019	239.1916									

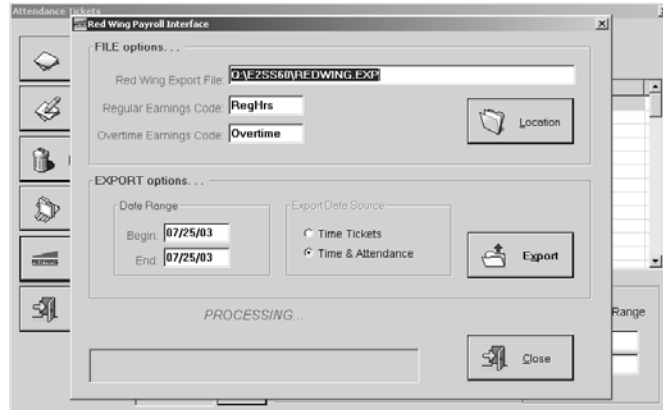
Attendance Ticket Information
General | Audit Trail |
Entered By: TOUCHSCR
Enter Date: 01/27/03 01:47:54 pm
Modified By:
Modify Date:

Total Break Hrs: 0.1333 Total Hrs for Day: 239.3250 Delete

Shop Control

Export Button

The Export button (Sync if you use QuickBooks) will reflect the company's payroll interface company. Here it happens to be Red Wing. This default is set in Company Maintenance on the Interfaces/Documents Tab through the Defaults button. The Payroll Interface screen allows the user to provide the system with begin and end dates to use for time ticket export. Once the date range is set, just click the Export button and the payroll package will take the export file to create the company payroll.



Production Summary

The shop foreman will use this Production Summary to see where all the open jobs are in the shop. Each open job along with all its routing steps displays. The number of pieces that have crossed each step are shown with any outside services to be performed.

- 1 Select your search criteria and the Begin and End dates for either Date Due, Date Entered, Scheduled Start, or Scheduled End.
- 2 Tell the system how to sort the report.
- 3 Select the check boxes under Report Options to print job notes or quoted prices, and to show work centers with no pieces posted yet.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 The User-Defined (Header) tab shows any label changes made at the Header level on Customers, Quotes, or Orders.
- 7 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Loading Summary

The shop foreman will use this Loading Summary to see a recap of each Work Center and all the jobs scheduled to be run on it. It's important to remember that this report only looks at routed jobs. This will help the foreman locate bottle-necks and reschedule jobs around them.

- 1 Select your search criteria.
- 2 Select how to view the report: by Work Center, Employee, Department, or Job Number.
- 3 Enter a Begin and End date range.
- 4 Select the check box to show estimated times under Report Options.
- 5 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 6 Click the Generate Report button to see a complete listing.
- 7 The User-Defined (Header) tab shows any label changes made at the Header level on Customers, Quotes, or Orders.
- 8 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 9 Click the Close button to return to the main E2 Shop System screen.

Work In Process Summary

The Work in Process Summary shows the times and costs of all open jobs in the shop. The numbers generated here can then be used to make an adjusting journal entry for work in process to the General Ledger each month. Each open job and all the hours and costs posted to it display here. This Summary is date-sensitive and can be backdated by changing the As Of Date field. Remember all times and costs are pro-rated if any partial shipments have been made against the job.

- 1 Select your search criteria along with a Begin and End Due Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the As-of Date and costing rate for the report.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 The User-Defined (Header) tab shows any label changes made at the Header level on Customers, Quotes, or Orders.
- 7 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Attendance Summary

The Attendance Summary will show lost production labor hours by displaying the employee payroll hours versus employee job hours for comparison. A total is provided for hours not on jobs which can represent either indirect labor or lost production time.

- 1 Select your search criteria and enter a Begin and End Date.
- 2 Tell the system which reports to include when generating.
- 3 Check whether Time Ticket Comparison should be included.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 Click the Close button to return to the main E2 Shop System screen.

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Cost Analysis

Whether jobs are profitable or not is the bottom line. Cost Analysis provides a group of reports that lets users see all the numbers for past and present jobs in meaningful summaries.

Job Cost Summary

The Job Cost Summary shows the profit made or lost on a job through labor hours, items posted from stock, material costs from a Purchase Order or other outside costs posted, and more. This real-time report is updated automatically as job cost information is entered. It can be run at any time during a job to provide a clear picture of profit/loss at any given point.

This report is “back-dateable,” so Begin and End Dates can be changed and those current costs get listed. This is helpful for finding the costs in a job at the end of a month. This report can also be used to group all jobs on an order together. Use the Search for Job Number by filter and select Order Number. Then click the Search button to enter the specific Order Number and click OK. The jobs will populate in the list box. Make sure all associated jobs are selected and then complete the remaining information to generate the summary.

- 1 Use the Search button to locate Job Numbers to populate the list box or enter an actual number in the Job Number field.
- 2 Tell the system which reports to include when generating.
- 3 Select a Begin and End Date and a Costing Rate for the report.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Then select the Generate Report button.
- 6 Click the Close button to return to the main E2 Shop System screen.

Actual Vs. Estimated

This summary lists all items estimated for a job to provide a comparison with what actually occurred. Information is listed in routing sequence order to give information regarding estimated and actual setup time and cycle time. Estimated outside costs are also shown for comparison with the actual costs for a specific job. Time Ticket and Vendor Invoice entry generate the information for this report. It's important to remember that jobs must be routed for this report to be of any help.

- 1 Use the Search button to locate Job Numbers to populate the list box or enter an actual number in the Job Number field.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Then select the Generate Report button.
- 5 Click the Close button to return to the main E2 Shop System screen.

Performance Summary

The Performance Summary shows employee and machine/operation performances against standards set up during routing. It's important to remember that jobs must be routed during Estimation and pieces good must be entered on Time Tickets for this summary to generate the correct information.

This report can also show hours saved or lost for those who use incentive pay programs. In addition, it can track scrap percentages to allow users to track which employees and/or machines are scrapping parts as they are being run.

- 1 Select your search criteria along with a Begin and End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select how to Group By on the report.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 Click the Close button to return to the main E2 Shop System screen.

Hourly Rate Summary

This summary shows the effective hourly rate on a job-by-job basis for a specific date range. This can tell a shop if their hourly rates are competitive yet still profitable. It uses the sales amount for each job, minus any outside costs, and divides that by the number of labor hours in the job to generate an effective hourly shop rate. Any hours saved or lost according to the estimated amount per job are also listed.

- 1 Select your search criteria along with a Begin and End Date.
- 2 Tell the system which reports to include when generating.
- 3 Click the check box to display Breakdowns as Graphs.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 The User-Defined (Header) tab shows any label changes made at the Header level on Customers, Quotes, or Orders.
- 7 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 8 Click the Close button to return to the main E2 Shop System screen.

Margin Summary

The Margin Summary shows a profit margin on a job-by-job basis for the specified date range. Use this report as the final margin reporting tool since it shows the sales amount and all costs associated with each job. It will provide a profit amount and margin for each job and then totals all of the work by customer and part number to determine which jobs turn a profit and which ones don't.

- 1 Select your search criteria along with a Begin and End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined (Header) tab shows any label changes made at the Header level on Customers, Quotes, or Orders.
- 6 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 7 Click the Close button to return to the main E2 Shop System screen.

Outside Cost Summary

This summary shows all the detail regarding purchases and outside services on a job-by-job basis. The actual costs can then be compared to the estimated costs which are broken down by vendor and part number.

- 1 Select your search criteria along with a Begin and End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 The User-Defined (Header) tab shows any label changes made at the Header level on Customers, Quotes, or Orders.
- 6 The User-Defined (Line Item) tab shows any label changes made at the line item level on the Estimate or Inventory Item.
- 7 Click the Close button to return to the main E2 Shop System screen.

Quality

Overview

This module encompasses Non-Conformances, Corrective Actions, Customer Feedback, Employee Training, Work Center Maintenance, Tooling Maintenance, and Document Control. Corresponding Table Maintenance has been added so that codes can be set for inclusion on each of these forms. Returns, Corrective Actions (CARs), and Feedback forms all work together. Customer and Vendor Returns can automatically generate Non-Conformances (NC), Corrective Action (CAR), Rework Jobs, Credit Memos/Invoices, and Debit Memos. NCs can be created manually and linked to Returns. CARs can be created manually and linked with Return Numbers and/or Feedback Numbers. Feedback forms can automatically create CARs and also be manually populated from Returns.

Non-Conformances

Users can now enter forms for any Non-Conformances. These are typically tied to Vendor or Customer Returns to provide a reason, if necessary, for any non-conformance issues. The *Non-Conformance Number* defaults to the next sequential number, which is set in Company Maintenance | Edit on the Next Numbers tab.

General Tab

Documents

Any documents attached to the part on this NC can be viewed with this button.

Non-Conformance Type

A Non-Conformance can be created and associated through the Type field. You can associate Non-Conformances with Customers or Vendors or you can create an Internal Non-Conformance.

Return Number

This number links the Non-Conformance or Corrective Action to the customer or vendor return.

Return Item Number

When a customer or vendor return is processed, each line item gets an Item Number. When a Return is specified on a Non-Conformance or Corrective Action, all the "item numbers" are listed in this drop down.

CAR Number

This is the automatically assigned number for the Corrective Action. CARs can be created manually or automatically via a Customer Return/Rework or Vendor Return.

Non-Conformance Date

This date defaults to "today" when the Non-Conformance is initially created (or "issued").

Non-Conformance Code

These codes are set in Table Maintenance according to your own Quality requirements.

Customer Code

The Customer Code associated with a Return or CAR will populate here once that form is selected. If the NC is being created manually, you can click the drop down and select the Customer Code.

Vendor Code

The Vendor Code associated with a Return or CAR will populate here once that form is selected. If the NC is being created manually, you can click the drop down and select the Vendor Code.

Employee Code

If the NC is internal or employee based, select the Employee Code here.

Department

Select the employee's department or the department that the NC is being reported about. An employee doesn't necessarily have to be selected.

Part Number

Enter the part number that the NC is being reported about, if this is a manual NC. If the NC is created from a Return or a CAR, this will automatically populate.

Quantity

Enter the quantity for the part here, if this is a manual NC. If the NC is created from a Return or a CAR, this will automatically populate.

Part Description

The full description of the part will populate here once the Part Number is entered, either manually or automatically from a Return or CAR.

Lot Number

The Lot Number assigned to the part on the NC should be entered here.

Search Button

Use the Search button to locate either Customer or Vendor Returns or CARs. The NC Type selected will determine the criteria that display. Click the Criteria check box and then select the Return or CAR radio button. The actual criteria will change accordingly.

Non-Conformance Information

This automatically generated information tracks entry and modification dates on the General tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed. It will update each time the Item is changed and saved. You'll also see the present status, the associated Order, the Customer and Vendor PO numbers, and the Vendor RMA number, if applicable.

Quality

Investigation Tab



The screenshot shows a software interface with three tabs: "General", "Investigation", and "Disposition". The "Investigation" tab is active. It contains a "Reason Code" dropdown menu, an "Investigated By" dropdown menu, and a "Reported Problem" text area.

Reason Code

The Reason Code for the NC should be selected here. If this NC is automatically created from a Return or CAR, this code will populate from that form.

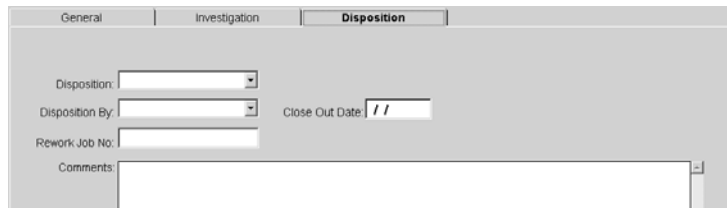
Investigated By

Whoever is completing this tab should select their employee code from the drop down list.

Reported Problem

A complete description of the problem should be entered here by the employee completing this tab.

Disposition Tab



The screenshot shows a software interface with three tabs: "General", "Investigation", and "Disposition". The "Disposition" tab is active. It contains a "Disposition" dropdown menu, a "Disposition By" dropdown menu, a "Close Out Date" text field, a "Rework Job No." text field, and a "Comments" text area.

Disposition

The Disposition codes come pre-loaded with the Quality module and are associated here once the Non-Conformance has been investigated and corrected.

Disposition By

Whoever is completing this tab should select their employee code from the drop down list.

Close Out Date

This is the final "verification" date saved on a NC. It effectively tells the system this NC has been completed.

Rework Job Number

If there is a Rework Job Number associated with the Return or CAR, it will populate here.

Comments

Details comments about the disposition of this Non-Conformance should be entered here by the employee completing this tab.

Corrective Actions

Corrective Actions (CAR) are typically tied to Returns or Customer Feedback to provide a reason, if necessary, for any problems with products. Entering a Return Number or Feedback Number will populate the form. The Return Number can also be tied to a Return Item Number. This field will populate with valid line items once the Return Number is entered. The Feedback Number will set less fields on the form than a Return Number because the Corrective Action and Feedback forms have less in common. The *CAR Number* defaults to the next sequential number, which is set in Company Maintenance | Edit on the Next Numbers tab.

General Tab

The screenshot shows the 'Add Corrective Action' dialog box with the 'General' tab selected. The 'CAR Number' field is populated with '1022'. The 'CAR Date' is '07/29/03'. The 'Quantity Returned' and 'Quantity to Rework' fields are empty. The 'Part Description' field is a large text area. The 'Additional CAR Information' section at the bottom shows 'CAR Status: Open', 'Job Number', 'Order Number', 'Customer Code', and 'Customer's PO'.

Documents

Any documents attached to the part on this CAR can be viewed with this button.

CAR Type

A Corrective Action can be created and associated through the Type field. You can associate CARs with Customers or Vendors or you can create an Internal CAR.

Return Number

This number links the Non-Conformance or Corrective Action to the customer or vendor return.

Return Item Number

When a customer or vendor return is processed, each line item gets an Item Number. When a Return is specified on a Non-Conformance or Corrective Action, all the "item numbers" are listed in this drop down.

Feedback Number

All Feedback forms will be assigned the "next" number when they are issued. This number can then be associated here with the Corrective Action form being generated to handle the Feedback issue.

CAR Date

This date defaults to "today" when the Corrective Action is initially created (or "issued").

Quantity Returned

Enter the quantity returned here, if this is a manual CAR. If the CAR is created from a Return, this will automatically populate.

Quantity To Rework

Enter the quantity to rework here, if this is a manual CAR. If the CAR is created from a Return, this will automatically populate.

CAR Job Number

If there is a Job Number associated with the Return, it will populate here.

Part Number

Enter the part number that the CAR is being created for, if this is a manual CAR. If the CAR is created from a Return, this will automatically populate.

Part Description

The full description of the part will populate here once the Part Number is entered, either manually or automatically from a Return.

Additional CAR Information

The information here is system generated once the CAR is saved. You'll see the CAR Status, the associated Job Number, the original Order Number, the Customer on the Order, and the Customer's PO number, if provided on the Order.

Search Button

Use the Search button to locate either Customer or Vendor Returns or Feedback. The CAR Type selected will determine the criteria that display. Click the Criteria check box and then select the Return or Feedback radio button. The actual criteria will change accordingly.

CAR Information

This automatically generated information tracks entry and modification dates on the General tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed. It will update each time the Item is changed and saved. [Investigation Tab](#)

Investigated By

Whoever is completing this tab should select their employee code from the drop down list.

Response Due

The employee investigating this CAR should enter an estimated Response Due date here.

Reported Problem

A complete description of the problem should be entered here by the employee completing this tab.

Root Cause

Enter text describing the cause of the reported problem stated here.

Action Tab

Implemented By

Whoever is completing this tab should select their employee code from the drop down list.

Corrective Action Code

This is the code that describes the Corrective Action to be taken.

Implementation Date

The date the Corrective Action is implemented should be entered here.

Immediate Action

A complete description of action taken immediately to correct the situation should be entered here.

Permanent Action

A complete description of action taken permanently to correct the situation should be entered here.

Verification Tab

Corrective Action Report Completed And Signed

This check box should be marked when the report has been completed and signed.

Verification of Implementation

A complete description of the implementation of the corrective action taken should be entered here.

Verification By

The employee who verifies the effectiveness of the implementation should be selected here.

Verification Date

This date defaults to “today” when the Verification By employee code is selected.

Verification of Effectiveness

A complete description of the effectiveness of the permanent action taken should be entered here.

Verification of Effectiveness By

The employee who verifies the effectiveness of the corrective action should be selected here.

Close Out Date

This is the final "verification" date saved on the CAR. It effectively tells the system this CAR has been completed.

Feedback

Customer Feedback forms can be used in association with Returns or Orders. Entering a Return Number or Order Number will populate the form. The *Feedback Number* defaults to the next sequential number, which is set in Company Maintenance | Edit on the Next Numbers tab.

General Tab

The screenshot shows a software window titled "Add Feedback". At the top, there is a "Feedback Number" field containing "1007" and buttons for "OK" and "Cancel". Below this are two tabs: "General" (selected) and "Resolution". The "General" tab contains several input fields: "Customer Return No:" with a search icon and "Search Criteria" checkbox; "Order Number:"; "Feedback Date:" with a date picker showing "07/30/03"; "Customer Code:"; "Employee Code:"; "Vendor Code:"; "Contact:"; "Feedback Code:"; "Phone Number:"; and "FAX Number:". To the right of these fields are radio buttons for "Feedback Type" with options "Positive", "Negative", and "Neutral". At the bottom is a large "Comments" text area.

Customer Return Number

Enter the Return number you want to generate the Feedback on. This does not have to be linked to a specific return.

Order Number

Enter the Order number you want to generate the Feedback on. This does not have to be linked to a specific Order.

Feedback Date

This date will default to “today,” but it can be changed, if necessary.

Customer Code

If this Feedback is linked to a Return or Order, the Customer Code will automatically populate. If you are creating a Feedback manually for a Customer, just select it here.

Quality

Employee Code

If you are creating a Feedback manually for an Employee, just select it here.

Vendor Code

If you are creating a Feedback manually for a Vendor, just select it here.

Contact

Select the Contact person for the Customer or Vendor selected on this form. The drop down list will provide all the current Contacts entered on the Customer or Vendor Code.

Feedback Code

Select the code that describes the Feedback being created.

Phone Number

This is the telephone number of the Customer, Employee, or Vendor selected.

FAX Number

This is the FAX number of the Customer, Employee, or Vendor selected.

Comments

Enter detailed information in this section about the Feedback you are creating.

Search Button

The Search button and criteria allow you to search for Customer Returns or original Orders. Just select the Search For option and the criteria will change accordingly.

Feedback Information

This automatically generated information tracks entry and modification dates on the General tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed. It will update each time the Item is changed and saved.

Feedback Type

Feedback can be Positive, Neutral, or Negative. The default is Positive, so you will have to change this according to the Feedback you are generating.

Resolution Tab

The screenshot shows a software interface with two tabs: "General" and "Resolution". The "Resolution" tab is active. It contains the following fields and controls:

- Corrective Action Code:** A dropdown menu.
- Create CAR for this customer feedback**
- CAR No:** A text input field.
- Resolution:** A large text area with a vertical scrollbar.
- Follow up / Close Out:** A large text area with a vertical scrollbar.
- Manager Close Out:** A dropdown menu.
- Close Out Date:** A date input field showing " / /".

Corrective Action Code

Select the appropriate Corrective Action Code for this feedback.

Create CAR for this customer feedback

This check box is selected by default and will generate a CAR once the Feedback is saved.

CAR Number

This is the system generated CAR number assigned to this Feedback once it's saved.

Resolution

Detailed notes about the resolution for this Feedback should be entered here.

Follow Up / Close Out

Detailed Follow Up and Close Out information should be entered here.

Manager Close Out

This is the employee who entered the Follow Up and/or Close Out comments.

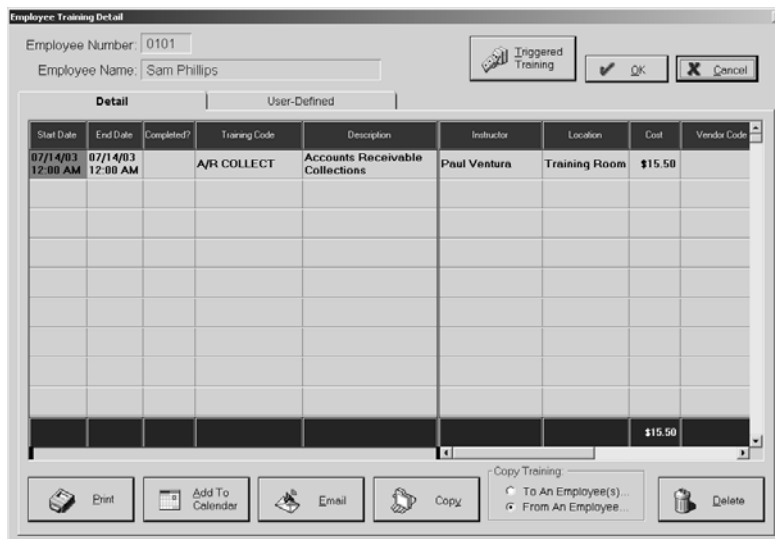
Close Out Date

This is the final "verification" date saved on the Feedback once the Manager Close Out employee is selected. It effectively tells the system this Feedback has been completed.

Employee Training

Employee training sessions are tracked here. Training Codes can be set in Table Maintenance and included here. It's important to note that employees who will be using the software (Quality and Contact Management) must have UserIDs associated on their employee Code. Locate the Employee you need and click the Edit button to open the Employee Training Detail screen. The Employee Number and Employee Name populate from Table Maintenance.

Detail Tab



Triggered Training

Use this button to set up training as a trigger for the future. The E2Server.EXE must be running on one PC in the network in order for these triggers to work.

Start Date

Enter the Start Date of the training here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

End Date

Enter the End Date of the training here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

Completed?

When the training is finished, click this field. The red check mark indicates the training is completed so that the Contact Management calendar can categorize it correctly.

Training Code

Select the code associated with the type of training.

Description

The full description of the training code will display here once the code is selected.

Instructor

The instructor name will populate from the Employee Training Code selected, if it has been set up with that information. If it hasn't you can enter a name in this field.

Location

The location will populate from the Employee Training Code selected, if it has been set up with that information. If it hasn't you can enter a location in this field.

Cost

The cost will populate from the Employee Training Code selected, if it has been set up with that information. If it hasn't you can enter a cost in this field.

Vendor Code

The vendor name will populate from the Employee Training Code selected, if it has been set up with that information. If it hasn't you can enter a vendor in this field.

Invoice Number

If there is an Invoice Number from an outside vendor for this training, enter it here.

Print Button

Use this button to get a printout of all the training items in the grid.

Add To Calendar Button

Once you have the training item set up, use this button to tell the system to include it on the Contact Management calendar. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Email Button

Use this button to send a reminder to the employee about their training.

Copy Button

Use this button to copy the selected training item in the grid To An Employee or From An Employee. This allows you to copy training events to multiple employees with one click.

Delete Button

Use this button to remove the selected training item from the grid.

User-Defined Tab

All the User-Defined fields that have been set on Employee Codes will display here.

Triggered Training

Any Training you would like to set up as a trigger for the future should be entered here. The E2Server.EXE must be running on one PC in the network in order for these triggers to work.

Number

This is the employee’s number. It defaults from the employee selected for the main Employee Training Detail screen.

Employee

This is the full name of the employee you are working with.

Period Begin Date

This date is assigned as the begin of the trigger for Employee Training.

Period End Date

This date is assigned as the end of the trigger for Employee Training. You will only want to use a date here to enter information from the past to create records of Employee Training.

Completed?

When the training is finished, click this field. The red check mark indicates the training is completed so that the Contact Management calendar can categorize it correctly.

Add To Calendar?

If you want this to be added to the Contact Management calendar, check this field. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Threshold Type

When setting triggered training , you'll have to first select the Threshold Type: Calendar, Machine Hours, Man Hours, or Pieces. This selection sets up the Threshold Unit and Threshold Value you'll have to associate the type with.

Threshold Value

This value is directly tied to the unit you choose for the trigger. For example, Machine Hours and Man Hours default to Hours for the Unit. So a 48 here with Hours as the Unit would tell the system to trigger Training every 48 hours.

Threshold Unit

This is the unit directly tied to the type and value you choose for the trigger. For example, Machine Hours and Man Hours default to a value of Hours here. So your Value would be however many hours you want to go by before the trigger is set off.

Calendar Days in Period

This is the number of days elapsed from the Period Begin Date to now for your Triggered Employee Training.

Man/Mach Hrs In Time Period

This is the number of man/machine hours that have elapsed from the Period Begin Date to now for your Triggered Employee Training.

Pcs Run In Time Period

This is the number of pieces the system has counted from the Period Begin Date to now for your Triggered Employee Training.

Employee Training Code

Select the code associated with the type of training.

Description

The full description of the training code will display here once the code is selected.

Print Button

Use this button to get a printout of all the training items in the grid.

Copy Button

Use this button to copy the selected training item in the grid To An Employee or From An Employee. This allows you to copy training events to multiple employees with one click.

Delete Button

Use this button to remove the selected training item from the grid.

Work Center Maintenance

Work Center Maintenance is tracked here. Work Center Maintenance Codes can be set in Table Maintenance and included here. It's important to note that employees who will be using the software (Quality and Contact Management) and handling this maintenance must have UserIDs associated on their employee Code. Locate the Work Center you need and click the Edit button to open the Work Center Maintenance Detail screen. The Work Center and Work Center Description populate from Table Maintenance.

Detail Tab

Start Date	End Date	Completed?	Maintenance Code	Description	Employee	Job Number	Cost	Vendor Code	Invo Num
07/18/03 12:00 AM	07/18/03 12:00 AM		CALIBRATE	Calibrate when needed	101	7178-01	\$0.00		
07/25/03 04:03 PM			OIL	Oil for Preventive Maintenance	101		\$0.00		
							\$0.00		

Create Job Button

Use this button to create a “dummy” job for the selected maintenance line item so you can track costs.

Edit Job Button

Use this button to edit a “dummy” job for the selected maintenance line item.

Triggered Maintenance

Use this button to set up maintenance as a trigger for the future. The E2Server.EXE must be running on one PC in the network in order for these triggers to work.

Start Date

Enter the Start Date of the maintenance here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

End Date

Enter the End Date of the maintenance here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

Completed?

When the maintenance is finished, click this field. The red check mark indicates the maintenance is completed so that the Contact Management calendar can categorize it correctly.

Maintenance Code

Select the code associated with the type of maintenance to take place.

Description

The full description of the maintenance code will display here once the code is selected.

Employee

The employee will populate from the Work Center Maintenance Code selected, if it has been set up with that information. If it hasn't you can select an employee for this field.

Job Number

The job number will populate from the Work Center Maintenance Code selected, if it has been set up with that information. If it hasn't you can enter use the Create Job button to populate this field.

Cost

The cost will populate from the Work Center Maintenance Code selected, if it has been set up with that information. If it hasn't you can enter a cost in this field.

Vendor Code

The vendor name will populate from the Work Center Maintenance Code selected, if it has been set up with that information. If it hasn't you can enter a vendor in this field.

Invoice Number

If there is an Invoice Number from an outside vendor for this maintenance, enter it here.

Print Button

Use this button to get a printout of all the maintenance items in the grid.

Add To Calendar Button

Once you have the training item set up, use this button to tell the system to include it on the Contact Management calendar. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Email Button

Use this button to send a reminder to the employee about their maintenance.

Copy Button

Use this button to copy the selected training item in the grid To A Work Center or From A Work Center. This allows you to copy training events to multiple work centers with one click.

Delete Button

Use this button to remove the selected maintenance item from the grid.

Completed?

When the maintenance is finished, click this field. The red check mark indicates the maintenance is completed so that the Contact Management calendar can categorize it correctly.

Add To Calendar?

If you want this to be added to the Contact Management calendar, check this field. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Threshold Type

When setting triggered work center maintenance, you'll have to first select the Threshold Type: Calendar, Machine Hours, Man Hours, or Pieces. This selection sets up the Threshold Unit and Threshold Value you'll have to associate the type with.

Threshold Value

This value is directly tied to the unit you choose for the trigger. For example, Machine Hours and Man Hours default to Hours for the Unit. So a 48 here with Hours as the Unit would tell the system to trigger Work Center Maintenance every 48 hours.

Threshold Unit

This is the unit directly tied to the type and value you choose for the trigger. For example, Machine Hours and Man Hours default to a value of Hours here. So your Value would be however many hours you want to go by before the trigger is set off.

Calendar Days in Period

This is the number of days elapsed from the Period Begin Date to now for your Triggered Work Center Maintenance.

Man/Mach Hrs In Time Period

This is the number of man/machine hours that have elapsed from the Period Begin Date to now for your Triggered Work Center Maintenance.

Pcs Run In Time Period

This is the number of pieces the system has counted from the Period Begin Date to now for your Triggered Work Center Maintenance.

Work Center Maintenance Code

Select the code associated with the type of maintenance.

Employee

The employee associated on the Work Center Maintenance Code selected.

Description

The full description of the work center maintenance code will display here once the code is selected.

Print Button

Use this button to get a printout of all the maintenance items in the grid.

Copy Button

Use this button to copy the selected maintenance item in the grid To A Work Center or From A Work Center. This allows you to copy maintenance events to multiple work centers with one click.

Delete Button

Use this button to remove the selected maintenance item from the grid.

Tooling Maintenance

Tooling Maintenance is tracked here. Tooling Maintenance Codes can be set in Table Maintenance and included here. It's important to note that employees who will be using the software (Quality and Contact Management) and handling this maintenance must have UserIDs associated on their employee Code. Locate the Part Number you need and click the Edit button to open the Tooling Maintenance Detail screen. The Tool Number and Description populate from the Parts Database.

Detail Tab
Create Job Button

Use this button to create a “dummy” job for the selected maintenance line item so you can track costs.

Edit Job Button

Use this button to edit a “dummy” job for the selected maintenance line item.

Triggered Maintenance

Use this button to set up maintenance as a trigger for the future. The E2Server.EXE must be running on one PC in the network in order for these triggers to work.

Start Date

Enter the Start Date of the maintenance here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

End Date

Enter the End Date of the maintenance here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

Completed?

When the maintenance is finished, click this field. The red check mark indicates the maintenance is completed so that the Contact Management calendar can categorize it correctly.

Tooling Code

Select the code associated with the type of maintenance to take place.

Description

The full description of the tooling code will display here once the code is selected.

Employee

The employee will populate from the Tooling Maintenance Code selected, if it has been set up with that information. If it hasn't you can select an employee for this field.

Job Number

The job number will populate from the Tooling Maintenance Code selected, if it has been set up with that information. If it hasn't you can enter use the Create Job button to populate this field.

Cost

The cost will populate from the Tooling Maintenance Code selected, if it has been set up with that information. If it hasn't you can enter a cost in this field.

Vendor Code

The vendor name will populate from the Tooling Maintenance Code selected, if it has been set up with that information. If it hasn't you can enter a vendor in this field.

Invoice Number

If there is an Invoice Number from an outside vendor for this maintenance, enter it here.

Print Button

Use this button to get a printout of all the maintenance items in the grid.

Add To Calendar Button

Once you have the maintenance item set up, use this button to tell the system to include it on the Contact Management calendar. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Email Button

Use this button to send a reminder to the employee about their maintenance.

Copy Button

Use this button to copy the selected maintenance item in the grid To A Tool or From A Tool. This allows you to copy maintenance events to multiple parts with one click.

Delete Button

Use this button to remove the selected maintenance item from the grid.

Completed?

When the maintenance is finished, click this field. The red check mark indicates the maintenance is completed so that the Contact Management calendar can categorize it correctly.

Add To Calendar?

If you want this to be added to the Contact Management calendar, check this field. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Threshold Type

When setting triggered tooling maintenance, you'll have to first select the Threshold Type: Calendar, Machine Hours, Man Hours, or Pieces. This selection sets up the Threshold Unit and Threshold Value you'll have to associate the type with.

Threshold Value

This value is directly tied to the unit you choose for the trigger. For example, Machine Hours and Man Hours default to Hours for the Unit. So a 48 here with Hours as the Unit would tell the system to trigger Tooling Maintenance every 48 hours.

Threshold Unit

This is the unit directly tied to the type and value you choose for the trigger. For example, Machine Hours and Man Hours default to a value of Hours here. So your Value would be however many hours you want to go by before the trigger is set off.

Calendar Days in Period

This is the number of days elapsed from the Period Begin Date to now for your Triggered Tooling Maintenance.

Man/Mach Hrs In Time Period

This is the number of man/machine hours that have elapsed from the Period Begin Date to now for your Triggered Tooling Maintenance.

Pcs Run In Time Period

This is the number of pieces the system has counted from the Period Begin Date to now for your Triggered Tooling Maintenance.

Tooling Maintenance Code

Select the code associated with the type of maintenance.

Employee

This is the employee who will handle the maintenance.

Description

The full description of the tooling maintenance code will display here once the code is selected.

Print Button

Use this button to get a printout of all the maintenance items in the grid.

Copy Button

Use this button to copy the selected maintenance item in the grid To A Tool or From A tool. This allows you to copy maintenance events to multiple parts with one click.

Delete Button

Use this button to remove the selected maintenance item from the grid.

Document Control

Document Control gives you the ability to attach, name, and revise documents attached to your parts from one access point. You can set up security on this function in User Maintenance so that only a few select people have the capability to attach documents. To set up the software to only accept documents via Document Control, look at your Company Maintenance | Defaults and turn the setting on under the Interfaces/Documents tab. The *Document Number* defaults to the next sequential number, which is set in Company Maintenance | Edit on the Next Numbers tab.

General Tab

Description

This is the description of the document being attached. If you select the Document Type first, this will automatically populate with the description associated with it. This will only populate the first time a Document Type is selected and if nothing has been previously entered in the Description field.

Document Date

This date defaults to “today,” but can be changed, if necessary.

Document Type

Select the Document Type that most closely describes what you are attaching. Certification Document, Drawing File, Human Resources Document, Image of Part, Policy Document, and Procedure Document come pre-loaded in the system. There is also an <Add New> option, when necessary.

Document Status

The Document Status will change as the document follows the phases of approval: Approved, Proposed, Released, and Retired.

Revision Level

This field will track all the revisions made to documents over time. You will have to determine what kind of “naming convention” to use here and stick with it. You could use A, B, C, etc. or 01, 02, 03, etc. As changes are made on the Revision History tab, this field will display the most current revision level.

Revision Date

This is the date of the latest revision.

Document Information

This section provides a history of the Document once it has been saved. The General tab includes entry and modification information. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

File Attachment

Use this section to attach documents, create new ones, edit, or view already attached documents. Once a document is attached, a rendering will display along with the file type, file date, file size, and the full path where it is saved.

Propose/Approve Tab

The screenshot shows a software interface with several tabs: General, **Propose/Approve**, Release/Retire, Revision History, Review History, and Where Used. The **Propose/Approve** tab is active and contains the following fields:

- Proposed By:** A dropdown menu.
- Proposal Date:** A text box containing "07/31/03".
- Proposal Comments:** A large text area with a scroll bar.
- Approved By:** A dropdown menu.
- Approval Date:** A text box containing "//".
- Approval Comments:** A large text area with a scroll bar.

Proposed By

The employee proposing the document should select their code there.

Proposal Date

This date will default to "today" when the Proposed By employee is selected.

Proposal Comments

The employee proposing the document to be attached should enter detailed comments here about the document and why it's being proposed.

Approved By

The employee approving the document should select their code there.

Approval Date

This date will default to "today" when the Approved By employee is selected.

Approval Comments

The employee approving the document attached should enter detailed comments here about the document and why it's being approved.

Release/Retire Tab

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: General, Propose/Approve, **Release/Retire**, Revision History, Review History, and Where Used. The 'Release/Retire' tab is selected. Below the tabs, there are two main sections. The first section has a 'Released By' dropdown menu and a 'Release Date' text box with a date picker icon. Below these is a large text area labeled 'Release Comments'. The second section has a 'Retired By' dropdown menu and a 'Retirement Date' text box with a date picker icon. Below these is a large text area labeled 'Retirement Comments'.

Released By

The employee releasing the document should select their code there.

Release Date

This date will default to “today” when the Released By employee is selected.

Release Comments

The employee releasing the document attached should enter detailed comments here about the document and why it’s being released.

Retired By

The employee retiring the document should select their code there.

Retirement Date

This date will default to “today” when the Retired By employee is selected.

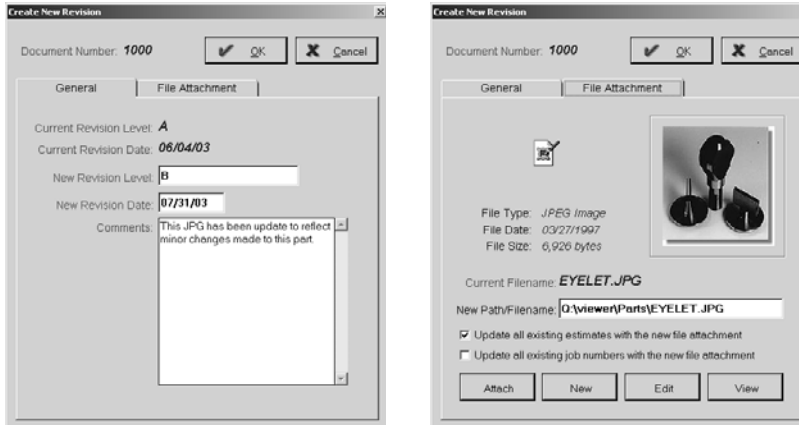
Retirement Comments

The employee retiring the document attached should enter detailed comments here about the document and why it’s being retired.

Quality

New Revision

Use this button when you must make changes to the attached document. This opens the Create New Revision dialog box where you can enter the new Revision Level and Revision Date and enter your Comments that will display on the Revision History tab. The File Attachment tab is where you will enter the new Path and/or Filename and also tell the system whether or not to update all existing Estimates and Jobs with the new file. Notice you have access to the Attach, New, Edit, and View buttons just like you did on the General tab.



Click OK to close the Create New Revision screen and your next revision will display in the grid along with the previous one(s).

Review History Tab



Print Button

Use this button to get a printout of all the reviews set in the grid.

Add To Calendar Button

Once you have the review set up, use this button to tell the system to include it on the Contact Management calendar. Remember though that the employee selected must have a User ID in order for them to see this in the calendar.

Start Date

Enter the Start Date of the review here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

End Date

Enter the End Date of the review here. The time will default to 12:00 am so you will have to enter the appropriate time on your own.

Completed?

When the review is finished, click this field. The red check mark indicates the review is completed so that the Contact Management calendar can categorize it correctly.

Review Code

Select the code associated with the type of review to take place.

Description

The full description of the review code will display here once the code is selected.

Employee

The employee will populate from the Review Code selected, if it has been set up with that information. If it hasn't you can select an employee for this field.

Job Number

The job number will populate from the Review Code selected, if it has been set up with that information. If it hasn't you can enter use the Create Review Job button to populate this field.

Cost

The cost will populate from the Review Code selected, if it has been set up with that information. If it hasn't you can enter a cost in this field.

Vendor Code

The vendor name will populate from the Review Code selected, if it has been set up with that information. If it hasn't you can enter a vendor in this field.

Invoice Number

If there is an Invoice Number from an outside vendor for this review, enter it here.

Create Review Job Button

Use this button to create a "dummy" job for the selected review line item so you can track costs.

Edit Review Job Button

Use this button to edit a "dummy" job for the selected review line item.

Copy Button

Use this button to copy the selected review item in the grid To A Document or From A Document. This allows you to copy review events to multiple documents with one click.

Delete Button

Use this button to remove the selected review item from the grid.

Threshold Unit

This is the unit directly tied to the type and value you choose for the trigger. For example, Calendar Time Elapsed can have a value of Day, Week, Month, or Year.

Calendar Days in Period

This is the number of days elapsed from the Period Begin Date to now for your Triggered Tooling Maintenance.

Review Code

Select the code associated with the type of review.

Employee

This is the employee who will handle the review.

Description

The full description of the review code will display here once the code is selected.

Print Button

Use this button to get a printout of all the maintenance items in the grid.

Copy Button

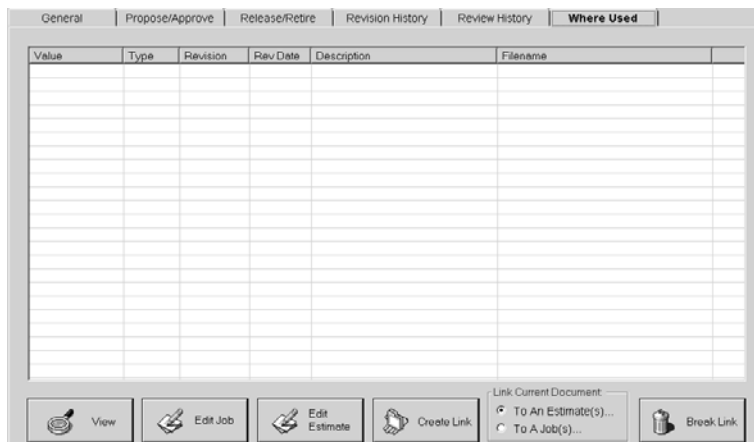
Use this button to copy the selected maintenance item in the grid To A Document or From A Document. This allows you to copy review events to multiple documents with one click.

Delete Button

Use this button to remove the selected review item from the grid.

Where Used Tab

This tab lists all the Estimates and Jobs that have this document attached.



Value

This is the Part Number or Job Number that has the document attached to it.

Type

This type indicates if the Value is an Estimate or Job.

Revision

The Revision Level listed here tells you which revision is being used on each value. Remember, when you make a revision you can choose to have the Estimates and Jobs updated or not! So, these may not all be at the same level.

Revision Date

This date corresponds to the Revision Level and when it was created.

Description

The Description corresponds to the Description field on the General tab.

Filename

This represents the full path where the document is stored.

View Button

This button allows you to open a rendering of the document.

Edit Job Button

This button allows you to edit the actual job the document is attached to.

Edit Estimate Button

This button allows you to edit the actual estimate the document is attached to.

Create Link Button

Use this button to link the selected document to either an Estimate or a Job in the system.

Break Link Button

Use this button to unlink the selected document from either an Estimate or a Job in the system.

Non-Conformance Summary

The Non-Conformance Summary shows all the NCs entered into the system according to the criteria and dates selected. The report breaks the NCs out by Customer, Internal, or Vendor. The detail report shows you everything associated with each record entered.

- 1 Select your search criteria along with Begin and End dates for Date Entered, Date Issued, or Date Processed.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Report button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Corrective Action Summary

The Corrective Action Summary shows all the CARs entered into the system according to the criteria and dates selected. The report breaks the CARs out by Customer, Internal, or Vendor. The detail report shows you everything associated with each record entered.

- 1 Select your search criteria along with a Begin and End date for Date Entered, CAR Date, Response Due Date, Implementation Date, Verification Date, or Close Out Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Feedback Summary

The Feedback Summary shows all the Feedbacks entered into the system according to the criteria and dates selected. All the pertinent information about each Feedback is provided such as the Feedback Number and Code, associated Order numbers and return numbers, Customers and Vendors on the orders/returns, and Action Codes.

- 1 Select your search criteria along with a Begin and End date for Date Entered, Feedback Date, or Close Out Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Employee Training Summary

The Employee Training Summary lists all the training events set for each Employee. You will see the training code and description, the start and end dates, the employee's department, their shift, and all the vendor, instructor, location, and cost information set on the training code.

- 1 Select your search criteria along with a Begin and End date for Training Start Date or Training End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the statements first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 The User-Defined tab shows any label changes made at the Employee Code level.
- 6 Click the Close button to return to the main E2 Shop System screen.

Work Center Maintenance Summary

The Work Center Maintenance Summary lists all the maintenance events set for each Work Center. You will see the maintenance code and description, the start and end dates, the employee handling the maintenance, the hours down, and job cost information set on the work center maintenance code.

- 1 Select your search criteria along with a Begin and End date for Maint Start Date or Maint End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the statements first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Tooling Maintenance Summary

The Tooling Maintenance Summary lists all the maintenance events set for each tooling part. You will see the tooling code and description, the start and end dates, the employee handling the maintenance, the hours down, and job cost information set on the work center maintenance code.

The screenshot shows the 'Tooling Maintenance Summary' dialog box with the 'User-Defined' tab selected. The dialog is used to filter and generate reports for tooling maintenance events. Key elements include:

- Filtering Options:** A list of criteria with checkboxes and input fields:
 - Part Number like
 - Job Number like
 - Bin Location like
 - Tooling Code equal to
 - Employee Code equal to
 - Vendor Code equal to
 - Product Code equal to
 - Maintenance Status (Completed/Not Completed)
 - Part Status (Active Only/Inactive Only)
- Date Selection:** Radio buttons for 'Maint Start Date' and 'Maint End Date'. The 'Begin' date is 01/01/31 and the 'End' date is 12/31/30.
- Report Options:** 'Include These Reports' section with checkboxes for 'Detail', 'Part Number Breakdown', 'Tooling Code Breakdown', and 'Product Code Breakdown'.
- Report Destination:** A dropdown menu set to 'Screen'.
- Buttons:** 'Generate Report' and 'Close' buttons.

- 1 Select your search criteria along with a Begin and End date for Maint Start Date or Maint End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the statements first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 The User-Defined tab shows any label changes made at the Part Number level.
- 6 Click the Close button to return to the main E2 Shop System screen.

Document Control Summary

The Document Control Summary gives you a complete listing of all the documents in the system. You will see details about the type, description, file location, status, along with a listing of each Estimate and Job the document is attached to.

The screenshot shows the 'Document Control Summary' window. At the top, there are two instructions: 'Check to exclude records from report that match filter...' and 'Check appropriate box(es) to apply desired filter(s)'. Below these are several filter options with checkboxes and input fields: 'Description like...', 'Path/File Name like...', 'Linked Estimate like...', 'Linked Job No is...', 'Current Revision like...', 'Document Type', and 'Document Status'. To the right, there is a 'Date' section with radio buttons for 'Date Entered', 'Document Date', 'Revision Date', 'Proposal Date', 'Approval Date', 'Release Date', and 'Retirement Date'. Below the date options are 'Begin' and 'End' date fields, with '01/01/31' and '12/31/30' respectively. At the bottom left, there is a 'Group By:' section with radio buttons for 'Document Number', 'Document Type', 'Document Status', 'Revision Level', 'Linked Estimate', and 'Linked Job Number'. At the bottom right, there is a 'Report Destination:' dropdown menu set to 'Screen', and two buttons: 'Generate Report' and 'Close'.

- 1 Select your search criteria along with a Begin and End date for Date Entered, Document Date, Revision Date, Proposal Date, Approval Date, Release Date, or Retirement Date.
- 2 Tell the system how you want the report grouped.
- 3 Select the Report Destination for the final output. Select Screen to review the statements first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Document Review Summary

The Document Review Summary lists all the reviews set on the Review History tab of the Document Control form.

- 1 Select your search criteria along with a Begin and End Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the statements first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

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Accounts Receivable

Overview

Bill customers and enter payments in the Accounts Receivable section of the system. Both manual and automatic billing are available. The Export button is available for QuickBooks users who need to interface this information.

Automatic billing happens when the order was entered, shipped, and then billed. But, sometimes it is necessary to bill a customer for something other than a shipment. This is manual billing. The delivery ticket field is left blank and the other fields are filled in manually.

In addition, the system allows for both customer cash receipts and miscellaneous receipts. Miscellaneous receipts allow for entry of cash other than invoices billed through Accounts Receivable. An example of a miscellaneous cash receipt would be cash received for scrap sales.

Billing

The *Invoice Number* can be the next sequential number, which is set in Company Maintenance | Edit on the Next Numbers tab, or it can match the delivery ticket number. In order to do this, open File | Company Maintenance and click the Edit button. On the Order Entry tab, click the Yes radio button under “Match Invoice With Packing List Number.”

So, the next sequential Invoice Number will load, but when the user enters the packing list number and presses the Tab key, the Invoice Number will change to match it. Of course, this number can always be manually changed.

Detail Tab

The screenshot shows the 'Add Invoice' window with the 'Detail' tab selected. The 'Invoice Number' field contains '5601'. Below it, there are tabs for 'Detail', 'Header', 'Contacts', and 'Notes'. A 'Packing List No.' field is empty, with a 'Search' button and a 'Search Criteria' checkbox. The 'Customer' field is a dropdown menu. The 'Invoice Date' is '07/28/03' and the 'Period No.' is '200307'. 'Ship Charges' are '0.00' and 'Invoice Total' is '\$0.00'. There is a checkbox for 'Ignore Minimum Charge On This Invoice'. A table with the following columns is shown: Docs, Part Number, Qty Ordered, Qty Shipped, Qty Cancel, Unit Price, Unit, Job Number, Description, and PO Number. The table is currently empty. At the bottom, there are 'Search' and 'Delete' buttons, and a 'Details' button.

Packing List Number

Type the packing list number or use the Binocular Search to find it. This automatically populates the Detail tab with information from the packing list or delivery ticket, but any field can be changed at this point.

From the Select Shipment screen, the user can choose more than one delivery ticket. The system can group several tickets and bill them on one invoice. Press the Shift key and click on each ticket to be included. The grid will populate with all the line items from each Delivery Ticket.



It's important to use caution when selecting Delivery Tickets to ensure they are all for the same customer. All the other fields on the Details tab, as well as the Header and Comments tab, will only pertain to the first Delivery Ticket selected.

Customer

The Customer Code will populate as part of the Delivery Ticket information, but codes can be selected from the browse arrow for manual bills. New customers can also be added here with the <Add New> option under the browse arrow. Refer to Table Maintenance | Customer Codes for details on creating new Customer Codes. The full customer name will also populate once the code has been selected.

Search Button

Use the Search button and criteria to locate the Packing List you need.

Invoice Date

This is the date the order was shipped, but it can be edited at Invoice entry.

Period Number

This number coincides with the Invoice Date. It can be changed to represent another month, but keep in mind that this will also change the period the invoice is posted to the General Ledger. The system looks at the Invoice Date and uses the four-digit year and the two-digit month to set this period number. So, July 21, 1999 would become 199907.

Exported To QuickBooks

For users of QuickBooks, this checkbox will be automatically selected once the Sync process for Billing has been completed.

Ship Charges

The dollar amount charged by the freight company to deliver the item is entered here. This will increase the total on the Invoice.

Invoice Total

This total is system-generated as the quantity shipped times the unit price plus any shipping charges and taxes.

Ignore Minimum Charge on this Invoice

Click this checkbox to tell the system to ignore the default minimum charge set for this customer.

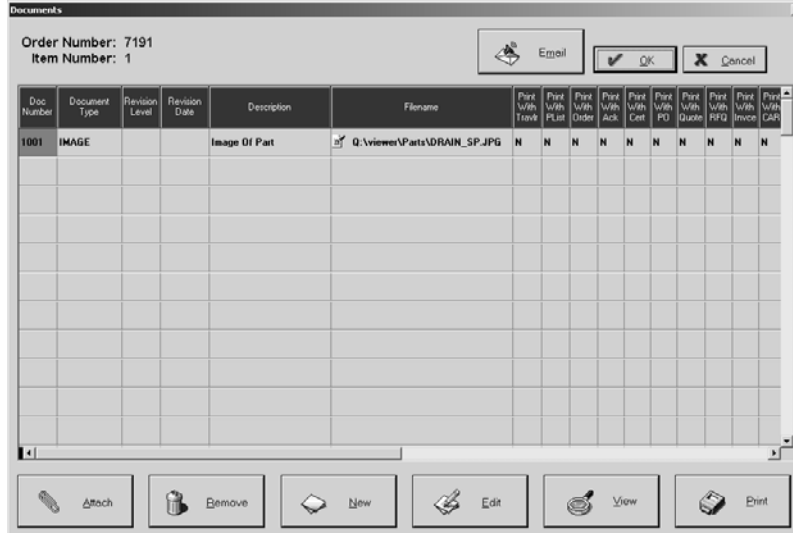
Billing Information

Once the Invoice has been entered and saved, system-generated information will display in the upper right corner of the Detail tab. The General tab tracks initial entry and modifications as well as status and payment information about the Invoice. The Payments tab keeps a running list of all checks along with the Total Paid so Far and the Balance Due. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Accounts Receivable

Docs

If there are documents attached to the part in this line item, an icon will display in this field. The user can click the icon to open the Documents screen and take a look at the attachment or add new ones.



- Click Attach to add documents to the part number.
- Click Remove to delete selected documents from the part number.
- Click New to create new documents to add to the part number.
- Click Edit to open the selected document and make changes.
- Click View to open the document in its associated application.
- Click Print to get a hard copy of the attached document.

Part Number

When a Delivery Ticket is entered or selected from the browse list, this automatically populates from the order. The numbers here can be edited or added to at this point, but the quantity ordered and quantity shipped must be at least “1.”

Quantity Ordered

This number will automatically populate from the Order or the user will have to enter it for a manual bill. This number can be edited even if it automatically populated.

Quantity Shipped

This quantity populates from the Packing List. For manual invoices, this quantity must be at least “1.” Any number entered in decimals would be rounded to the nearest whole number at Order Entry.

Quantity Cancel

This number will automatically populate from the Packing List. This number can be edited even if it automatically populated.

Unit Price

This unit price will automatically populate with the price from the Order, but it can be edited here. So for manual billing, just enter the price here.

If the price is left empty, the user can update the price on the Order with the Invoice price. We recommend updating the Order entry price with the billing price since the Margin Summary uses the Order entry price in its calculations.

Accounts Receivable

Unit

The unit of measure for the part populates here. It is typically “EA” for each, but some units of measure have special meanings:

M - pricing per thousand

C - pricing per hundred

LOT - quantity not multiplied by the unit price when extending an invoice

Any other unit of measure entered will be considered as “EA.”

Job Number

This number populates from the packing list information. On a manual invoice or when adding parts, this field must have a valid Job Number from the system so an order must have been entered and a Job Number assigned. A Job Number entered here ensures that billing information will display on the Job Cost Recap under the billing section.

Description

The full description of the part populates here from the Part File or can be entered on a manual bill.

PO Number

This number will populate from the customer’s order.

Revision

Any revision number on the order will automatically populate.

Item Number

The number automatically assigned by E2SS or manually changed at order entry displays here. This number can be changed here and saved so it will display on the Invoice.

Search Button

Use the search criteria and then click the binoculars to open the Select Part Number screen.

Delete Button

Select a line item and click the Delete button to remove it from the Invoice.

Details Button

Use the Details button from any field in the grid, except Docs, to view the Additional Billing Detail screen.

GL Account	Description	Sales Amount
4000	Sales - Production	\$0.0000
		\$0.0000

Taxable: Yes No

Packing List No:

Ticket Date:

FOB:

Work Code:

Product Code:

Discount Percent:

Commission Percent:

GL Account

This number will automatically populate if there was a Work Code entered on the Order. If this is a manual bill, the account number(s) must be entered on this detail screen.

Description

The corresponding description of the GL Code populates here.

Sales Amount

Enter the unit price of the item for this account.

Taxable

This Yes/No feature allows one invoice to have taxable and nontaxable line items. Select the line item in the grid on the Detail tab and click on Details to select Yes or No here.

Packing List Number

This automatically populates when the packing list is selected or entered on the Detail tab.

Ticket Date

This automatically populates when the delivery ticket is selected or entered on the Detail tab.

FOB

This populates from the shipping address setup on the Customer Code.

Work Code

The Work Code populates from the Customer information. If no Work Code was set for the individual customer, the system uses the code selected as the company default. This Work Code determines which General Ledger account to credit with the sales being billed. If a code was not selected for either the customer or the company, the user must manually fill in the General Ledger number for each line item billed. The user can enter the Work Code on the Header tab to fill in each line item on the invoice with the same Work Code.

Product Code

This code is automatically populated from the Part Number on the Order if the code was entered when the part was created. The code can be entered on this Detail screen and differ for each Part Number.

Accounts Receivable

Discount Percent

This is a flat discount that isn't tied to the Terms Code so the customer will receive it whether they pay their bill by the due date or not. The discount will print on the discount column of the invoice.

Commission Percent

This percentage populates from the Sales ID selected on the Header tab. This can be changed for each line item, if necessary.

Header Tab

The screenshot shows the 'Header' tab of an Accounts Receivable form. It is divided into two main sections. The left section contains an 'Available Addresses' table with columns for 'Address Line 1', 'Address Line 2', and 'City'. Below this table are fields for 'Location', 'Ship To Name', 'Line 1', 'Line 2', 'City', 'State/Prov.', 'ZIP/Postal Code', 'Country', 'Ship Via' (set to 'United Parcel Service'), 'Exchange Rate', and 'Territory'. The right section contains several dropdown menus: 'Currency Code' (USA), 'Sales Tax Code' (EXEMPT), 'Terms Code' (NET30), 'AR Account' (1240), 'Cash Discount Acct.' (4100), 'Sales Tax Account' (2280), 'Work Code' (JOB SHOP), 'Sales ID' (HOUSE), 'Shipping Code' (UPS), and 'Freight Acct.' (5140).

Available Addresses

The addresses listed here are the ones a user can select from, for shipping. These are the addresses originally set up for the customer under Table Maintenance. Click on the one to view and the corresponding information will display in the fields below the list.

Location

All the Shipping Addresses for this Customer will be listed here so you can easily change this information by selecting a different Location Code from the drop down list.

Ship to Name

This is the name of the Customer.

Line 1 and Line 2

The street address for the customer populates here.

City, State/Province, ZIP/Postal Code, and Country

Once the street address is completed, the cursor will move to ZIP/Postal Code. Enter it and the remainder of the customer's mailing information automatically populates: City, State/Province, and Country.

Ship Via

A description of the freight company is entered here. For example, United Parcel Service.

Exchange Rate

The Exchange Rate is used to convert foreign dollars to native dollars and is stored on the Currency Code. This can be edited here on the Invoice. It should always be set to "1" for users doing business in their native dollar.

Accounts Receivable

Territory

The Territory defaults from the customer's shipping address as their state. This field can be used for other purposes though. The user could divide the territories by North, South, East, and West for example and then Territory could be used as a filter when running reports like the Sales Summary.

Currency Code

This code tells the system how to cost the invoice by using the exchange rates placed here. The system comes with "USA" as the default.

Sales Tax Code

This code is used to automatically add sales tax to the customer's bill. Most shops do not charge sales tax; their work is generally not to an end user or for retail purposes. We recommend setting up at least one Sales Tax Code for "Exempt" with a tax code percentage of zero since the system requires a Tax Code for all outgoing invoices. The percentages are set in Table Maintenance | Tax Codes.

Terms Code

This code determines the due date of the customer's Invoice. It populates from the Order and can be edited here or entered for a manual bill.

AR Account

This is the General Ledger account number for Accounts Receivable. It gets populated from the Work Code selected in File | Company Maintenance. When a customer is invoiced, the system debits this account, but the amount does not show in General Ledger until the month is posted.

Cash Discount Account

This is the General Ledger account number for cash discounts and allowances. Any discounts given on a line item or through a Terms Code are recorded in this account. The discount is recorded when the payment is received from the customer. The amount appears in the discount column in Cash Receipts.

Sales Tax Account

The General Ledger account number for sales tax payable populates here. All taxes are recorded to this account. Run a Sales Summary with the filter by Tax Code to get a list of the sales tax due.

Work Code

This code populates from the Customer or Company Maintenance and is used to determine which General Ledger account to credit with sales once the order is shipped and billed. Setting up Work Codes for each Customer is a big time saver during billing since this General Ledger code is a required field.

Sales ID

This ID is used to track commissions due for inside or outside sales representatives. We recommend setting up a "House" account for those users who do not have salespeople. Otherwise the word "Unknown" will print on any invoice with a blank Sales ID.

The Sales ID is initially set up in the Customer Code and populates on the Order. Commissions on the invoice are determined by the Sales ID once the Order is shipped and billed. Running the Sales Summary in "Detail" will produce a listing of the commissions earned.

Shipping Code

The code set as the default for this customer will populate here. If a code was not selected, use the browse arrow to select one.

Auto Billing

Packing List Selection

Begin/End Date

Enter the date of the oldest open Packing List so that all open ones will be included in the selection. The user must select an appropriate End Date. This determines how many invoices are selected for payment. For example, users may choose to perform Auto Billing once a week.

Date Shipped/Date Entered

These filters determine which Packing Lists are selected for billing.

The Date Shipped option looks at the date the customer's parts were actually shipped, which is determined when the packing list is entered into the system.

Date Entered is the actual date the user entered the packing list itself. The system date stamps every transaction with "today's" date.

Packing Lists That Have Been Pre-Priced ONLY

Click this check box so the system knows to only select packing lists with pre-pricing.

Preview

Click the Preview button to populate the Customer list box with each Customer chosen for billing according to the selection criteria. The Customer name and total due display. Each packing list that makes up the total for the selected Customer, displays in the Packing List list box.

Generate Billing

Beginning A/R Balance

This figure represents what is currently owed to Accounts Receivable.

Invoice Date

This defaults to today's date, but can be changed easily by typing a new one or right clicking to activate the calendar.

First Invoice Number

This is the next sequential Invoice Number to be used by the system.

Match Invoice and Packing List Dates

This matching criteria will generate one Invoice for multiple Packing Lists as long as they carry the same dates. Uncheck this box to group multiple packing lists with different dates.

Match Invoice and Packing List Numbers

It is recommended that users set their Company Maintenance to include matching Invoice and Packing List Numbers. If Company Maintenance has been set this way, the check box will be automatically selected. Leaving this selected will create one Customer Invoice for each Packing List so several Packing Lists could not be grouped on a single Invoice. Uncheck this box to group multiple packing lists.

Process

Click the Process button to finalize the packing list selection process. The user will see the message “This process will create the billing for the packing lists that you selected. Do you wish to continue? Yes or No.” Type a “y” to assign the invoice numbers.

Only fifteen items can be written to an Invoice. The system generates separate invoices for each batch of 15 packing lists. So if there were sixteen packing lists for billing, fifteen would appear on one invoice and the remaining one would appear on a separate invoice.

Print Invoices

Click this button to send the automatic bills to the designated printer.

Customers List Box

Name

Each Customer selected by the system for billing is listed here.

Total

The total of all the packing lists to be billed to this customer displays here.

Total Billing

This system-generated total is a running tally of all the Customer invoices selected by the system. If the user removes a Customer or a specific Packing List from either of the list boxes, this total will automatically recalculate.

Ending A/R Balance

This system-generated balance keeps a running tally of all A/R billed to this date.

Remove Customer From Above

Click this button to remove the selected Customer from the list. This will remove any packing lists from the Packing List list box associated with this Customer.

Report Destination

Select where you want the report of AutoBilling to print: EMail, FAX, File, Printer, or Screen.

AutoBilling Preview Report

Click this button to generate a report of the billing scheduled from the Processing.

Packing Lists List Box

Packing List Number

These are the packing lists associated with the selected Customer in the Customer list box.

Ship Date

The ship date for the packing list populates here.

Amount

The amount of the packing list displays here.

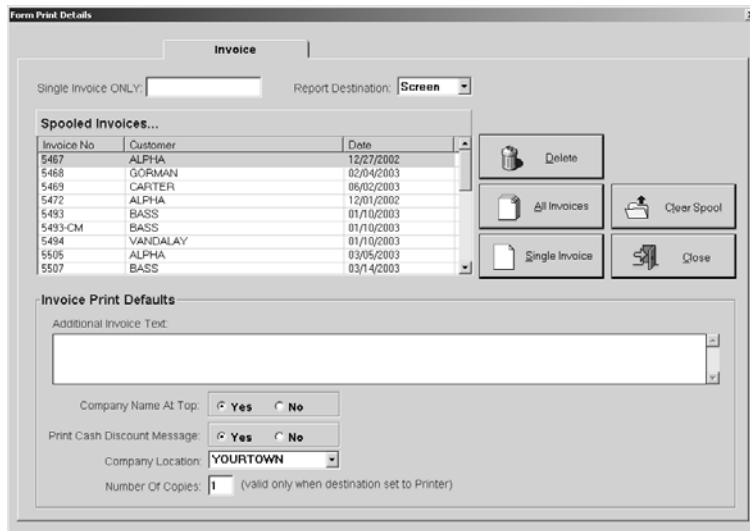
Remove Packing List From Above

Use this button to remove the selected Packing List in the list box above.

Print Invoices

Printing Invoices is a simple process and there are several options here. Click the Print button on the main Billing screen to open the Form Print Details screen where all Invoices waiting to be printed are listed. Click the Invoice to print or select them all. Choose a report destination. Add any additional Invoice text to print. Then click All Invoices or Single Invoice to print the selected Invoice(s).

If Printer is selected as the Report Destination, the Job Number and Part Number will display on any attached documents set to print with the Invoice.



Single Invoice Only

To print just one Invoice, enter the number here and click the Single Invoice button.

Report Destination

Select EMail, FAX, File, Printer, or Screen for the final output. Select Screen to review the Invoice first and then click the Print button there to get the hard copy.

Print Spool

Each Invoice ready for printing is listed here.

Delete

Select an Invoice in the print spool and then click this button to remove it from the print spool.

All Invoices

Use this button to print all the invoices in the print spool.

Single Invoices

Click this button to print the single invoice entered in that field or the one selected from the print spool.

Clear Spool

Click this button to delete all the invoices in the print spool.

Close

Click the Close button to return to the main Billing screen when printing is complete.

Additional Invoice Text

Any additional text for the customer should be entered here before printing. This text will print on all Invoices until it is removed from this screen. The text is not saved with each invoice.

Company Name at Top

Select yes here to have the company name print at the top of the Invoice. Make sure No is selected when using preprinted letterhead.

Print Cash Discount Message

Select yes here to have the Cash Discount Message print on the Invoice.

Company Location

Select the appropriate Company Location to print on your Customer Billing. Just use the drop down list and click the one you need.

Number of Copies

Select the number of copies to print.

Finance Charges

Enter checks received from customers here. Miscellaneous cash is also entered on this screen.

Past Due Invoice Selection

Begin/End Date

Enter the date of the oldest open Packing List so that all open ones will be included in the selection. The user must select an appropriate End Date. This determines how many invoices are selected for payment. For example, users may choose to perform Auto Billing once a week.

Due Date / Invoice Date

These filters determine which Invoices are selected for Finance Charges.

The Due Date option looks at the due date time stamped on the original Customer Billing.

Invoice Date is the actual date the user entered the Customer Billing itself. The system date stamps every transaction with “today’s” date.

Work Code

The Default Work Code (FINANCECHG) was set in Company Maintenance | Defaults on the Customer tab. We suggest setting a default there so that you do not have to choose one here. The Work Code in turn has all the GL Accounts necessary set on it under Table Maintenance. The actual invoice created from this process will have FINANCECHG as a line item and the invoice in question referenced in parenthesis.

Preview

Click the Preview button to populate the Customers list box with each Customer chosen for finance charges according to the selection criteria. The Customer name and total finance charge display. Each invoice that makes up the total for the selected Customer, displays in the Past Due Invoice List section.

Generate Billing

Invoice Date

This defaults to today’s date, but can be changed easily by typing a new one or right clicking to activate the calendar.

Accounts Receivable

First Invoice Number

This is the next sequential Invoice Number to be used by the system.

Beginning A/R Balance

This figure represents what is currently owed to Accounts Receivable.

Total Billing

This figure represents what is currently owed to Accounts Receivable.

Ending A/R Balance

This figure represents what is currently owed to Accounts Receivable once the Finance Charges are calculated in.

Process

Click the Process button to finalize the past due invoice selection process. The user will see the message “This process will create the billing for the finance charges that you have selected. Do you wish to continue? Yes or No.” Type a “y” to assign the invoice numbers.

Only fifteen items can be written to an Invoice. The system generates separate invoices for each batch of 15. So if there were 16 invoices for finance charges, fifteen would appear on one invoice and the remaining one would appear on a separate invoice.

Print Invoices

Click this button to send the finance charge invoices to the designated printer.

Customers List Box

Name

Each Customer selected by the system for billing is listed here.

Total

The total of all the packing lists to be billed to this customer displays here.

Remove Customer From Above

Click this button to remove the selected Customer from the list. This will remove any packing lists from the Packing List list box associated with this Customer.

Past Due Invoice List Box

Invoice Number

These are the invoices associated with the selected Customer in the Customer list box.

Invoice Date

The invoice date for the customer billing populates here.

Net Due Date

The due date calculated by the system for the original bill displays here.

Finance Charge

The amount of the finance charge to be billed this customer for this particular invoice displays here.

Amount

The amount of the original customer bill displays here.

Remove Invoice From Above

Use this button to remove the selected Invoice from the list box above.

Cash Receipts

Enter checks received from customers here. Miscellaneous cash is also entered on this screen.

Check Number

The customer’s check number. This alphanumeric field cannot be duplicated for the same customer.

Customer

This code populates from the Invoice when it’s entered or the user can select a Customer Code from the browse arrow. Use the Search binoculars to locate a customer, if necessary.

Invoice Number

This number was assigned during the Billing process. The easiest way to enter a customer’s payment is to select the code and use the binoculars to see the Select Invoice screen. Click on each invoice covered by the payment and they will populate in the grid on the Cash Receipt screen. The number shown here, if there are multiple invoices for this receipt, will be the last one selected.

Customer Name

This field populates with the full customer name once the code is selected.

Search Button

Use the Search button and criteria to locate the Invoice you need.

Receipt Date

This date defaults to today, but can be edited by typing a new date or right clicking to open the calendar and selecting a date.

Period Number

This number indicates the year and month the cash receipt will post to the General Ledger. It corresponds to the receipt date. So, if the receipt date is 11/30/99, the period number would be 199911. If the receipt date gets changed, the period number automatically changes along with it.

Bank Code

This code identifies the bank account the Cash Receipt should be credited to. It's a required field. We suggest setting this up in Company Maintenance so it will just default.

Cleared Bank Reconciliation

This checkbox displays once the Receipt has been saved. The system automatically checks this off once the receipt has cleared reconciliation.



Users may need to verify these automatic checks when there are multiple deposits on the same day.

Currency Code

This code tells the system how to cost the invoice by using the associated exchange rate. The system default will be whatever is set in Company Maintenance.

Exchange Rate

This rate is associated with the Currency Code and is used to convert foreign currency to native dollars. This can be edited on the Invoice. Users doing business in their native dollar should set this to "1."

Cash Receipt Information

This historical information will only display once the receipt has been processed and reopened for editing. The General tab tracks entry and modification information and appears in the upper right corner of the Detail tab. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Invoice Number

These are the invoice numbers chosen from the Select Invoice screen. These numbers must be valid numbers billed through Accounts Receivable.

Invoice Balance

This is the total of the customer's Invoice. It cannot be changed here, but the Invoice can be edited through AR | Billing.

Gross Amount

This is the amount the customer paid on this particular invoice. Partial payments can be entered here. So, if a customer's balance is \$100, but they only pay \$90, the Invoice balance field remains \$100 and the Gross Amount changes to \$90. This will leave \$10 still open on the customer's Invoice. The column total will automatically populate at the bottom of the screen.

Discount Amount

Any discounts, based on Terms Code or line item discounts given on the Invoice, are entered here. These should always be positive numbers. A 1%10net30 terms on a \$10 Invoice will have a \$1 discount in this column when the Cash Receipt date falls within the ten days. After the tenth day, this column will be blank. This field can be edited though so the user has the option to extend the discount. The column total will automatically populate at the bottom of the screen.

Accounts Receivable

Net Amount

This system-calculated field is based on the Gross Amount minus the Discount. This must equal the amount on the customer's check. The column total will automatically populate at the bottom of the screen.

GL Code

This account number will always be Accounts Receivable if the Invoice was billed through Accounts Receivable. The entry will debit cash and credit Accounts Receivable.

A Miscellaneous Cash Receipt leaves this field blank so the user can select the appropriate GL account number.

Description

The corresponding description of the GL Code populates here.

Comments

Use this field to describe the reason for payment. This is convenient for Miscellaneous Cash Receipts.

Totals

These Totals represent the sum of Invoice Balance, Gross Amount, Discount Amount, and Net Amount, respectively.

Process Button

To complete the Cash Receipt transaction, simply press the Process button in the tool bar.

Delete Button

Use this button to remove the selected Invoice in the grid.

Aging Summary

The Aging summary shows all the current accounts receivable information aged according to the age of the Invoice. This report can be run with or without Invoice and Payment History. It can also be used to determine future cash income. This report can be “backdated” by changing the “As Of” date to capture information for a specified period of time. This is helpful when balancing Accounts Receivable detail information to the General Ledger total for end of month.

- 1 Select your search criteria along with Begin and End dates.
- 2 Tell the system which reports to include when generating.
- 3 Select the report data cutoff option (As-Of Date or GL Period) and enter an As-Of Date for the system to use when searching.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Report button to see a complete listing.
- 6 Click the Close button to return to the main E2 Shop System screen.

Sales Summary

A Sales Summary shows all customer Invoices entered during a specified period of time. The detail here shows each Invoice and all of the line items that make up that invoice total.

- 1 Select your search criteria along with a Begin and End date.
- 2 Tell the system which reports to include when generating.
- 3 Check the box to display the breakdown reports as graphs.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Reports button to see a complete listing.
- 6 Click the Close button to return to the main E2 Shop System screen.

Deposit Summary

The Deposit Summary shows all the Cash Receipts received during a specified period of time. The detail on this report shows each customer's check and all the Invoices paid by that check.

- 1 Select your search criteria along with a Begin and end date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Statements

Statements will show all the open Accounts Receivable information for a specific customer. This is normally printed for delinquent accounts as a reminder of payment. Customer Statements can be printed on multiple part forms so the shop can keep a copy for their records. Print a Statement for a single customer or all customers with delinquent balances.

- 1 Select your search criteria.
- 2 Enter any Additional Statement Text to include.
- 3 Check Yes to have the company name print at the top of the statements.
- 4 Select the appropriate Company Location to print on your Statements. Just use the drop down list and click the one you need.
- 5 Tell the system how many copies to output.
- 6 Select the Report Destination for the final output. Select Screen to review the statements first and then click the Print button there to get the hard copy.
- 7 Click the Generate Reports button to see a complete listing.
- 8 Click the Close button to return to the main E2 Shop System screen.

Accounts Receivable

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Accounts Payable

Overview

Enter invoices and write checks from the Accounts Payable section of the system. Automatic and manual check writing is available here.

Manual checks can be cut that bypass Accounts Payable since there is no Vendor Invoice. This could happen when a “one-time” vendor must be paid. Rather than set up a vendor number, enter an invoice, and then cut a check, the user can go directly to Check Writing and pay the invoice.

Auto Check Writing allows the system to determine which vendor invoices get paid according to the dates selected and then automatically generate them for the user.

Vendor Invoices

This *Invoice Number* will default to the packing list number entered on the Receiver, if there was one available. Otherwise, refer to the Vendor paperwork for an invoice number. If there isn't one, use today's date or the month and year (e.g., Nov99, Dec99, etc to record rent payments). It will display with each tab.

Invoice numbers cannot be used twice for the same vendor. This feature eliminates duplicate payment of invoices. So, a consistent numbering scheme must be established for assigning invoice numbers not provided by the Vendor.

Detail Tab

Receiver Number

User's can enter the Receiver number here or select it from the Binocular Search. Payments for rent or a car would skip the Receiver number.

Vendor

The Vendor Code is entered or selected from the browse arrow. A new or one-time Vendor can be added here with the <ADD NEW> option under the browse arrow. Refer to Table Maintenance | Vendors for details on entering new ones.

Name

The name of the Vendor automatically populates once the Code is selected and the user presses the Tab key.

Accounts Payable

Search Button

Use the Search button and criteria to locate the Receiver you need.

Hold Payment

Click here to signal the system to hold payment on this invoice until the hold has been removed.

Invoice Date

If a Receiver number was entered, this date defaults to that received date. Otherwise, the date defaults to today's date.

Discount Date

This date is determined by the Terms Code assigned to this Vendor or selected in File | Company Maintenance. It automatically populates on the Header tab, which will be discussed later in this section. So, if the Invoice Date is 11/1 and the terms are 1%10Net30, the Discount Date will be 11/11.

Period Number

This number coincides with the Invoice Date. It can be changed to represent another month, but keep in mind that this will also change the period the invoice is posted to the General Ledger. The system looks at the Invoice Date and uses the four-digit year and the two-digit month to set this period number. So, July 21, 1999 would be become 199907.

Net Due Date

This date is also determined by the Terms Code associated with this Vendor, or the one selected in File | Company Maintenance. It automatically populates on the Header tab to be discussed later in this section. So, if the Invoice Date is 11/1 and the terms are Net 30 days, the Due Date will be 12/1. This date can be edited after the invoice amount is entered.

Ship Charges

This is the dollar amount the freight company charged to deliver the item. Charges entered here are added to the expense distribution grid at the bottom of the screen and make up the invoice total. The default freight account indicated on the Header tab is automatically debited with the amount entered here. These charges can also be directly entered in the expense distribution grid as a line item.

Discount Amount

This amount is calculated by the system using the total of the invoice items and the Terms from the Header tab.

Ship Via

A description of the freight company that delivered the item is entered here such as United Parcel Service or UPS.

Invoice Total

This total is calculated by the system based on the amounts entered in the G/L Amount field, the Ship Charges, and any sales tax to be applied. This total should match the one on the Vendor Invoice.

Exported To QuickBooks

For users of QuickBooks, this checkbox will be automatically selected once the Sync process for Invoicing has been completed.

Vendor Invoice Information

Once the Invoice has been entered and saved, system-generated information will display in the upper right corner of the Detail tab. The General tab tracks initial entry and modifications as well as status and payment information about the Invoice. The Payments tab keeps a running list of all checks along with the Total Paid so Far and the Balance Due. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Accounts Payable

GL Account

If a Receiver Number is entered, this field automatically populates. To manually enter or change a number, click on the field and then the browse arrow to select from the chart of accounts.

Invoices with no Receiver Numbers are assigned the general ledger account associated with the Vendor Code selected. Once the Vendor is selected, their default GL account number populates the Invoice.

Description

The description of the GL Account displays here.

Amount

Invoices entered with Receiver Numbers have totals automatically populated from the corresponding Purchase Order, but the user has the option of changing the dollar amount. Manually entered GL accounts must have a dollar amount entered here. There is an unlimited amount of space to distribute the Invoice. So, you can split the amount here between multiple General Ledger Accounts.

Sales Tax

This feature was included for those users needing to track sales tax paid to their Vendors. On a Purchase Order, the user can select a Tax Code and have the option of charging taxes on some parts, but not on others. Simply select Yes or No on each Purchase Order Line Item of the Detail tab. This will carry over to the Invoice here.

Line items manually entered here on the expense distribution grid can also be individually taxed or not by selecting Y or N from the browse arrow.

Update Purchase Order Button

Changes can be made to any related PO through Vendor Invoice entry. Highlight the order in the list box and click the Update PO button to jump to Purchase Order Update. Keep in mind that only the pricing may be edited at this point. Make the appropriate changes and click the OK button to leave the update screen and return to the Vendor Invoice.

To edit the quantity received, go to Purchasing | Receiving and “unprocess” the Receiver. It’s important to complete this change along with the pricing change on the PO since Job Costing uses the unit price from that Purchase Order.

Related Purchase Orders

This list box shows any Purchase Orders included on the Invoice. The user can edit any POs listed here with the Update PO button.

Header Tab

The screenshot shows the 'Header' tab of the Accounts Payable system. It contains several dropdown menus and text input fields. The fields are: Cash Discount Account (5300), Freight Account (5140), AP Account (2160), Sales Tax Account (2280), Exchange Rate (1), Terms Code (NET30), Currency Code (USA), Sales Tax Code (EXEMPT), and Vendor Type. There is also a 'Comments' section at the bottom.

Cash Discount Account

Any discounts allowed by the Vendor are recorded in this GL account number. The actual discount is not booked into the General Ledger though until the discount is taken on payment. This account is set under File | Company Maintenance | Defaults on the General Ledger tab.

Accounts Payable

Freight Account

Any “freight in” charges are recorded in this GL account number. Any amounts entered under Ship Charges are debited to this account. This default is set under File | Company Maintenance | Defaults on the General Ledger tab. Change this number by clicking the browse arrow and selecting a new number from the chart of accounts.

AP Account

The GL account number for Accounts Payable Trade defaults here. It is set under File | Company Maintenance | Defaults on the General Ledger tab. The system automatically credits Accounts Payable when an invoice is entered.

Sales Tax Account

This sales tax payable account number is assigned under Table Maintenance | Tax Codes. So, the default Sales Tax Code here on the Header tab determines this account number.

Exchange Rate

The current rate of exchange, if billing in foreign dollars, is entered here. This rate is assigned under Table Maintenance | Currency Codes. So, the default Currency Code here on the Header tab determines the Exchange Rate that populates this field.

Terms Code

This code determines the due date of the Invoice. Assigned to the Vendor, it populates on the Purchase Order when it's entered and follows through to the Invoice. This Terms Code can also come from the Vendor Code even when an Invoice is entered without a Receiver Number. Change this Terms Code by clicking the browse arrow and selecting a new one from the list. The system will then recalculate the new discount date and net due date on the Detail tab.

Currency Code

Once the Vendor is selected on the Detail tab, this code automatically populates. This tells the system how to cost the Invoice using the buy/sell rates assigned to the Currency Code.

Sales Tax Code

Once the Receiver Number is entered or the Vendor is selected on the Detail tab, this code automatically populates. This tells the system at what rate to calculate the sales tax on the Invoice. Since most shops don't need to track sales tax for Vendor Invoices, this option has been designed mostly for our Canadian users who must track provincial and GST taxes on purchases.

Vendor Type

This Vendor Type automatically populates according to the Vendor selected on the Detail tab. This allows users to categorize their vendors. This field can be selected during Invoice entry for those Vendors with multiple associated types.

Comments

Enter any internal comments here. They will not print on vendor correspondence.

Accounts Payable

Miscellaneous Job Costs Tab

Job Number	Part Number	Quantity	Cost	Unit	Markup Pct	Price	Outside Service	Step No	BL Account	Product Code	Part Description
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			
		0	0.00	EA	0	0.00		0			

Search For Job Number By...

ALL Customer Code
 Part Number P.O. Number
 Description Job Notes
 Work Code Sales ID

Include Date Range Job Status:
Begin: // Open
End: // Closed

Job Number

Enter a Job Number here or use the Binocular Search to locate a valid number. Valid Job Numbers are assigned during Order entry.

Part Number

Enter the Part Number of the item being charged to the job. So, if the user wanted to record the cost of gloves purchased for this particular job, they could enter “gloves” here as the Part Number. This is a required field on the Miscellaneous Job Cost tab.

Quantity

The number of items being charged to the job is entered here. The number here is multiplied by the unit price to determine the total in job costing.

Cost

The cost to purchase the item is entered here. It is what displays in the Total column on the Job Cost Recap report.

Unit

The unit of measure for the item is selected here. Use “EA” for each, “C” for hundreds, and “M” for thousands. Any other description entered will be treated as “each.”

Markup Percent

The number entered here will be used as the percent to mark up the cost.

Price

This price is the cost plus mark up of the item. This is the price charged to the customer. On the Job Cost Summary, this will display in the T&M column.

Outside Service

Indicate here if this miscellaneous cost was an outside service or not. Select Y or N from the browse arrow. An example of an outside service charge would be heat treating or plating.

Step Number

Enter the Step Number from the router here. This allows the system to tie the information entered on an Estimate back to the Actual Vs. Estimate report.

Accounts Payable

GL Account

This number defaults from the GL Account number listed in the expense distribution grid on the Detail tab. It can be edited here by entering a new number or clicking the browse arrow and selecting a new one from the chart of accounts. Enter new GL Codes by selecting the Add button and completing the Table Maintenance | GL Codes details.

The GL Code entered here does not post to the General Ledger. This is for reporting purposes only and can be used for Work In Process Journal Entries.

Product Code

Select a Product Code for the Part Number entered here. This will help categorize it in the part file. Enter new Product Codes by selecting the Add button and completing the Table Maintenance | Product Codes details.

Part Description

Enter a full description for the part here.

Search Button

Use the Search binoculars to locate Job Numbers where costs need to be charged.

Delete Button

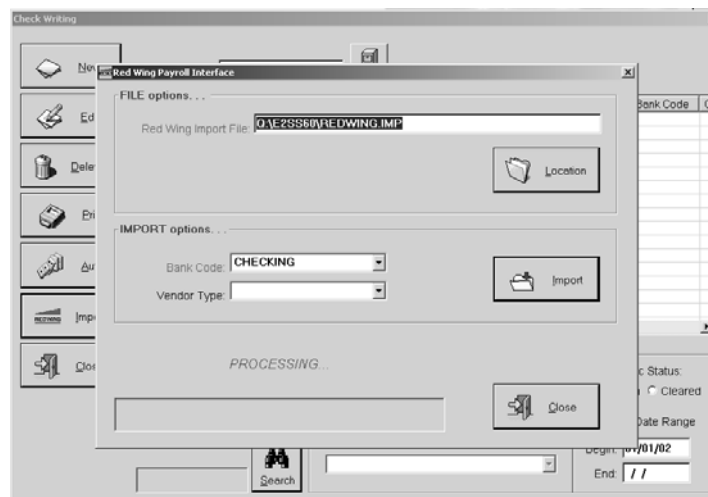
Delete lets the user remove the selected line item in the grid.

Check Writing

There are two options on Check Writing. Users can “write” individual checks with the New button or use the Auto option to generate checks for a specific period of time. The import process from Payroll has also been included here with the addition of the Import button.

Import Button

Once Time Tickets have been exported into the interface payroll package, the information can be imported back to the E2 Shop System 4.1 so that payroll checks can be generated. Just click the Import button and verify the screen options are correct. Then click Import here to complete the process. All payroll information is transferred to the Shop System for GL tracking.



Back on the main Check Writing screen, click the New button to add a Check.

Accounts Payable

Detail Tab

The next *Check Number* automatically populates. If it's wrong, go to Table Maintenance | Bank Codes and edit the bank code being used. Then go back to AP | Check Writing and the system will use the check number just entered on the Bank Code. This will display with each tab.

Check Numbers cannot be duplicated even when using multiple Bank Codes. Ensure that all Bank Codes use unique check numbering.

Invoice Number	Invoice Balance	Gross Amount	Discount Amount	Net Amount	GL Account	Description	Comments
	\$0.00	\$0.00	\$0.00	\$0.00			

Vendor

Select the Vendor Code from the browse arrow or use the binoculars to find the vendor.

Invoice Number

Use the Binocular Search to see the list of all open Invoices for the selected Vendor. From the list, select one or more invoices to pay. Just hold the Shift key down and click on each invoice to include. If there are similar Vendor Codes, like Alpha and Alpha 1, all Invoices for both Vendors will display. This is easily avoided though by setting up the codes as Alpha 1 and Alpha 2. Once the Invoice(s) is selected from the list, the invoice number assigned at Vendor Invoice entry populates here. If multiple Invoices have been selected, this will represent the first one selected. Leave this blank when entering a manual check.

Name

The full name of the Vendor populates once the Code is selected.

Search Button

Use the Search button and criteria to locate the Vendor Invoice you need.

Check Date

This field defaults to today's date. Or, click the browse arrow to open the calendar and select a date.

Period Number

This number coincides with the Check Date. It can be changed to represent another month, but keep in mind that this will also change the period the invoice is posted to the General Ledger. The system looks at the Invoice Date and uses the four-digit year and the two-digit month to set this period number. So, July 21, 1999 would be become 199907.

Accounts Payable

Bank Code

The default Bank Code set under File | Company Maintenance | Defaults on the General Ledger tab populates here. The Bank Code holds the next check number. So, to change that number, go to Table Maintenance | Bank Codes and make the appropriate edits.

Cleared Bank Reconciliation

Once the check is saved, this check box displays and can be checked when this check clears through bank reconciliation.

Currency Code

The Currency Code associated with the company's country of origin defaults here. This ensures accounting documents are printed accurately.

Exchange Rate

The default rate here is associated with the Currency Code and used to convert foreign currency to native dollars. This can be edited on the Invoice. Users doing business in their native dollar should set this to "1."

Check Writing Information

Once the check is completed and saved, history information is automatically generated and displays in the upper right corner of the Detail tab. The General tab tracks entry and modification, the check's status, the gross, discount, and net amounts as well as the exchange rate gain. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

Invoice Number

This number populates once the Invoice is selected from the Binocular Search. Each Invoice selected for payment will display as its own line item in the grid.

Invoice Balance

The open total on the Invoice populates in this column. Partial payments may have been made already, so this would be the open total due. The column total will automatically populate at the bottom of the screen.

Gross Amount

The amount here represents what the user is paying on the Invoice so partial payments can be made by simply changing this amount. This leaves the balance of the Invoice open. The column total will automatically populate at the bottom of the screen.

Discount Amount

This amount defaults from the calculation made at Invoice entry using the Terms Code. If the discount allowed is beyond the terms, no discount amount will display, but this field can be edited and any amount can be entered here. The column total automatically populates at the bottom.

Net Amount

This Net Amount is calculated by the system. It is the Gross Amount minus the Discount Amount. The column total will automatically populate at the bottom of the screen.

GL Account

This code must be Accounts Payable if an Invoice was entered in the system. When a manual check is entered with no Vendor Invoice, Accounts Payable is bypassed and the check is directly expensed.

Description

The corresponding name of the GL code displays here.

Accounts Payable

Comments

A brief explanation of the item is entered here. This information is reference only and does not print on the check.

Totals

These Totals represent the sum of Invoice Balance, Gross Amount, Discount Amount, and Net Amount, respectively.

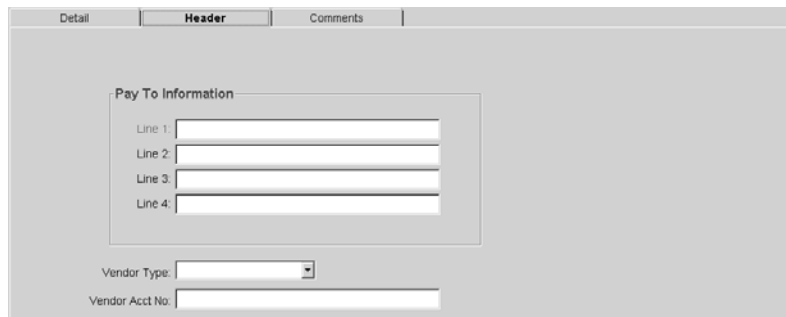
Process Button

Use this button to tell the system to change the payment status on all vendor invoices on the check. It fills in the fields for Amount Paid So Far, Check Number, and Payment Date on each vendor invoice on the check. As with all Process buttons in the system, the document must first be “unprocessed” before changes can be made.

Delete Button

Select a line item in the grid and click on Delete to remove it.

Header Tab



The screenshot shows a software interface with three tabs: 'Detail', 'Header', and 'Comments'. The 'Header' tab is active. Inside the 'Header' tab, there is a section titled 'Pay To Information'. This section contains four text input fields labeled 'Line 1', 'Line 2', 'Line 3', and 'Line 4'. Below these fields, there is a 'Vendor Type' dropdown menu and a 'Vendor Acct No.' text input field.

Pay To Information

Lines 1 - 4 are automatically populated when a Vendor Code is selected on the Detail tab. For manual checks, enter the Payee in Line 1 and the address to print on the check in Line 2 - 4.

Vendor Type

Use this type as a way to categorize Vendor Invoices. This will default when the Vendor is selected on the Detail tab, but the user can click the browse arrow to change the default or categorize a manual check. Some Vendors have multiple types so there is no default. In this case, the user would need to select a type.

Vendor Account Number

This number will default when the Vendor Code is selected on the Detail tab, but the user will have to enter an account number for manual checks.

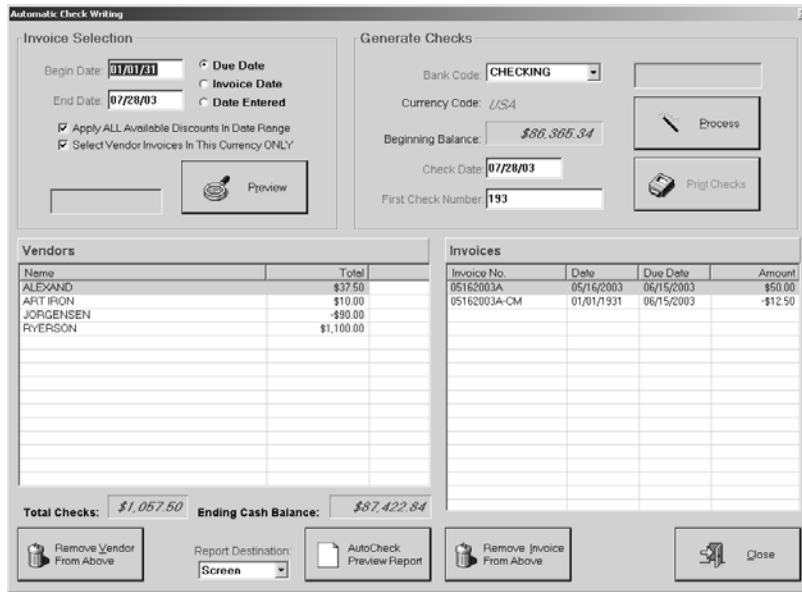
Comments Tab



Comments

Any comments entered here are for reference only and will not print on the check.

Auto Check Writing



Invoice Selection

Begin/End Date

Enter the date of the oldest open Vendor Invoice so that all open invoices will be included in the selection. The user must select an appropriate End Date. This determines how many invoices are selected for payment.

Due Date/Invoice Date/Date Entered

These filters determine which Invoices are selected for payment.

The Due Date option looks at the due date on the Vendor Invoice, which is determined when the invoice is entered into the system. This is based on the Terms Code associated with the Vendor.

The Invoice Date is the date the user enters in the Invoice Date field at invoice entry.

Date Entered is the actual date the user entered the invoice. The system date stamps every transaction with “today’s” date.

Apply All Available Discounts in Date Range

Click here to have the system look at the discount date range when making payment selections. This tells the system to take any available discounts. At Vendor Invoice entry, the Terms Code assigned to the Vendor determines the Due Date and Discount Date for the invoice. The system will look at these fields to calculate any discounts.

Accounts Payable

Select Vendor Invoices in This Currency Only

Click this check box so the system knows to only select invoices with the same Currency defaulted in the Currency Code field under General options.

Preview

Click the Preview button to populate the Vendor list box with each Vendor the system chose for payment according to the selection criteria. The Vendor name and the total due display in the Vendor list box. Each invoice that makes up the total for the selected Vendor, displays in the Invoice list box.

Generate Checks

Bank Code

The Accounts Payable default Bank Code populates here. This is set under File | Company Maintenance | Defaults on the General Ledger tab.

Currency Code

This code automatically defaults from the Bank Code selected. Each Bank Code has a corresponding General Ledger account number and that number has a corresponding currency code.

Beginning Balance

This figure is the beginning balance of the account selected in the Bank Code field.

Check Date

This defaults to today's date, but can be changed easily by typing a new one or right clicking to activate the calendar.

First Check Number

This default comes from the Bank Code and tells the system which check number to use for the first check printed in this session.

Process

Click the Process button to finalize the payment selection process. The user will see the message "This process creates the checks necessary to pay the vendor invoices listed below. Do you wish to continue? Yes or No." Type a "y" to assign the check numbers.

Only fifteen items can be written to one check. If the total exceeds that, the system generates separate checks for each batch of vendor invoices. So if there were sixteen invoices for payment, fifteen would appear on one check and the remaining one would appear on a separate check.

Checks are not written for credit amounts. These credit invoices are sorted to the top so that they are reduced from the total before invoices are paid.

Print Checks

Click this button to send the automatic checks to the designated printer.

Vendors List Box

Name

Each Vendor selected by the system for payment is listed here.

Total

The total of all the invoices to be paid to this vendor displays here.

Accounts Payable

Total Checks

This system-generated total is a running tally of all the Vendor invoices selected by the system. If the user removes a Vendor or a specific Invoice from either of the list boxes, this total will automatically recalculate.

Ending Cash Balance

This system-generated balance keeps a running total of the bank account's total if all the listed invoices were paid. So, if Total Checks exceeds the available balance, the user must select entire Vendors or individual invoices to remove before processing the session.

Remove Vendor From Above

Click this button to remove the selected Vendor from the list. This will remove any invoices on the invoice side associated with this vendor.

Report Destination

Select where you want the report of Auto Checks to print: EMail, FAX, File, Printer, or Screen.

AutoCheck Preview Report

Click this button to generate a report of the checks scheduled for payment from the Processing.

Invoices List Box

Invoice Number

These are the invoices associated with the selected Vendor in the Vendor list box.

Date

The date of the invoice populates here.

Due Date

The date the invoice is due populates here.

Amount

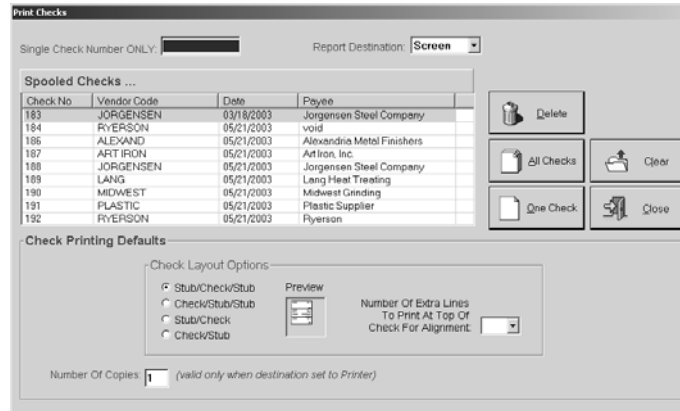
The amount of the invoice displays here.

Remove Vendor Invoice From Above

Use this button to remove the selected Invoice in the list box above.

Printing Checks

Printing Checks is simple! Just save the checks and click the Print button in the tool bar to open the Generate Checks screen. All of the Checks waiting to be printed are listed. Click the Check to print. Or just print them all. Choose a report destination. Select the appropriate check layout and enter the number of copies to print. Then click the All or One button to print.



Single Check Number Only

To print just one Check, enter the number here and click the One button.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen for the final output. Select Screen to review the Check first and then click the Print button there to get the hard copy.

Print Spool

Each Check ready for printing is listed here.

Delete

Select a Check in the print spool and then click this button to remove it from the list to print.

All Checks

Click this button to print all the spooled checks at the designated printer.

One Check

Use this button to print a single check selected in the print spool or entered in the single number field.

Clear

Click on Clear to remove all the checks in the print spool.

Close

Click the Close button to return to the Check Detail screen when printing is complete.

Check Layout Options

Select the appropriate layout for printing checks.

Number of Extra Lines

Enter the number of extra lines needed to print at the top of checks for proper alignment.

Accounts Payable

Number of Copies

Select the number of copies to print.

Aging Summary

The Aging Summary shows all the current accounts payable information aged according to the age of the Invoice. This report can be run with or without Invoice and Payment History. It can also be used to determine future cash income. This report can be “backdated” by changing the “As Of” date to capture information for a specified period of time. This is helpful when balancing Accounts Payable detail information to the General Ledger total for end of month.

The screenshot shows the 'Accounts Payable Aging Summary' dialog box. It features a title bar with a close button. Below the title bar, there are two instructions: 'Check to exclude records from report that match filter...' and '...Check appropriate box(es) to apply desired filter(s)'. The main area contains several filter options, each with a checkbox and a corresponding input field or dropdown menu: 'Vendor Description like...', 'Vendor Code equal to...', 'Vendor Type equal to...', 'Currency Code equal to...', 'Period Number like...', 'Due Date...' (with 'Begin Date' and 'End Date' sub-fields), 'Show History...' (with 'Begin Date' and 'End Date' sub-fields), and 'Show Future...' (with 'End Date' sub-field). At the bottom left, there is a section 'Include These Reports:' with checkboxes for 'Detail' (checked), 'Vendor Breakdown', and 'GL Code Breakdown'. To the right of this is a 'Report Options:' field with an 'As-Of Date' set to '07/20/03'. Further right is a 'Report Destination:' dropdown menu set to 'Screen'. At the bottom right, there are two buttons: 'Generate Reports' and 'Close'.

- 1 Select your search criteria along with the appropriate Begin and End dates.
- 2 Tell the system which reports to include when generating.
- 3 Give the system an as of date to use when searching records.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Click the Generate Reports button to see a complete listing.
- 6 Click the Close button to return to the main E2 Shop System screen.

Vendor Invoice Summary

The Vendor Invoice Summary shows all vendor Invoices entered during a specified period of time. The detail here shows each Invoice and all of the line items that make up that invoice total.

- 1 Select your search criteria and the Begin and End dates for the date type to search: Invoice Date, Due Date, Date Entered, or Payment Date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Check Summary

The Check Summary shows all the checks written to Vendors during a specified period of time. The detail on this report shows each vendor's check and all the Invoices paid by that check.

- 1 Select your search criteria along with a Begin and End date.
- 2 Tell the system which reports to include when generating.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Click the Generate Reports button to see a complete listing.
- 5 Click the Close button to return to the main E2 Shop System screen.

Bank Reconciliation

Use this option to reconcile the statement from the bank to the detail entries from the system. Begin by posting the month. This is covered in detail in the General Ledger section of this manual.

Cleared	Check Num	Date	Amount	Payee
No	177	01/01/2002	\$500.00	Greg
No	178	09/23/2003	\$3,110.58	Jorgensen Steel Corr
No	179	11/09/2002	\$195,815.00	Tom Smith
No	180	11/10/2002	\$15,230.00	Long Heel Treating
No	181	11/20/2002	\$1,320.00	Petersen Steel
No	182	11/25/2002	\$350,514.25	Mori Seiki
No	183	03/18/2003	\$4,639.71	Jorgensen Steel Corr
No	184	05/21/2003	\$1,100.00	void
No	185	05/21/2003	\$50.00	John Davis
No	186	05/21/2003	\$3,245.71	Alexandria Metal Fini
No	187	05/21/2003	\$13,305.36	Art Iron, Inc.
No	188	05/21/2003	\$860.32	Jorgensen Steel Corr
No	189	05/21/2003	\$10,357.50	Long Heel Treating
No	190	05/21/2003	\$1,649.00	Midwest Grinding
No	191	05/21/2003	\$11,077.80	Plastic Supplier
No	192	05/21/2003	\$12,513.00	Flyerson

Cleared	Date	Amount	Check Numbers
No	01/01/2000	\$596,035.00	BEAL (23433) \$596,035.00
No	11/11/2001	\$153,215.00	ALPHA (23433) \$153,215.00
No	12/14/2002	\$12,748.05	BEAL (2343243) \$9,000.00; BAC
No	02/04/2003	\$800.00	CARTER (4534535) \$800.00
No	02/23/2003	\$613.90	BASS (20000815) \$613.90
No	03/14/2003	-\$42.00	BASS (5507) -\$42.00
No	05/16/2003	\$26,550.00	CARTER (009652) \$26,550.00
No	05/21/2003	\$150.00	MISC (923464) \$150.00
No	05/22/2003	\$38,016.77	ALPHA (0039485) \$1,396.00

Cleared	J/E Num	Date	Amount	Explanation
No	218	01/01/2001	\$13,530.42	
No	220	01/06/2003	-\$15.00	

Bank Code

The Bank Code selected is the account to be affected by this reconciliation, use the drop down to select the account you want to work with.

Accounts Payable

Statement Ending Balance

Type the Ending Balance from the bank statement in this field.

Ending Date

Enter an End Date or select one by right clicking on the field to activate the calendar. It should be the last day of the statement month.

Toggle Selected Items

Use this button to change the Cleared column in any of the three section for the selected items. You can use the Shift key to select items in a row or the Ctrl key to select items randomly. You can also select items from each area and use the toggle to change all of them in one click.

Process Button

This button removes all cleared items from each section and is a mandatory step to balance the bank reconciliation.

Checks/Withdrawals

This section lists all the checks presently in the system before reconciliation. It includes the Check Number, Date, Amount, and Payee.

Cash Receipts/Deposits

This section lists all the deposits and cash receipts presently in the system before reconciliation. It includes the Date, Amount, and Check Numbers deposited.

Journal Entries/Transfers

This section lists all the JEs and transfers presently in the system before reconciliation. It includes the J/E Number, Date, Amount, and Explanation.

Include These Reports

Select the reports to print from the Reconciliation process.

Report Destination

Select the Report Destination for the final output. Select Screen to review the report(s) first and then click the Print button there to get the hard copy.

Generate Reports

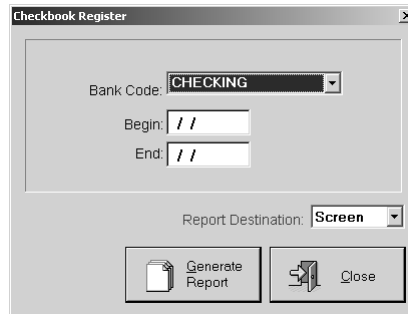
Click the Generate Reports button to produce the selected reports “as of” the date entered above.

Balances

The Adjusted Bank Balance, Adjusted Book Balance, and Out Of Balance Amount tally as you clear items. You can change the Ending Date to change the Adjusted Book Balance and see if you are in balance before you Process.

Checkbook Register

This register shows all the activity for the selected bank account during the specified period of time. The report lists the beginning balance and any activity for the selected time period. It also lists checks written, cash receipts, and Journal Entries. This report provides an accurate bank balance without the month being posted to the General Ledger so it's a great way to verify the balance showing in Quick View. To calculate the current bank balance in Quick View, click the Executive Overview button and look in the Cash Accounts section for the Bank Code selected. The balance shown will be as of today's date.

The image shows a software dialog box titled "Checkbook Register". It contains a "Bank Code" dropdown menu with "CHECKING" selected. Below it are "Begin:" and "End:" text boxes, each containing two slashes "//". At the bottom, there is a "Report Destination:" dropdown menu with "Screen" selected. Two buttons are at the bottom: "Generate Report" with a printer icon and "Close" with a window icon.

- 1 Select the Bank Code and the Begin and End dates.
- 2 Select the Report Destination for the final output. Select Screen to review the register first and then click the Print button there to get the hard copy.
- 3 Then click the Generate Reports button to see the register.

General Ledger

Overview

Accounts Receivable and Accounts Payable journals are posted to the General Ledger balances in this section of the software.

Journals

Enter miscellaneous items to adjust the General Ledger with Journal Entries. Users without payroll interfaces can use this portion of the system to book their payroll amounts. The *Journal Entry Number* is automatically assigned according to the numbering set in File | Company Maintenance on the General tab if the option is turned on. This number can be overridden though with an internal company number, if necessary. It displays with each tab.

Details Tab

GL Code	Description	Amount	Explanation
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	

Transaction Date

This defaults to today's date, but can be changed by typing a new one or right clicking on the field to activate the calendars where a date can be selected.

Period Number

This number coincides with the Transaction Date to indicate the month and year the entry is to be posted to the General Ledger. Once the Journal Entry is made, the General Ledger numbers change automatically.

Date To Reverse

Enter the date the transaction must be reversed here. The system will automatically create a reversing entry using the next Journal Entry Number.

Bank Code

This defaults from the code selected under File | Company Maintenance | Defaults on the General Ledger tab. It is used to determine which bank code is affected by the Journal Entry for bank reconciliation.

Cleared Bank Reconciliation

Click this check box to tell the system that the entry has cleared the bank. It can also be used for fixing items that were cleared in error.

Journal Entry Information

This system-generated information on the General tab tracks the initial entry and latest modification of the Journal Entry. The Audit Trail tab provides a running list of each User who touched this record, the action they took, and the date it was performed.

GL Code

Enter the appropriate GL Account number here or click the browse arrow and select one from the chart of accounts.

Description

The corresponding description for the GL Account populates here once the account is selected.

Amount

Enter the dollar amount of the Journal Entry here. Enter credits as negative numbers by typing a hyphen first.

Explanation

Enter an explanation of the Journal Entry here. To copy this description to other lines, use the Windows “copy and paste” feature. Highlight the text and “copy” it (Ctrl + C). Double click the line to copy to, it should be yellow. Then “paste” the text there (Ctrl + V).

Entry Total

This system-generated total will change with each line item entered. Keep in mind that this must equal zero to leave the journal entry screen. If it doesn't, an error displays and the user must go back and ensure that all the debits equal all the credits for this transaction.

Comments Tab

A screenshot of a software interface showing a tabbed window. The 'Comments' tab is selected and active. Below the tab, there is a large, empty text area for entering comments. The text area is bounded by a thin grey border and has a small scroll bar on the right side.

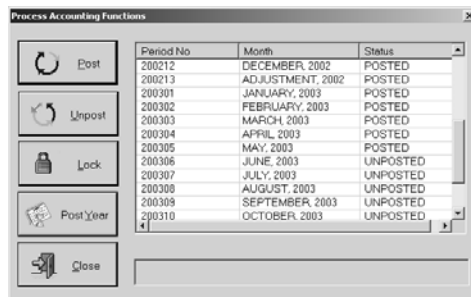
Comments

Enter any additional comments about the Journal Entry here. These comments will display on the General Ledger Summary and the Check Book Register.

GL Processing

Go to GL | Journals and click Process on the main Journal Entries screen to handle all Monthly and End of Year Processing for the company. Two years of months display here and you have a 13th month where users can create Journal Entries for adjustments. No data entry can be created in this period though. It is only for journal entries, which are actually after the 12th month of a company's fiscal year. It will need to be posted like any other month in the year. All GL Reports have been modified to allow for this 13th period.

You can select multiple months and click the Post, Unpost, or Lock button to do several months at a time. A flood bar has been added with text messages to let users know the progress of the posting. Use the Shift button to select months in a row or the Ctrl button to select random months to post.



Post Month

Posting takes the journals from Accounts Receivable (the Deposit Summary and Sales Summary) and posts the transactions to the General Ledger account balances. It also posts the Accounts Payable journals, Vendor Invoice Summary, and Check Summary. Just select the month in the list box and click the Post Month button. Posting a month creates an entry for every Sales Journal and Cash Receipt transaction. The GL Summary will now include a Detail filter to show this Detail or not.

Unpost Month

A posted month can be unposted to edit any transactions needing changes. If a month is closed, no transactions in AR or AP can be edited. So just select the month from the list box and click the Unpost Month button. Then any of the transactions can be edited.

Lock Month

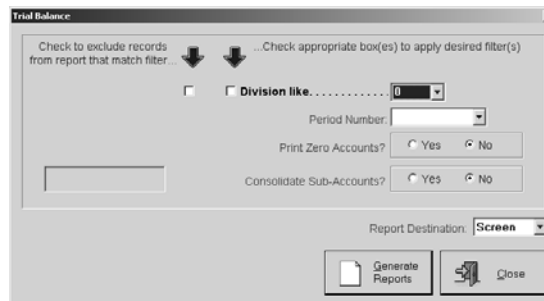
Use this function to "lock" a posted month down so it cannot be unposted. Just select the month from the list and click the Lock Month button!

Post Year

All months must be posted before this process can take place. This command cannot be run until all entries and adjustments are made in the General Ledger. Print all General Ledger reports and then run this command. The income and expense accounts will be closed out to retained earnings and reset to zero by the process and the fiscal year beginning date will be incremented automatically for the new year.

Trial Balance

The Trial Balance shows each General Ledger account with beginning balances, current period information, and ending balances. As accounting information is entered into the system and posted, the Trial Balance gets updated automatically. This document can be “backdated,” which is helpful for reconciling past months quickly.



The screenshot shows a window titled "Trial Balance" with a close button (X) in the top right corner. Below the title bar, there are two arrows pointing down with the text "Check to exclude records from report that match filter..." and "...Check appropriate box(es) to apply desired filter(s)". Below this, there is a checkbox labeled "Division like..." followed by a dropdown menu showing "0". To the right of this is a "Period Number:" dropdown menu. Below these are two radio button options: "Print Zero Accounts?" with "Yes" and "No" options, and "Consolidate Sub-Accounts?" with "Yes" and "No" options. At the bottom right, there is a "Report Destination:" dropdown menu set to "Screen". At the very bottom, there are two buttons: "Generate Reports" (with a document icon) and "Close" (with a window icon).

- 1 Select the appropriate Division.
- 2 Enter a Period Number.
- 3 Select Yes to tell the system to print zero accounts and/or consolidate sub-accounts.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Then click the Generate Reports button to see a complete listing with these options.
- 6 Click the Close button to return to the main E2 Shop System screen.

Balance Sheet

The Balance Sheet lists each General Ledger account balance. As accounting information is entered into the system and posted, the Balance Sheet gets updated automatically. Change the As Of Date and backdate the sheet for quick reconciliation of past months.

Balance Sheet

Period Number: [dropdown]

Print Zero Accounts? Yes No

Consolidate Sub-Accounts? Yes No

Report Destination: Screen

Generate Report Close

- 1 Enter the Period Number.
- 2 Select Yes to print zero accounts and/or consolidate sub-accounts.
- 3 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 4 Then click the Generate Reports button to see a complete listing with these options.
- 5 Click the Close button to return to the main E2 Shop System screen.

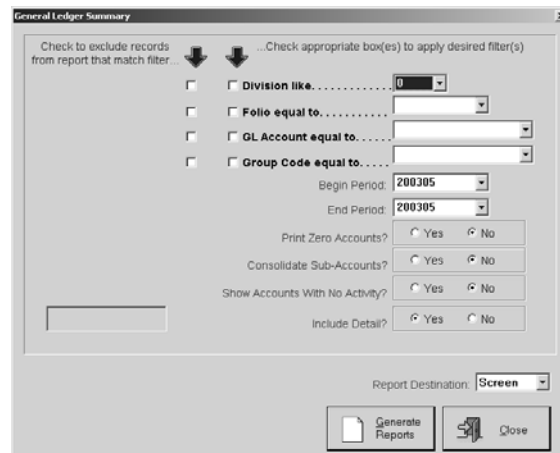
Income Statement

An Income Statement shows each General Ledger account balance, year-to-date total, and more. As accounting information is entered into the system and posted, the statement gets updated automatically.

- 1 Select the Division and Group Code.
- 2 Enter a Beginning and Ending Period Number.
- 3 Select the group code to print gross profit margin after and print operating profit margin after.
- 4 Select Yes to tell the system to print zero accounts and/or consolidate sub-accounts.
- 5 Indicate what information should be included on the report.
- 6 Select the Report Destination for the final output. Select Screen to review the statement first and then click the Print button there to get the hard copy.
- 7 Then click the Generate Reports button to see a complete listing with these options.
- 8 Click the Close button to return to the main E2 Shop System screen.

General Ledger Summary

This summary shows each account and the activity that has occurred for a specified period of time. It also displays the area of the system where the detail was generated. Any information that has been entered and posted into the system is reported here so this provides a complete audit trail for the Accounting Department.



- 1 Select the criteria.
- 2 Enter the Begin and End period numbers.
- 3 Then tell the system whether or not to print zero accounts, consolidate sub-accounts, or show accounts with no activity.
- 4 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 5 Then click the Generate Reports button to see a complete listing with these options.
- 6 Click the Close button to return to the main E2 Shop System screen.

Budget Analysis

Budget sales and expenses are entered on the Budget tab of the G/L Codes. This report will show actuals versus budget and the variance.

- 1 Select the Division and Group Code.
- 2 Enter a Beginning and Ending Period Number.
- 3 Select the group code to Print Gross Profit Margin After and Print Operating Profit Margin After.
- 4 Select Yes to tell the system to Print Zero Accounts and/or Consolidate Sub-Accounts.
- 5 Select the Report Destination for the final output. Select Screen to review the report first and then click the Print button there to get the hard copy.
- 6 Then click the Generate Reports button to see a complete listing with these options.
- 7 Click the Close button to return to the main E2 Shop System screen.

Cash Flow Analysis

The Cash Flow Summary shows what is expected through AR and what will be paid out through AP during the Date Range selected on the Cash Flow Settings screen.

Projected Net Payroll		Date Range	
	Date	Amount	
1	//		Month: July
2	//		Year: 2003
3	//		
4	//		
5	//		
6	//		

Projected Net Payroll

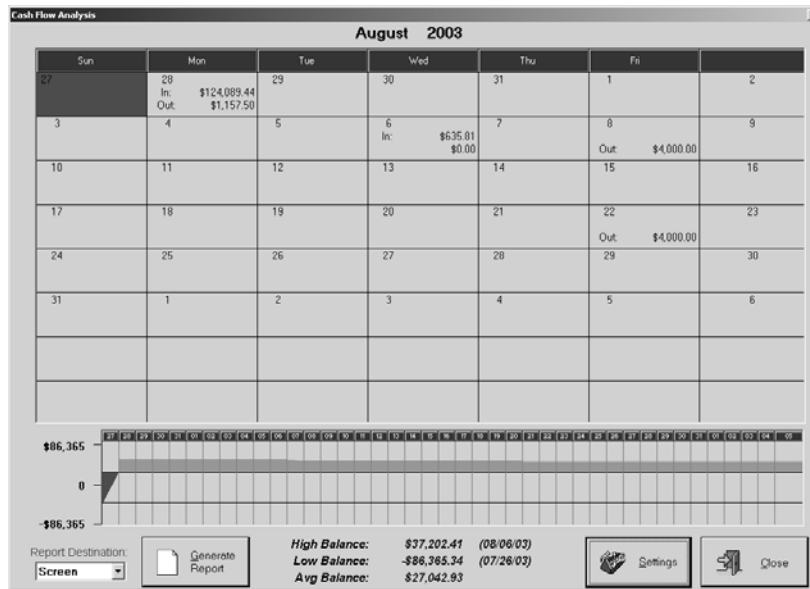
Enter the first payroll date and then Tab to enter the total. The remaining dates will populate with weekly dates. Change these according to the company payroll schedule if it differs.

Date Range

The current month and year will automatically populate. To change it, click the browse arrows and select a different month or year.

Close Button

Click the Close button to populate the Cash Flow screen. This will give you a quick, daily glance of your cash flow for the month indicated. “In” represents A/R. “Out” represents A/P. “Bal” indicates the daily balance.



Report Destination

Select the Report Destination for the final output. Select Screen to review the summary first and then click the Print button there to get the hard copy.

General Ledger

Generate Report

Click the Generate Report button to create the summary.

Date	Company	Invoice No.	Incoming Amount	Outgoing Amount	Net Amount
07/28/03	Jorge Isea Steel Company	03-0610A-C M		-\$90.00	
07/28/03	Jorge Isea Steel Company	03-0610A		\$100.00	
07/28/03	Ryerson	FE803		\$1,100.00	
07/28/03	Alexandria Metal Fabricators	05162003A-C		-\$12.50	
07/28/03	Alexandria Metal Fabricators	05162003A		\$80.00	
07/28/03	Art Iron, Inc.	876454685		\$10.00	
07/28/03	Johnson Tool & Die	5489	\$27,956.00		
07/28/03	A1 Custom Tool	5537-C M	-\$635.81		
07/28/03	A1 Custom Tool	5538		\$629.00	
07/28/03	Fitre Manufacturing	4729	\$1,359.10		
07/28/03	Fitre Manufacturing	4737	\$1,036.90		
07/28/03	CPI	5478		\$900.00	
07/28/03	Johnson Tool & Die	5479	\$8,475.00		
07/28/03	Vandalay Industries, Inc.	5480	\$1,189.50		
07/28/03	Carter Corporation	5465	\$675.20		
07/28/03	UNKNOWN...	5525	\$457.45		
07/28/03	Fitre Manufacturing	5488	\$441.92		
07/28/03	Alpha Manufacturing, Inc.	5510	\$2,744.72		
07/28/03	Johnson Tool & Die	5490	\$2,640.00		
07/28/03	Johnson Tool & Die	5491	\$1,736.00		
07/28/03	Harris Plastic Products	5492	\$662.00		
07/28/03	Gorman Ripp	5468	\$2,427.60		
07/28/03	Carter Corporation	5476	\$24,696.00		
07/28/03	Alpha Manufacturing, Inc.	5510-C M	-\$2,607.49		
07/28/03	Alpha Manufacturing, Inc.	5534	\$358.71		
07/28/03	Alpha Manufacturing, Inc.	5508	\$27.64		
07/28/03	Alpha Manufacturing, Inc.	5509	\$27.64		
07/28/03	Alpha Manufacturing, Inc.	5505	\$8,931.36		
07/28/03	Vandalay Industries, Inc.	5487	\$39,960.00		
			\$124,089.44	\$1,157.50	\$122,931.94
					Balance as of 07/28/03 \$36,566.60
08/06/03	Laig Heat Treating	1234		\$20.00	
08/06/03	Laig Heat Treating	1234-C M		-\$20.00	
08/06/03	A1 Custom Tool	5537	\$635.81		
			\$635.81	\$0.00	\$635.81
					Balance as of 08/06/03 \$37,202.47
08/08/03	PAYROLL	PAYROLL		\$4,000.00	-\$4,000.00
					Balance as of 08/08/03 \$33,202.47
08/22/03	PAYROLL	PAYROLL		\$4,000.00	-\$4,000.00
					Balance as of 08/22/03 \$29,202.47

The summary will show daily transactions that are scheduled to take place: Invoices due for payment by customers and checks due to go out according to invoice due dates.

High Balance

The system calculates this high figure based on the amounts showing for this Date Range

Low Balance

The system calculates this low figure based on the amounts showing for this Date Range

Average Balance

The system calculates this average figure based on the amounts showing for this Date Range

Settings

Use the Settings button to change payroll amounts or the Date Range.

Audit Trail

The Audit Trail report provides users with a paper trail of every action taken in the system by each UserID. This is a convenient way to see who has been working in what sections of the system!

- 1 Select the criteria.
- 2 Enter a Begin and End for the Transaction Date.
- 3 Tell the system how to group the report: UserID, Date, Object, Action, or Search Value.
- 4 Select the Report Destination for the final output. Select Screen to review the statement first and then click the Print button there to get the hard copy.
- 5 Then click the Generate Reports button to see a complete listing with these options.
- 6 Click the Close button to return to the main E2 Shop System screen.

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Hot Spots

Overview

Hot Spots houses all the SQL Statement queries that come pre-loaded with the E2 Shop System and any future queries that may be written specifically for or by a company. Add-Ins and OLE Automation applications are also housed here now instead of under the File menu. They will be more accessible and easier to track on the Hot Spots screen.

The drop-down menu will provide the All Hot Spots selection and the first twenty queries set in the system.

All Hot Spots

Each Hot Spot available for the user will display in this grid. This includes SQL Statements, Add-Ins, and OLE Automation. User access must be assigned by the Supervisor for this menu item to be available. Refer to *Assigning Access* in the *User's Guide*.

Description	Matches Found	Results
Employee 'No Shows' Today	12	124, Art Eckles, FINISHING, 1, . 114, Bill Byrne, TURNING, 1, Remember Wed night is Bob's Bowling
Jobs At Heat Treating	6	7087-01, 50, ABC-123, Heat treat to 55-57 RC, 25, EA, 4991, 11/6/2002, 7074-01, 50, 1000, Yellow anodize, 20, EA, 4991, 11/6/2002,
Jobs Running Behind Schedule	71	4417-01, 20, CNC LATHE, . INSPECTION, 7/25/2003 8:30:00 PM, . 4433-01, 10, INSPECT, . INSPECTION, 7/25/2003 9:40:00 AM, .
All Currently Open Jobs	130	4417-01, 4417, 4300116, Shaft, 12/26/2002, . 4433-01, 4433, ABC-123, Bushing adapter, 12/29/2002, .
Jobs At Outside Service Vendors	11	7157-01, 70, A&B, 1000, . 15000, EA, 5033, 6/23/2003, 7170-01, 70, A&B, 1000, . 5, EA, 5033, 6/23/2003,
Past Due Jobs	122	4417-01, 4417, 4300116, Shaft, 12/26/2002, 25, . 4433-01, 4433, ABC-123, Bushing adapter, 12/29/2002, 10, .
Jobs With Priority Of 99	1	7069-01, 7069, R-9002-001, Bracket (12"), 100, 1/5/2003,

User ID

This is the ID set for the user logged in.

Company

This is the name of the company selected at login.

Description

This is the SQL Statement description assigned when the query was originally built.

Matches Found

This number indicates how many records in the system match the SQL Statement.

Results

The first few records matching the SQL Statement display here.

Refresh Button

Use this button to update the records that match the SQL Statements.

Hot Spots

Edit Hot Spots Button

This button opens the Hot Spot Maintenance screen where queries and applications are assigned and removed as well as created and tested.

Hot Spot Type	Hot Spot	Description	SQL Statement/Application Path
SRC	CITY LOCATOR	Locate quotes for a specific city.	SELECT * FROM QUOTE WHERE ([QUOTE.CITY = [WHAT CITY ARE YOU LOOKING
SQL	EMPLCLOCKEDIN	Employees Clockedin Now	SELEC...99" AND DateValue(TicketDate) = DateValue(Now) ORDER BY EmpName
SQL	EMPLNOSHOWS	Employee 'No Shows' Today	SELECT EmpCode, EmpName, DepNum, Shift, Notes FROM EmpCode WHERE Actr
SQL	EMPLONBREAK	Employees On Break	SELECT EmpCode, EmpName, ActClockInTime, ActCl...99" ORDER BY EmpName
SQL	EMPLONJOBS	Employees Logged Onto Jobs	SELECT EmpCode, JobNo, StepNo, WorkEntr, OperCode, CurtCode, DisplayLogonIn
SQL	EMPLONVACATION	Employees On Vacation	SELECT EmpCode, EmpName, ActClockInTime, ActClockOutTime, Comments, ActClo
SQL	EMPLWITHOVERTIME	Employees Working Overtime Today	SELECT JobNo, EmpCode, EmpName, WorkEntr, StepNo, OperNum, Comments, Man
SQL	JOBSATHEATTREAT	Jobs At Heat Treating	SELECT JobNo, StepNo, PartNo, PartDesc, PurchQty, PurchUnit, PONum, PDDate FF

User ID

This is the ID set for the user logged in.

Company

This is the name of the company selected at login.

Report Destination

Select EMAIL, FAX, File, Printer, or Screen as the report destination when generating hard copies of SQL Statements.

Generate Report Button

Click this button to send the report to the selected Report Destination.

Hot Spot Type

The corresponding type for the Hot Spot will display here. It will be either SQL for queries or APP for Add-Ins or OLE Automation applications.

Hot Spot

The actual name of the Hot Spot displays here.

Description

The description given to the Hot Spot when it was originally created displays here.

SQL Statement/Application Path

If the Hot Spot is a SQL Query, the full SQL Statement created when the query was built will display here. If the Hot Spot is an application, the path for that executable will display here with instructions to click the Details button to launch the EXE.

Copy Button

This button is used to assign access to a query or application. The corresponding option selected tells the system where to look for access.

Copy Hot Spot Options

The "To a User ID" option allows this user to assign access to other users in the system based on what they themselves have access to. The "From a User ID" option allows this user to assign access to themselves based on what other users in the system have access to. Refer to *Assigning Access* in the *User's Guide*.

Hot Spots

New Hot Spot Button

This button is used to open the Query Wizard or access Add-Ins and OLE Automation. The corresponding option selected tells the system which operation to run. Refer to *Using the Query Wizard* and *Accessing Applications* in the *User's Guide* for full details on how to create new SQL Statements and launch Add-Ins or OLE Automation.

Hot Spot Type Options

SQL Statement is the default option. With this one selected, the New Hot Spot button will launch the Query Wizard where the user can build tailored SQL Statements. If the Application option is selected, the user will access the "Specify" dialog box that opens the Source directory where executable applications are housed within the E2 Shop System

Test Hot Spot Button

Once a new SQL Statement is built, it must be tested. With the new statement selected in the grid, click this test button to see if the query ran successfully. If it is successful, the number of matching records will display and the user can go on to view the Details. If the query was unsuccessful, an error message will display so the user can delete the incorrect query and rebuild it without the error.

Once a new Application is selected, the test button launches the executable.

Delete Button

This button is used to remove access to the selected SQL or APP in the grid.

Email Button

This button opens a self-addressed e-mail message through Messaging. These can be addressed to any E2 Shop System User, Customer or Vendor Contact, or any outside e-mail address if Messaging is set to accept these. Select the query or application in the grid and then click the Reminder button. The message text will populate with the Results listed in the grid.

Details Button (SQL)

This button takes you to the details for the selected query. In this case Jobs At Heat Treating will be reviewed. Each Details screen has basically the same functionality. The grid columns will represent all the variables set for the SQL Statement. So, they will change according to the Hot Spot you are viewing. If the individual query is selected from the Hot Spots drop-down menu, this screen will display automatically, bypassing the All Hot Spots overview screen.

Employee Number	Employee Name	Department Code	Shift (1,2,3)	Comments
124	Art Eckles	FINISHING	1	
114	Bill Byrne	TURNING	1	Remember Wed night is
102	James Brooks	ENGR	2	
125	Mark Harris	INSPECT	1	
106	Mike Williams	MILLING	1	
160	New User	FINISHING	1	
113	Pete Johnson	TURNING	1	
117	Rick Hancock	TURNING	2	

Export

This button allows the user to save the report as a file according to the format selected.

Hot Spots

File Format

There are three types of files available for the Export option: CSV, or comma separated values, HTML or XML. Just use the browse arrow to select the format and then click the Export button to save the file in the appropriate directory.

Matches Found

The total found by the system displays here.

Employee Number

This is the number of the matching employee record.

Employee Name

This is the full name on the matching employee record.

Department Code

This is the department for the matching employee record.

Shift

This is the shift on the matching employee record.

Comments

Comments displaying here were entered WHERE!!!!.

Print Button

This print button will generate a hard copy of the report as it appears on-screen.

Email Button

This button opens a self-addressed e-mail message through Messaging. These can be addressed to any E2 Shop System User, Customer or Vendor Contact, or any outside e-mail address if Messaging is set to accept these. Select the query or application in the grid and then click the Reminder button. No message text will automatically populate from this point like it does from the Hot Spots. The user will have to generate their own.

Details Button

This button works with significant fields in the query. In the example only Job Number and Part Number can provide extra details from QuickView. These two fields are linked to Job Number Details and Part Inquiry Detail, respectively. When building tailored SQL Statements, these significant links will have to be set up by the user. Refer to *Using the Query Wizard* in the *User's Guide* for details on this linking.

Help

Contents

Use this option to view the online Glossary of Terms.

How to Use Help

This option opens the generic Windows Help screen. Users can get basic instructions on how to use an online help system from this link.

Online Tutorial

This option starts the tutorial. Maximize the screen and select a topic to view from the Contents. Use the Index tab and Search tab to enter keywords and find matches to that topic. Users can start at the beginning and work through the whole piece or pick only the topics necessary to view!

About E2 Shop System

This selection provides all the information a user needs to know about the version of the E2 Shop System currently running.

General Tab

This tab provides information about the user logged in, the Company Code, Company Name, the Database Path of the company currently running, the Connection Type being used, and the current Update Level.



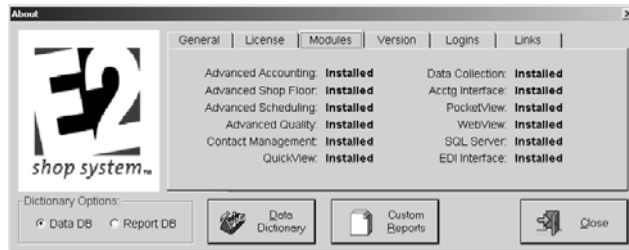
License Tab

This tab provides all the licensing information users need to know about the software. This is where users can find PIN Codes, Product Levels, and Number of Seats available for use.



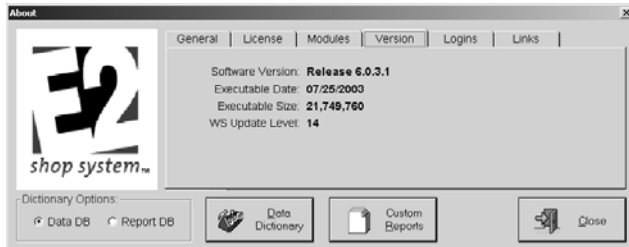
Modules Tab

This tab shows the user which modules of the system are installed or not installed. This tells the user what parts of the system are active.



Version Tab

This tab tells the user exactly what update level the system is using along with the date it was available, how large the executable was, and the latest update level number.

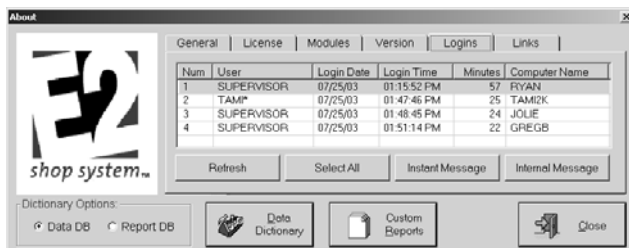


Logins Tab

This tab tells the user logged in who else within the company is also logged in. It also now provides an Instant Messenger (select the users online who should get the message, then click the button, enter your message, and click OK). You also have an Internal Message option that allows you to create a message to be sent via Messaging.

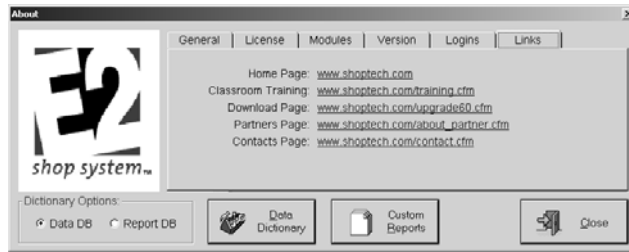


The Instant Message button sends messages to specific “pc” names not “user” names. So, if you use Terminal Server or Citrix (you are all hooked up to the same “pc”), be aware that everyone will get the message even though you may have only selected one specific user from the login list.



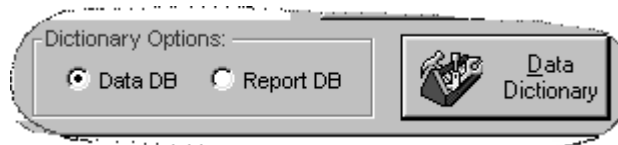
Links Tab

This tab provides Internet links to all the important information a user will need from the Shoptech website. Simply click a link and the Internet connection will start up automatically and open that page!



Data Dictionary

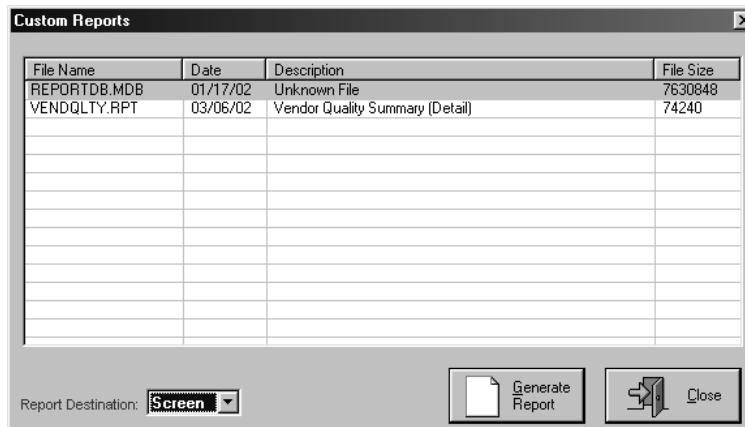
There are two Data Dictionaries available: the Data DB, or Main Database, and the Report DB. Just select the appropriate radio button and click the Data Dictionary button to generate a report for that database. The Data DB provides a layout of what information is in the system and what table it's stored in. The Report DB provides a layout of what information is held in the Temporary Tables, which makes it available for Crystal Reports.



Custom Reports



Use this button to view a list of all the custom reports that have been written for the company. Select any one and generate it from here. Just choose the Report Destination and click the Generate Report button!



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Data Collection

Introduction

The E2 Shop System has real-time shop floor data collection built into the system. “Data Collection” describes the reporting of time against jobs from the shop floor. Real-time collection has several advantages over the batch method where employees fill out time slips at the end of their work shift and an office employee keys them into the computer after the fact. Some advantages are:

- Real-time is updated the instant an employee logs off a job. That means your job costing is up to the minute. Batch entries are entered after the shift is over or even the next day, so the computer is always a day behind. With real-time data collection, when the customer calls, he can be told precisely where his parts are in the manufacturing process.
- Real-time collection is more accurate. Because employees tend to fill out manual time slips at the end of a shift, their times are usually educated guesses. Real-time data collection means the computer stores the start and the stop time and precisely calculates the resulting elapsed time. Also, the computer validates each entry, so there is no chance of invalid work centers or job numbers being entered into the system.
- Real-time collection produces more detailed reporting. Using the shop floor data collection devices means actual start and stop times will be shown on time-tracking reports, so you can follow an employee’s day from clock in to clock out.
- Data collection devices are fast. When an employee goes to clock in on a job, a bar code wand is used to log on in seconds. The system will prompt the employee to scan the employee number from a badge and then scan the job traveler for the operation to be performed. Those two entries can be performed in seconds with little chance of error.

What You'll Need For Data Collection

For ET205:

	Quantity	Supplied By
ET205 (clock)	1	shoptech™
AC Power Adapter 120VAC 60Hz 16W	1	shoptech™
Barcode Laser Gun	1	shoptech™
Valid IP Address	1	Customer
Server IP Address	1	Customer
Eight Conductor "straight through cable (10BaseT)	1	Customer

For PocketPC: (refer to the PocketPC manual for more details)

	Quantity	Supplied By
Wireless Access Point	1	Customer
PocketPC (Symbol, Compaq iPAQ, HP Jornada)	1	Customer
PocketPC Expansion Sleeve	1	Customer
Wireless Ethernet Card	1	Customer
PocketView Software	1	shoptech™
PocketPC Bar Code Scanner (scanner optional)	1	Customer

For Touch Screen: (refer to Touch Screen in this manual for more details)

	Quantity	Supplied By
Touch Screen Software	1	shoptech™
Unit Address 65 must be left open for Touch Screen		

For TT5A:

	Quantity	Supplied By
Data Collection Server (PC) Linked into existing network	1	Customer
TNET Network controller	1	shoptech™
AC power adapter 120VAC 60Hz 16W	1	shoptech™
Six foot serial cable	1	shoptech™
9 pin to 25 pin adapter plug (if needed)	1	Customer
TT-5A-MVW data collection device	1	shoptech™
up to 28 devices can run from one TNET controller with line drivers		
Eight conductor "straight through" cable	1	Customer
RJ-45 end clips (one cable for each data collection device)		
AC power adapter	1	shoptech™
120VAC 60Hz 12W (only if device is more than 75 feet from TNET controller)		
Bar code laser gun	1	shoptech™
not required to operate data collection devices, but suggested		

TT5A Requirements

TIM1B TNET Controller

The TNET data collection network consists of a TNET controller (TIM1B), one or more TNET hubs (TLD2 line driver), and one or more TNET data collection devices (TT5A). Line Drivers are not necessary until four (4) clocks are exceeded. These are hubs that accommodate six (6) more ports (clocks). These TNET components interconnect using a four (4) pair cable with module RJ-45 jacks. The TIM1B TNET Controller is the link between the PC and the data collection devices. It has a 25-pin serial port and an A/C power slot on one side and four RJ-45 ports on the other. Each TNET system requires the TIM1B connected to the host computer with an R2-232 cable. The controller has four (4) identical network ports connected to a hub (TLD2) The hubs are distributed in convenient locations and can be “daisy chained” together. Up to six (6) data collection devices can be connected directly into the TNET hub.

The TNET must have A/C power connected to it. An adapter and a six foot serial cable is provided for hook up. The A/C adapter should be the largest of the adapters supplied with the devices. When power is supplied to the TNET, red lights should begin flashing on the side closest to the A/C power slot. One TNET can handle up to 28 data collection devices by using line drivers to expand the number of RJ-45 ports. A line driver will become necessary when using more than four data collection devices.



You must have a properly working RS-232 serial port and know its corresponding communication port address (COM port) to be used for the TNET. This information should be supplied from a hardware consultant. The configuration for this serial port **MUST** be set correctly for the data collection network to run properly. These settings can be found in the Ports section of Control Panel under Windows and should be set as follows:

Baud Rate: 9600
 Parity: None
 Data Bits: 8
 Stop Bits: 1
 Flow Control XON/XOFF

In Windows, the default flow control for a serial port is “none.” This must be reset in the control panel to xon\xoff or data collection will not run. Many mail order and “off the shelf” computer manufacturers will disable a serial port when a PC is ordered with a phone modem. Be sure to verify that the serial ports are enabled if this is the case. This is normally done in the cmos configuration of the computer. Consult the hardware supplier with any questions.

Bar Code Laser Gun

An option with the Transterm 5 is a bar code laser gun. This device plugs into the bottom of the data collection device to improve accuracy and log in speed. They scan bar codes from job travelers, employee badges, lists, etc. reliably on the first pass, even from a distance of three feet.

Cabling For TT5A

Cabling for the data collection network is a “hub and spoke” topology where the TNET Controller is the hub and the cabling to the Transterm 5 data collection devices are the spokes.

Each run from the TNET to a Transterm 5 can be up to 2000 feet long. If this run is less than 75 feet, an A/C adapter is not needed at the device. If the data collection device is provided with its own power supply, the cable length can be extended to the full 2000 feet. The cabling should have RJ-45 connectors on both ends and uses 8-wire, “straight through” pin outs. Avoid running these cables near fluorescent lights or other devices that might create electrical interference.

All TNET devices interconnect using the same network cable specification. The cable requires four (4) “twisted pairs” terminated with an RJ-45 type plug (patch cable). The cable itself can be a low cost “silver satin” flat cable, a four pair round cable, or a four pair CAT5 cable. The cable’s pin out is straight through and must follow signals must be paired as defined in the following table:

Signal Pair	RJ-45 Pin #	TNET Signal Name	RJ-45 Pin #
1	1	+12 Vdc	1
	2	Ground	2
2	3	Txd+	3
	4	Txd-	4
3	5	Rxd+	5
	6	Rxd-	6
4	7	Ground	7
	8	+12 Vdc	8



We recommend using a qualified cabling installer to put the RJ-45 connectors onto the wire since a bad connection at one of the devices will cost time and money to locate.

Typical TT5A Hookup Schematic

- 1 Connect one end of the supplied serial cable to a serial port in the back of the computer and the other end to the TNET controller. Use the 9 - 25 pin adapter for serial ports with a 9-pin connection instead of a 25-pin connection.
- 2 Plug in the large A/C adapter supplied with the TNET to a surge protection device. Lights L2 and L3 should come on and burn brightly. Light L5 should be dimmer and flicker continuously.
- 3 Use the eight conductor cable to plug the Transterm 5 devices in the shop into the top of the TNET controller. A light should appear for each connection made.
- 4 To set up the data collection software correctly, configure the software and Transterm 5 with the instructions under *Configuring Data Collection* later in this chapter.

Transterm 5 Data Collection Setup

The Transterm 5 Data Collection Device is the piece of hardware that will be mounted in the shop for employee use to log on and off of jobs. It is a wall-mount unit with a gold bracket on the back that can be mounted to any vertical surface in the shop. **The data collection device does not need any A/C power UNLESS the distance from it to the TNET Controller exceeds 75 feet.** If this is the case, there are A/C adapters shipped with each data collection device.

- 1 Do a data collection setup by first resetting your clock to the factory settings. To do this, unplug the AC adapter (or the RJ-45 connector if under 75 feet), depress the S1 and S2 keys on the keypad and plug the clock back in (you should still be holding down the S1 and S2 keys). Wait for the three (3) beeps before letting up on the S1 and S2 keys.
- 2 Next, depress S2, then S1, and then S2 again.
- 3 The screen should contain the following lines:

```
SR# 12345678 12345678
```

```
SR1=00000000
```

Options on the left show the settings currently stored with the device. Enter new settings on the right side. If any are incorrect, retype the entire line as shown below. Follow the chart below to make the device match Shop System settings. Press the Enter key to move between options.

	1	2	3	4	5	6	7	8
SR1	0	0	0	0	0	0	1	0
SR2	1	0	0	1	1	0	1	0
SR3	0	0	0	0	0	0	0	0
SR4	1	0	1	0	0	0	0	0
SR5	1	1	1	1	1	1	1	1

```
Operating Mode = 003
```

```
Contrast = 005
```

```
Unit Address = 065*
```

* The clock will default to 065, but this must be reserved for Touch Screen if it will be used. Each data collection device must have a unique Unit Address. For example, the first device should be numbered 065, the second 066, the third 067, etc. Valid numbers range from 65 to 99. If you assign a device number out of this range or duplicate a device number, the devices will not work properly.

```
Columns = 024
```

```
Options = 000
```

- 4 After setting up the clocks, shut them all down, and restart the data collection program.

Ethernet Requirements

Ethernet Data Collection Device

The terminal connects to an Ethernet LAN via a standard 10BaseT cable. From a network perspective it occupies a single socket at a specified TCP/IP address and port number. The host software communicates with the ET205 by establishing a connection with the terminal and then sending and receiving ASCII text command strings. An LCD display and numeric keypad are the primary operator interface console. Optional digital inputs with counters (up to 4) and software controlled relay outputs (up to 4) provide machine control for an external device. The ET205 is powered by a 12vdc (6va rating) power adapter that plugs directly into a 120vac receptacle. Typical power consumption is less than 10 watts.

- 1 Plug in the AC Power adapter to give power to the clock. When plugged in, initially it should say offline. Make sure the Network cable is not plugged in.
- 2 Hold down the S1 + S2 keys simultaneously and press Start Job. This will put the clock into Network Setup.



Before continuing, note that the “period” referred to in these instructions is created by depressing the S2 & VOID keys, not the actual “period” key on the keypad.

- 3 Network setup settings to enter and modify.
 - Network Setup 1=Defaults, 2=Modify, select option 2.
 - Next type in your My_IP(IP address you are assigning to this device), the default IP address is 192.168.168.50. Press Enter.
 - NetMask = 255.255.255.0. Press Enter.
 - If Gateway is needed for your network, enter it here and press Enter. If it’s not needed, just press Enter.
 - Hostname = This is the name you are giving this device on your network. This value can be anything up to 20 characters or leave it blank. Press Enter.
 - Server IP = Enter the IP address for the computer acting as the server for Data Collection.
 - TCP Port = 1070. Press Enter.
 - Aux. Port = (9600, 0, 8, 1, 1). Press Enter.
 - Mode = 2. Press Enter. This will return the operator to the Network Setup menu.
 - Press Enter again to exit the setup mode, hit “7” to reset the terminal.
 - Plug the network cable into the back of the clock. Press Enter.
- 4 This will take the clock back to the Network Setup screen.
 - Start the E2 software and login.
 - Go to Tables, Collection Terminals, Edit the Terminal relating to the clock.
 - Input these settings. Terminal Type - click the drop down box, select ET205 (Ethernet Terminal 205), IP Address - input the assigned IP address for the clock. Hit OK. Close Collection Terminal Maintenance.
 - Start the Data Collection software. Wait until hourglass has gone away before proceeding. Go back to the clock.
 - Hold down the S1 + S2 keys and press the period key to reset the terminal. It temporarily says Offline, but wait for detection. When detected it will say Press Action Button. Setup is complete.

This information is provided only if the keypad does not match the Shoptech software. It is provided in case there is a problem with the keypad mapping. The Shoptech version of the terminal has a custom overlay on the keypad, which has a few of the keys moved (e.g., Enter). These keys can be “remapped” to match the custom overlay by setting a bit in the CONSOLE OPTIONS register. This is set correctly on your units when they are shipped from us. If the value in this register is NOT set to 40, the standard Computerwise keypad mapping is used instead of the Shoptech mapping. In this case, “Enter” is labeled “Void” on your overlay.

Data Collection

- 1 To check/change this bit, press “S1”+”S2” & “Stop Job” (our standard “F2” key). This will start the CONSOLE CONFIGURATION mode.
- 2 Press the “2” key to modify/verify configuration values.
- 3 The first parameter presented is “CONSOLE OPTIONS.” Set this register to “40” to remap the keypad to match your overlay. Then press Enter.
- 4 The rest of the parameters can remain the same. Press Enter to pass through them.
- 5 When you return to the CONSOLE CONFIGURATION menu press Enter to exit the configuration mode. The terminal will reset as a power on and then use the new parameters.

Configuring Data Collection

Once the hardware for the data collection network is set up, configure the software to run it. This includes creating data collection terminals, work centers, operations, and employees.



Make sure **only** numeric characters are used for work center numbers, operation numbers, and employee numbers. Turn on bar codes, if necessary, in the job traveler printing defaults. Refer to *Printing Job Travelers* in the *Reference Manual* for details on this.

After these items are created, enter jobs into the system and log time against them. The data collection devices will only accept VALID job numbers.

Jobs do not have to be routed for the system to capture time. If a job is not routed, enter 0 when the device asks for the routing step number.

Running Data Collection the First Time

- 1 To start the data collection software go to File | Company Maintenance and select your company. Then click the Edit button and go to the Data Collection tab.
- 2 Select the Company Code you want to collect data for and press the Tab key. This tells the system to populate the database path.
- 3 Next, select the TNET Controller Serial Port (COM Port) that corresponds with the port on the back of the PC. Complete the remainder of the fields on this tab and click OK to save changes.
- 4 Then go to Tables | Collection Terminals and select the Terminal you want to connect to the clock. Remember, that 065 is reserved for Touch Screen. Then click the Edit button.
- 5 On the General tab, select the Terminal Type. TT5A is the default. If you select ET205 or POCKETPC, you will have to enter an IP Address (this is assigned to the clock) and a Port Number (always enter "1070"). TOUCH-SCREEN can only be selected on terminal #065.

These defaults tell the software how and where to run the data collection software. Complete each section as described below:

Touch Screen UserID

Select the “user” created for access to Hot Spots. It’s a good idea to create a universal “user” with access to all the basic Hot Spots and set that here. This will make that set of Hot Spots available to anyone logging in.

Company Code

Select the appropriate code from the drop-down list.

Database Path

The database path tells the software where to find company data.

TNET Controller Serial Port

The TNET device is the hub for the data collection devices. All of the devices located in the shop must be plugged into this device. The TNET controller must be connected to the data collection server through a valid serial port.



Contact a hardware technician to determine and configure a serial port for data collection. Most computers come equipped with two RS-232 serial ports and are set to the COM1 and COM2 addresses. To connect the TNET properly, configure the port following the instructions listed previously, connect the TNET with the serial cable supplied by E2 Systems to the port you select in this section.

Default Display Mode

The display mode for data collection can be changed depending on the information you need to appear and how many employees are logged on at one time.

The **Job Details** mode screen shows each employee, the job number currently logged on, the customer name, step number, log on time, elapsed time, status, etc. 20 employees can be shown on this screen at one time without having to scroll up and down.

The **Job Summary** mode shows all the Detail information in total.

This **Attendance** mode shows the employees logged in for payroll hours.

Refresh Display Rate

The display refresh rate setting tells the system how often to “paint” the screen with current log on and log off information. The factory default is set to 10 seconds. Change this rate to a longer time span and you will reduce network traffic.

Performance Options

The **Allow Split Processing...** option frees the entry screen so the employees can continue to clock in while the database is being updated in the background.

Delete Current Logins

Select the appropriate radio button (Time Ticket Logins and Time & Attendance Logins) and then click the Delete Logins button to remove all the logins on Data Collection. This will remove all the logins. Users cannot pick and choose which ones to delete, they are all deleted at once.

Optional Validation Settings

Check these options so the system knows how to treat these validation processes. If users should complete previous routing steps before starting a new routing step, check that option. If users shouldn't be allowed to report quantities good greater than what was reported on the previous step, check that option. If you do not elect to use the validation that previous routing steps be completed before starting a new routing step, selecting the second option to not allow reporting of quantities good greater than what gets reported on previous routing steps will not work successfully if you complete your routing steps out of sequence.

Data Collection Events

Data collection devices can have buzzers attached, which are set to ring at a certain time and duration. For example, the begin and end of a shift or the begin and end of a lunch break.

Collection Terminal Maintenance

Each device located in the shop must be assigned a unique “unit address.” Follow the instructions for performing setup on each data collection device. Valid unit addresses are 65-99 and this list can be maintained here.



The defaults set in this section dictate how each device will act in the shop during the “log on” and “log off” process. Each device can perform differently if required. To change the defaults for a particular device, highlight the appropriate device number and click the Edit button.

General Tab

Description

This field shows where the device is located in the shop.

Terminal Type

This is the type of connection the company is using: Ethernet Terminal 205, Pocket PC Device, Touch Screen, or Trans Term 5.

IP Address

This is the corresponding IP Address for the terminal selected.

Port Number

This is the corresponding Port Number for the terminal selected.

Allow Operator To Clock On To A Closed Jobs

The devices are designed for use in “real time” mode. This means employees should only be allowed to log on to valid, open job numbers. Not selecting this default limits employees to only logging on to jobs the system shows as open at log in. This prevents employees from posting time to “Closed” jobs.

To allow employees to enter time to jobs marked “closed,” click the check box to place an “X” there. Some companies need to allow posting to closed jobs if using “BATCH” entry through the Touch Screen.

Allow Operator To Clock On To More Than One Job

The E2 Shop System can allow an employee to log on to multiple jobs at one time. For example, a screw machine shop employee may be feeding material into and running three screw machines at one time. To track the correct time for this employee, click the check box to set this default. If this is not checked, employees will not be able to log into more than one job at a time through data collection.



If this default is selected, leave the default “machines run” setting in Table Maintenance | Operations blank. This allows the employee to enter the number while logging off. The system does not split this employee’s time up automatically.

Prompt Operator For Next Work Center

This option is used for orders that are not routed. By having the employee indicate the next work center where the part is going, the user can print a loading summary even though the parts are not routed.

Prompt Operator For Reason Code On Scrapped Parts

This option tells the system to prompt users for a Reason Code when they scrap parts at the clock.

Terminal Work Center/Operation Defaults Override Bar Codes

Select this option to tell the system to use the defaults set under Work Center and Operation Codes instead of those associated with the bar coding on the job Traveler.

Defaults Tab

Language

This option allows users to change the default language used at the Touch Screen and Data Collection devices. Your options are English, French, or Spanish.

Work Center

The system can store a default work center during the “log on” process. By setting a default here, the system will NOT prompt for a work center during the “log on” process. For example, if a device is set up in the inspection area and only inspectors use it for logging on, the system will assume INSPECTION as the work center during every “log on” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Operation Code

The system can store a default operation during the “log on” process. By setting a default here, the system will NOT prompt for operation during the “log on” process. For example, if the Operation field is not used during routing (by the way, most shops do not), set up an operation as “1” and use it as the default.

Employee Code

The system can store a default employee during the “log on” process. By setting a default here, the system will NOT prompt for employee during the “log on” process. For example, if a device is set up on a machine that only one employee runs, the system can assume this employee’s identification number during every “log on” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Attendance Code

The system can store a default attendance code during the log on process. By setting a default here, the system will NOT prompt the employee to enter the attendance code during the log on process.

Job Number

The system can store a default job number during the “log on” process. By setting a default here, the system will NOT prompt for job number during the “log on” process. For example, some shops use the devices to capture “time in” and

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“time out” of the shop. Since the system must capture time to a valid job number, set up a dummy job number to capture time to this job number that never gets shipped. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Setup Time

The system can store a default time for setting up the machine during the “log off” process. By setting a default here, the system will NOT prompt for setup time during the “log off” process. For example, if a shop does not want to track setup time, a “0” tells the system to assume zero setup time during every “log off” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Pieces Finished

The system can store default pieces finished during the “log off” process. By setting a default here, the system will NOT prompt for pieces finished during the “log off” process. If a shop does not want to track pieces, a “1” tells the system to assume one piece was finished during every “log off” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Pieces Scrapped

The system can store default pieces scrapped during the “log off” process. By setting a default here, the system will NOT prompt for pieces scrapped during the “log off” process. If a shop does not want to track pieces scrapped, (or does not believe employees would give correct information anyway), a “0” tells the system to assume zero pieces were scrapped during every “log off” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Step Number

The system can store a default routing step number during the “log on” process. By setting a default here, the system will NOT prompt for step number during the “log on” process. If a shop does not route jobs, the system can assume “0” as the step number. It is NOT possible to override this setting at the device itself if set as a default.

Payroll Rate

The system can store a default payroll rate during the “log off” process. By setting a default here, the system will NOT prompt for payroll rate during the “log off” process. If a shop wants to track overtime or differential rates for an employee, they will need to inform the system which payroll rate to store with this entry. Most shops use rate “1” as a default during the “log off” process. It is NOT possible to override this setting at the device itself if set as a default.



The payroll rate used here is the rate used to calculate costing information for the time entered for this work period.

“Log On” Defaults

The “log on” process tells the system to start capturing time for an employee on a certain job and operation. Begin the “log on” routine by pressing the “START JOB” button on the device. Defaults can be set for each device that fill in specific information rather than prompting the employee for it during the “log on” process. Below are the items that can be set as defaults during the “log on” routine. Each device in the shop can have different “log on” defaults, if required. During the “log on” process, the devices in the shop can prompt the employee through the following questions:

Employee Number

Who is logging on?

Job Number

For what job are they capturing time?

Routing Step Number

If the job is routed, which step are they performing?

Work center

Which machine/operation will they use to complete this step?

Operation

Which type of operation are they performing?

“Log Off” Defaults

The “log off” process informs the system to stop capturing time for an employee on a certain job and save it into the permanent time ticket file in the system. Begin the “log off” routine by pressing the “STOP JOB” button on the device. During the “log off” process the devices in the shop CAN prompt the employee through the following questions:

Employee Number

Who is logging off?

Setup Time

How much of the elapsed time was for setting up the machine?

Pieces Finished

How many pieces did the employee finish during this work period?

Operating the Devices for Time and Attendance

Data Collection can also be used to handle time and attendance. This feature replaces the existing time clock and uses the data collection devices instead. Time and attendance is **OPTIONAL**. These devices can be used for job costing purposes only.

“Clock In” Routine (Clock In)

To begin the “clock in” routine, press the “CLOCK IN” button. This button uses the current time and date of the data collection computer for its calculations.



This button can be bypassed at the beginning of the shift. If the employee uses the START JOB button to log into a job and has not yet CLOCKED IN, the computer will clock the employee in automatically. The same is not true on a clock out.

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. The employee is now clocked in for attendance purposes.

“Unpaid Break” Routine (Break)

Use Shop System time and attendance to keep track of unpaid employee breaks such as lunch. The BREAK button is an easy way to “suspend” the time being applied to a given job while the employee goes on break. When that employee returns, pressing the BREAK button tells the system to begin accumulating time again.



If an employee is going on a paid break, it is best to leave the employee logged into the job and not use the BREAK button at all.

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Jobs that the employee was logged into are now suspended. When the employee returns from the break, the time will continue accumulating again.

“Clock Out” Routine (Clock Out)

To begin the “clock out” routine, press the “CLOCK OUT” button. This button uses the current time and date of the data collection computer for its calculations. It compares the current time to the time when the employee clocked in and automatically computes the elapsed time.



Unlike a clock in, this button **MUST** be pressed at the end of an employee’s shift. It is a good practice to have a supervisor check the logins screen at the end of a shift for any employees that have failed to clock out.

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. The employee is now clocked out for attendance purposes.

Operating the Devices for Job Costing

Once the data collection hardware and software have been configured correctly, the data collection devices are ready to begin operating in the shop. As described earlier, the E2 Shop System can be customized to ask for only the information the shop floor requires. Follow the “log on” and “log off” defaults described earlier to customize “log on” and “log off” routines.

To begin using the devices in the shop with the bar code wand or laser gun, have employee badges, job travelers, work center lists, etc. printed with bar codes. Follow the instructions in the *Reports Manual* to print these items including the Code 39 bar codes. Since the devices in the shop are hooked directly to the shop’s current database of information, the system will only accept valid employee numbers, work center numbers, job numbers, etc. that have been entered into the system correctly.

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If the data collection devices have been set up properly and are currently running, the two-line LCD display should read:

Clock In or Out, Break,
Start/Stop Job, or Batch
Enter Action Code Now

or if batch entry was disabled as a default, the screen should read:

Clock In or Out, Break,
Start/Stop Job
Enter Action Code Now

“Log On” Routine (Start Job)

To begin the “log on” routine, press the “START JOB” button. This time stamps the system that an employee is going to start working on a job. The device in the shop will then prompt for the following information in this order, UNLESS DEFAULTS HAVE BEEN SET UP TO NOT PROMPT FOR THIS INFORMATION.

Employee Number?

Either type the number assigned to this employee and press Enter, or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go to the next step for logging on.

Job Number

When the device prompts for job number there are multiple ways to enter this information. Follow these instructions to enter information for two different situations:

- 1 To log on to a specific routing step printed on a bar coded job traveler, scan the bar code located directly under the specific routing step required. The bar code wand will pick up the job number, routing step number, and work center number with one scan. The device will quickly display the message “SAVING RECORD.” This information gets stored in the temporary time ticket file while it calculates the elapsed time.



In this situation, **do not** scan the bar code for the job number at the top of the traveler **and** the bar code for the routing step in the routing section, since the bar code in the routing section contains job number, routing step number, and work center number all on one line.

- 2 To log on to a job that has not been routed OR on to a job that has been routed but you are performing a routing step that is not defined for this job, either type the job number (including the dash if needed) and press Enter or take the bar code wand and scan it over the bar code of the job number at the top of the job traveler. The system will beep when it accepts the scan. Go to the next step.

Step Number

Type the matching routing step number from the routing section of the job traveler and press Enter. If this job is not routed or you are performing a new operation that is not already defined in the routing section, press “0” and then Enter. Go to the next step.



You must enter a valid routing step number or “0” to go to the next step.

Machine Number

Type the number assigned to the work center you are using to perform this operation and press Enter. Either go to the next step or if the remainder of the questions are defaulted the device will quickly display the message “SAVING RECORD.” This information is stored in the temporary time ticket file while it calculates the elapsed time.



You must enter a valid work center number.

Operation Number

Type the number assigned to the operation you are performing and press Enter. Go to the next step or if the remainder of the questions are defaulted the device will quickly display the message “SAVING RECORD.” This information is stored in the temporary time ticket file while it calculates the elapsed time.



You must enter a valid operation number.

Number Of Machines Run

Type the number of machines being run that will be used to calculate the correct job costing and press Enter. This is the last question of the “log on” routine. The device will quickly display the message “SAVING RECORD.” This information is stored in the temporary time ticket file while it calculates the elapsed time.



You must enter a valid operation number.

Work in Process

With the “log on” sequence complete, the employee should now go to work on the operation just logged. All employees should follow the procedures above to log on to jobs properly.

All employees logged on to jobs should now appear on the screen of the machine that is running the data collection software.



We recommend having this screen available to employees so they can check it occasionally throughout the day or while logging on and off. At end of day, this screen should be blank once everyone has logged off.

“Log Off” Routine (Stop Job)

To begin the “log off” routine, press the “STOP JOB” button. The device in the shop will then prompt for the following information in this order, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go to the next step for logging off.

Setup Hours

Press the numbers on the keypad to enter the elapsed time for setting up the machine during this log on period. Use a decimal if needed while entering this time. The system stores the time here and in the setup time field. The difference

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between this time and the elapsed time according to the computer is entered into the cycle time field. If there is no setup time for this operation press “0” and then Enter. The system will not allow an employee to enter set up time here that exceeds the elapsed time.



If a shop has set a default for setup time, the device in the shop will not prompt for this information.

Pieces Good

Press the numbers on the keypad to enter the scrapped good that have been completed during this log on period. If no pieces were completed, or this was just a setup period, press “0” and then Enter.



If a shop has set a default for pieces good, the device in the shop will not prompt for this information.

Pieces Scrapped

Press the numbers on the keypad to enter the scrapped pieces that have been completed during this log on period. If no pieces were completed, or this was just a setup period, press “0” and then Enter.



If a shop has set a default for pieces scrapped, the device in the shop will not prompt for this information.

Batch Routine (Batch)

This process is usually run at the end of the day for time that has been manually tracked and still needs to be posted so that Time and Attendance will be accurate. Once the “BATCH” button is pressed, the device will prompt for the following information in this order, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go on to Job Number.

Job Number?

When the device prompts for a job number there are multiple ways to enter this information. Follow these instructions to enter information for the multiple situations:

- 1 To log on to a specific routing step printed on a bar coded job traveler, scan the bar code located directly under the specific routing step required. The bar code wand will pick up the job number, routing step number, and work center number all with one scan. The device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



In this situation, **do not** scan the bar code for the job number at the top of the traveler **and** the bar code for the routing step in the routing section, since the bar code in the routing section contains job number, routing step number, and work center number all on one line.

- 2 To log on to a job that has not been routed OR on to a job that has been routed, but you are performing a routing step that is not defined for this job, either type the job number (including the dash if needed) and press Enter or take the bar code wand and scan it over the bar code of the job number at the top of the job traveler. The system will beep when it accepts the scan.

Machine Number

Type the number assigned to the work center you are using to perform this operation and press Enter. Go on to the Operation Number or if the remainder of the questions are defaulted the device will quickly display the message “SAVING RECORD.”. This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



A valid Work Center number must be entered.

Setup Time

Press the numbers on the keypad to enter the elapsed time for setting up the machine during this log on period. Use the decimal, if needed, while entering this time. The system will take the time entered here and store it in the setup time field. The difference between this time and the elapsed time according to the computer will be entered into the cycle time field. If there is no setup time for this operation, type “0” and press Enter. The system will not allow an employee to enter set up time here that exceeds the elapsed time.



If a shop has set a default for setup time, the device in the shop will not prompt for this information.

Cycle Hours

Press the numbers on the keypad to enter the elapsed cycle time for this step. Use the decimal, if needed, while entering this time. The system will take the time entered here and store it in the cycle time field. Press Enter to continue.



If a shop has set a default for cycle time, the device in the shop will not prompt for this information.

Pieces Good

Press the numbers on the keypad to enter the good pieces completed during this log on period. If no pieces were completed or the operator was simply performing setup during this period, type “0” and press Enter.



If a shop has set a default for pieces good, the device in the shop will not prompt for this information.

Pieces Scrapped

Press the numbers on the keypad to enter the scrapped pieces that have been completed during this log on period. If no pieces were completed or the operator was simply performing setup during this period, type “0” and press Enter.



If a shop has set a default for pieces scrapped, the device in the shop will not prompt for this information.

Posting Stock Routine (9)

This process works just like the Inventory Transfer option. You can transfer stock directly from Inventory to a Job. Tag Numbers assigned in the Inventory Adjustment function are very important here to identify the material so the software knows what pieces in Inventory to transfer. Once the “POST STOCK” button is pressed, the device will prompt for the following information in this order, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go on to Job Number.

Job Number?

When the device prompts for a job number there are multiple ways to enter this information. Follow these instructions to enter information for the multiple situations:

- 1 To log on to a specific routing step printed on a bar coded job traveler, scan the bar code located directly under the specific routing step required. The bar code wand will pick up the job number, routing step number, and work center number all with one scan. The device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



In this situation, **do not** scan the bar code for the job number at the top of the traveler **and** the bar code for the routing step in the routing section, since the bar code in the routing section contains job number, routing step number, and work center number all on one line.

- 2 To log on to a job that has not been routed OR log on to a job that has been routed, but you are performing a routing step that is not defined for this job, either type the job number (including the dash if needed) and press Enter or take the bar code wand and scan it over the bar code of the job number at the top of the job traveler. The system will beep when it accepts the scan.

Tag Number

Enter the Tag Number for the specific bin location/lot number of the material you want to transfer. Press Enter to continue.

Pieces Good

Press the numbers on the keypad to enter the number of pieces to be transferred from Inventory to the job number and press Enter to complete the function.

Troubleshooting

Below is a list of common problems and solutions for the data collection devices to work properly. The oldest solution in the technical support bible is always “REBOOT AND TRY AGAIN”! The solutions are listed in order of most common to least common.

Problem	Solution
TNET Not Responding	<ol style="list-style-type: none">1. Incorrect choice of serial port address2. COM port address properties set incorrectly3. TNET needs A/C power4. Bad serial cable
Blank Shop Device Display	<ol style="list-style-type: none">1. Cable length over 75' requires A/C power2. Bad cable
F1 Appears After Pressing Start	Press the “Reset” button in defaults
F2 Appears After Pressing Stop	Press the “Reset” button in defaults
Multiple Devices Locking Up	Check that each device has a unique address in its setup

PC Data Collection

Overview

PC Data Collection is a method to collect actual labor hours for jobs. A special screen may be purchased that allows shops to use a stylus (pen) to enter data or a bar code wand. PC Data Collection will work with a standard VGA monitor and keyboard.

The PC Data Collection program is placed on a PC in the shop where employees can log on and off jobs as they work on them. Some advantages are:

- Real-time data is more accurate because data is collected as it happens versus using time slips employees fill out at the end of the shift.
- The job cost is updated the second the employee logs off the job, which means job costing is up to the minute. Batch entries are normally entered after the shift is over or even the next day! So, when a customer calls you know precisely where the parts are in the manufacturing process.
- Each entry is verified for valid employees, work centers and job numbers.
- PC Data Collection entry allows more detailed reporting on the time tracking journal, pieces good, and pieces scrapped.

Hardware Requirements

PC Data Collection will run on a PC-compatible computer with a Pentium-based processor at 64 MB of RAM. We recommend a processor with 233 Mhz or higher. The PC Data Collection program may be minimized and run in the background so other software packages can run simultaneously. The PC using this tool must be networked so that data is stored on the server.

Enhancements may be added to the PC's hardware to make data entry quicker and easier. An optional PC Data Collection monitor may be purchased, which allows the operator to touch the screen to log on to jobs.

The other option is a bar code laser gun, which connects directly to the back of a PC via either a PS2 or Serial Port. These devices scan the bar codes from job travelers, employee badges, lists, etc. They scan the bar codes from job travelers, employee badges, lists, etc. reliably on the first pass, even from a distance of three feet.

Configuring PC Data Collection

Now configure the software to run PC Data Collection This includes creating work centers, operations, and employees.



Make sure **only** numeric characters are used for work center numbers, operation numbers, and employee numbers. Turn on bar codes, if necessary, in the job traveler printing defaults. Refer to *Printing Job Travelers* in the *Reference Manual* for details on this.

After these items are created, enter jobs into the system and log time against them. The Touch Screen will only accept VALID job numbers.

Jobs do not have to be routed for the system to capture time. If a job is not routed, enter 0 when the device asks for the routing step number.

Running PC Data Collection the First Time

To start the data collection software double click on the icon:



This icon should have been created when WRKSETUP was run and should be located on the Start menu. If you'd like a shortcut on your desktop, just right click on the EXE in the Start menu and send it to the desktop.

The first time PC Data Collection is run, the system will prompt for the set up of defaults.

These defaults tell the software how and where to run the data collection software. Complete each section as described below:

PC Data Collection UserID

Select the “user” created for access to Hot Spots. It’s a good idea to create a universal “user” with access to all the basic Hot Spots and set that here. This will make that set of Hot Spots available to anyone logging in.

Company Code

Select the appropriate code from the drop-down list.

Database Path

The database path tells the software where to find company data. It must find this information on a regular basis during the day, to check valid job numbers, employees, etc. When running on a single machine with the software loaded locally, the data drive is generally the “C” drive.

The database path line should read as follows for a data drive letter of “C”:

C:\BLSWIN32\DAT*(company code)*\

Many networks designate the “F” drive as the first network drive letter. If this is the case, the database path line should read:

F:\BLSWIN32\DAT*(company code)*\

The company code should be the same as the database path that appears on the main screen of the E2 Shop System.

TNET Controller Serial Port

The TNET device is the hub for the data collection devices. All of the devices located in the shop must be plugged into this device. The TNET controller must be connected to the data collection server through a valid serial port.



Contact a hardware technician to determine and configure a serial port for data collection. Most computers come equipped with two RS-232 serial ports and are set to the COM1 and COM2 addresses. To connect the TNET properly, configure the port following the instructions listed previously, connect the TNET with the serial cable supplied by E2 Systems to the port you select in this section.

Default Display Mode

The display mode for data collection can be changed depending on the information you need to appear and how many employees are logged on at one time.

The **Job Details** mode screen shows each employee, the job number currently logged on, the customer name, step number, log on time, elapsed time, status, etc. 20 employees can be shown on this screen at one time without having to scroll up and down.

The **Job Summary** mode shows all the Detail information in total.

This **Attendance** mode shows the employees logged in for payroll hours.

Refresh Display Rate

The display refresh rate setting tells the system how often to “paint” the screen with current log on and log off information. The factory default is set to 10 seconds. Change this rate to a longer time span and you will reduce network traffic.

Performance Options

The **Allow Split Processing...** option frees the entry screen so the employees can continue to clock in while the database is being updated in the background.

Delete Current Logins

Select the appropriate radio button (Time Ticket Logins and Time & Attendance Logins) and then click the Delete Logins button to remove all the logins on Data Collection. This will remove all the logins. Users cannot pick and choose which ones to delete, they are all deleted at once.

Optional Validation Settings

Check these options so the system knows how to treat these validation processes. If users should complete previous routing steps before starting a new routing step, check that option. If users shouldn't be allowed to report quantities good greater than what was reported on the previous step, check that option. If you do not elect to use the validation that previous routing steps be completed before starting a new routing step, selecting the second option to not allow reporting of quantities good greater than what gets reported on previous routing steps will not work successfully if you complete your routing steps out of sequence.

Data Collection Events

Data collection devices can have buzzers attached, which are set to ring at a certain time and duration. For example, the begin and end of a shift or the begin and end of a lunch break.

Collection Terminal Maintenance

The PC Data Collection software uses Collection Terminal #65 as the default settings for all users. The defaults set in this section dictate how the device will act in the shop during the “log on” and “log off” process. To change the defaults, highlight device number 65 and click on the Edit button to open the Update Collection Terminal.

Defaults can be set for the device, which fill in specific information rather than prompting the employee for it during the “log on” process. Below are the items that can be set as defaults during the “log on” routine. Each device in the shop can have different “log on” defaults, if required.

General Tab

Description

This field shows where the device is located in the shop.

Terminal Type

This is the type of connection the company is using: Ethernet Terminal 205, Pocket PC Device, PC Data Collection, or Trans Term 5.

IP Address

This is the corresponding IP Address for the terminal selected.

Port Number

This is the corresponding Port Number for the terminal selected.

Allow Operator To Clock On To A Closed Jobs

The devices are designed for use in “real time” mode. This means employees should only be allowed to log on to valid, open job numbers. Not selecting this default limits employees to only logging on to jobs the system shows as open at log in. This prevents employees from posting time to “Closed” jobs.

To allow employees to enter time to jobs marked “closed,” click the check box to place an “X” there. Some companies need to allow posting to closed jobs if using “BATCH” entry through PC Data Collection.

Allow Operator To Clock On To More Than One Job

The E2 Shop System can allow an employee to log on to multiple jobs at one time. For example, a screw machine shop employee may be feeding material into and running three screw machines at one time. To track the correct time for this employee, click the check box to set this default. If this is not checked, employees will not be able to log into more than one job at a time through data collection.



If this default is selected, leave the default “machines run” setting in Table Maintenance | Operations blank. This allows the employee to enter the number while logging off. The system does not split this employee’s time up automatically.

Prompt Operator For Next Work Center

This option is used for orders that are not routed. By having the employee indicate the next work center where the part is going, the user can print a loading summary even though the parts are not routed.

Prompt Operator For Reason Code On Scrapped Parts

This option tells the system to prompt users for a Reason Code when they scrap parts at the clock.

Terminal Work Center/Operation Defaults Override Bar Codes

Select this option to tell the system to use the defaults set under Work Center and Operation Codes instead of those associated with the bar coding on the job Traveler.

Defaults Tab***Language***

This option allows users to change the default language used at the PC Data Collection and Data Collection devices. Your options are English, French, or Spanish.

Work Center

The system can store a default work center during the “log on” process. By setting a default here, the system will NOT prompt for a work center during the “log on” process. For example, if a device is set up in the inspection area and only inspectors use it for logging on, the system will assume INSPECTION as the work center during every “log on” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Operation Code

The system can store a default operation during the “log on” process. By setting a default here, the system will NOT prompt for operation during the “log on” process. For example, if the Operation field is not used during routing (by the way, most shops do not), set up an operation as “1” and use it as the default.

Employee Code

The system can store a default employee during the “log on” process. By setting a default here, the system will NOT prompt for employee during the “log on” process. For example, if a device is set up on a machine that only one employee runs, the system can assume this employee’s identification number during every “log on” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Attendance Code

The system can store a default attendance code during the log on process. By setting a default here, the system will NOT prompt the employee to enter the attendance code during the log on process.

Job Number

The system can store a default job number during the “log on” process. By setting a default here, the system will NOT prompt for job number during the “log on” process. For example, some shops use the devices to capture “time in” and “time out” of the shop. Since the system must capture time to a valid job number, set up a dummy job number to capture time to this job number that never gets shipped. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Setup Time

The system can store a default time for setting up the machine during the “log off” process. By setting a default here, the system will NOT prompt for setup time during the “log off” process. For example, if a shop does not want to track setup time, a “0” tells the system to assume zero setup time during every “log off” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Pieces Finished

The system can store default pieces finished during the “log off” process. By setting a default here, the system will NOT prompt for pieces finished during the “log off” process. If a shop does not want to track pieces, a “1” tells the system to assume one piece was finished during every “log off” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Pieces Scrapped

The system can store default pieces scrapped during the “log off” process. By setting a default here, the system will NOT prompt for pieces scrapped during the “log off” process. If a shop does not want to track pieces scrapped, (or does not believe employees would give correct information anyway), a “0” tells the system to assume zero pieces were scrapped during every “log off” routine. Please note, it is NOT possible to override this setting at the device itself if set as a default.

Step Number

The system can store a default routing step number during the “log on” process. By setting a default here, the system will NOT prompt for step number during the “log on” process. If a shop does not route jobs, the system can assume “0” as the step number. It is NOT possible to override this setting at the device itself if set as a default.

Payroll Rate

The system can store a default payroll rate during the “log off” process. By setting a default here, the system will NOT prompt for payroll rate during the “log off” process. If a shop wants to track overtime or differential rates for an employee, they will need to inform the system which payroll rate to store with this entry. Most shops use rate “1” as a default during the “log off” process. It is NOT possible to override this setting at the device itself if set as a default.



The payroll rate used here is the rate used to calculate costing information for the time entered for this work period.

“Log On” Defaults

The “log on” process tells the system to start capturing time for an employee on a certain job and operation. Begin the “log on” routine by pressing the “START JOB” button on the device. Defaults can be set for each device that fill in specific information rather than prompting the employee for it during the “log on” process. Below are the items that can be set as defaults during the “log on” routine. Each device in the shop can have different “log on” defaults, if required. During the “log on” process, the devices in the shop can prompt the employee through the following questions:

Employee Number

Who is logging on?

Job Number

For what job are they capturing time?

Routing Step Number

If the job is routed, which step are they performing?

Work Center

Which machine/operation will they use to complete this step?

Operation

Which type of operation are they performing?

“Log Off” Defaults

The “log off” process informs the system to stop capturing time for an employee on a certain job and save it into the permanent time ticket file in the system. Begin the “log off” routine by pressing the “STOP” button on the device. During the “log off” process the devices in the shop CAN prompt the employee through the following questions:

Employee Number

Who is logging off?

Setup Time

How much of the elapsed time was for setting up the machine?

Pieces Finished

How many pieces did the employee finish during this work period?

Pieces Scrapped

How many pieces did the employee scrap during this work period?

Payroll Rate

Which payroll rate should the device store for this work period?

Machines Run

How many machines did the employee operate during this work period?

Defaults can be set for each device that populate in specific information rather than prompting the employee for it during the “log off” process. Below are the items that can be set as defaults during the “log off” routine. Each device in the shop can have different “log off” defaults, if required.

Operating PC Data Collection for Time and Attendance

PC Data Collection can also be used to handle time and attendance. This feature replaces the existing time clock and uses the data collection devices instead. Time and attendance is **OPTIONAL**. These devices can be used for job costing purposes only.

“Clock In” Routine (Clock In)

To begin the “clock in” routine, press the “CLOCK IN” button. This button uses the current time and date of the data collection computer for its calculations.



This button can be bypassed at the beginning of the shift. For example, if the employee uses the START JOB button to log into a job and has not yet CLOCKED IN, the computer will clock him in automatically. The same is not true on a clock out.

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. The employee is now clocked in for attendance purposes.

“Unpaid Break” Routine (Break)

Use Shop System time and attendance to keep track of unpaid employee breaks such as lunch. The BREAK button is an easy way to “suspend” the time being applied to a given job while the employee goes on break. When he returns, he simply presses the BREAK button again and time will begin accumulating once more.



If an employee is going on a paid break, it is best to leave them logged into the job and not use the BREAK button at all.

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Jobs that the employee was logged into are now suspended. When the employee returns from the break, the time will continue accumulating again.

“Clock Out” Routine (Clock Out)

To begin the “clock out” routine, press the “CLOCK OUT” button. This button uses the current time and date of the data collection computer for its calculations. It compares the current time to the time when the employee clocked in and automatically computes the elapsed time.



Unlike a clock in, this button **MUST** be pressed at the end of an employee’s shift. It is a good practice to have a supervisor check the logins screen at the end of a shift for any employees that have failed to clock out.

Employee Number?

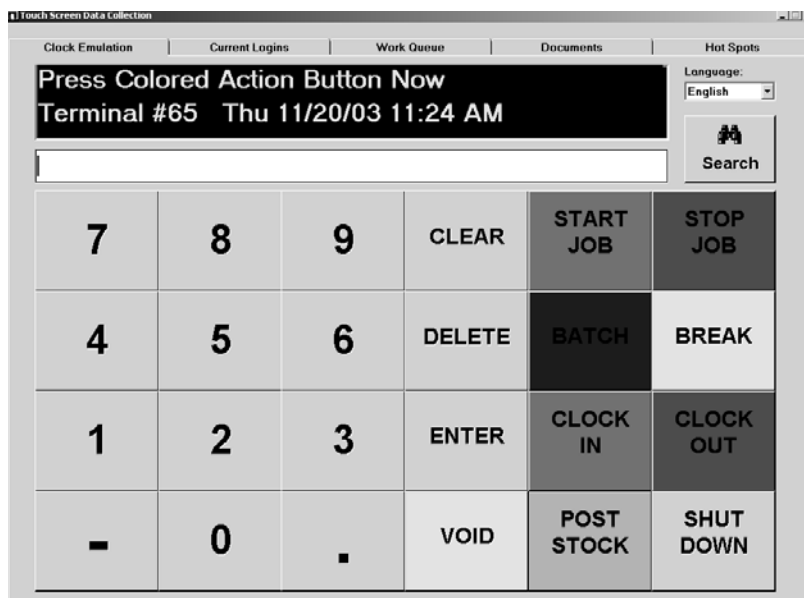
Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. The employee is now clocked out for attendance purposes.

Operating PC Data Collection for Job Costing

Once the PC Data Collection software has been configured correctly, begin entering time for the jobs in the shop. Use the “log on” and “log off” defaults to customize the E2 Shop System to ask for only the information required from the company’s shop floor.

To begin using the screen in the shop with the bar code wand or pen, have employee badges, job travelers, work center lists, etc. printed with bar codes. Follow the instructions in the *Reports Manual* to print these items. Since the devices in the shop are hooked directly to the shop’s current database of information, the system will only accept valid employee numbers, work center numbers, job numbers, etc., that have been entered into the system correctly.

Clock Emulation



Log On Routine (Start Job)

To begin the “log on” routine, press the “START JOB” button. This time stamps the system that this employee is going to start working on a job. The device in the shop will then prompt for the following information, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter, or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go to the next step for logging on.

Job Number

When the device prompts for a job number there are multiple ways to enter this information. Follow these instructions to enter information for the multiple situations:

- 1 To log on to a specific routing step printed on a bar coded job traveler, scan the bar code located directly under the specific routing step required. The bar code wand will pick up the job number, routing step number, and work center number all with one scan. The device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



In this situation, **do not** scan the bar code for the job number at the top of the traveler **and** the bar code for the routing step in the routing section, since the bar code in the routing section contains job number, routing step number, and work center number all on one line.

- 2 To log on to a job that has not been routed OR log on to a job that has been routed, but you are performing a routing step that is not defined for this job, either type the job number (including the dash if needed) and press Enter or take the bar code wand and scan it over the bar code of the job number at the top of the job traveler. The system will beep when it accepts the scan.

Step Number

Type the matching routing step number from the routing section of the job traveler and press Enter. If this job is not routed or this is a new operation that is not already defined in the routing section, type “0” and press Enter.



You must enter a valid routing step number or “0” to go to the next step.

Machine Number

Type the number assigned to the work center you are using to perform this operation and press Enter. Go on to the Operation Number or if the remainder of the questions are defaulted the device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



A valid Work Center number must be entered.

Operation Number

Type the number assigned to the operation being performed and press Enter. Go to Number of Machines Run or if the remainder of the questions are defaulted the device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



A valid operation number must be entered.

Number Of Machines Run

Type the number machines being run that will be used to calculate the correct job costing and press Enter. This is the last question of the “log on” routine, The device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



A number between 1 and 10 must be entered. The “log on” sequence is finished. The employee should now go to work on the operation that was just logged. All of the employees should follow the procedures above to log on to jobs properly.

Log Off Routine (Stop Job)

To begin the “log off” routine, press the “STOP JOB” button. The device in the shop will then prompt for the following information in this order, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go on to Setup Hours.

Setup Hours

Press the numbers on the keypad to enter the elapsed time for setting up the machine during this log on period. Use the decimal, if needed, while entering this time. The system will take the time entered here and store it in the setup time field. The difference between this time and the elapsed time according to the computer will be entered into the cycle time field. If there is no setup time for this operation, type "0" and press Enter. The system will not allow an employee to enter set up time here that exceeds the elapsed time.



If a shop has set a default for setup time, the device in the shop will not prompt for this information.

Pieces Good

Press the numbers on the keypad to enter the good pieces completed during this log on period. If no pieces were completed or the operator was simply performing setup during this period, type "0" and press Enter.



If a shop has set a default for pieces good, the device in the shop will not prompt for this information.

Pieces Scrapped

Press the numbers on the keypad to enter the scrapped pieces that have been completed during this log on period. If no pieces were completed or the operator was simply performing setup during this period, type "0" and press Enter.



If a shop has set a default for pieces scrapped, the device in the shop will not prompt for this information.

Batch Routine (Batch)

This process is usually run at the end of the day for time that has been manually tracked and still needs to be posted so that Time and Attendance will be accurate. Once the "BATCH" button is pressed, the device will prompt for the following information in this order, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go on to Job Number.

Job Number?

When the device prompts for a job number there are multiple ways to enter this information. Follow these instructions to enter information for the multiple situations:

- 1 To log on to a specific routing step printed on a bar coded job traveler, scan the bar code located directly under the specific routing step required. The bar code wand will pick up the job number, routing step number, and work center number all with one scan. The device will quickly display the message "SAVING RECORD." This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



In this situation, **do not** scan the bar code for the job number at the top of the traveler **and** the bar code for the routing step in the routing section, since the bar code in the routing section contains job number, routing step number, and work center number all on one line.

- 2 To log on to a job that has not been routed OR log on to a job that has been routed, but you are performing a routing step that is not defined for this job, either type the job number (including the dash if needed) and press Enter or take the bar code wand and scan it over the bar code of the job number at the top of the job traveler. The system will beep when it accepts the scan.

Machine Number

Type the number assigned to the work center you are using to perform this operation and press Enter. Go on to the Operation Number or if the remainder of the questions are defaulted the device will quickly display the message “SAVING RECORD.”. This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



A valid Work Center number must be entered.

Setup Time

Press the numbers on the keypad to enter the elapsed time for setting up the machine during this log on period. Use the decimal, if needed, while entering this time. The system will take the time entered here and store it in the setup time field. The difference between this time and the elapsed time according to the computer will be entered into the cycle time field. If there is no setup time for this operation, type “0” and press Enter. The system will not allow an employee to enter set up time here that exceeds the elapsed time.



If a shop has set a default for setup time, the device in the shop will not prompt for this information.

Cycle Hours

Press the numbers on the keypad to enter the elapsed cycle time for this step. Use the decimal, if needed, while entering this time. The system will take the time entered here and store it in the cycle time field. Press Enter to continue.



If a shop has set a default for cycle time, the device in the shop will not prompt for this information.

Pieces Good

Press the numbers on the keypad to enter the good pieces completed during this log on period. If no pieces were completed or the operator was simply performing setup during this period, type “0” and press Enter.



If a shop has set a default for pieces good, the device in the shop will not prompt for this information.

Pieces Scrapped

Press the numbers on the keypad to enter the scrapped pieces that have been completed during this log on period. If no pieces were completed or the operator was simply performing setup during this period, type “0” and press Enter.



If a shop has set a default for pieces scrapped, the device in the shop will not prompt for this information.

Posting Stock Routine (Post Stock)

This process works just like the Inventory Transfer option. You can transfer stock directly from Inventory to a Job. Tag Numbers assigned in the Inventory Adjustment function are very important here to identify the material so the software knows what pieces in Inventory to transfer. Once the “POST STOCK” button is pressed, the device will prompt for the following information in this order, **unless defaults have been set up to not prompt for this information.**

Employee Number?

Either type the number assigned to this employee and press Enter or take the bar code wand and scan it over the bar code on the employee badge. The system will beep when it accepts the scan. Go on to Job Number.

Job Number?

When the device prompts for a job number there are multiple ways to enter this information. Follow these instructions to enter information for the multiple situations:

- 1 To log on to a specific routing step printed on a bar coded job traveler, scan the bar code located directly under the specific routing step required. The bar code wand will pick up the job number, routing step number, and work center number all with one scan. The device will quickly display the message “SAVING RECORD.” This information will now be stored in the temporary time ticket file while it calculates the elapsed time.



In this situation, **do not** scan the bar code for the job number at the top of the traveler **and** the bar code for the routing step in the routing section, since the bar code in the routing section contains job number, routing step number, and work center number all on one line.

- 2 To log on to a job that has not been routed OR log on to a job that has been routed, but you are performing a routing step that is not defined for this job, either type the job number (including the dash if needed) and press Enter or take the bar code wand and scan it over the bar code of the job number at the top of the job traveler. The system will beep when it accepts the scan.

Tag Number

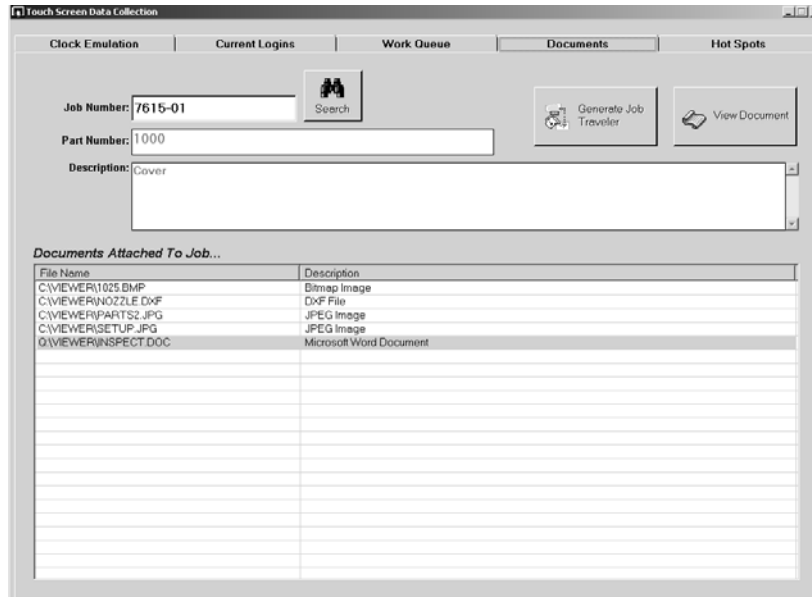
Enter the Tag Number for the specific bin location/lot number of the material you want to transfer. Press Enter to continue.

Pieces Good

Press the numbers on the keypad to enter the number of pieces to be transferred from Inventory to the job number and press Enter to complete the function.

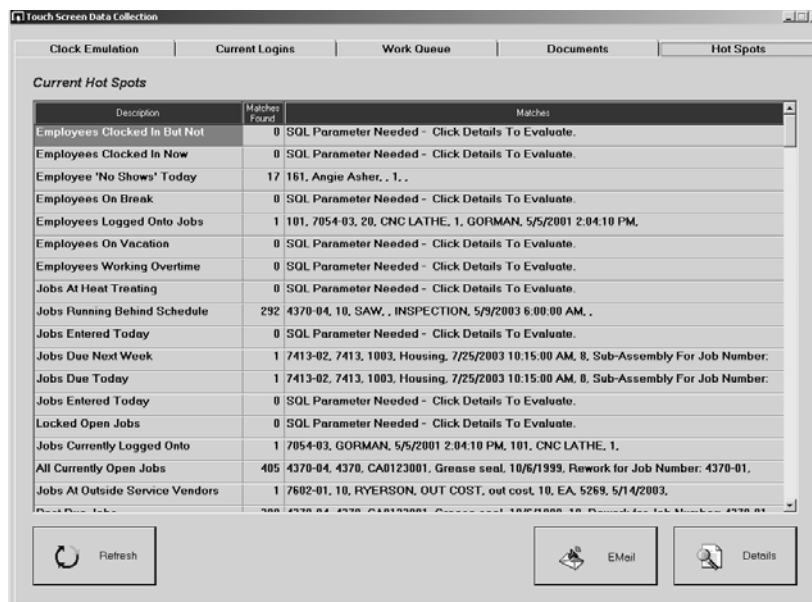
Documents

The system comes with a viewer program that allows the user to attach drawings or any compatible file to a job. To view the drawing here the user must have already attached the file at order entry. See Order Entry for additional instructions. The user must view the drawing before completely logging into the job. Enter the employee number and job number, then view the drawing.



Hot Spots

A listing of all current Hot Spots for the user logged in displays here. They can be run from here and Reminder emails can be attached. It's a good idea to create a "PC Data Collection" user with all the Hot Spots assigned so that these SQL queries can be easily run from PC Data Collection without going into the software.



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QuickView

Introduction

QuickView is designed to allow the user to quickly view information about all areas of the shop without having to stop what they are currently working on. It loads as a separate executable program and access to it can be controlled on a user-by-user basis. To check on something in the system, just use the Alt + Tab toggle and pull up the task running QuickView. Shop activities are broken down into categories: Data Collection, Customer Inquiry, Executive Summary, Job Requirements, Job Status, P.O. Status, Part Inquiry, Vendor Inquiry, Schedule, and Messages under the File menu. Press the button corresponding to the area of interest to view a new window with other buttons and options.

The main purpose of QuickView is to provide a way to check on something in another place of the system. QuickView DOES NOT allow editing or changing. For instance, while doing an estimate it might be useful to go to QuickView | Part Inquiry to see the router for a similar part. Simply press Alt + Tab, find the information, and then Alt/Tab back to the Estimate screen.

QuickView is updated continuously by all other areas of the system. It is simply a “snapshot” of the information as it stands at the present time. For example, if a user is entering time tickets, those hours will be reflected on jobs as soon as the user saves the record. It is this capability that lets QuickView “take the pulse” of a shop at any given moment and provide the information needed as it happens on the shop floor.

Running QuickView

Since QuickView is a separate executable program, make sure there are enough Windows resources to run it. QuickView may not load if several applications are running simultaneously. If the user has been given access to QuickView, it will load when the user selects a company.



Data Collection

See all operators currently logged into jobs via data collection devices here. The screen is updated continuously and shows all operators, the jobs they are logged into, how long they have been logged on, and an estimated finish. A status column indicates “behind schedule.” Use this to check on a customer’s job status to see exactly where it is in the manufacturing process.

Customer Inquiry

Review several areas of a customer’s account including quotes, orders, sales, receipts, shipments, and A/R at any time. Information stored in the customer master file such as addresses, contacts, and telephone numbers can also be viewed from here.

Executive Overview

The Executive Overview button lets the user see accounts receivable and payable, checking account balances, and sales and purchasing information. It is accessible only to users with access to the General Ledger module of the system.

Job Requirements

The Job Requirements button shows the user what parts need to be ordered for jobs. It also shows details regarding how much material is required and what jobs it is needed for. Purchasing agents can use this to see if there are other items to be purchased from a vendor.

Job Status

Job Status checks on any job in the shop - open or closed. It shows routing, scheduling, time tickets, purchasing, shipments, billing, part history, and related documents through a document viewer. Customer Service can use it to provide up-to-date information over the phone.

P.O. Status

P.O. Status checks on any purchase order - open or closed. Users can find more in-depth information on each part on the PO by selecting it and clicking the Details button. This allows users to see associated Releases, Job Requirements, Purchase History, Receivers, Vendor Invoices, and any Documents attached to the part.

Part Inquiry

This button shows key areas regarding a part including quotes, orders, RFQs, purchase orders, shipments, receivers, routing, part history, part-related documents, and a where used report.

Vendor Inquiry

Vendor Inquiry is similar to Customer Inquiry except that it shows the user vendor-related items such as purchasing, receiving, accounts payable, check writing, and requests for quotations.

Schedule

Quickly check on machine loading here. Highlight a specific work center and the system will display what jobs are scheduled to go through that machine, how long it should take, and how many pieces have currently gone through it. This information is helpful when quoting delivery times to customers or when checking to see if the preferred Work Center is already loaded. This allows for more accurate and reliable delivery times to give the customer.

File | Messages

Check messages via Messaging here.

Triggers

Triggers are SQL statements that cause an EMail/FAX/Calendar action within E2SS. For example, you can run a trigger to notify Accounts Receivable when payment on an invoice is late. Even the invoices and statements can be attached! You can also set up a Trigger to notify the Shop Manager when a step is behind schedule.

The software comes with nearly 200 pre-set Triggers and the ability to write new ones with a Trigger Wizard. This wizard works in much the same way as the Advance Search and Hot Spots Wizards work. So, a good knowledge of tables and fields in E2 and writing SQL statements is necessary for the user to successfully write Triggers.

Triggers generally fall into two categories: Triggers that run off an event or Triggers that run on a schedule.

It is important to realize that when a Trigger runs off an event a time comparison must take place for the Trigger to work properly. Our defaults use the #[LastRun]# date time stamp on the Trigger to compare the date field in the Trigger to the last time the Trigger ran. For example, the default "Quote Followup" Trigger compares the Followup Date date field in the Quote table to the #[LastRun]# date time stamp from the Trigger. This allows you to set up a Trigger that will notify you about each individual event as it occurs without repeatedly sending you the same data. Including the #[LastRun]# comparison allows the recipient to find out about it as it occurs, but they will not be notified about it again.

The screenshot shows the 'Trigger Detail' dialog box with the 'General' tab selected. The 'Description' section contains the following text:

Trigger Code: QUOTE FOLLOWUP
 Description: Quote Needs Followup Call

The 'SQL Query' section contains the following SQL statement:

```
SELECT * FROM Quote WHERE QuoteNo =
'[SearchVal]' AND FollowupDate IS NOT NULL AND
#[LastRun]# > FollowupDate AND FollowupDate < Now
ORDER BY FollowupDate DESC
```

We could change the same Trigger to a scheduled one. We would remove the code that compares the Followup Date date field to the #[LastRun]# date time stamp in the Trigger. The interval should probably be increased for this type of Trigger because you will receive the same data over and over until the quote Followup Date has been changed or deleted. If the interval is set to run weekly then the recipient will find out which quotes are at or past their followup date. With the scheduled Trigger, the info on the same quotes will continue to be sent until the Followup Date is changed.

The screenshot shows the 'Trigger Detail' dialog box with the 'General' tab selected. The 'Description' section contains the following text:

Trigger Code: QUOTE FOLLOWUP SCHED
 Description: Quote Needs Followup Call

The 'SQL Query' section contains the following SQL statement:

```
SELECT * FROM Quote WHERE QuoteNo =
'[SearchVal]' AND FollowupDate IS NOT NULL AND
FollowupDate <= Now ORDER BY FollowupDate DESC
```

What You'll Need

Everything you need to run the Triggers is included with the software. Each user will be automatically granted access to add/modify, but this can be changed per user.

- 1 Go to File | System Maintenance | User Maintenance.
- 2 Select the user and click the Edit button.
- 3 Go to the Miscellaneous tab and remove the check next to Allow user to Add/Modify Standard Triggers.

Triggers are only available after a specific area of the software has been selected (e.g., Quotations, Orders, Purchase Orders, etc). So, to open the triggers for Orders, simply go to the main Orders screen and press the F4 button to open the set of Triggers created for that area.

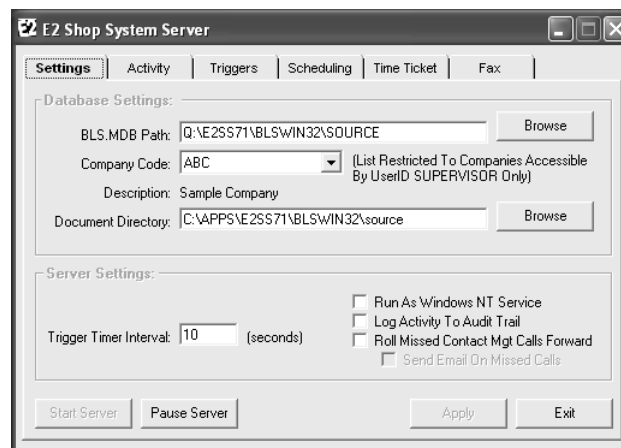
The E2Server Executable

The E2server.EXE program is also included and can be found in the Source directory of the software. This executable processes the Triggers set to run in the system. There are five tabs of information: Settings, the Activity Log, a list of all Triggers, Scheduling, Time Tickets, and FAX. Scheduling and Time Tickets here speeds up processing in the system. This EXE also drives WebView and PocketView and allows you to track activity to the Audit Trail.

For Win98 users, this EXE will have to be run on an individual's workstation. For Novell users, this EXE should be loaded onto one PC only and run from there for all users. It's easy to get to triggers and view them with the F4 button, but remember if the E2server.EXE is not running, none of the Triggers set to run will go off. This server is what goes out and collects all the data the Trigger instructs it to find. See below to know if your E2server.EXE is running:



Settings Tab



Database Settings

These settings show the user the path for BLS.MDB, the Company Code and full name of the company, and the directory where trigger documents will be saved. The Browse buttons can be used to change these paths if necessary.

Server Settings

The Winsock Port is used strictly as the Pocket PC access port on the server, but only if an existing firewall will allow access. The Notifier Timer sets the timing for the system to check for Active Triggers. The Interval set on actual Triggers is also a timing issue and should be less than or equal to the Notifier Timer. The checkbox to tell the system to log any activity to the Audit Trail is located here. Just click in the box and the system will start tracking all the actions taken by the user.

Triggers

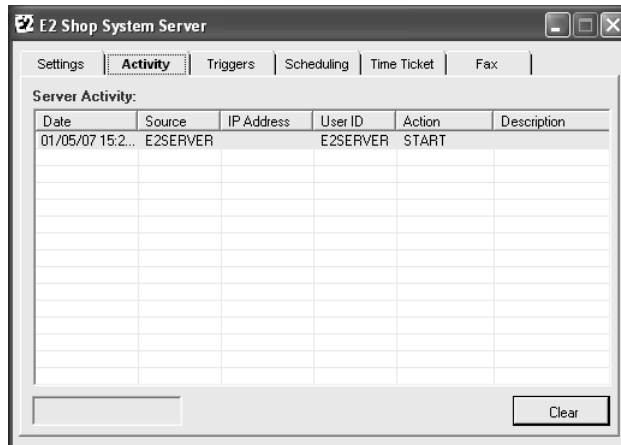
Pausing the Server

The Pause Server button lets you temporarily turn the server off from collecting Active Trigger information. The Start Server button enables the system again.

Applying Settings

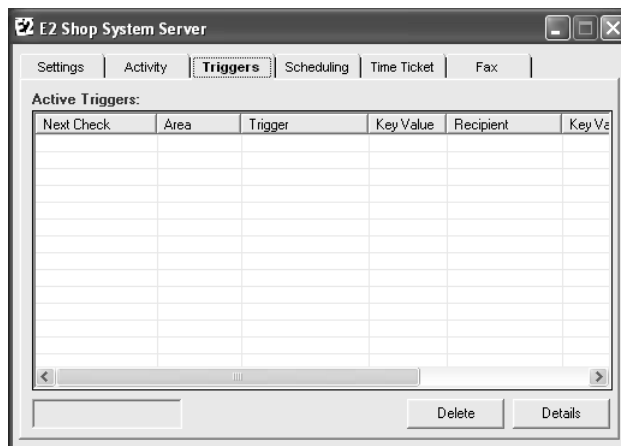
Once any settings are changed on the tab, the user must click the Apply button for them to take effect. The Exit button closes the E2Server.EXE.

Activity Log Tab



This log simply lists all the actions the user has taken so far.

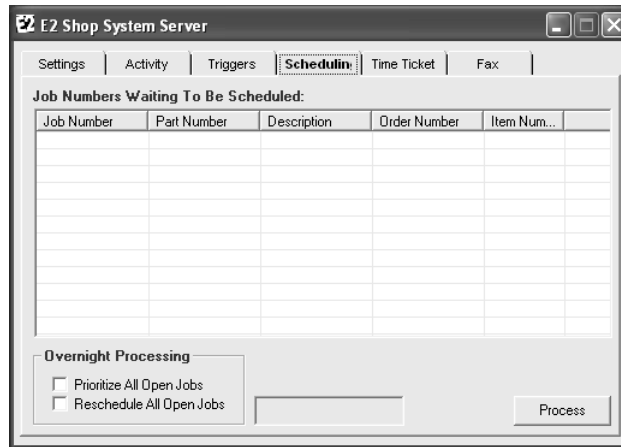
Triggers Tab



This is a list of all Active Triggers set to run in the system.

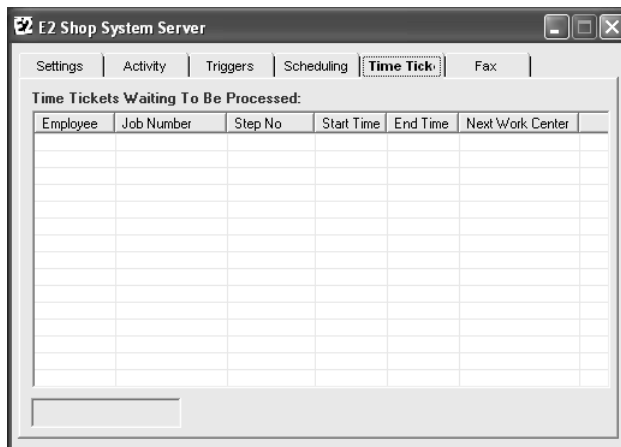
Triggers

Scheduling Tab



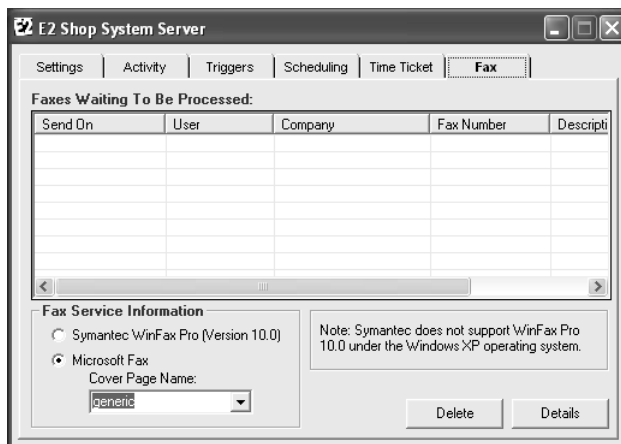
This is a list of jobs waiting to be scheduled by the system. Users can enable prioritizing and rescheduling all open jobs here so that processing at midnight will use these settings.

Time Tickets Tab



This is a list of Time Tickets waiting to be processed.

Fax Tab



This is a list of all FAX documents waiting to be sent.

Stopping an Active Trigger

So now that a Trigger is active, what if you want to stop it? The best way to accomplish this quickly is to go to the E2Server and remove the Trigger from the list of Active Triggers on the Triggers tab. Just click on the Trigger and then the Delete button and the software will discontinue searching for matching documents.

Tips for Using Triggers

- 1 One EMail will be sent for each attachment. So, if three attachments are added to a Trigger, this will generate three emails, FAXes, or print jobs.
- 2 The message must always begin at the very top of the text box. Adding characters, spaces, or returns will stop the message from being sent when the Trigger finds a match.
- 3 When the SearchVal field in a SQL statement is numeric (e.g., Employee Codes, Operation Numbers, Work Centers, etc.), global or “All Values” cannot be used to access the data. This is a limitation of transact-SQL. When the SearchVal field in a SQL statement is numeric, that value will not work in a ‘...IN(SELECT Value FROM UserTransactions...’ because the Value and Value2 fields in the UserTransactions table are string fields.

So, if you wanted to set a Trigger to tell you when your employees clocked in, you would have to set individual Triggers for each employee. This is a good example of what a Trigger is really used for. If you wanted to know when your employees clocked in, it would be more efficient to use the Attendance Summary. If you had a problem employee or two with a consistent history of being late, you would set the Trigger for each of those employees so that you could see each day when they clocked in!

- 4 Triggers will only return the **first** record found from a query. So, setting up an ‘all values’ invoice late and setting the begin date as 1/1/02 will not return all late invoices. It will only return the first one it finds. But you can set up the interval as one (1) minute and leave the begin date and time alone. This will run the SQL statement every minute - returning a record if one was entered during that 1 minute timeframe.

Main Triggers Screen

Once the E2Server.EXE is running, users can make Triggers active and set them to run. This is done easily by going into the area of the system where the Trigger pertains and pressing the F4 key. This opens the main Triggers screen where each Trigger for that area of the system displays.

System Area

The field displays the area of the system selected.

Triggers

“Document” Number

This field will either display “All Values” or a specific document number, depending on how the user accessed the Triggers. Triggers can be open from the main screen of any area in the system (ALL VALUES) or once a particular document has been selected. If a document has been selected, that number will display in this field.

Available Triggers

This list shows the user all the Triggers presently written for this area of the system.

Arrows

These arrows are used to activate and deactivate the selected Available Triggers. They act as toggles to move the Triggers back and forth between the Available and Active list.

Active Triggers

This list shows the user all the Active Triggers selected for this area of the system.

Delete Button

This button allows the user to delete the selected Available Trigger. Once this is selected and the prompt is answered “Yes,” the Trigger will be deleted from the system, not just for this user.

New Button

This button starts the Trigger Wizard where users can walk through creating brand new Triggers step-by-step. Refer to *Creating a New Trigger* in the *User’s Guide* for more in-depth information on using this Wizard.

Copy Button

This button allows the user to copy the selected Trigger and create a new one from it. Refer to *Copying a Trigger* in the *User’s Guide* for more in-depth information on copying Triggers.

Edit Button (Available Triggers)

This button allows the user to open the selected Available Trigger and manipulate every aspect of its setup: Code, Description, SQL Statement, Recipients, EMail/FAX message, Attachments, and Documents.

Global Trigger For This System Area

This check box is automatically selected when “ALL VALUES” are selected with the F4 key (no specific document was originally selected). This tells the system to look through all documents that could match the criteria. Even if the user does enter Triggers with a specific document selected, there is still the opportunity to run the Trigger globally. Just click this check box!

Edit Button (Active Triggers)

This button allows the user to open the selected Active Trigger and manipulate every aspect of its setup: Code, Description, Processing Schedule, Recipients, EMail/FAX message, Attachments, and Documents.

Trigger Detail

Once a Trigger is selected to Copy, Edit, or become Active, the user will see the Trigger Detail. If it's for copying or editing, the General Tab will display the SQL Query. If the Trigger is being made Active, the user will see the Processing Schedule defaults.

General Tab

This is where the Trigger is named with a Code and a Description. The SQL Statement will display when copying or editing and the Processing Schedule displays when making a Trigger Active. Users can enter information directly into the Description or SQL Statement here to alter it. Users will need a good command of the tables used in the E2 Shop System as well as SQL in order to successfully write Triggers.

When running a Trigger, the Processing Schedule settings are changed so the system knows exactly when to start and stop looking for the criteria. The Discontinue... check box is available so that only one occurrence of a document will be Emailed or FAXED.

The image shows two screenshots of the 'Trigger Detail' dialog box. The left screenshot shows the 'General' tab with the following fields:

- Trigger Code: CHECK ENTERED
- Description: Check Is Entered
- SQL Query:


```
SELECT * FROM Check WHERE CheckNo IN (SELECT CheckNo FROM CheckDet WHERE InvoiceNo IN (SELECT InvoiceNo FROM VendorInvPOs WHERE PONum = [SearchVal])) AND CheckNo IN (SELECT Value FROM UserTransactions WHERE Object = 'Check' AND Action = 'NEW' AND TransDate > #[LastRun]#) ORDER BY DateEnt DESC
```

The right screenshot shows the 'Processing Schedule' tab with the following fields:

- Begin Date: 07/28/03 (MM/DD/YY)
- Begin Time: 08:05 (HH:MM)
- End Date: 12/31/30 (MM/DD/YY)
- End Time: 23:59 (HH:MM)
- Interval: 1 (Minutes)
- Discontinue This Trigger After First Occurrence

Message Tab

The image shows the 'Message' tab of the 'Trigger Detail' dialog box. It includes the following sections:

- Deliver Via...:** Radio buttons for EMail, Calendar, FAX, and Printer.
- Email Recipient(s):**
 - To: [Empty field]
 - Subject: Payment Confirmation
- Email Message Body Text:**
 - Dear [VendDesc]:
 - Today, we entered check number [CheckNo] to you in the amount of [NetAmt]. Please apply this payment to our account.
 - If have have any questions or problems, do not hesitate...
- Fields:** [Empty dropdown menu] and an 'Add To Text' button.

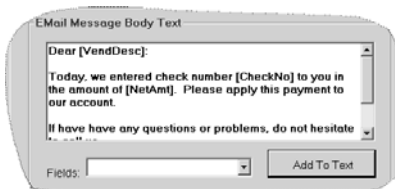
Select how you want the trigger delivered: EMail, Calendar, FAX, or Printer.

Then complete the “recipients” section. The To button here opens the address list from File | Messaging. Each “recipients” section changes according to the Deliver Via option chosen. An EMail just needs a To: person and a Subject. The Calendar option loads this Trigger into the Contact Management calendar so in addition to selecting a To: person, you’ll also have to assign an Object, select a corresponding Code, tell the system whether the Trigger should be Private or not, and select a Contact, if applicable. The FAX option needs a Company and FAX number associated.

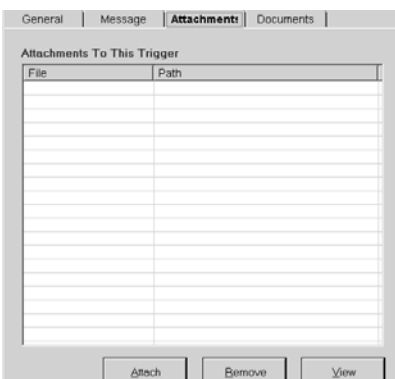
Finally, compose the “message” section. When editing, not all the options are available for choosing fields to insert into the text. Users will have to have a good command of available fields in order to make radical changes to the message. When creating New or Copying, the user will see the Fields drop-down list and the Add to Text Button. Enter the com-

Triggers

mon text as needed. Then just click the down arrow and scroll through until the “fill-in” field needed displays. Select it and click Add to Text to insert it where the cursor is.



Attachments Tab

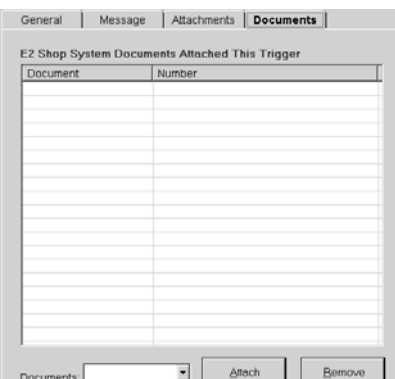


Use the Attach button to display the Open dialog box where the user can navigate to the appropriate directory and select the document to attach. Documents attached on this tab are any that do not originate from the E2 Shop System (e.g., CAD drawings, Excel Spreadsheets, Word Documents, etc.).

The Remove button will delete the selected document in the list from being sent with this EMail/FAX, not delete it from the system.

The View button allows the user to select a document and view it in its associated application.

Documents Tab



This tab is where documents from the E2 Shop System are included with an EMail/FAX. Use the drop-down arrow in the Documents field to select from the available documents. Then click the Attach button and the document displays in the list.

The Remove button will delete the selected document in the list from being sent with this EMail/FAX, not delete it from the system.

WebView 1.X

WebView is a new Internet-based customer service tool. This state-of-the-art component integrates seamlessly with the E2 Shop System and allows **your customers** real-time access to part inquiries, quotes, orders, shipments, and billing information.

Companies that already have a dedicated Internet connection or those just waiting for a reason to invest in one can use this option easily! Just install WebView on your Internet server and make it a page on your own web site, using shoptech's page as a template. After you answer a few questions that link it to your Shop System data, you'll be ready to service your customers via the Internet. If your Shop System data and web site are on different servers, you must put a link on your web site that points to the server housing our software on your network!

WebView Server Hardware Requirements

- Minimum 300 MHz Pentium II processor
- 128 MB RAM required; 256 MB strongly recommended
- Windows 98, 2000 Server or Pro (with the latest applicable service pack)
- Windows 2000 Server and Pro must have IIS installed
- Windows 98 must have Peer Web Services installed
- WebView server must have a link to the E2SS database via network connection
- For outside connection, must have dedicated Internet connection with static, public IP address

Customers on WebView

Once the Customers are set up in your E2 Shop System and assigned passwords, they can log in to your web site any time by entering their login name and password. The main WebView screen will then display and they can check on Quotes, Orders, Packing Lists, and Invoices.



From here the customer decides where to go — Part Inquiry, Quotes, Orders, Packing Lists, Invoices, or Executive Overview. They can enter the number directly in the field or use the advanced search to locate the one they want to check up on.

Part Number Inquiry Through WebView

Click the Part Inquiry option in the User Menu. To narrow your search, select the appropriate criteria and click the Search button.

Part Inquiry

Search In: PartNo Search For:

Starting with Containing Exact match

Date Range: From: 1/1/1980 To: 12/31/2031
 Include in search

Records Found: 79 Showing: 1 to 21

Part Number	Description	Quantity on hand
<u>1/2" PLATE</u>	Plate steel	27
1/4" PLATE	Plate steel	15
1/8" PLATE	Plate steel	9
1000	Cover	13,158
1003	Housing	0
1005	Sleeve	0
1005-GR	Sleeve (with final grind operation)	0
1005-GR-DR	Sleeve (with final grind and additional drill operation)	0
1018 - 3" CR	Steel (cold roll)	0
1018 - 3.5" CR	Steel (cold roll)	0
10X10X10 BOX	10" x 10" x 10" Cardboard Box	139
11 GA (96 X 48)	Steel	0
12 GA (96 X 48)	Steel	0

Then click the underlined Part Number in the grid to see more details.

Part Number: 1/2" PLATE - Plate steel

Revision		Last Job			
Number	Date	Number	Date	Quantity	Price
		0			\$0.00

Quantities		
YTD Sold	MTD Sold	In Process
0	0	

Inventory							
Bin Number	Lot Number	Quantity	Cost	Vendor	Date Posted	Receiver	Packing List
Z-28		27	\$96.00	ALEXAND	01/29/2002	3531	

Price Breaks	
Quantity	Price
1	\$96.00

Quote Numbers Through WebView

Click the Quote Inquiry option in the User Menu. To narrow your search, select the appropriate criteria and click the Search button.

Quote Inquiry

Search In: QuoteNo Search For:

Starting with Containing Exact Match

Quote Date Range: From: 1/1/1980 To: 12/31/2031
 Include in search

Records Found: 23 Showing: 1 to 21

Quote Number	Quote Date	Expire Date	Contact	Inquiry Number
<u>2183</u>	01/01/2001	09/21/2001	Sheila Leach	
2182	10/06/2001	11/05/2001	Sheila Leach	
2186	11/03/2001	12/03/2001	Sheila Leach	
2181	11/03/2001	12/03/2001	Jack Bass	
2173	12/04/2001	01/03/2002	Sam Perkins	
2172	12/04/2001	01/03/2002	Tammy Gebhart	
2187	01/18/2002	02/17/2002	Sheila Leach	

Then click the underlined Quote Number in the grid to see more details.

Quote Number: 2183

QUOTE TO		SHIP TO	
Carter Corporation 1674 Ferns Road Amelia, OH 45030-8871		Carter Corporation 1577 Industrial Blvd. Dock 83 Harrisburg, PA 38737	

Quote Date	Expiration Date	Inquiry Number	Contact Name
01/01/2001	09/21/2001		Sheila Leach

Salesperson	Ship Via	Terms	Delivery
GREG	United Parcel Service	1%NET30	

Item	Part Number / Description	Quantity	Price
0	ABC-123	5	\$125.00 EA
	Bushing adapter	25	\$50.00 EA
		75	\$35.00 EA

Order Numbers Through WebView

Click the Order Inquiry option in the User Menu. To narrow your search, select the appropriate criteria and click the Search button.

Order Inquiry

Search In: Search For:

Starting with Containing Exact Match

Order Status: Open Closed Include in search

Date Range: From: To: Include in search

Records Found: 18 Showing: 1 to 18

Order Number	Order Status	PO Number	Ship Via	Order Total
<u>7053</u>	Open		United Parcel Service	\$1,677.60
<u>7057</u>	Open	S22111	United Parcel Service	\$1,322.50
<u>7058</u>	Open	T343	United Parcel Service	\$3,125.00
<u>7059</u>	Open	7-P-12301	Pick Up	\$5,963.00
<u>7061</u>	Open		Pick Up	\$8,083.00
<u>7062</u>	Open	Verbal - Rick	United Parcel Service	\$4,078.85
<u>7089</u>	Open	985987560986	United Parcel Service	\$947.00

Then click the underlined Order Number in the grid to see more details.

Order Number: 4417

SHIP TO	BILL TO
Cutting Tools, Inc. 1285 Colonel Mosby Drive Suite B-102 Milford, VA 02231-0000	Cutting Tools, Inc. 1285 Colonel Mosby Drive Suite B-102 Milford, VA 02231-0000

PO Number	Salesperson	Ship Via	Terms
72682-00	HOUSE	United Parcel Service	NET30

Qty	Job Number	Part Number /Description	Unit	Unit Price	Line Total																
50	<u>4417-01</u>	4300116 Shaft	EA	\$13.09	\$625.04																
		<table border="1"> <thead> <tr> <th>Quantity</th> <th>Due Date</th> <th>Ship Date</th> <th>Packing List</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>09/29/2000</td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>09/29/2000</td> <td>10/06/2001</td> <td>5482</td> </tr> <tr> <td>10</td> <td>09/29/2000</td> <td>11/03/2001</td> <td>4707</td> </tr> </tbody> </table>	Quantity	Due Date	Ship Date	Packing List	25	09/29/2000			15	09/29/2000	10/06/2001	5482	10	09/29/2000	11/03/2001	4707			
Quantity	Due Date	Ship Date	Packing List																		
25	09/29/2000																				
15	09/29/2000	10/06/2001	5482																		
10	09/29/2000	11/03/2001	4707																		

From here the customer can also view the Router by clicking on the Job Number associated with the part. Clicking on the Part Number in a line item will display the Part Inquiry screen for that part. The Packing List can also be viewed by clicking the underlined number in the table at the bottom of the Part Number/Description line item.

Packing List Numbers Through WebView

Click the Packing List Inquiry option in the User Menu. To narrow your search, select the appropriate criteria and click the Search button.

Packing List Inquiry

Search In: DelTicketNo Search For:

Starting with Containing Exact Match

Ship Date Range:
 From: 1/1/1980 To: 12/31/2031
 Include in search

Records Found: 36 Showing: 1 to 21

Packing List	Ship Date	Order Number	PO Number	Containers
<u>5467</u>	05/22/2002	7066		1
5466	05/22/2002	7065		1
5465	05/22/2002	7064	ERT8373	1
5464	05/22/2002	7063		1
5469	04/02/2002	7072		1
5468	03/14/2002	7054	35442	1
5476	02/04/2002	7083	807WQERT908QW2	1

Then click the underlined Packing List number in the grid to see more details.

Packing List Number: 5467

BILL TO		SHIP TO	
Alpha Manufacturing, Inc. 200 Spring Valley Drive McMinnville, OH 97128-0000		Alpha Manufacturing, Inc. 200 Spring Valley Drive McMinnville, OH 97128-0000	

Shipment Date	Ship Via	Order Number	PO Number
05/22/2002	United Parcel Service	7066	

Item	Qty Ordered	Qty Shipped	Qty Back Ordered	Qty Cancelled	Unit	Description	Revision	Job Number
1	1	1	0	0	EA	1000 Cover	0	7066-01

From here the customer can go back to view the Order, the Part Inquiry, or the Router by clicking on the respective numbers associated with the part.

Invoice Numbers Through WebView

Click the Invoice Inquiry option in the User Menu. To narrow your search, select the appropriate criteria and click the Search button.

Invoice Inquiry

Search In: Search For:

Starting with Containing Exact Match

Invoice Status: Unpaid Paid Include in search

Invoice Date Range: From: To: Include in search

Records Found: 27 Showing: 1 to 21

Invoice Number	Invoice Date	Packing List	Invoice Status	Invoice Total
<u>5468</u>	03/14/2002	5468	Unpaid	\$2,427.60
<u>5467</u>	02/03/2002	5467	Unpaid	\$50.00
<u>5474</u>	01/13/2002	5474	Unpaid	\$785.00
<u>5466</u>	01/12/2002	5466	Unpaid	\$3,231.00
<u>5473</u>	01/10/2002	5473	Unpaid	\$9,304.77
<u>5492</u>	01/10/2002	5492	Unpaid	\$662.00
<u>5472</u>	01/08/2002	5472	Unpaid	\$1,346.00

Then click the underlined Invoice Number in the grid to see more details.

Invoice Number: 5467

BILL TO Alpha Manufacturing, Inc. 200 Spring Valley Drive McMinnville, OH 97128-0000	SHIP TO Alpha Manufacturing, Inc. 200 Spring Valley Drive McMinnville, OH 97128-0000
--	--

Invoice Date	Order Number	Salesperson
02/03/2002	2056	HOUSE
PO Number	Terms	Packing List Number
	1%NET30	5467

Item	Qty	Part Number / Description	Revision	Unit Price	Amount
1	1	1000 Cover		\$50.00 / MIN	\$50.00

Sub-Total	\$50.00
Sales Tax	\$0.00
Freight	\$0.00
Invoice Total	\$50.00
Paid To Date	\$0.00
Balance Due	\$50.00

From here the customer can go back to view the Order, the Packing List, and the Part Inquiry by clicking on the respective numbers associated with the part.

Executive Overview

Click the Executive Inquiry option in the User Menu. This displays information from QuickView regarding Accounts Receivable, Accounts Payable, and the balances in the company's Cash Accounts.

Accounts Receivable		Accounts Payable		Cash Accounts	
0 - 30 days:	\$3,762.05	0 - 30 days:	\$0.10	Bank Code	Balance
31 - 60 days:	\$2,842.12	31 - 60 days:	\$1,917.08	CHECKING	\$231,652.54
61 - 90 days:	\$0.00	61 - 90 days:	\$0.00	MONEYMARKET	\$58,468.31
90+ days:	\$193,939.22	90+ days:	\$56,576.10	SAVINGS	\$58,468.31
Total	\$200,543.39	Total	\$56,493.28		
Date Range 1: <input type="text" value="MTD"/>		Date Range 2: <input type="text" value="YTD"/>			
Range 1 Options: <input type="text" value="MTD"/>		Range 2 Options: <input type="text" value="YTD"/>			
Begin Date: <input type="text" value="04/01/02"/>		Begin Date: <input type="text" value="01/01/00"/>			
End Date: <input type="text" value="04/17/02"/>		End Date: <input type="text" value="04/17/02"/>			
				\$340,589.16	

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Glossary of Terms

A/P

On the Contacts tab of the Customer Code, you can specify one contact as the Accounts Payable person.

A/R

On the Contacts tab of the Vendor Code, you can specify one contact as the Accounts Receivable person.

Accounting Calculations For

These radio buttons in Company Maintenance | Defaults on the General Ledger tab allow users to select in which currency to perform their accounting calculations.

Accounting Divisions

Division numbers separate general ledger accounts for financial reporting. A company with a fabricating and machining division might want separate financial reports to see how each division performs financially. These divisions can be set up and run separately or together as a consolidated company.

Separate G/L accounts will have to be set up for each Division. Then a Division number for each set of accounts in that Division must be entered. The fabricating division would be “1” and the machining division could use “2” on all the GL codes created for the Division. This Division allows the user to run an Income Statement or Balance Sheet for each Division (1 and 2) or a complete report showing both. Setting up Divisions like this will make entering invoices and other information more difficult since there will be multiple accounts to deal with.

Accounts Payable (A/P) Account

This is the Accounts Payable General Ledger account number. It is used to populate Vendor Invoices as the default account to credit. Accounts Payable is automatically credited with the total of the Invoice.

Accounts Payable Bank Account

This account is used as the default bank account for accounts payable check writing. When checks are written to vendors, the system automatically credits the Cash G/L account defined in the Bank Code. Users have the option of changing the default Bank Code at Check Writing. The account is set under File | Company Maintenance | Defaults on the General Ledger tab.

Accounts Receivable (A/R) Account

This account is the default for the system to make an automatic entry in Billing. The system automatically debits Accounts Receivable when users enter Invoices into Billing. This populates from the Work Code field. Most shops will have only one account in their chart of GL Accounts. This number must be set up under Table Maintenance | G/L Codes though before running the system.

Accounts Receivable Bank Account

This is the default account used for Cash Receipts entry. When entering a Cash Receipt from the customer, the system automatically debits this account number for cash. Users have the option of changing the default Bank Code at Cash Receipts. The account is set under File | Company Maintenance | Defaults on the General Ledger tab.

Accrued Tax Account

This is the General Ledger liability account for sales tax payable. This is the G/L account number that gets credited when a customer with a default Tax Code is Invoiced. This is a holding account for any sales tax billed to customers that is reimbursed to the state. Invoices that are tax exempt do not affect the General Ledger account.

Accumulation Account

Accumulation Accounts allow users to group G/L accounts together on their financial reports. Of course, users always have the option of running reports consolidated or not. So, the view can be of all the G/L accounts combined into their accumulation accounts or balances for each individual account.

For example, there are several prepaid insurance accounts for the company: health account 1051, dental account 1052, and life account 1053. An accumulation account (1050) can be set up as the total account. This will add together the account total for all three accounts (1051, 1052, and 1053) on the Balance Sheet.

Acknowledgements

The Acknowledgment is the document sent back to the customer confirming their Order. This document lists all the items on an Order with all the associated information, including the price, so there are no misunderstandings about an incoming order.

Action

A list of predetermined "actions" are listed here as a filter in the Audit Trail. Select one to further define your results.

Active Work Shifts

This is the shift designated for a particular employee either as a default from Table Maintenance | Employees or manual entry in the Time Ticket itself.

Actual Clock In

The time the employee clocked into the Shop System. This creates a time and attendance record for payroll purposes.

Actual Clock Out

The time the employee clocked out of the Shop System. This creates a time and attendance record for payroll purposes.

Additional Markup Percent

Enter a percentage here, as a whole number, to be added on to the price of each part in the Price Catalog.

Additional Statement Text

Text entered here will print as a block on the customer's statement between the header and the open Invoices.

Add Job Requirements?

When you transfer items from a job back to stock, you can set this field to Y for yes so that Job Requirements are created again.

Add To Calendar

This button allows you to add the entry you have set up to the Contact Management calendar. You will find this button in Employee Training, Work Center Maintenance, Tooling Maintenance, and Document Control.

Adjusted Clock In

This is the time the system uses to calculate clock in according to the defaults set under File | Company Maintenance on the Time and Attendance tab.

Adjusted Clock Out

This is the time the system uses to calculate clock out according to the defaults set under File | Company Maintenance on the Time and Attendance tab.

Adjusted Quantity

When making Inventory Adjustments, you will see what the system has calculated as the Current Quantity. After a physical inventory, you may have discrepancies so you can use this Adjusted Quantity to enter the true number and update the system.

Allow Operator to Clock on to a Closed Jobs

This is used only with “On-line” data collection devices and lets employees enter time to jobs the system has marked “closed.” If a shop allows batch entry through Data Collection devices, this option must also be selected. If this option is not selected, time cannot be entered to a job that has been shipped complete. If the shop is truly working in “real time” mode, it should not be able to turn in time to a shipped job. This will ensure old job numbers aren’t re-used accidentally.

Allow Operator to Clock onto More than on Job

This option in Collection Terminals lets employees log on to multiple jobs. To track the correct time, select this option. Leave Machines Run on the Defaults tab blank so the employee is prompted to fill the number in at log off. The system cannot split the employee’s time automatically.

Allow Split Processing...

Selecting this option frees the entry screen so employees can continue to clock in while the database is being updated in the background.

Allow Use of Batch Entry

This is used only with “On-line” data collection devices. This allows employees to enter complete Time Ticket information instead of having the system calculate elapsed time from start and stop times. Typically, employees working on several jobs during their day will use this so they don’t have log on or off a data collection device every time. The employee tracks the total time spent on all of the jobs and enters the information as a batch at end of day.

If this is selected, the screen on the device should read:

START, STOP or BATCH?

If this is not selected, the screen will display:

START or STOP?

Alternate Part Number

This thirty-character field is helpful when a customer changes the part number of a given part or when the customer refers to a part one way and the shop refers to it in another. Some shops use this to store an old reference number from a previous job or part tracking system. Several reports in the system can be filtered by this field.

Apply to all Tax Codes

Click this checkbox on each Tax Code set in the system to indicate that all GL Codes should have tax applied to them. The system allows for 10 GL Codes to be named on the Tax Codes screen, but this checkbox allows user to apply taxes to more GL Codes.

Approval Comments

These are the comments entered by the user who approved the document and any revisions to be attached to a form in the software.

Approval Date

This is the date the document and any revisions were approved for attachment to a form in the software.

Approved By

This is the user who approved the document and any revisions to be attached to a form in the software.

Area

A list of predetermined "areas" are listed here as a filter in the Audit Trail. Select one to further define your results.

As of Date

Set the date of a report here. This allows backdating for some reports so the user can capture information "as of" the specified time period. This is useful when trying to balance the Accounts Receivable or Accounts Payable for a specific period. Just enter the end date and then generate the report.

Attendance Code

Attendance Codes are entered at set up under Table Maintenance | Attendance Codes. A four-digit number identifying it is also set up. This must be in numeric format for the collection devices to capture it appropriately since entries are made on a keypad.

These codes indicate the type of time reported, such as direct or indirect labor. The code selected here will work in conjunction with the Time and Attendance system for Data Collection. The codes here should coincide with the existing payroll codes (e.g., Vacation, Holiday, Sick).

Auto Number Options

The numbers entered under File | Company Maintenance on the General tab tell the system where to begin numbering each item. This way a company can continue using their existing numbering scheme and insure a unique number for each transaction at the same time. The "Use" switch lets the user turn off the auto numbering for individual items. We recommend leaving the numbering option on to avoid the duplication warnings users will get when trying to save a transaction that has been given an existing number. To disable the auto numbering, just click on the box once to remove the checkmark. The user will now have to manually enter the number. This "Use" switch is closely tied to the Job Number Creation option on the Order Entry tab.

Auto Rounding

Complete the rounding options under File | Company Maintenance on the Time and Attendance tab according to the appropriate company policies. It's important to note that auto rounding will be applied before Scheduled Rounding.

For example, shift 1 is set up as 7:00 a.m. to 16:00 p.m. The auto rounding rule is set as Clock In - round to nearest 15 minutes. Round up at 7 minutes. So, the employee clocked in at 7:08 and out at 16:05 gets modified by the system as clocked in at 7:15 and out at 16:00. The original clock in/out times are stored, but may not be edited.

Automatic Break Settings

If you have preset breaks for your employees, set them up here and let Data Collection log them for you in Time & Attendance and Time Tickets.

Automatically Add New Parts to Database

Select this option under File | Company Maintenance on the Order Entry tab. This tells the system to add new parts to the database directly from an order. So, each time an order is entered, all the parts on it are automatically added to the Part File. The system can then automatically build the Part File with this information. Be aware that the Part File will grow if this option is selected so unwanted Part Numbers should periodically be purged from the database to maintain sufficient storage space.

Automatically Post Parts

Selecting this option tells the system to attempt posting parts from inventory automatically when an Order is processed. This process transfers the parts from the On Hand quantity to a “reserved” or allocated quantity in inventory. When the job gets shipped, this reserve is cleared. This option attempts to post from the finished goods inventory first. If it cannot find parts there, the system then looks to the part’s BOM to post the raw materials needed.

Automatically Process Scheduled Breaks

This checkbox tells the system to automatically deduct the break settings set on the General Tab of the Employee Code.

Automatically Rob From Stock

Go to Company Maintenance | Edit | Order Entry tab and click the Yes radio button to tell the system the Rob From Stock option should be used.

Available Addresses

Addresses listed on the Header tabs are those the user can select to view. These are the addresses originally set up for the company under File | Company Maintenance or the Customer/Vendor under Table Maintenance. Click on the one to view and the corresponding information will display in the fields below the list.

Available Companies

Each company the selected user has access to is listed on this tab under User Maintenance.

Average Cost

This is the Total Cost divided by the Total Quantity.

Average Hourly Labor Rate

This is the average hourly payroll rate of an employee operating a particular Work Center. If more than one employee works in the center, total those employee wages and divide by the number of employees to get this average.

For example, there are four people who can operate one Work Center. Their rates are \$10, \$12, \$15, and \$17 for a total of \$54. That total divided by four equals \$13.50, which becomes the Average Hourly Labor Rate.

This rate is only used while calculating estimated costs during Routing/Estimation. It shows up on the summary of pricing breakdown page of a Cost Estimate and provides a projection of profit and margins according to the times and costs entered to run this part. The system will use the actual payroll rate assigned to the employee when calculating costing information.

Bank Code

Enter a twelve-character, alphanumeric name for the account here such as checking, savings, or money market. The General Ledger code to be affected is stored here which is generally the CASH IN CHECKING GL Code. The full description of the bank account is entered at setup as well as the bank-assigned account number.

Bar Calculator

Default measurements to be used in the Bar Calculator on the Materials tab of an Estimate can be set here.

Bar Code Laser Gun

This hardware device is used to scan bar-coded information from a Job Traveler so that a machine operator can quickly log on and off jobs in the shop.

Bar Code Wand

This hardware device is used to scan bar-coded information from a Job Traveler so that a machine operator can quickly log on and off jobs in the shop.

Bar/Sheet/Coil End Loss

This is the amount expected as loss during the manufacturing process.

Bar/Sheet/Coil Length

This is the length of the material being used for the calculation.

Bar/Sheet/Coil Per Part

This is the automatically calculated amount of materials needed according to the figures entered in the fields on the Calculator. For example, the system calculates .022 bars per part for material usage. This means a fractional amount of a bar will be charged to the Estimate for partial quantities. So, if the Estimate is for only 5 parts, the system multiplies the quantity by the fractional value to determine the material price.

Base Hours Left on Pieces Left

This option lets different types of shops relieve machine loading hours using different methods.

A screw machine shop may select this option to relieve hours from their schedules as piece counts are turned in on a daily basis since their estimated hours are typically accurate. This method removes the estimated hours for the number of pieces that were turned in on a particular routing step.

For example, 10 hours of cycle time are loaded to finish a 100-piece order on the saw. After 20 pieces are completed, the schedule is updated to show that only 8 hours are left on that routing step.

But, a mold making shop can only ballpark an estimate so they wouldn't select this option. This allows the system to take hours out without considering piece counts since they are only making one mold anyway.

For example, 25 hours of milling time are loaded to finish a portion of a mold. When 20 hours are completed, the schedule is updated to show only 5 hours left on the routing step. Note that even though the operation may be only half complete, the machine load hours are reduced. Shop owners can adjust their machine loads by simply editing the routing step on the job if they need to allow more time.

Beginning Balance

Enter the existing General Ledger balances into the system here. First a cut off date must be selected for discontinuing use of an existing system. A Trial Balance from that system should be run and the totals there can be used as the beginning balance. Make sure that revenue (sales) and liability account balances are entered as negative numbers (begin with a "dash").

Bill of Lading

This is the standard shipping form completed when using freight companies. The Bill of Lading can be automatically printed to accompany the shipped order so whatever is entered here will appear on the printed version. The Container Unit identifies how the items are packaged for shipping. The Description of Contents describes the items being shipped. Special Instructions can be used for any handling instructions for the shipping company.

Review a sample of this form before purchasing any bill of lading forms to avoid incompatibility. Refer to the *Orders* section of the *Report Manual* for Bill of Lading details.

Bill of Lading Defaults

The Bill of Lading can be automatically printed to accompany the shipped order so whatever is entered here will display on the printed version. The Container Unit identifies how the items are packaged for shipping. The Description of

Glossary of Terms

Contents describes the items being shipped. Special Instructions can be used for any handling instructions for the shipping company.

Bill of Materials View

This drop down field on the Materials tab of the Estimate lets users select how the BOM in the grid is displayed. The Data Entry Grid shows each main sub-part. The Indented Tree View shows each main sub-part and any parts that go into the manufacture of that sub.

Billing Address

The system allows for only one billing address per customer.

Billing Rate

The system can store up to ten billing rates per Work Center. These are user-defined and can be used in a variety of ways. The purpose here is to calculate selling prices for quoted part numbers. The Calculate button used on the General tab multiplies hours entered on the router by the billing rate identified with that routing step.

A shop might choose to set up three billing rates: Rush, Regular, and Break Even. A per hour figure is entered in each Work Center for each of the three rates. These pre-set rates are then pulled over according to the billing rate selected on the Estimate. A user can override any default by selecting another rate on the Engineering tab of the Estimate.

Billing Rates are very useful for time and materials jobs. Each Time Ticket entered in the system uses Billing Rates to help the user calculate a selling price. A Billing Rate is attached to each Time Ticket entry for calculation of time and material pricing. Make sure the Billing Rate column shows on a Time Ticket under File | Company Maintenance | Defaults on the Inventory tab. The Billing Rate must not be selected for exclusion here.

Billing Rate Descriptions

These are the descriptions for the billing rates entered for each of the company's Work Centers. For example, these descriptions could be: Premium Rate, Regular Shop Rate, Work In Process Rate, and Special Customer Rate. These descriptions can be customized to fit how each company's shop operates.

Billing Status

This filter allows the user to narrow their search results by Billed or Unbilled Shipments.

Bin Location

The Bin Location is the user-defined designation for an area holding inventory. A corresponding lot number and Vendor can be entered here to provide true inventory costs. So, if there are two bars of 4140 steel, one stored in the back room and the other in the yard, two separate bin locations should be set up as "Back Room" and "Yard." A lot number could be assigned to keep parts manufactured in a certain run together.

Bin/Lot Quantity

This is the quantity for the corresponding Bin/Lot Numbers column. It's the actual quantity on hand that's available for use.

Break Durations

This is used only with on-line data collection devices. The number of minutes an employee may take a break is entered here. Four breaks can be set for each employee. The system deducts this amount of time from the elapsed "logged" time for job costing calculations. This means employees do not have to log in and out for their various breaks and lunch.

Break Link

Use this button on the Where Used tab of the Add Document form to unlink the selected document from either an Estimate or a Job in the system.

Break Times

Enter the start time of the breaks and the system makes the calculations using the Break Durations. The default for military or decimal time is stored on Time Tickets tab under Company Maintenance. To use military time, 2:30 would be entered as 14:30. For decimal time, 2:30 would be 14:50. Set this default under Table Maintenance | Employees on the Schedule tab.

Bucket Size

The option selected tells the system how to display the items on the Whiteboard. You can view your Work Centers by Day, Week, or Month.

Budget Creation

This button lets you quickly create a budget. You can enter a total for your year, for a month, or tell the system to use last year's average.

Burden Rate

This is a per hour figure used to show overhead costs when calculating job cost information. The costing portion of the system takes the per hour burden cost plus the employee payroll rate to calculate a total per hour cost. So, a shop with an hourly burden rate of \$15 on a particular machine and an employee payroll rate of \$12.50 for running that machine, generates a cost of \$27.50 per hour for that employee to run that machine.

It's important to note here that the burden rate **does not** include direct labor expenses or "cost of goods" like raw materials or outside services. When calculating this field, remember to look at the expenses over a broad period of time. A year is usually sufficient, since payroll hours are easy to look up. Using a shorter period of time to make this calculation could skew the results.

Each work center can have its own burden rate. Theoretically, a \$250,000 CNC Machining Center costs more per hour than a drill press that is bought and paid for. We suggest working with an accountant or financial advisor to help calculate these numbers for each Work Center. It is also recommended that a substantial period of time be used to calculate the burden rate. Most shops use a year for this purpose. Using monthly figures introduces the risk of bringing monthly fluctuations into the calculation.

To keep things simple, most shops calculate an overall shop burden rate and enter it on each Work Center. Just divide your total selling and administrative costs by the number of direct labor hours for a one-year time period. This rate is defined in Table Maintenance | Work Centers on the Rates tab. So, each Work Center can potentially have its own Burden Rate.

Buy Rate

Enter the value of the exchange rate when purchasing from that country.

Buy/Make

Select whether the part is to be bought or manufactured. Selecting "Buy" will zero out all the quantity fields in the grid. Entries in the grid here are based on what is chosen to buy or make.

C.O.D. Charge

The default Cash On Delivery charge the shipper charges for this type of delivery.

Calculate (Material Calculator)

Click on Calculate so the system can figure Parts Per Bar/Sheet/Coil and Bar/Sheet/Coil Per Part.

Calculate Button

This button generates the selling price for a part during estimation. It accounts for the cost of labor, materials, and sub-parts and then marks these numbers up to calculate the selling price.

Calculate Overtime?

Select Yes or No to tell the system to calculate overtime or not. This is set in Company Maintenance | Edit | Time & Attendance.

Calculate Quantity Breaks

When this box is checked, the system converts the quantity breaks on the Purchasing tab using the purchasing factor to determine the stocking cost breaks. Click on Calculate to generate pricing for the quantity breaks.

Calendar Days in Time Period

This is the number of days between the Period Begin Date and the Period End Date you enter on the Triggered schedule you set under Employee Training, Work Center Maintenance, Tooling Maintenance, or Document Control.

Capacity Factor

This defaults to 1, but should be used to increase the number of hours on a Work Center when identical machines can perform the same operations.

CAR Date

The date the Corrective Action was created.

CAR Job Number

This is an open field you can use to enter a Job Number you create to track the actual costs associated with the Corrective Action rather than the cost of the Rework.

CAR Number

This is the automatically assigned number for the Corrective Action. CARs can be created manually or automatically via a Customer Return/Rework or Vendor Return.

CAR Type

A Corrective Action can be created in association with a Customer or Vendor (manually or automatically) and it can also be created for an Internal issue. They can also be created manually with no "type" associated.

Cash Account

This is the General Ledger Code used for cash receipts and check writing. It is stored on the Bank Code. This account is affected by any transaction, positive or negative, that occurs.

Cash Discount Account

This is the G/L account number that keeps track of cash discounts given to customers. This works exactly like the AR Account defaults. So set them up before creating the Work Codes and the information will automatically populate. When the Invoice is created, the Work Code populates the cash discount account on the Invoice.

To give a customer a cash discount, enter a Terms Code that incorporates a discount percent. Say the customer is billed \$250.00 on 12/12/99 with a 1%10Net30 Terms Code. If the customer pays by 12/22/99, they may take their \$2.50 discount. When the check is entered on or before 12/22/99, the \$2.50 will display in the discount column and the cash discount account selected will be debited automatically.

Certificate of Conformance

A Certificate of Conformance can be printed and sent to a customer to certify that the parts they receive were made according to specification.

Certifications with Packing List Settings

Use the Print Certifications check box in this default section to automatically generate certifications when a Packing List is printed.

Check Date

This is the transaction date on a check. The system default is today's date, but it can be overridden by typing a new date or clicking the browse arrow to activate the calendars. This date is important for calculating checking account balances and other financial information.

Classification

On General Ledger Group Codes, the Classification field is required. Each code must be assigned a classification so it displays on the correct financial report. A General Ledger Group Code called Fixed Assets will have a classification of "Assets" since all of the GL Codes created under Fixed Assets are asset accounts.

- A - Asset appears on the Balance Sheet
- E - Expense appears on the Income Statement
- I - Other Income appears on the Income Statement
- L - Liability appears on the Balance Sheet
- O - Owners Equity appears on the Balance Sheet
- S - Sales appears on the Income Statement

Cleared Bank

This field is initially "NO" at the beginning of Bank Reconciliation. Once the item undergoes the "cleared" process, this changes to "YES." An item must appear on the bank statement before it can be cleared through the Reconciliation process.

Clock Out Date

This is the date the employee clocked out of the E2 Shop System.

Close Out Date

This is the final "verification" date saved on a Non-Conformance, Corrective Action, or Feedback. It effectively tells the system this NC, CAR, or Feedback has been completed.

Collection Terminal

This is used only with the "on-line" data collection devices. This three-character numeric must be assigned to each new Collection Terminal. Each device comes preset as number 065, but each must have its own unique terminal number. Leave one at "65," then enter the setup sequence at each device in the shop to change any other devices. Each device/collection terminal can be set up with different defaults that prompt employees for information.

Collection Terminal Behavior

These are the defaults you can set for your data collection devices to use. You can allow your operators to clock onto closed jobs or more than one job at a time. You can have the system prompt operators for the next Work Center when they clock off a step or prompt for a reason code if they enter a quantity scrapped. Lastly, you can tell the system to use defaults set on Work Centers and Operations instead of the ones associated with bar coding on Job Travelers.

Comments (About Time and Attendance)

Record information about attendance clocked by this employee. For example, “late” could be entered and then used as a filter to print a list of all employees who were late.

Comments (About Time Tickets)

Record information about the time clocked on this step. This field could be used to explain why the hours were in excess of the hours estimated.

Comments (Customer Return)

Comments about the Order or Credit created from this Customer Return should be entered here.

Comments (Non-Conformance)

Comments about the disposition of this Non-Conformance can be entered here.

Comments (Vendor Return)

Comments about the Purchase Order or Debit created from this Vendor Return should be entered here.

Comments to Customer

Enter standard comments for the customer here. These will appear on any documents that are sent to that customer (i.e., Acknowledgments, Delivery Tickets, Quotes, Invoices, etc.). Information entered here does not change from order to order, but the user can add or change them during Order entry. A good example of a comment is, “Thank you for your order. Your business is greatly appreciated.”

“Additional Comments” for internal use only can also be entered which will not appear on any customer documents. These are similar to the running dialog of comments found in “telesupport” from the 16-bit version. These are accessible through Quick View under viewing the customer detail.

Comments to Vendor

Enter any comments for the vendor here. These will appear on each Purchase Order in the system for this vendor. Information entered here does not change from order to order, but additional notes can be added during the Purchasing process. One example of a comment here is, “Make sure all shipments and invoices are clearly marked with the Purchase Order Number listed above.”

“Additional Comments” can be entered for internal use only which will not appear on any vendor documents. These are accessible through Quick View under viewing the vendor detail.

Commission Account

This is the General Ledger account number where the commissions are expensed and does not go directly to General Ledger since this is for reporting purposes only. At customer Billing, the commissions accumulated here are calculated based on the Commission Percent and display on the Sales Summary. A Vendor Invoice is then entered to pay the salesperson.

Commission Percentage

This is the percentage of the sale to be paid to the salesman. It’s entered as a whole number so 5% should just be “5” and 7.5% should be “7.5.” For users who do not have sales commissions, this field can be an additional markup factor for jobs during Estimating.

Compact Database

Before this process is started, all users must be out of the system! This button provides a dual function. After a purge is complete, click it so the database can be compacted. This process is what actually deletes the physical record from the

Glossary of Terms

database. Since databases tend to fragment hard drive space over time, this compact process will help defragment as much disk space as it can. The second function of the button takes care of the Rebuild portion of this menu selection. Choose the type to rebuild and then run the Compact Database function.

Company Code

This required code is an abbreviation of the company.

Company Shifts

Make sure that even if there are shift overlaps, **none** are set up here. If shift 1 begins at 7:30 a.m. and ends at 3:30 p.m. and shift 2 begins at 3:00 p.m., there is an overlap of one-half hour. If this is reflected in Company Shifts, the system will assume there is one-half hour of additional machine time than there really is. So, even if employees are scheduled to arrive one-half hour early, DO NOT schedule the machines that way. These begin and end times are always entered in military time where 01:00 is 1:00 a.m. and 23:00 is 11:00 p.m. It's also important to remember the leading zero in single digit hours (e.g., 7:00 a.m. should be entered as "07:00" not "7:00."

Completed Status

The Review History tab tracks whether a document review has been completed (the Completed? field has been checked off) or is still pending (the Completed? field has not been checked).

Completed?

Check this field off when an item in your name displaying on the Contact Management calendar has been completed.

Conferencing Address

This is a screen name used as the address. Now multiple users can sign on to the server for a conference.

Conferencing Server

This is the name of the conferencing server you are using.

Consolidate Sub Accounts?

This allows users to print just the accumulation account totals, without detail of each individual account.

Contact

The customer or vendor contact specified on the document. These are set on the Customer and Vendor Codes.

Contact Management Call Detail

Use this detail to track callback duration, previous comments, new comments, call result, follow up option, and a follow up date.

Container Number

This is the number of containers used to ship the parts.

Container Options

You have 2 options when packing your Shipments: All Together tells the system to use one container. Pack Separately tells the system to assign a different container number to each line item on the Shipment.

Container Unit

A description of the container used to ship the parts. For example, SKD represents a skid. This description will display in the Units column of the pre-printed Bill of Lading form.

Container Weight

This is the weight of the container unit. This information displays in the Weight column of the pre-printed Bill of Lading form. The Empty Container Weight must be entered along with the Part Weight to enable accurate shipping charge calculation.

Corrective Action Code

These codes are set in Table Maintenance and then specified here identifying the action to be taken to correct the issue.

Cost

A cost can be associated with Employee Training, Tooling Maintenance, Work Center Maintenance, and Document Control through "dummy" jobs set up to track the cost of these items.

Cost (Misc Job Cost)

This is the cost to be applied to the selected job for the named Part Number and Quantity.

Cost Breaks

The system allows up to ten quantity breaks. These are the costs associated with those breaks. This allows the user to set up volume pricing from suppliers depending on the number of pieces ordered.

There could be five quantity breaks for raw material steel being purchased by the pound: 100, 500, 1000, 2500, and 5000. Each break will have a price associated with it. The unit of measure is important here to define what the quantity represents on each part. The user does not receive the price associated with a quantity break until that amount or more is ordered. Any quantity ordered less than the first quantity break will receive the first quantity break pricing. Any quantity ordered greater than the last break will receive that last break's pricing.

Cost to Produce

This cost plus markup takes the router times and multiplies them by the labor and burden costs for each Work Center. Then it adds the markup percent for each quantity break. This is the price generally used by shops that generate the costs for a job and then mark it up by the given percentage. The estimated labor and burden rates stored with each Work Center are costs only and the markup percent provides the profit.

Costing Rate for Report

Use this option to run a Job Cost report generated with one of the ten billing rates entered for each Work Center. To calculate a time and material billing using the rush rate price, enter the number corresponding to your "Rush" Work Center billing rate. The system will take all of the time entered for each Work Center and multiply it by the rates stored in that field. This calculated dollar amount will display in the T&M column on the Job Cost report.

Create CAR

Click this check box to tell the system to automatically generate a Corrective Action to go along with the Customer Return/Rework or the Vendor Return.

Create Link

Use this button on the Where Used tab of the Add Document form to link the selected document to either an Estimate or a Job in the system.

Create NC

Click this check box to tell the system to automatically generate a Non-Conformance to go along with the Customer Return/Rework or the Vendor Return.

Created By

This is the employee code of the user who generated the Time Ticket.

Credit Created By

This is the person responsible for creating the Credit Memo associated with a Customer Return/Rework.

Credit Date

This is the date the Credit Memo for a Customer Return/Rework was generated.

Credit Limit

This is the highest balance the shop will allow a customer to reach without payment, but the user can choose to continue with an order even though a customer is over their limit. Use this option to quickly identify customers who have exceeded their limit and place them on COD terms. Or, easily monitor past due balances.

The Credit Limit is typically calculated by estimating the customer's sales volume based on the terms. So, if a customer's sales volume per month is \$1000 on 30 day terms, their credit limit will be \$1500 to allow them additional mailing time to pay. This is accessible from Quick View through Customer Inquiry.

Credit Status

An account can be open, on hold until current, or on hold until further notice. If the account is on hold until current, a message displays at Order entry and Shipping stating the customer's hold status: until account is current or until further notice. The user can override the message and continue with Order entry and Shipping. If the account is on hold until further notice, the message that displays cannot be overridden so that the user can continue with an Order or Shipment.

Currency Code

This is the twelve-character alphanumeric code representing the country of origin for the company/vendor. This code is automatically populated on the Detail tab of the Vendor Invoice and the Purchase Order after the vendor is selected. This tells the system how to cost the invoice by using the buy/sell rates placed on the Currency Code.

Currency Symbol

Enter the symbol used for the currency value, such as "\$" for USA Dollars.

Current Earnings

This account holds the current year's profit/loss. The system calculates the profit and stores the total in the current earnings account until the end of the year process.

Current Quantity

After a physical inventory, you may have discrepancies so you can use the Inventory Adjustments function to make corrections. The system will show you what it has calculated as the Current Quantity and you will use the Adjusted Quantity to enter the true number to update the system.

Current Work Center

This is the last Work Center that an employee turned in pieces against for a particular job number.

Customer Billing GL Coding Driven By

You can choose to bill your customers by Product Code or Work Code. Work Codes are stored with each Customer, which means all line items on a bill would be coded with that one Work Code. Product Codes are stored with each part, which means the line items on a bill would be coded with whatever Product Code was assigned to it in the Parts Database.

Customer Code

This is the key, or short name, associated with each customer in the system. It's a good idea to use a portion of the customer's name so users can quickly select the right one from the drop-down lists used throughout the system. Multiple shipping addresses can be assigned to each Customer Code.

Customer P.O. Number

This is the Purchase Order Number given to you by your customer. This field is optional on the Order.

Customer Return Number

This is the number automatically assigned by the system (if you use auto numbering) or the number you assign to the return when it's first issued.

Cutoff per Part

This is the amount of material that will be consumed as part of the manufacturing process.

Cycle Rates/Setup Rates

These rates are used throughout the quoting and job costing areas of the system. Up to ten different rates can be defined in the system. These rates are generally made up of three components: average hourly wage in a Work Center, burden rate, and profit margin. So, the SHOP rate might be \$50.00 where the labor is \$15, the burden is \$15, and the profit is \$20.

This is the per hour figure that cycle/setup time hours will be multiplied by for calculations of cost estimates, T&M billing, job costing, margin summaries, etc. It is used to help generate a selling price for the part Number being quoted. This rate is defined in Table Maintenance | Work Centers on the Rates tab. It can be overridden though at any time during the routing process.

Name these rates under File | Company Maintenance on the General tab. Many shops set the first rate as the regular shop rate, the second rate as a rush or premium rate, the third rate as a break-even rate, and so on. The difference between these rates usually reflects the different profit margins the user plans to make.

The system allows for different cycle and setup rates for each Work Center since the cost of labor can fluctuate. For example, many screw machine shops use higher setup rates because the setup person is usually more expensive than the operator who just runs the parts. So, to charge a customer \$60 an hour to set the machine up and \$45 an hour to run the parts, enter \$45 as the Cycle rate and \$60 as the Setup rate. At calculation, the system will multiply all the time entered for cycle by \$45 and all the time entered for Setup by \$60.

Cycle Time

This is the amount of time a particular process will take to complete. It's entered during the routing process. It must be entered in association with the unit of measure contained in the Cycle Unit field. This figure should be the amount of time it takes for an operation to make a single part or how many parts per hour can be generated. A turning shop would use a cycle time of six minutes for a routing step while a screw machine shop would enter 750 pieces per hour. Entering a standard cycle time on an operation will make this figure automatically populate on the router when the operation is selected.

Cycle Unit

During routing on Order entry, this unit of measure corresponds with the cycle time number. It can be H (hours), M (minutes), P (pieces per hour), or S (seconds). So, if the shop can cut up 120 pieces per hour on the automatic saw for a specific routing step, enter "120" as the Cycle Time and select "P" for the Unit. The same information entered with time units would be "30" as the Cycle Time and "S" for the Unit.

Daily Availability

Set up the employee work-week under Table Maintenance | Employees on the Schedule tab. Click on each check box next to the days this employee works.

Data Collection Events

The Edit button here opens the Data Collection Events Detail screen where you can set up alarms for each of your devices.

Database Path

This path tells the system where to look for the data files associated with this company. The system needs to find this information on a regular basis during the day to check valid job numbers, employees, etc. The company code should be the same as the database path that appears on the main screen of the E2 Shop System.

Date (Misc Job Cost)

This date automatically populates to "today" once the Part Number is entered in the grid. It can be changed, if necessary.

Date Entered

This date automatically populates with "today" when the screen displays. The system assumes you want to enter a comment in the top line item of the grid. The Follow Up Date will have to be manually populated by the user, which causes the comment to display in the Contact Management calendar.

Date Open

This is the date a new customer or vendor is entered into the system.

Date Posted

This date automatically populates with "today" when a Receiver is processed, a user manually enters a Bin Location/quantity for the part, performs a Job to Stock or Job to Job transfers, or does an Edit Bin/Lot function.

Date Routed

This is the date the part was routed in the system. It will default to today's date.

Date Shipped

This is the date you ship parts back to your Vendor for return.

Date To Reverse

This is the date a Journal Entry is to be reversed. An entry made for an accrual in the current General Ledger period can be set for reversal in the next month by entering the appropriate date here.

Debit Created By

The user who creates the Debit Memo displays here. This is automatically generated from the user log on when the Debit Memo is created.

Debit Memo Date

This is the date the Debit Memo was created. This is automatically generated.

Decimal Places

This is the number of decimal places the shop uses for pricing. This setting affects pricing throughout the system. So, if this value is set to four, all invoices, quotes, purchase orders, etc. will show four places past the decimal point on unit prices. Four is the maximum number on decimal places. Most shops use only two, which we recommend, but those that manufacture high quantities like screw machine shops or stamping houses, might use more decimal places for per piece pricing.

Decimal Symbol

This is the symbol that represents the decimal for the currency, such as a period “.” used in USA Dollars.

Declared Value

This is a standard value the shipper uses to calculate insurance. For example, UPS uses \$100.00. Anything up to that is free. Anything above that will be charged at .35/\$100. This will be used in the automatic calculation of shipping charges when insurance is added.

Default Delivery

Enter your average delivery time here. It is attached to Part details on the Quote and displays in the header information of the printed Quotation.

Default Hours Entered in Time Ticket Grid To

When entering a manual Time Ticket, you can enter the Start Time and End Time and the system will automatically calculate the time elapsed and enter it in the Setup Time or Cycle Time column, whichever option you have selected here!

Default Operators

Click the browse arrow to select the employee from the list and define the default operator for each shift. This can be left blank because once a Time Ticket is reported against the routing step, the employee code will be set to that person automatically.

Delete Current Logins

This button allows you to delete all the current Time Ticket Logins or Time & Attendance Logins, whichever radio button is selected. This is very useful for deleting a user who logged in in error because it does not leave any record of the mistake. If the user were to manually clock back out, the record would still be there and you'd have to manually delete it. This saves you a step! Any break records that have been entered will remain though!

Delivery Ticket (Packing List)

This is the tracking number used when shipping products to customers. It can be automatically generated or manually entered. In most cases this Delivery Ticket will be turned into an Invoice so the system can be set to make these numbers match. We recommend this method to avoid any duplication.

This ticket number can also be applied to a Purchase Order for a Vendor. When shipping parts out for heat treating, the system can generate a delivery ticket to be used with the shipment. In this case the ticket number and Purchase Order number will match and cannot be changed.

Department Code

These 12-character codes typically correspond to the payroll departments so that each employee and/or machine can be assigned to a department. Department Codes allow Work Centers to be grouped for reporting purposes. This allows things like Time Tracking Summaries and Machine Loading Summaries to be printed by Department. This code can be used for loading, scheduling, and labor reporting. The Loading Summary, which shows all open jobs for a particular Work Center, can be filtered by department or sorted by department. So, the end result would show open jobs for all Work Centers within the selected Department.

Description

The Description populates to correspond to the "code" you have selected/entered. This could be a Part Number, a Reason Code, a Product Code, etc.

Description of Contents

This is the description of the contents being shipped. It displays in the Description column of the pre-printed Bill of Lading form.

Destination Job Number

When using the Rob From Stock option in the system, Destination Job Numbers (the CUSTOMER Job Numbers) are populated on the Releases screen of the STOCK order, linking it to the CUSTOMER order. The Manufacturing Job Number then populates on the Releases screen of the CUSTOMER order.

Discount Account

Both Accounts Receivable and Accounts Payable use this to determine the General Ledger account number that cash discounts will flow through. Accounts Receivable uses the "Cash Discounts" account. Accounts Payable uses the "Purchase Discounts" account.

Discount Amount

Both Accounts Receivable and Accounts Payable use this to show dollar values for cash discounts taken when payment is made on an invoice. So, if payment terms on a \$100 invoice include a 1% cash discount when payment is made within 10 days, \$1 would be calculated automatically and populated here.

Discount Date

Both Accounts Receivable and Accounts Payable use this to display the last date a customer or the company itself can take a cash discount when paying invoices. So, if payment terms on a \$100 invoice include a 1% cash discount if payment is made within 10 days of the July 7th invoice date, the discount date would be July 17th.

Discount Percentage

This holds the amount of discount allowed off the selling price on an Invoice. It should be entered as a whole number (e.g., 5% is "5"). If no discount is applicable, enter a zero here. This automatically populates on the Order, but can be edited there. This discount amount also carries over to the Accounts Receivable Billing process, and can be edited there too, if necessary.

This discount must not be confused with the Cash Discount Percent allowed according to payment terms. Companies giving discounts off the list price to a reseller or distributor will use this on their invoices. Shops will not use this discount on a regular basis.

Discount Period (Days)

Enter the number of days the discount percentage is allowed within. The terms 2% 10 net 30 means a 2% discount can be taken only if the invoice is paid within 10 days. So "10" populates in this field.

Dispatching

Dispatching allows the user to indicate alternate Work Centers or Employees. These options are useful for drag and drop scheduling so that appropriate alternatives to currently scheduled Work Centers or Employees can be chosen easily.

Display Mode

The display mode can show several different views for Data Collection. Change this mode depending on the information needed and the number of employees logged on at one time. Detail shows each employee, the job number currently logged on, the customer name, step number, log on time, elapsed time, status and much more. The view displays 20 employees at a time with no scrolling. Summary shows all the detail in total. Attendance simply shows each employee who has clocked in.

Display Period

Set the period size for the display as days, weeks, or months. Please note that the “months” option is not a calendar month, but a 30-day period instead.

Disposition

These options for Disposition come pre-loaded with the Quality module and are associated once the Non-Conformance has been investigated and corrected.

Disposition By

The person selecting the appropriate Disposition is selected here.

Document Control Options

Click this Require checkbox to tell the system that Documents may only be attached to forms in the system via the Document Control option that comes with the Quality module.

Document Control Settings

These options are set on the Misc Tab of User Maintenance and allow the selected user View and/or Edit rights to Documents that have been associated with forms in the system according to Quality requirements.

Document Date

This date defaults to "today" when the document is initially proposed.

Document Status

This status will change as each tab for the Document Control is completed.

Document Type

This identifies the document so they can be categorized. The <ADD NEW> option is included so users can tailor these to meet their own Quality requirements.

Documents

The Documents button is used to attach documents to forms when the Document Control option of the Quality module is not being used.

Drawing Number

This is typically a reference number and is useful for generating Quotations reports.

Due Date

During Order entry or Purchasing, the due date is the requested date for product delivery. For Accounts Receivable Billing, this is the date payment is due from the customer. In Accounts Payable Vendor Invoicing, this is the date the payment is due to the Vendor.

Efficiency Percent

This percentage is used during routing by the estimator to pad additional time into a particular routing step. If a process takes one hour to complete, but the estimator puts 80% in the efficiency field, the system will allocate extra time (1.25 hours) to the step. For shops where this does not apply, 100% should be the default efficiency percentage in the operation section.

Elapsed Actual Hours

The hours between actual clock in and clock out display here.

Elapsed Adjusted Hours

The hours between adjusted clock in and clock out display here.

Email Address

If the user has Internet access, enter their email address here. This will work in conjunction with the Messaging option.

Employee Breaks

A total of four breaks can be set up for each employee under Table Maintenance | Employees on the Schedule tab. Enter the beginning time for the break and then how many minutes the employee will be on break. So, for a lunch break, enter 12:00 as the begin time and 30 to indicate that the lunch break lasts for 30 minutes. These break settings are used to automatically deduct time for job costing, time and attendance, and scheduling.

Employee Code

This three-digit, user-assigned code is given to each new employee to identify them. Shops using data collection devices should only use numerics to allow keypad entry.

The full name of the employee is also entered at set up under Table Maintenance | Employees.

Employee Status

Mark your Employees inactive if you want to keep a record of them, but not have them display in searches. This Active/Inactive status can be used for filtering later.

Employee Training Code

These Training Codes are set in Table Maintenance and then used to identify the specific training you are setting up for an employee.

Empty Container Weight

This is the weight of your container before it's packed. This is necessary because Shipping Vendors require a container weight limit and you will want to pack your shipments accordingly.

End Date

This is the date you want the training, maintenance, or review to end. You will use this in Employee Training, Work Center Maintenance, Tooling Maintenance, and the Review History for Document Control.

End Time

This is the End Time the employee clocked for a particular job. It's used during Time Ticket entry and editing. The end time stamped on each entry keyed manually or downloaded from data collection is stored here. The time is displayed and stored in military time and should be entered as HH:MM (H = Hours; M = Minutes).

Estimated End Date

This date can be system-generated or keyed in manually on the routing screen during Order entry. Since the system uses backward scheduling, the estimated end date will be the customer's first requested delivery date. Keep in mind that a part must be routed first in order for Scheduling to calculate the estimated end date correctly. When a part is not routed, this date remains blank and must be manually keyed in.

Estimated Start Date

This date can be system-generated or keyed in manually on the routing screen during Order entry. Since the system uses backward scheduling, the estimated start date will be calculated according to machining times and lead times for outside operations. Keep in mind that a part must be routed first in order for Scheduling to calculate the estimated start date correctly. When a part is not routed, this date remains blank and must be manually keyed in.

Estimating Interface Options

If you use an interface for estimating, select the appropriate package from the options: Costimator, Micro Estimating, or Autodesk.

Exchange Rate

This indicates the Exchange Rate to convert foreign dollars to native dollars. This rate will be stored on the Currency Code, but can be edited on the Invoice. Users doing business in their native dollar should set this to "1."

Expiration Date

This date is automatically generated from the settings under File | Company Maintenance | Defaults on the Quoting tab. This can be overridden though, when necessary.

Explanation

This is a brief statement describing the Journal Entry.

Exploded Bill of Material

An exploded BOM can be printed from the Materials tab of the Estimate. Just click the Print button and select whether you want the Standard BOM (the default) or the Exploded BOM. This will produce a report with each sub-assembly level indicated.

Extend

If the software was purchased on a payment plan or is being used on a trial basis, users are given thirty days of usage before needing to extend the system. The expiration code on this screen must be given to a Technical Support specialist who can provide a security code to "unlock" the system. Once the security code is entered, clicking the OK button updates all the system settings.

FAX Number

Enter the FAX number for your own company or a particular Customer or Vendor.

Feedback Code

Set up your Feedback Codes in Table Maintenance so they are available to attach to Feedback forms you create for your quality processes.

Feedback Date

This is the date that automatically populates with "today" when you first issue a Feedback form.

Feedback Number

All Feedback forms will be assigned the "next" number when they are issued. This number can then be associated with a Corrective Action form that is generated to handle the Feedback issue.

Feedback Type

Each Feedback form must have a type associated with it. Feedback forms can be created for Customers, Vendors, or Employees and they can be Positive, Negative, or Neutral.

FIFO Cost

This figure represents the oldest cost figure for the part. This, in conjunction with the LIFO Cost figure, lets users value their inventory at either the oldest piece price or the newest one. The company accountant can run reports either way and get different figures.

Finance Charge Settings

Selecting a Work Code specifically created for Finance Charges creates the default to display on the Finance Charge Billing screen. Most companies who intend to use Finance Charges will want to set this default so that the Finance Charge invoices are coded properly for their accounting. The actual finance charge percentage is set on the Terms Code and then associated with the Customer.

Finite Loading Method

Finite scheduling looks at each job and the "priority" you have placed on it and then starts scheduling your jobs in the whiteboard. Since the "next" job won't get started until the top dog is completed, you will never see overload situations and you won't have to manually adjust your schedule. The system does all the thinking and moving for you. This method is best used for true Work Centers, or machines, where you have a capacity that cannot be exceeded. It is recommended that you use Forward scheduling when selecting the Finite method.

Fiscal Year Begin

This is the first day of the company's fiscal year. This date determines how months are posted to the General Ledger. During startup of the system, this date should be set back to the oldest date of accounting information being entered into the data files. The system will not allow accounting information to be entered into a previous fiscal year. Once all the information is entered, set the fiscal year to the date representing the beginning balances. The "process end of year" function resets the fiscal year automatically to the next year from then on.

Follow Up Date (Contact Management)

This date is manually populated by the user, which causes the comment to display in the Contact Management calendar. The Date Entered automatically populates with "today" when the screen displays. The system assumes you want to enter a comment in the top line item of the grid.

Follow Up/Close Out

These comments are added after the Resolution for the Feedback has been put in place.

Followup Date

This date is automatically generated from the settings under File | Company Maintenance | Defaults on the Quoting tab. This can be overridden though, when necessary.

Form 1099 Vendor?

If your Vendor will need a 1099 at tax time each year, select the Yes radio button and include their Tax ID number here so it's convenient to locate. You can create a simple Advanced Search as a filter on your Vendor Code Maintenance screen and have it look for the 1099 Vendor Flag!

Free Form Customer

Use this checkbox when you want to create a quote for a potential Customer, but not add them to the permanent Customer Table yet.

Free Form Text

This is one of the Job Number creation methods available in the software. Set this method in Company Maintenance | Edit | Order Entry tab. Free Form means the user will develop a unique numbering system for assigning job numbers. It's important for users to be aware that some numbering convention should be instituted and followed to avoid numbering problems as the database grows. The system will prompt a user if an existing number is entered.

Freight Account

This default G/L account holds Billing and Vendor Invoices for freight, both in and out. Users have the option at Customer Billing or Vendor Invoice entry to change the default freight account.

Freight Amount

This is the amount to be charged for freight on incoming or outgoing shipments depending on whether the user is dealing with a vendor or customer.

Freight On Board (FOB)

Freight on Board is typically the point where shipping charges originate. For customer shipments, this will most likely be the city and state of the shop or the shipping location of the parts. For vendor shipments, this will most likely be the city and state of the vendor or the shipping location of the parts.

Freight Vendor

This is the freight company's vendor number within the system. The name of the freight vendor selected will print on the Bill of Lading.

Gain/Loss Account

This is the G/L account number where the gain or loss for the exchange value of currency is recorded. If a purchase order is cut using USA dollars, but the company's General Ledger is in Canadian Dollars, the exchange value gets recorded in this account when payment is made in Accounts Payable or received in Accounts Receivable.

General Ledger Account

This is the GL Account where a charge should be applied. It is used to track profit and loss, but is also a handy filter for several reports that can be generated from this section of the E2 Shop System. These accounts accumulate dollars for sales, expenses, etc. Most accountants use a standard numbering system here. For example, "1040" represents the G/L Code for Cash. A full description of this account is also entered at set up.

General Ledger Code

The General Ledger Account Number is entered in this field. This code is used to post dollars to the GL in Accounts Receivable billing and cash receipts and Accounts Payable vendor invoices and check writing. The GL Codes that show on a part are used to print the Work in Process or Inventory reports that give the user a general ledger breakdown.

General Ledger Expense Account

This is the code for the G/L account to expense for each Invoice. It carries over to the General Ledger code field on the Vendor Invoice when the vendor is selected. This code can be changed during the Accounts Payable Invoicing process. The Invoice provides the debit side of the entry. The offsetting credit is Accounts Payable. So, if a vendor invoice from a supplier is for steel, select the cost of goods sold, material purchases account. An accountant can ensure that the correct accounts have been selected.

General Ledger Group Code

While this is a twelve-character, alphanumeric field, most GL Group Codes are numbered. The system comes pre-loaded with standard codes, which can be modified by the user as necessary. Once these codes are created, the user can assign each G/L account number a code. This is a mandatory step so that the system knows whether the account is an asset or income account. This code works in conjunction with the “Classification” field and gathers similar accounts for reporting purposes.

For example, the GL Group Code, Current Liabilities, is classified as a “liability.” So any GL Code created that is a current liability account is entered with a GL Group Code of “30.” Additional codes can be created by the user, as needed. So if the user wants to have all payroll accounts listed together on the Chart of Accounts and the Statement, a new code titled “Payroll” can be created and any GL Code for payroll will be assigned this Group Code.

A full description of the code, or title, is entered at set up and will be what displays on the Chart of Accounts and financial statements like the Balance Sheet and Income Statement. The pre-loaded descriptions can be changed so each user can customize their financial statements.

General Options

These options configure how the scheduling “engine” will run and also determines how the scheduling screen will display (view, filters, etc.) Refer to the *Scheduling* section under *Shop Control*.

Gross Amount

This is used in Accounts Receivable and Accounts Payable to show the amount before cash discounts are credited.

Handling Charge

Use this field to add to the normal shipping charges this shipping vendor charges you. You can set a default amount on the actual Shipping Code for the carrier or manually add Handling on the Bill of Lading tab when creating the Shipment.

Has Customer Been Billed?

This radio button section is set to No until a Customer Bill associated with the Packing List Number is created. Then the Yes radio button is automatically set. If you use Rob From Stock Jobs, this will be set automatically to Yes when you create the Shipment for the STOCK Job.

Hazardous Material?

If you are shipping hazardous material, make this field Y for yes on the Bill of Lading tab on the Shipment.

Hide These Columns...

Select the items to hide during manual Time Ticket entry. So, if “pieces scrapped” is not necessary, check the box next to “pieces scrapped” here and it will not display on the Time Ticket. This option can also be used to hide a column on the Time Ticket and load a preset, default value there. For example, if one employee always uses a particular machine, check “number of machines run” and use “1” as the default.

When “Operations” is checked, this field is hidden on the Time Ticket as well as all routing screens. This is the only field that is hidden in multiple areas when checked here.

Holiday?

If an employee's time should be coded as a holiday, make sure this field is set to Y for yes.

Holidays

The Holidays button is found under Company Maintenance and Table Maintenance | Employees. The company as a whole can have default holidays built in, but Employees can have their own holiday defaults that override the Company Maintenance setup.

Hot Spot

This is the name given to the Hot Spot when you create it. Each Hot Spot will have this shortened version, or "code," and a Description.

Hot Spot Type

There are several Hot Spot types that can be set in the system. The traditional Hot Spot is a SQL statement that searches for a particular set of items to match the criteria. Applications are EXEs, usually "special" written for a specific customer by the Development Department. Advanced Searches you create from the main search screens are listed here in Hot Spots and must be edited and deleted from here. Estimate Calculators can now be written as "special" for specific customers to be used on the Materials tab of the Estimate.

Hours per Day

These are calculated using the start and end time and the capacity factor. If the first shift starts at 7:00 and ends at 3:00, that's an eight hour work day. If the capacity factor is set at 2, that eight hour day becomes a sixteen hour day because there are two pieces of equipment in a particular Work Center! Keep in mind this also means the number can exceed 24 hours.

Immediate Action

Notes entered here describe what you will do to make a correction in the short term, consider this a quick fix. The Permanent Action will carry the notes to document what will correct this problem for the long term.

Implementation Date

This is the date the action on the CAR was taken. There will be an Immediate Action (for short term fixes) and a Permanent Action (for the long term fixes).

Implemented By

This is the user who is completing the Action tab of the Corrective Action.

In Process

This is the total number ordered for a specific part that the system has flagged "to make."

In Process Status

In Process means there are parts on the job being made at this time. You can filter the Job Schedule to return jobs that have parts In Process or return only jobs that have no parts In Process.

Inactive Code

Click here to deactivate the current code. To reactivate it, simply click the check box again to delete the X. When a code is "inactive" it no longer displays in the drop-down lists throughout the system, but all the information is retained in the database.

Infinite Loading Method

Infinite scheduling will take each job that's open in the system and schedule it. It will not pay attention to scheduling conflicts. Each job is equally weighted and scheduled according to the Due Date on the order and whether you have selected Backward or Forward scheduling. When you view your whiteboard, you may see overload situations that you will have to manually adjust with the drag and drop method or the Balance Load method. This method is good for "people" based work centers such as Inspection, Packing, or Shipping, where you can always add more people to counteract an overload.

Inquiry Number

This number is typically supplied by the customer to have a specific part or order quoted. If the number contains "RFQ," this means there is a request for quotation.

Inspected By

This is the user who inspected the material (being returned by the customer or being returned to the vendor).

Inspection Date

This date is automatically generated when the Inspected By user is selected. It populates with "today," but can be changed if necessary.

Instructor

Enter the name of the instructor who will train the selected employee.

Insurance?

If you want to include insurance for the parts you are shipping, make this field Y for yes on the Bill of Lading tab on the Shipment. You can do this on a per container basis (manually) or tell the system to calculate insurance for all containers on the Rate Calculator.

Interface Options

These interface options are set up for users who have accounting software they use in conjunction with the Shop System. Just select the radio button of the package you use: Paychex, ADP, Redwing, Peachtree, QuickBooks, or EasyPay.

Internal Job Notes

If there was an Estimate first, any notes entered there will carry over to Quotations on the General tab as part of the line item detail of the Item Number in the grid. These are the notes that will appear on shop documents like the Job Traveler. If there wasn't an estimate, any notes can be entered during the Quotation phase.

Inventory General Ledger Account

This is the code number assigned to the account selected for the Part Number. It is used to help track profit and loss as they accumulate dollars for sales, expenses, etc.

Inventory Posting Method

Selecting the posting method directs the system in picking and pricing from inventory and posting that inventory to jobs. Average Cost uses the total cost of all like parts in inventory, regardless of bin location or vendor costing and divides that by the total quantity in inventory. The Standard Cost bases costing on the primary bin in Inventory. FIFO Cost bases costing on the first in or oldest cost figure in Inventory. LIFO Cost bases costing on the last in or most recent cost figure in inventory.

Investigated By

This is the user who investigates the Non-Conformance or Corrective Action.

Invoice Balance

This is the amount “open” or unpaid on an Invoice.

Invoice Date

This is the date of the document. These are specific for each Accounts Receivable and Accounts Payable Invoice entered into the system.

Invoice Number

This field is used during customer billing and vendor invoice entry.

For the customer bill, it's a twelve-character alphanumeric that system-generated, but can be overridden by the user. It's a good idea to try to match this number to the Delivery Ticket Number used when the product was shipped to the customer. It's also good to remember to use the original Invoice Number when issuing Credit Memos. Simply add “-CM” to the end of the number. This way, the credit can be easily tied back to the original Invoice Number.

For the vendor invoice, it's a thirty-character alphanumeric. It must be unique for each invoice entered into the system. For some accounts, like rent or insurance premiums, no vendor invoice number is provided. In this case, most users created an invoice number based on the date the invoice was entered. So, the vendor invoice number for a quarterly insurance premium dated August 1, 1999 could be 990801 or AUG99.

Invoice Total

This is the system generated total on the Customer bill.

IP Address

If you use an Ethernet Connection or a PocketPC, you will have to supply an IP Address to go along with the Port Number for that device.

Issued By

This is the user who creates the initial Customer Return/Rework or Vendor Return.

Item Number

Item numbers are automatically assigned for each job processed. The default is 1, 2, 3, etc (maximum of 4 numerics). This number will display on anything the customer sees: Shippers, Invoices, Acknowledgements, etc. This is useful for customers who work from Item Numbers instead of Part Numbers. It can be changed after the Order is processed and still carry over to any documentation (e.g, Shipment, Invoice for that Shipment). The system warns the user of a duplicate number, but multiple Orders on one packing list can have duplicate Item Numbers since they are assigned to different Job Numbers.

Job Labels

Job Labels are printed and placed on containers to identify what is in them. This is used for shipping to make sure all the containers for a specific job are shipped together.

Job Notes

These notes are entered on the Details of a job and will print out on the Job Traveler and Work Order. They are for internal use.

Job Number

This is the number assigned to a line item on an Order.

Job Number Creation

Job Number creation must be set up before Orders can be created. Go to File | Company Maintenance on the Order Entry tab and select the appropriate default format. There are three options:

Order + Item Number is the recommended method. It uses sequential numbering with a dash and a line item number added to the end. So, an order received from a customer with three line items will be assigned the job numbers 5000-01, 5000-02, and 5000-03. The advantage here is that items belonging on the same order are easily identified by the job number.

Sequential is a method that uses a simple counter as the next job number. So, an order received from a customer with three line items on it will be assigned the job numbers 5000, 5001, and 5002. The disadvantage is that line items are not easily identified as being from the same job number.

Free Form Text allows any random number selected by the user to be assigned as the job number. We recommend using this method only when assigning special job numbers that do not follow the other methods. The big disadvantage is that a numbering scheme has to be developed each time this method is used. It does allow alphanumeric text, but if Data Collection is being used the job number cannot contain alphabetic characters.

Actual Job Number assignment works a little differently in the new E2 Shop System. The Job Number works a little differently in the new E2 Shop System. Now, the number is automatically assigned as soon as Line Items populate the grid. Any Miscellaneous Charge Line Items will not be assigned numbers, but the numbers will increment as though they have been assigned. Remember, this is typically the Order Number followed by 01, 02, 03, etc. for each line item. This automatically assigned Job Number will now let companies bill engineering time to the number even though it hasn't been processed yet.

Job Number Equal To

This is used to get information on a specific job number. Entering the number and checking the box in front of "Job Number Equal To" will filter information for this job only on a report.

Job Number Releases

Multiple releases and due dates can be set up here for the selected Job Number on the Order.

Job Requirements

Click the in-cell button here to see the Job Material Requirements Detail screen where the Bill of Materials required to complete this part are listed along with the routing step number.

Job Traveler

The Job Traveler is the document that follows the job around the shop, supplying all the employees with important information about the job. The customer would not normally see this document. The user customizes the format of the traveler to include only the information necessary for their shop.

Job Type

This filter on the Job Requirements Summary is used to segregate Purchased Items from Outside Service Items on a job.

Journal Entry Number

This is the number assigned to journal entries. This can be assigned automatically or manually, but duplicate numbers are not allowed.

Labor Account

This is the G/L account number where labor is normally charged for a particular Work Center. Most shops have two accounts for labor: direct and indirect. This field is used for reporting purposes only and can be used to generate the Job Cost Summary or Work in Process Summary. So, labor dollars posted to the Work Center do not post to the General Ledger. This is defined under Table Maintenance | Work Centers on the General tab.

Labor Rate

This is a specific employee's hourly labor rate or the average hourly labor rate stored under Tables | Work Centers on the Rates tab. The actual employee hourly labor rate is very important when determining accurate job costing information. The labor rate stored on each Work Center and on each routing step is used **only** to calculate estimated costs for a part and is not used for any true job costing information.

Language

You can set defaults for what language displays at your Data Collection Devices (TouchScreen or Clock). Your choices are English, French, or Spanish. What is selected at the Collection Terminal in Table Maintenance will always be used when the devices are started, but users can easily switch between them at the device by using the drop down list and picking another option.

Last Review Date

This is the last date the employee's performance was reviewed. Use this to track when the next review should take place. This is a memo field only and cannot be used to generate reports.

Last Year

These month's totals are system-generated as each new month in the present year is posted in the General Ledger. New users may want to enter information from the pervious year to get comparative income statements, but only the change in activity should be entered for each month.

Last Year Beginning Balance

This is the beginning balance for this General Ledger account for the past year. It is the ending balance from the Balance Sheet accounts for the previous year. Sales and revenue accounts are zeroed out when the process end of year command is used under General Ledger.

Late Charge Percentage

The number for the percentage of the late fee being charged is entered in this memo field. This tells the user the appropriate percentage of the late fee to charge, but a separate invoice must be entered for any late charges. This will not automatically be added to an Invoice Balance.

Lead Time (Days)

This number represents the days it will take a part to be made or purchased. This time can refer to the number of days needed to perform an outside service, including travel time, or the number days a purchased part takes from the time it's ordered until the time it arrives at the shop. Saturdays and Sundays are not automatically excluded in this time since the Vendor could work weekends, which can be accounted for here. This is populated on the Purchasing tab under Table Maintenance | Vendors. The system uses this information for scheduling to determine the estimated start and end times for routed jobs.

Letterhead Gap

Set the value needed to allow for the company stationery on printed documents here under File | Company Maintenance | Defaults on the Forms tab.

LIFO Cost

This is the most recent cost to produce the part. This in conjunction with the FIFO Cost figure lets users value their inventory at either the oldest piece price or the newest one. The company accountant can run reports either way and get different figures.

Line Item Due Date

This due date automatically populates for each line item as it's entered on an order. It becomes the default due date for the first release of the job, but can be overridden on each individual item. Multiple releases can also be set up for each job, as needed.

Line Item Notes

Any notes that should display on the customer's quote should be entered as Line Item Notes.

Line Item Priority

This is the priority of a customer's job at Order entry used for Scheduling purposes. Valid choices are 0 - 99. This field to identifies "hot" jobs. They usually have a priority of "99." This field can also be used as a filter for report generation. A Job Schedule could be run for a certain range of priority jobs. So, the priority of "0" could be entered on jobs the user wants to exclude from the job schedule. Default priorities can be stored with each customer in the master customer file.

Loading Method

The loading method for each Work Center can be set individually.

Infinite takes each open job and schedules it. It doesn't pay attention to scheduling conflicts. Each job is equally weighted and scheduled according to the Due Date and whether you have selected Backward or Forward scheduling. This is good for "people" based work centers like Inspection, Packing, or Shipping, where you can add more people to counteract an overload.

Finite looks at each job and the "priority" you have placed on it and then starts scheduling your jobs in the whiteboard. Since the "next" job won't get started until the top dog is completed, you will never see overload situations and you won't have to manually adjust your schedule. The system does all the thinking and moving for you. This method is best used for true Work Centers, or machines, where you have a capacity that cannot be exceeded. It is recommended that you use Forward scheduling when selecting the Finite method.

Location

This is the location of the employee's training.

Location Codes

These codes are used to define alternate addresses for your own company and your customers. These allow you to change shipping addresses quickly on Quotes, Orders, Shipments, and Purchase Orders.

Lock Prices

When this box is checked, the system uses the prices entered here either through the system calculation or manual entry. These prices cannot be updated. Locking the price on a part sets the resale price and stocking cost fields permanently. To allow the system to calculate this cost, do not select this option when initially setting up a part. Once the selling price is calculated, then check this option, since the system will constantly recalculate the selling price and cost anytime routing or materials change. This way the price won't be altered so use this to maintain the current selling price on a part even though they may differ from a system-calculated price.

Logo Image For Forms

This field holds the path and document name of the company's logo.

Lot Number

This is the number assigned to parts produced in the same manufacturing run. A shop that manufactures the same parts over and over can assign lot numbers and bin locations to keep like parts together guaranteeing that each part in that lot was manufactured with all the same specifications. The Bin Location and Lot Number columns provide an excellent method of tracking inventory since the Lot Number always stays with the parts. Separate costing structures can be set and tracked for each bin and lot along with a corresponding Vendor.

Machines Job Being Run On

This represents the number of machines the employee is running at one time. If the employee is running three jobs on one machine, this number is "3." The burden on the Job Cost Summary is divided by the number of machines turned in, or three. The Labor Cost is not affected by the number here though since the burden rate is defined in the system as the hourly rate to run the machine, regardless of whether there is an operator or not. Machine time will still appear as the total time entered for this operation. This entry is important for accurate job costing. Users can set a default for this under Table Maintenance | Operations.

Machines Run By Operator

This represents the number of machines the employee is running at one time. If the employee is running one job on three machines, this number is "3." The labor on the Job Cost Summary is divided by the number of machines turned in, or three. The Burden Cost is not affected by the number here though since the burden rate is defined in the system as the hourly rate to run the machine, regardless of whether there is an operator or not. Machine time will still appear as the total time entered for this operation. This entry is important for accurate job costing. Users can set a default for this under Table Maintenance | Operations.

Machines Used (Job)

This is the number of machines used on the job for the particular step number.

Maintenance Status

This filter on Work Center Maintenance and Tooling Maintenance reports allows you to find all the maintenance that is either Completed or Not Completed. This status is set when a user goes back into the appropriate form and checks off the Completed field.

Man/Machine Hours in Time Period

The system will calculate these hours for you based on the Time Tickets turned in between the Period Begin Date and the Period End Date set on the line item. Hours will begin populating this field once the Period Begin Date hits.

Manager Close Out

This is the employee who completed the Feedback Resolution.

Manufacturing Job Number

When using the Rob From Stock option in the system, Manufacturing Job Numbers (the STOCK Job Numbers) are populated on the Releases screen of the CUSTOMER order, linking it to the STOCK order. The Destination Job Number then populates on the Releases screen of the STOCK order.

Markup Percent

This is the percentage added to the cost to calculate a purchase price of the product for resale. If the user wishes to add a 15% markup to material costs for \$100, the system multiplies the material cost by 1.15 so the price for the customer would be \$115. This markup percent is also used on outside services and for Miscellaneous Job Costs.

Master Job Number

This is used at Order entry to distinguish jobs for a finished part from the sub-assembly jobs that go into making the finished part. Sub-assembly jobs are the parts or Bill of Materials set up to make a completed part.

For example, if an assembly is made up from a left and right component being welded together, the user would define the Bill of Materials for the main part as one left side and one right side. When an Order is processed, the system automatically assigns a job number to the main part number and then assigns two additional job numbers for making the left and right sides. The master job number field on the two sub-assembly jobs will be filled in with the main assembly's job number. When the master job is complete, the sub-assembly jobs are closed out and all the cost associated with making those two sides will show on the Job Cost Summary report for the master job.

Sub-assembly jobs cannot be shipped to a customer, they are for internal purposes only. Sub-assemblies will not show on the Delivery Ticket. Click the in-cell button of the line item to find these sub-assemblies.

Master Step Number

This is the Step Number on the main job that is tied to a sub-assembly. This is used for scheduling and tells the system that when it gets to the Master Step Number on the main job, it must first have the associated sub-assembly complete. This will allow your steps from the sub-assembly overlap earlier steps in the main job.

Match Invoice Number with Delivery Ticket Number

Select this option under File | Company Maintenance on the Order Entry tab to ensure that the customer's Invoice number assigned during billing will match the number on their packing list. This is the easiest way to reference the shipment to the invoice at a later date. This is the most popular method for assigning invoice numbers.

Matches Found

This is the number of records the Hot Spot found to match the criteria in your SQL statement.

Material Calculator

These are the material calculators that help you determine how much you'll need to make your part. The system comes loaded with a Bar, Coil, Cutlist, and Sheet calculator. The Add New option allows you to attach special calculator EXEs created by the Development Department.

Material Type

This is the type of material assigned to help the system determine how much will be needed for the job. It can be bar, coil, or sheet. The actual calculation will take place when the user selects the Materials button back on the General tab.

Max Container Weight

This is the maximum weight mandated by the carrier. Your individual containers may not exceed this. If they do, the system will prompt you to repackage them into multiple containers when you create the Packing List.

Method of Calculation

Selecting the appropriate method of calculation is an important step because it determines how the due date and discount dates are calculated. There are two to choose between:

Method 1 takes the invoice date and adds the number of days from the net due period field. So, if the invoice date is *August 3* and the net due period is *20* days, the due date will be calculated as *August 23*.

Method 2 assigns the number in the net due period as the due date. So, an invoice dated *August 3* with a net due period of *20* would be assigned a due date of *August 20*. The system assigns the next day of the month that matches the net due period. Another example of this would be an invoice dated *August 24* with a net due period of *25*. The system assigns *August 25* as the due date. The discount date gets calculated the same way using the number appearing in the discount period field.

Military Time (Decimal)

This method divides the hour into 100 minutes instead of 60. So a clock time of 7:30 pm would be 19:50 in decimal military time. Companies using data collection devices have no need for this method. This is specifically designed for shops using the “start time” and “end time” options in manual Time Ticket entry.

Military Time (Standard)

This method divides the hour into 60 minutes instead of 100. So a clock time of 7:30 pm would be 19:30 in standard military time.

Minimum Order

This is the minimum dollar amount the vendor requires a customer to purchase before placing an order. Enter the dollar amount, using decimals. This charge carries over to the vendor step on the router. This option is also located on the router in the outside service step.

Misc/Tooling Charge

These charges are entered manually on the Engineering tab of the Estimate. If there are miscellaneous charges on a part, they will display on the grid lines following the item so that the charges are separated out on the quote and not figured into the piece price.

Misc/Tooling Description

This is the description associated with any Misc/Tooling Charges you have to include on an Estimate. These will follow the part to a Quote and an Order.

Miscellaneous Utilities

These are the most popular utilities users must perform: Flush Routing, Flush Time Tickets, Smooth Overtime, Markup Materials, Import/Export, Fix Indexes, Accounting Amounts, California Overtime, and Flush BOM.

Mobile Email Address

If the user has a mobile email address (such as a cell phone), enter that address here. This will be useful in conjunction with the Messaging functionality.

Move To Specific Date

This field allows you to type any date and automatically jump to that date in the Contact Management calendar.

Name

This the name of the contact for the Customer or Vendor.

Net Amount

This is the payment amount after a cash discount has been taken. If payment terms included a 1% discount on an invoice of \$100, the net amount of the check would be \$99, if the discount is taken.

Net Due Date

This field is used in both Accounts Receivable and Accounts Payable to display the actual date the payment is due regardless of a cash discount offered. It is calculated based on the Invoice Date and Terms Code. So, if the Terms Code is 1%10Net30 and the Invoice Date is August 3, the net due date will be calculated as September 3.

Net Due Period (Days)

This is the number of days the Invoice is due within. Net 30 terms means the Invoice is due within 30 days.

New Revision

The New Revision button allows you to change the revision of the selected document on the Revision History tab of Document Control. The new revision level and date will be reflected on the General tab of the Document Control tab.

Next Check Number

Enter the starting check number here for the bank account. This is a seven-character, numeric field. The system will use this as the next check number in the Account Payable Check Writing process, but can be overridden at this point. Since each Bank Code can have its own check numbering scheme, the next check number will always be the one corresponding to the selected Bank Code.

Next Document Number

Set your Document Numbering here so that a consistent scheme is established for your Quality requirements.

Next Review Date

This is the next scheduled review date for an employee. This is simply a memo field so the system will not generate reports using this field.

Non-Conformance Code

These codes are set in Table Maintenance according to your own Quality requirements.

Non-Conformance Date

This date defaults to "today" when the Non-Conformance is initially created (or "issued").

Non-Conformance Number

This number is automatically assigned when the Non-Conformance is created, either manually or via Customer Return/Rework or Vendor Return.

Non-Conformance Type

A Non-Conformance can be created and associated through the Type field. You can associate Non-Conformances with Customers or Vendors or you can create an Internal Non-Conformance.

Notes

The Notes icons seen through out the system mean there are Comment Details associated with the line item. These comments, if given a follow up date, will display in the Contact Management calendar and can be completed as a task or "to do" for the person it's assigned to.

Notes to Customer

Any notes to the customer are stored in this field and printed on all customer correspondence. This is an unlimited text field.

Notes to Vendor

Any notes to the vendor are stored in this field and printed on all correspondence. This is an unlimited text field.

Number of Containers

The number of containers entered here displays on the Bill of Lading for a shipment. Be sure the number of containers matches the Container Unit entered so the Bill of Lading prints correctly.

Object

The Object is the portion of the software that the "to do" will deal with. Virtually every portion of the system is represented here.

On Hand

This is the number of parts being pulled from inventory quantity available to post to the job.

On Reserve

This is the number of parts the system has reserved for jobs.

Open/Closed Status

This filter on the Non-Conformance, Corrective Action, and Feedback Summaries allows you to look for Open Only or Closed Only documents, depending on the radio button you select.

Operation

This optional field can be used to set up standard times for manufacturing processes performed on a part. The operation can contain standards for setup and cycle times to be performed. So, the user could set up an operation called "Face/Rough Turn" with a default set up time of one hour and a default cycle time of eight minutes. When the operation is selected on the router, these defaults automatically populate the remainder of the router line item. The user can change these time standards at any point by selecting the appropriate cell and entering a new value.

This can help speed up Quoting time if a shop uses the same processes with slight variations in time. This option can be hidden on the router and Time Ticket by checking this option under Hide These Grid Items in File | Company Maintenance on the Time Tickets tab. Most shops choose to hide this option and manually enter setup and cycle times for each routing step since most jobs and processes are different.

Operation Code

This is the shortened version of the operation being performed. A full description is entered at set up. It will automatically populate the routing step description field during estimation or order entry, when the operation is selected. When Data Collection is used, but no Operations are assigned, set up a default Operation under Table Maintenance | Collection Terminals. If the "operation" field is not used on the router, and most shops do not use it, set up an operation as "1" and use it as the default. This code can be overridden.

Operation Number

A number is also assigned to each Operation Code, which is used when entering manual Time Tickets or scanning time directly from the shop floor using "real time" Data Collection devices. **Only** numeric values can be accepted by Data Collection devices, so use caution when selecting this numbering scheme. When Data Collection is used, but no Operations are assigned, set up a default Operation under Table Maintenance | Collection Terminals.

Optional Validation Settings

Check these options so the system knows how to treat these validation processes. If users should complete previous routing steps before starting a new routing step, check that option. If users shouldn't be allowed to report quantities greater than what was reported on the previous step, check that option.

Order + Item Number

This job numbering method is highly recommended. It uses sequential numbering with a dash and a line item number added to the end. So, an order received from a customer with three line items will be assigned the job numbers 5000-01, 5000-02, and 5000-03. The advantage here is that items belonging on the same order are easily identified by the job number.

Order Created By

This is the user who created the new job for rework on the original Order. It's automatically selected when the user clicks the Process button on the Detail tab of the Customer Return/Rework.

Order Date

This defaults to the date the Order is entered. It can be overridden though by simply typing a new date. Or, click the browse arrow to open the present month's calendar and use the right and left arrows there to move to another month.

Order Date (Customer Return/Rework)

This is the date the new job for rework was created on the original Order. It automatically populates with "today."

Order Entered By

This is the name of the employee who entered the Order. It defaults from the Quote information if the Order was generated from one. If this Order is being manually entered, select the name from the browse arrow.

Order Entry Settings

Automatically Add New Parts To Database... Check this box to tell the system to add new parts to the database directly from an Order.

Automatically Post Parts... Check this box to tell the system to attempt posting parts from Inventory automatically when an Order is processed. If you want to use Rob From Stock Jobs, this option must be selected in conjunction with Automatically Rob From Stock Job below. If you do not want to post parts from stock, do not use this option or the Automatically Rob From Stock Job option.

Match Invoice With Packing List Number... Check this box to allow the user to put these two numbers in sync with one click.

Spool Back-Ordered Shipments... Check this box to tell the system to automatically load Work Orders and Job Travelers into the print spool if a partial shipment is made on an Order.

Automatically Rob From Stock Job... Check this box to allow users to set up STOCK orders and then CUSTOMER orders that will rob from it. This is what assigns the Destination and Manufacturing Job Numbers. Make sure you also check Automatically Post Parts above in order for this to work correctly.

Treat User-Defined Fields As One... Check this box to tell the system to use these fields throughout the system and have them work together.

Order Number

The system assigns the next available order number according to the defaults set under File | Company Maintenance on the Order Entry tab. This number can be overridden during Order entry, if necessary. Many shops refer to this as the internal "work order" number.

Order Total

This total is system generated and cannot be changed.

Orders

Use this filter to find only the Orders that are waiting To Be Shipped or only those that Have Been Shipped.

Original Job Number

This is the Job Number that was originally associated with the items being returned. If any of them are to be reworked, a new Job Number will be assigned when the Return is Processed and the original Order opens to set up the job to complete the rework.

Original Quantity Received

This is the quantity that was originally stated on the Delivery Ticket for the PO. It is system populated and cannot be changed. The Qty To Reject and the Qty To Cancel will be manually populated with the quantities you are sending back. The two fields cannot add up to more than the Original Qty Received.

Original Quantity Shipped

This is the quantity that was originally stated on the Packing List for the Order. It is system populated and cannot be changed. The Qty Returned should be changed to the amount you are receiving back from the Customer. This quantity can all go to Qty To Rework or Qty To Restock or it can be split between Rework and Restock, the two fields just cannot add up to more than the Qty Returned.

Outside Service

This field indicates whether a particular vendor or operation is an outside service or not. Outside services are things like heat treating, grinding, plating, painting, etc. Purchase Orders to Vendors marked as outside services, are treated differently when they are received. These do not affect inventory quantity on hand, but rather adds or subtracts from quantity outside. These Purchase Orders are also added to the Delivery Ticket print spool so the system knows to generate a packing list to be sent with the parts to the Vendor.

Overlap Routing Steps by Default

This option makes sure the system schedules setup time to be completed on subsequent steps by the time the first piece is completed from the previous steps.

Overtime

Each user decides if automatically calculated overtime is appropriate. If this option is selected the method must be chosen also. Employees can be paid overtime daily after 8 hours or weekly after 40 hours. Also select the day for pay period begin. Then fill in the overtime after hours field and finally enter the pay rate factor to be multiplied by the regular rate. Time and a half would be entered as 1.5. The system will then use the Overtime Settings selected under Table Maintenance | Employees on the Schedule tab.

Overtime Settings

This calculation was set as a default under File | Company Maintenance, but under Table Maintenance | Employees, each employee can be individualized to override that company default. Choose between Daily or Weekly overtime calculation and the system will calculate the rest accordingly. Enter the threshold for overtime first, typically "8" for daily or "40" for weekly. Then enter the appropriate pay rate factor.

Packing List Number

The Packing List is created to accompany an Order once Shipment is complete.

Packing Slip Number

This number comes off the paperwork from the vendor. This will become the vendor Invoice number when that Invoice is entered.

Part Image File

This field indicates the path and name of the part to be manufactured. Use the navigation button to the right of the field to locate the appropriate drive, directory, and file name to attach.

Part Length

This is the actual part length of the finished product.

Part Notes

Notes here refer to any additional information not contained in the routing or any of the other components under Quoting | Routing/Estimation. These notes are designed for internal use and will not appear on any documents to the customer. They become comments for a job during Order entry and can be edited at that time. An example here would be “Don’t scratch these parts during the manufacturing process. The finish is very important to the customer.”

Part Number

This is what the software uses to retain estimate information. It is typically the customer’s number and can hold up to 30 alphanumeric characters. This number can be used for customer parts, raw materials, tooling, fixtures, or anything that must be tracked as an inventory or purchased item. Duplicate numbers are not allowed by the Shop System. An error will prompt the user to assign a new number.

A description of the part number displays along with the number. It’s a searchable field, which means each word becomes a Keyword in the index. So, if the description has the word “bushing” in it, the system can generate a search to find any Part Number with “bushing.”

“Part Number” can be used in several ways throughout the system:

Quoting uses numbers assigned by the customer. The part number typically appears on “prints” or “requests for quotation.”

Orders also uses numbers assigned by the customer. If a part was not quoted or routed, a part number must be assigned at Order entry. No Orders can be processed without part numbers. If the customer doesn’t supply one, the user will have to create one for them or use the description of the part as the part number.

Purchasing uses either a vendor’s part number for purchased parts or the part number on the customer’s job for outside services on that part.

Inventory uses the number to identify customer parts, raw material, tooling, fixtures, etc.

Part Number Status

This filter allows you to search for parts that are either Active or Inactive. Just select the appropriate radio button before you generate the report.

Part Status

This filter allows you to search for Tooling parts that have been marked either Active or Inactive. Just select the appropriate radio button before you generate the report.

Part Weight

This is the weight of the finished part. It is specified under Quoting | Routing/Estimation on the Engineering tab.

Parts Per Bar/Coil/Sheet

This option is used in Quoting | Routing/Estimation on the Materials tab where the user can automatically calculate the amount of raw materials needed according to the figures entered on the Calculator. For example, 3” diameter 1018 Steel is being used. Enter the bar length, the amount of the bar to be lost during manufacturing, the length of the part specified by the customer, the amount of bar lost during “cut off,” and any additional stock allowance to be consumed during

Glossary of Terms

manufacturing. The system calculates how many finished parts can be made from each bar and the fraction value of the bar being used by each part. Values can be set under File | Company Maintenance | Defaults on the Quoting tab to hold bar length, bar end loss, cut off, and stocking allowance information.

Password

Passwords must be assigned for each user since the software won't allow entry without one. It must be at least three alphanumeric characters, but no more than eight.

Path/File Name

This is the path and file name of the document attached via Document Control.

Payroll Rate

The Payroll Rate is used during Time Ticket entry to tell the system what hourly labor rate to use. These rates are held in each employee's master file. Most shops set up three rates: Rate 1 = Regular, Rate 2 = Overtime, and Rate 3 = Double Time. The system can handle up to ten though. When Time Tickets are entered the system looks for the corresponding hourly rate based on the payroll rate selected. This is extremely important for accurate Job Costing calculations. This amount can be found under the "Labor" column on the Job Cost Summary.

Payroll Rate Descriptions

These are the descriptions that correspond to payroll rates under Table Maintenance | Employees on the Payroll tab. They are set under File | Company Maintenance on the General tab. This description also displays on the Time Tracking Summary. For example, these descriptions could be: Regular, 2nd Shift, 3rd Shift, Holiday, and Vacation. They are used during Time Ticket entry. Default payroll rates can be set up for Data Collection and Time Ticket entry.

Percent Efficiency

This is the rate of efficiency at which the machine operates. These are entered for each routing step. This efficiency rate adds hours to the routing step when this operation is selected. So, if the machine runs at a 75% efficiency rate, the system adds 25% to the hours. Percent Efficiency does not apply to the setup time.

Period Begin Date

This date is assigned as the begin of the trigger for Employee Training, Work Center Maintenance, Tooling Maintenance, or Document Review.

Period End Date

This date is assigned as the end of the trigger for Employee Training, Work Center Maintenance, Tooling Maintenance, or Document Review.

Period Number

This tells the system what accounting period a document will be placed in for General Ledger posting purposes. The default is the year and month of the document. So, a Vendor Invoice with a date of 07/15/99 has a Period Number of 199907. This default can be overridden at the time of entry though. Note here, that if the Invoice Date is changed at any time, the system will attempt to change to match it automatically.

Permanent Action

Notes entered here document what will correct this problem for the long term. The Immediate Action will carry the notes to document what will correct this problem in the short term.

Phone Number

Enter the telephone number for your own company or a particular Customer or Vendor.

Pieces Finished

This is a default number of pieces finished to be used at each log off. Shops that don't track pieces finished would enter a "1" here and the system then assumes one piece is finished during every log off.

Pieces Good

Enter the number of pieces completed on the Work Center here. We recommend this figure be entered with every Time Ticket whether it's manual or through Data Collection. Refer to Table Maintenance | Collection Terminals for the appropriate settings to record this number.

This figure affects machine loading, performance reporting, and more. All Cost Analysis reports work from pieces good entered to calculate performance and to do a comparison of actual vs. estimated hours. Scheduling also relies heavily on this figure to determine the hours remaining to complete jobs.

Pieces Run in Time Period

The system will calculate the number of pieces for you based on the Time Tickets turned in between the Period Begin Date and the Period End Date set on the line item. Pieces will begin populating this field once the Period Begin Date hits.

Pieces Scrapped

Enter the number of pieces scrapped on the Work Center here. We recommend this figure be entered with every Time Ticket whether it's manual or through Data Collection. Refer to Table Maintenance | Collection Terminals for the appropriate settings to record this number.

This figure affects machine loading, performance reporting, and more. All Cost Analysis reports work from pieces scrapped entered to calculate performance and to do a comparison of actual vs. estimated hours. Scheduling also relies heavily on this figure to determine the hours remaining to complete jobs.

Port Number

If you use an Ethernet Connection or a PocketPC, you will have to supply a Port Number to go along with the IP Address for that device.

Post From Inventory

This is the number of parts chosen to post from the available inventory. Select the Bins button to specify the location of the parts to be pulled from inventory.

Price

This is the list selling price of a part. Orders entered from Quotes have the price automatically populate according to the quantity and pricing entered on the Quote. When quantities change at Order entry, the system goes back to the quote to check for quantity breaks and new pricing. This price can also come from the Estimate if no Quote was created or it can carry over from part entry. The price can simply be entered manually too!

Price Calculation Method

There are two options for price calculations:

Billing Rate... This method uses the rates established for the Work Centers. Times entered on the Router will be multiplied by the markup percentage assigned to each quantity break to determine the estimated selling price. The rates set up with each Work Center are assumed to have labor, burden and profit built into the numbers.

Cost + Markup... This method multiplies the Router times by the labor and burden costs for each Work Center. That figure is then marked up by the percentage assigned to each quantity break. The estimated labor and burden rates stored with each Work Center are costs only and the markup percentage takes care of your profit.

Pricing Breaks

Each Part Number in the system can have up to ten quantity breaks defined. These breaks allow the user to extend volume pricing to customers according to the number of pieces ordered. A shop could set up five quantity breaks on a part: 1, 5, 10, 25, and 50. Each quantity has a different price associated with it. Customers will receive the price for 10 when they order 10 or more, but less than 25. A quantity less than the first quantity break gets the first quantity break price and a quantity greater than the last break receives that last break's pricing.

Pricing Unit of Measure

This unit of measure corresponds to the pricing break quantity and the associated prices. Valid units of measure are "EA" for each, "C" for per hundred, "M" for per thousand, and "LB" for pound pricing.

Primary Vendor

Parts that are purchased must have at least a Primary vendor selected on the Purchasing tab of the Inventory Item. There are also fields for Secondary and Alternate vendors to purchase this part, but the Primary is the only one that **MUST** be selected in order for this part to be flagged as "purchased" in the software.

Print Certifications

Select Yes as the default to have Certificates of Conformance print for each customer. This default is set under File | Company Maintenance | Defaults on the Customer tab.

Print Gross Profit Margin After

By entering the Group Code for Cost of Goods Sold users will be able to see the Gross Profit on the Income Statement. This is required to print the Income Statement.

Print Logo On These Forms

Tell the system which forms you want your logo to display on when you print them. Just check off all the appropriate items.

Print Operating Profit Margin After

By entering the last Group Code for Expenses users will be able to see the Operating Profit (Net Profit) on the Income Statement. This is required to print the Income Statement.

Print Zero Accounts?

Tell the system (Yes or No) if you would like accounts that have zero dollars in them to print also on the report.

Priority

This is the priority of a customer's job at Order entry used for Scheduling purposes. Valid choices are from 0 - 99. Use this field to identify "hot" jobs. They usually have a priority of "99." This field can also be used as a filter for report generation. A Job Schedule could be run for a certain range of priority jobs. So, the priority of "0" could be entered on jobs the user wants to exclude from the job schedule. Default priorities can be stored with each customer in the master customer file.

Private?

Use this field to mark a comment you enter as Private so that only you have access to it in reporting or on the Contact Management calendar.

Product Code

The Product Code is assigned to a part to categorize products or inventory segments. A user could create Product Codes for Steel, Aluminum, and Brass so the inventory can be separated into these categories. We recommend creating codes for “customer parts” or “finished parts” to tag customer part numbers.

Productive Time

Selecting or deselecting this check box pertains to codes that will not be entered at the clock. For example, users set up holidays and vacation days for each employee. Since this is earned time off, an Attendance Code should be selected in conjunction so that the system adds an attendance record for the non-productive time. It classifies an Attendance Code as productive or not. This is used on the Attendance Summary.

Profit Percent

This is the percentage of profit the system has calculated you will make for the quantity break of the item. If this is too high or too low, you can click in this field and change it appropriately and the system will recalculate the Markup Percent and Sell Price.

Projected Net Payroll

The Cash Flow Settings dialog box allows you to enter projected payroll figures for up to 6 dates. You also select the Month and Year for these projections. When you click Close, the system calculates your payroll and adds it into your Cash Flow Analysis.

Prompt for Next Work Center

Selecting this option tells the system to request the number of the next Work Center for this part from the employee logging off. This is convenient for shops that don't use routers for their Orders. Entering in the next Work Center lets the user print a Loading Summary that will show the job in the Work Center. If routers are used, do not select this option.

Proposal Comments

These are comments added about the document being proposed for approval.

Proposal Date

This is the date the document being proposed for approval was added to Document Control.

Proposed By

This is the person who proposed the document for approval.

Purchase Discounts

This is the G/L account for discounts the vendor allows. So, if the vendor allows a 1% discount if the Invoice is paid in 10 days, the system creates the discount, which is taken when the Invoice is paid. Once the Invoice is paid, the purchase discount goes into this default General Ledger account.

Purchase Order Date

The date the Purchase Order was entered into the system. This date can be changed, but will always default to “today.”

Purchase Order Number

The Purchase Order number is used in the system for Customers and Vendors. It's optional when entering a customer's order into the system. Enter any number the customer has provided here. If the customer does not use a PO Number or if it's not applicable here, leave this field blank.

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Purchase Order Numbers can also be assigned to vendors. These can be system assigned with the default set under File | Company Maintenance or manually overridden. This internal number is referenced on receivers, Accounts Payable Invoices, and other documents. Make sure the appropriate PO Number is used for customers and vendors.

Purchase Order Total

The system calculated total on the PO once all the line items have been included.

Purchase Order Type

Items ordered on POs can be categorized as purchased or outside service. When running the PO Summary, users can filter their results by these types.

Purchase Quantity

This quantity is the amount necessary to be purchased for the job and stock.

Purchase Unit

This is the unit of measure that corresponds to the Purchase Quantity. This is the unit that a particular part number is bought in. Steel is typically bought by the pound. So, "LB" would be the Purchase Unit. Other examples are "EA" for each, "C" for per hundred, "M" for per thousand, "BAR" for per bar, or "SHT" for per sheet.

Purchased By

This is the name of the employee who entered the order. It appears as the purchasing agent on the Purchase Order.

Purchasing Address

Vendors can have three addresses registered on the Addresses tab of the vendor code: Shipping, Remittance, and Purchasing. The address you enter in the Shipping Address area will default to the Remittance and Purchasing sections, but they can be changed at any time to correspond to each vendor.

Purchasing Factor

This is the ratio of the purchasing unit of measure divided by the stocking unit of measure. Bars of steel are generally purchased by the pound, but stocked by the bar. So, the purchasing factor would be the number of pounds per bar. If the part is purchased and stocked in the same unit, select "1" as the purchasing factor.

Purchasing GL Account

This is the General Ledger Account code created for purchased parts. It's used to track profit and loss since all G/L accounts accumulate dollars for sales, expenses, etc.

Purge Type

Part Numbers, Quotes, Orders, Shipments, Purchase Orders, Receivers, RFQs, Time Tickets, Time and Attendance, Invoices, Cash Receipts, Vendor Invoices, and Checks are all of the individual areas of the database that can be purged.

Just select the appropriate area. Then select the filters. Run the search and then click OK to populate the list box. Review the list and "exclude" any that should be kept. Finally, click the Purge Records button.

QC Comments

These comments are entered by the employee responsible for inspecting either parts returned by your customers or parts you are returning to a vendor.

Quantity (Misc Job Cost)

This is the amount needed for the part added as a Miscellaneous Job Cost.

Quantity Breaks

Each Part Number in the system can have up to eight quantity breaks defined. These breaks allow the user to extend volume pricing to customers according to the number of pieces ordered. A shop could set up five quantity breaks on a part: 1, 5, 10, 25, and 50. Each quantity has a different price associated with it. Customers will receive the price for 10 when they order 10 or more, but less than 25. A quantity less than the first quantity break gets the first quantity break price and a quantity greater than the last break receives that last break's pricing.

Quantity Canceled

This field is used in Order entry, Shipments, Purchase Orders, and Receiving. It is best used to "close out" open Orders or Purchase Orders. A Purchase Order for 1,000 pounds of steel that was received as only 996 pounds can be considered complete and canceled when the user enters the missing 4 pounds in this field.

Quantity From Stock

If there are parts in stock that weren't posted to the job during Order entry or through Inventory Transfers, they can be posted to the job during the Shipment phase. Just enter that number in this field, but keep in mind that this can only be done if there is a quantity on hand in stock.

Quantity in Process

This is the system-calculated quantity currently being worked for open jobs needing this part.

Quantity on Hand

This number represents the pieces of a given part that are currently on hand in inventory and available for allocation. This is specific to the stocking unit of measure. Quantity on Hand is updated by Receiving, Shipping, and manual edits.

Quantity on Reserve

This is the system-calculated quantity being held for open jobs needing this part.

Quantity Open

This represents the quantity open for each job on the order. If there are multiple releases set up, the total left to ship and the next release will come over also.

Quantity Ordered

This is the total number of this part to be ordered from the vendor. It must be in whole numbers. Quantities from job requirements are rounded to the nearest whole number. If a smaller quantity is required, make the purchasing unit of measure smaller. For example, if only a decimal of a bar is being used, change the unit of measure on the part to inches. Use the in-cell calculator to figure this quantity.

Quantity Posted to Job

This is the amount of this part that has been posted to the job.

Quantity Received

Enter the quantity received from the vendor here. This should be the total quantity from the Purchase Order. Click the in-cell button in the field to open the Receiver Releases screen where the quantity as a whole number can be entered.

Quantity Rejected

Use this field to keep track of scrapped parts by vendors and see the total on the Vendor Quality Summary.

Quantity Remaining

This is the quantity still needed to complete the job.

Quantity Required

This is the number of pieces needed to make a single assembly part. It is calculated from what has been entered on the finished part number's Bill of Material created during the Estimate. If a part yields 10 parts from a bar of steel and the customer's order is for 150 parts, the system will show "15" as the quantity required to manufacture this item. Note that this number could be fractional, but the Quantity Ordered must be a whole number.

Quantity Required (Fill Job Requirements)

This is the quantity needed to complete the job.

Quantity Returned

This is the amount of the part being returned.

Quantity Shipped

This is the number of parts shipped either to the customer or to stock. Partial or overshipments can be entered and tracked by clicking the in-cell icon and completing the Job Number Releases screen.

Quantity to Buy/Make

This option is used when processing an Order. It indicates how many of the given part necessary to fulfill the order are manufactured or purchased. This is the automatically calculated number left to buy or make to fulfill the Job Number.

Quantity to Cancel

This is the number of pieces canceled on an order. It is entered manually when generating the Shipment.

Quantity To Customer

This is the amount of the part that's being shipped to the customer.

Quantity to Post

This is the number, in stocking units, being posted to the job. This can be changed manually, if the user does not want the amount allocated to post. Material required for the part that does not automatically populate in the grid can be added here when processing the Order. Just manually type it or use the Search button. The system can be set to attempt automatic posting when the order is processed by selecting that option under File | Company Maintenance on the Order Entry tab. Be sure to understand how the company handles part posting so this information is correct. Once items have been posted and the job is processed, inventory transfers are the only way to make edits.

Quantity To Restock

This is the amount of the part the customer wants to send back for our stock. If you have a restocking fee set on the customer (or on your company Code), you can recoup that percentage on the unit price!

Quantity To Rework

This is the amount of the part the customer wants you to fix and send back to them.

Quantity to Ship

This number is generated from the Order. If there are multiple releases, the first release comes over. If there are no multiple releases set up, the entire quantity open displays here. Right-click on the cell to display the Job Number Releases screen where the quantity can be edited. This is where partial or overshipments are entered.

Quantity to Stock

Enter the quantity received from the Vendor as stock here. This should match the quantity on the Purchase Order. Right-click the cell to open the Receiver Releases screen and enter the amount there. Indicate the Bin and Lot Number where appropriate.

Quantity to Unpost

This is the amount of this part that has been posted to the job, but you now want to send it back to stock.

Queue Option

This option is available as a Report Destination when printing. This allows users to schedule the printing of reports and select the delivery mode: EMail, FAX, or Printer.

Queue Time

This is the time allocated between jobs. It is the time between when a cycle of a job is complete, but before the set up of a new job has begun. This builds additional hours into the schedule to allow for errors during estimation or scheduling. This time is used in the scheduling process only and does not add hours to the estimation for a job.

Queue Time Units

This is the time unit of measure associated with the Queue Time entered. If Queue Time is an hour for a Work Center, enter "1" as Queue Time and select "H" for Queue Time Units. Valid units are hours (H), minutes (M), or seconds (S).

Quote Date

This date defaults to the date the quote is entered.

Quote Expiration

Enter the number of days you want the system to use to calculate when a quote expires.

Quote Expires On

This is the system-calculated date when the quote will expire.

Quote Followup

Enter the number of days you want the system to use to calculate when a quote should get a follow up.

Quote Notes

Any notes to the customer can be stored here and printed on all customer correspondence. This is an unlimited text field.

Quote Number

This number automatically populates according to the numbering scheme selected under File | Company Maintenance. This number can be overridden with a new number, if necessary.

Quote Text 1:

Information entered here will default on each quote you generate. You can change this default information on each quote to personalize it for the customer, if necessary.

Quote Total

The system calculated total on the Quote once all the line items have been included.

Quoted By

Type the Employee Code of the person who entered the quote or select it from the browse arrow. This name will appear under the signature line on the Quotation.

Rate Calculator

UPS and FedEx rate calculators have been built into the system and can be used to determine shipping costs using the Zip Code on the shipping address.

Re-Order Level

This level can be set on any Part Number in the system. The quantity here represents the amount of this part that needs to be on hand at all times. When the quantity on hand falls below this value, the part automatically appears on a Re-Order Summary the system can generate for inventory tracking.

Re-Order Quantity

When the re-order level falls below the stated value, the number entered here is used to replenish the inventory on hand quantities. This becomes the default order quantity for a Purchase Order to a vendor, but the user can override it. This quantity **does not** automatically appear while entering a "stock" order for a manufactured part.

Ready to Ship

This is the quantity of a part that has completed the last routing step on the order, but has not yet been shipped.

Ready to Ship Status

Ready To ship means there are parts that have completed the last routing step on the job. You can filter the Job Schedule to return jobs that have parts Ready To Ship or return only jobs that have no parts Ready To Ship.

Reason Code

These codes are assigned to customer or vendor returns or parts that have a non-conformance. Several come loaded with the system, but users are encouraged to create their own in accordance with individual quality programs.

Reason for Adjustment

Entering a reason for an adjustment will help you track changes to your inventory. Generic default entries will be made when an adjustment is entered (e.g., "Removed 1 parts from bin location Z-61"), but you can change this to be a more accurate description of the adjustment, when necessary.

Reason for Return

The employee who issues the return should enter an explanation for the return here.

Reason Number

This is the number that gets system-assigned to a Reason Code when it is created.

Receipt Date

This is the date a cash receipt in Accounts Receivable was received from the customer. Use it to track customer payment histories and also generate the General Ledger period number.

Received By

This is the employee who received the parts back from the customer for a return.

Received Date

This is the date the parts were received back from the customer for a return. This defaults to "today," but can be changed, if necessary.

Receiver Date

This date defaults to today's date, but can be changed by overtyping or click the browse arrow to open the calendars. It is the date of a Receiver on a Purchase Order. It displays on the PO and throughout the system for tracking.

Receiver Notes

Enter any notes about receipt of a Purchase Order in this field.

Receiver Number

This is the number used to receive items on a purchase order from a vendor. It can be manually entered according to a shop's internal numbering scheme or automatically assigned by the system using the next sequential number set under File | Company Maintenance.

Receiver Status

A Receiver can be created and processed or created and closed without processing. The filter here allows users to narrow their search by only returning processed or unprocessed Receivers.

Receiving Comments

The employee who receives the parts back from the customer should enter an explanation for the return here.

Redwing Import File

For those using the external Redwing payroll system that interfaces with the Shop System, this is the name of the file used to retrieve accounting information from that system automatically. This external posting file is generated out of the payroll system and must be located where the computer integrating the file can find it. Contact Redwing support for help creating this external posting file.

Refresh Costs

This button updates the cost of the part after you have edited it from the Materials tab of the Estimate. Any Vendor changes will also be updated. You MUST click Refresh Costs for your changes to be put in place.

Refresh Display Rate

The rate designated here tells the system how often to "redraw" the screen with the current log on and log off information. The default is 10 seconds, but the rate should be changed according to the needs of the company.

Release Comments

Any comments to accompany the document should be entered here.

Release Date

This is the date the employee released the document in Document Control. It defaults to "today," but can be changed if necessary.

Release Quantity

This is the amount of the part that originally went to the job.

Release Type

Releases for orders can be Customer Releases or Stock Releases. Highlight the quantity and click the Details button to see how the release was setup. The Shipment Summary also uses these types as filters to narrow your results.

Released By

This is the employee who released the document in Document Control.

Remittance Address

Vendors can have three addresses registered on the Addresses tab of the vendor code: Shipping, Remittance, and Purchasing. The address you enter in the Shipping Address area will default to the Remittance and Purchasing sections, but they can be changed at any time to correspond to each vendor.

Report Format

There are two formats for printing in Contact Management: Detail or Calendar. The Detail option will print the details for the day highlighted. The Calendar option will print a replica of the calendar you have selected: Day, Week, or Month.

Reported Problem

This is a description of the Reason Code selected, but users can add information here when necessary.

Request For Quotation Notes

Enter any comments to the vendor here. These notes also populate the Purchase Order when it is entered using an RFQ Number.

Request For Quotation Number

This number can be entered manually or automatically assigned according to defaults under File | Company Maintenance. It can be used to quickly generate a Purchase Order to the Vendor.

Requested By

The user selects their employee name from the browse arrow. This name will print on the header of the RFQ in the "requested by" field. A signature line also prints at the bottom of the RFQ for this user's signature.

Requested Date

This is the date the customer requests delivery of parts on their order or the date the company requests delivery of parts from their vendor on a Purchase Order. This is also known as the "Due Date" and can be useful for generating reports throughout the system such as the Purchase Order Summary, Receiving Summary (which shows who is late and who is on time), and Vendor Quality Summary.

Resale Price

This field is used for items that are purchased by the company, marked up, and then resold to a customer. It could be a raw material part or a manufactured part.

Resolution

This is the resolution to Feedback that warrants a Corrective Action Code, typically negative or neutral feedback.

Response Due

When a Corrective Action is being investigated, the employee doing that investigation should enter an estimated Response Due date on the Investigation tab of the CAR.

Restock Fee %

The percentage for restocking that has been set on the customer (or in Defaults on Company Maintenance) will display here in the grid for each line item.

Restocking Fee

A restocking fee (as a percentage) can be set under Defaults in Company Maintenance to be applied to all Customers. Or you can choose to set a percentage on the Credit tab of each Customer accordingly. Each Vendor should be assigned it's own restocking fee on the Purchasing tab.

Results (Hot Spots)

These are the results the system found that matched the query set up in the Hot Spot.

Retained Earnings

This account holds the profit or loss since the business started. It's the default General Ledger account the system uses during the Process End of Year command when all the revenue and expense accounts are cleared and the profit for the year is rolled into this retained earnings account. The system will automatically reset the fiscal year to the new date.

Retired By

This is the employee who retired the document in Document Control.

Retirement Comments

Any comments the Retired By employee wants to include with the retired document should be entered here.

Retirement Date

This is the date the document was retired in Document Control.

Return Issue Date

This is the date the return was issued. It will populate with "today," but can be changed when necessary.

Return Item Number

When a customer or vendor return is processed, each line item gets an Item Number. When a Return is specified on a Non-Conformance or Corrective Action, all the "item numbers" are listed in this drop down.

Return Number

This number links the Non-Conformance or Corrective Action to the customer or vendor return.

Return Status

This status changes as each tab of the return is completed.

Return/Rework Settings

This is where users set the defaults to be used as the Rework Work Code and Restocking Fee on Customer Returns/Rework.

Review Code

This code is selected when a document is set up to be reviewed on a monthly, weekly, or yearly cycle on the Review History tab of Document Control.

Revision Date

This is the date of the latest revision level for the document attached to this part. From a quality viewpoint, it's a good idea to track the revision level and the date of last revision.

Revision Level

This is the designation on the document attached to the part representing the latest revision level. Use letters, like A, B, and C or numbers like 1, 2, and 3. It will carry over to Order entry and other documents.

Rework Job Number

This is the Job Number the system assigns when a customer returns items to be corrected and sent back to them.

Rework Work Code

This is the Work Code that gets assigned to a Rework Job so the correct GL Accounts are used.

Rollback

The Rollback button allows you to remove all the revisions you have made to the selected document and revert back to the revision level selected in the grid on the Revision History tab. The system will give you a warning prompt to let you know all your interim revisions will be lost.

Root Cause

Enter text here describing the cause of the reported problem stated on the Investigation tab of the CAR.

Round to Scheduled Shift Begin/End

This is where shift begins and ends are adjusted, or rounded, to compensate for odd clock in and out times. If Auto Rounding has been selected, those options supersede the settings entered here for shift beginning and ending times on each employee.

For example, shift 1 is set up as 7:00 a.m. to 16:00 p.m. The scheduled rounding rule is set to Late Clock In: Inside 6 minutes rounds back to shift start. Late Clock Out: Inside 15 minutes rounds back to shift end. So, the employee clocked in at 7:08 and out at 16:05 gets modified by the system as clocked in at 7:15 and out at 16:00. The original clock in/out times are stored, but may not be edited.

Routed By

This is the employee code of the person routing the part.

Sales Account

This is the G/L account number to be credited for sales when the customer gets Invoiced. The Work Code assigned to the customer automatically populates the Order and when the Order gets Shipped and Billed, this sales account is automatically credited. Work Codes can be edited at Order entry and Billing.

Sales ID

Use this field to track commissions due for either inside or outside sales representatives. A shortened version of the salesperson's name is entered here. We recommend setting up a "House Account" for those shops with no salespeople since the word "Unknown" will print on any invoice that does not have a Sales ID.

When the order is placed, the Sales ID gets populated from here. Then once that order is shipped and billed, the commission on the invoice is determined by the Sales ID. A detailed sales summary listing all the commission earned can then be printed.

Sales Tax

This field is used during customer billing to hold the sales tax charged on an invoice. In order for sales tax to be calculated correctly, Tax Codes must be created and line items must be tagged on the invoice as taxable or non-taxable.

Sales Tax Account

This is the General Ledger account code used during customer billing to accumulate dollars for sales tax.

Scheduled Begin Date

This date populates once the Scheduling Method is selected and the part is processed.

Scheduled End Date

This date populates once the Scheduling Method is selected and the part is processed.

Scheduling Advisor

Use this button on the Whiteboard to see areas of the system that potentially need your attention. Each area will show the number of jobs affected and provide a Details button so you can see more in-depth information about those jobs. Your jobs are broken down into Order Entry, Schedule, Shop Floor Labor, Raw Materials, Outside Services, and Job Requirements.

Scheduling Direction

There are three options to choose from here that the scheduler will use when a global schedule is generated or when new orders are entered into the system.

Disabled disables the scheduler and results in a performance improvement when entering new jobs into the system.

Forward begins scheduling the job today and calculates a projected finish date. It's important to note that this could result in an end date that is beyond the customer's due date.

Backward takes the customer's due date and backward schedules the jobs to generate a projected start date. Note here that this could result in an estimated start date prior to today. This is the most common scheduling method since the customer due date is usually the key factor when scheduling a job.

Scrap Percentage

This is the average percentage of parts lost during the manufacturing process on a routing step. Adding a scrap percentage tells the system to increase the quantity to manufacture to cover parts lost in the process. So, the process will begin with more parts so the correct quantity is produced when the job is finished. This increases the material and labor costs though. A percentage can be entered on each routing step and will "compound" if entered on multiple steps. This percentage can default from the figure set in Table Maintenance | Operations or it can be manually entered at Estimation.

This figure should not be used when making just one part since **any** scrap percent used will result in **doubling** the quantity and so the cost along with it.

Search Values

Search Value 1 and Search Value 2 are available for users to enter Primary Field values such as Customer Code, Job Numbers, Vendor Codes, Purchase Order Numbers, etc. to help them locate specific records.

Select

This column tells the system which parts in the grid you are working with. For example, you could have several What If jobs calculated here, but you may only want one of them to actually become an order. So, you would click the Select column for the part(s) you want to convert to orders and then click the Create Order button.

Sell Price

This price uses the billing rates established for each Work Center. The router times are multiplied by the billing rates for the Work Centers. That sum is then multiplied by the markup percentage assigned to each quantity break to generate the estimated sell price. This is the price generally used by shops using a “shop rate” or “quoting rate.” The billing rates set up for each Work Center are assumed to have labor, burden, and profit built in.

Sell Quantity

This is the quantity break used on parts for your customers.

Sell Rate

This is the value of the exchange rate used when selling to a particular country.

Sequential

This job numbering method uses a simple counter as the next job number. So, an order received from a customer with three line items on it will be assigned the job numbers 5000, 5001, and 5002. The disadvantage is that line items are not easily identified as being from the same job number.

Setup Charge

This is used with outside service vendors during routing. Any setup fees from the vendor are entered in this field. This allows the user to specify a fixed charge that applies to an order, regardless of the quantity ordered. This charge carries over to the vendor step on the router, but it can be ignored when estimating. Use this charge instead of, or in combination with, the unit cost for the outside service.

Setup Rates/Cycle Rates

These rates are used in the quoting and job costing areas of the system. Up to ten different rates can be defined in the system. These rates are generally made up of three components: average hourly wage in a Work Center, burden rate, and profit margin. So, the SHOP rate might be \$50.00 where the labor is \$15, the burden is \$15, and the profit is \$20.

This is the per hour figure that cycle/setup time hours will be multiplied by for calculations of cost estimates, T&M billing, job costing, margin summaries, etc. It is used to help generate a selling price for the part Number being quoted. This rate is defined in Table Maintenance | Work Centers on the Rates tab. It can be overridden though at any time during the routing process.

Name these rates under File | Company Maintenance on the General tab. Many shops set the first rate as the regular shop rate, the second rate as a rush or premium rate, the third rate as a break-even rate, and so on. The difference between these rates usually reflects the different profit margins the user plans to make.

The system allows for different cycle and setup rates for each Work Center since the cost of labor can fluctuate. For example, many screw machine shops use higher setup rates because the setup person is usually more expensive than the operator who just runs the parts. So, to charge a customer \$60 an hour to set the machine up and \$45 an hour to run the parts, enter \$45 as the Cycle rate and \$60 as the Setup rate. At calculation, the system will multiply all the time entered for cycle by \$45 and all the time entered for Setup by \$60.

Setup Time

This is the time allotted for setting up the Work Center for the corresponding routing step. It works with the Setup Unit column right next to it. The quantity for the setup time is entered here and then the unit of measure is selected in the Unit column. This default setup time automatically populates on the routing step when the operation is selected. If the setup time is one hour enter "1" here and select "H" from the Setup Unit column browse arrow. Or, enter "60" and select "M" for minutes. This entry depends on the shop standard. If a shop does not want to track setup time, a "0" can be entered here and the system will assume no setup time at every log off.

Setup Time Unit

This field works in tandem with the Setup Time. Valid units are H for hours, M for minutes, and S for seconds. This selection depends on the shop standard.

Sheet Calculator

Default measurements to be used in the Sheet Calculator on the Materials tab of an Estimate can be set here.

Shift

This is the shift number of the employee on this Attendance Ticket.

Shift Availability

Indicate here which employee shifts the Work Center is available by clicking the check box to place a checkmark in it.

Shift Settings

Shifts are established under File | Company Maintenance on the Scheduling tab. Select the appropriate Work Shift from the browse arrow. Then press the Tab key and the associated hours set in Company Maintenance will automatically display.

Shift Setup

Enter the Begin and End times, in military time, for each of your shifts.

Shifts Available

Indicate active work shifts here.

Ship Date

This is the date the Shipment was entered. It defaults to "today," but you can change it, if necessary.

Ship To Address

This is the address you select as the one you want your merchandise shipped to. The Location field will hold all the addresses you have set in Company Maintenance so that you can simply click the drop down and select the appropriate address.

Ship Via

Enter the method the item will be shipped such as UPS for United Parcel Service or FedEx for Federal Express.

Shipment Number

This is the number assigned to a customer shipment. It automatically defaults on the Shipment Detail screen according to the numbering scheme set in Company Defaults. This same number should be used on the Packing List and Certificate of Conformance. It will eventually go on to be the Invoice Number too.

Shipment Status

Use this filter to locate processed or unprocessed shipments. It will help narrow your search results.

Shipped By

This is the name of the employee who shipped the Order.

Shipping Address

Vendors can have three addresses registered on the Addresses tab of the vendor code: Shipping, Remittance, and Purchasing. The address you enter in the Shipping Address area will default to the Remittance and Purchasing sections, but they can be changed at any time to correspond to each vendor.

Shipping Charges

This is the amount charged to either ship an item to a customer or receive an item from a vendor. They appear on shipments and are carried over to the customer billing automatically, but can be overridden on that bill. This amount appears as a separate charge on the customer's bill. On receivers, these charges are carried over to the vendor invoice and can be overridden during vendor invoice entry.

Shipping Codes

Shipping codes are assigned through Table Maintenance | Shipping Codes. Set these codes up here to make calculation of shipping charges quicker on the Bill of Lading tab for the Packing List. The selected Shipping Code will also populate the Ship Via field.

Shipping Comments

Any comments, about a merchandise return to your vendor, should be entered here by the employee who shipped the parts back for return.

Shipping Vendor

This is the Vendor Code you have associated with the Shipping Code in Table Maintenance. If your Shipping Codes do not have Vendors associated, this field will not populate automatically when the Shipping Code is selected.

Short Name

This is the short name much like those created for customers and vendors. It should be representative of the employee's full name. This is a five-character alphanumeric field. For example, Tom Jones could have an employee code of "TJONE" or "JONES." Select a naming scheme and use it for all employees to maintain consistency and make searching easier.

The system can store a default employee for data collection devices set up at machines where only one employee works. The system will assume this employee's number during every log on.

Show Calendar For

This defaults to "today," but you can use the left and right arrows to change that date or simply click on the date down in the calendar that you want to work with.

Show Information For

This is where you change who you are viewing "items" for. It defaults to show the uncompleted items for whoever is logged on, but you can change it to any user or department in the system. You can also choose to look at "All Items" which will show you everything for the "user" selected.

Special Instructions

This text box holds special instructions to be printed on the Bill of Lading as “General Comments.” Keep the size of this area in mind when entering these instructions. They will have to fit the standards of the pre-printed Bill of Lading.

Spool Back-Ordered Shipments

Select this option under File | Company Maintenance on the Order Entry tab. This allows the system to automatically load Work Orders and Job Travelers into the print spool if a partial shipment is made on the order. Selecting this option also allows the user to reprint a Work Order or Job Traveler for the remaining portion of the order. This is great for companies relying on this paperwork to produce the part.

SQL Statement/Application Path

When you edit Hot Spots, you will see either the SQL Statement built to run the Hot Spot or the path to the application that runs the Hot Spot.

Standard Cost

This figure represents the cost figure for the part in the primary bin in Inventory.

Start Date

This is the date you want the training, maintenance, or review to begin. You will use this in Employee Training, Work Center Maintenance, Tooling Maintenance, and the Review History for Document Control.

Start Time

Enter the Start Time the employee clocked for this job.

Status

The Status field is used in several places throughout the system.

It can be used to indicate if a part is posted or still needed.

The status on an RFQ can be Pending, Accepted, or Declined. Once the RFQ becomes a Purchase Order, the status changes to Accepted. RFQs with past Expiration Dates must be changed manually by the user to Declined. The RFQ Summary can be filtered according to Status to see an overview of which quotes are still pending, accepted, or declined.

The status of the line item on a Receiver can be “Ordered” to indicate the items have been placed on a Purchase Order. “Inspect” indicates that the Purchase Order has been received from the vendor, but not processed. “Posted” indicates the material has been inspected and posted.

On a Quote, this field indicates won, lost, or pending. When a Quotation is turned into an Order, this Status automatically changes from “pending” to “won.” A Quotation will not automatically change from “pending” to “lost” simply from a past expiration date though. The user will have to manually change the status on each lost quote.

Step Number

Step Numbers are used to sequentially number the routing steps to manufacture a part. If a shop does not route jobs, the system can assume “0” as the step number.

We recommend numbering these steps starting with “10” and incrementing the following steps by tens (i.e., 10, 20, 30, etc.) so that additional routing steps can be inserted at a later date without having to renumber the entire router. To delete a routing step, simply set the Step Number to zero. When viewing the router later, this step will no longer display.

Step Quantity Validation

This validation has been placed on Data Collection so that the number of pieces good or scrapped cannot exceed the number from the previous step on the router.

Step Status Validation

This validation has been placed on Data Collection so that employees cannot work steps on a router out of order. The validation looks at the Status of the step (Current, Pending, and Future). The Current status indicates that step is the one to be worked first. The Pending Status indicates that step is to be worked next. All the remaining steps will be marked Future. So if an employee works the Current step and then tries to go to a Future step, the system stops the action.

Step Type

Each step must be identified as “Work” or “Vendor.” Which one is selected determines how the information for the step is entered. Work Center steps are for internal machining or services provided by the shop. Vendor steps are those for heat treating, plating, etc. to be performed outside of the shop. Since most routing steps are “work” steps, that default has been set on the router.

Stock Allowance per part

This is the allowance to be added to the amount of the bar used during manufacture.

Stocking Cost

This is the cost to either make or purchase a part. This cost for a finished part considers all the routing steps and calculates a unit cost based on labor, materials, sub-contract work, and sub-assembly costs. Stocking costs for purchased parts is generally the last cost for the part from purchase orders. This cost can be manually overridden though which allows the user to value their inventory according to their own standards. Costs entered here are used on all inventory and costing reports.

Stocking Unit of Measure

This is the unit of measure for the way the part number, whether finished goods or raw material, is stored in inventory. Steel, for example, is typically stocked by the bar or foot. Per hundred or per thousand cost units of measure are generally more difficult to administer than an each (EA) price.

Sub-Assembly

A purchased item will have a vendor assigned to it which tells the system to indicate “No” in this field since the part is classified as “Buy.” A “Yes” here indicates parts classified as Make.

Sub-Assembly Part Number

A sub-assembly is an item used to manufacture a master part. A housing may be made by welding a top and bottom piece together. The top and bottom pieces each get Sub-Assembly Part Numbers of their own as well as routing and material lists. Each would then be included on the Bill of Materials for the main part number assigned to the housing. The last item on any sub-assembly should point to a purchased item like material.

Tag Number

These numbers are automatically assigned when parts are received to a bin and lot. They further segregate parts for costing and inventory purposes.

Tax Amounts

These are the corresponding dollar amounts associated with the Tax Codes.

Tax Code

These Tax Codes are used to automatically add sales tax to the customer’s bill or the vendor Invoice. We recommend setting up at least one sales tax code for “Exempt” sales with a tax code percentage of zero since the system requires a tax code for all outgoing invoices to customers.

Glossary of Terms

These codes work from a percentage basis that gets added to a customer's bill or an invoice. That percentage comes from the percent added on the Tax Code when it was created under Table Maintenance | Tax Codes. The code gets selected on the bill or invoice so that it shows as an individual line item. The line item gets marked as taxable. Then the printed bill or invoice shows the line item sale price with a sales tax line item below it.

Tax GL Code

This is the GL Code used for this Tax Code.

Tax ID Number

This is your company's tax ID number.

Tax Percent

The figure, associated with the Tax Code, dictates the percentage to use while calculating the sales tax on a customer invoice. For example, Ohio has a 6% sales tax rate. So a tax code called "OHIO" would have "6" entered as the Tax Percent.

Taxable Accounts

These are all the G/L account numbers for the sales accounts subject to sales tax. During Accounts Receivable Billing, a taxable code is selected on the Invoice. On each part, the user has the option of selecting "Y" for yes taxable or "N" for no taxable. If the part is taxable, the Invoice must have a taxable code and the line item must be set to "Y." So, if the G/L account number is entered here in fields one through ten, the line item will automatically be set to yes at Invoicing.

Click on the check box next to "This tax code applies to all GL accounts" so that the tax percent is applied to all of the accounts selected in fields one through ten. This way, even if it's not in the list, all GL Accounts will be taxable.

Team Size

This field tells the system the number of operators who are working on a particular routing step. Most shops use "1" here, but if a Work Center requires two operators for set up, the team size is "2" for this Operation. The system then allocates twice the labor costs when calculating an estimate. This is only used when estimating costs for a specific part. It is not used to calculate actual job costing information. This default can be set under Table Maintenance | Operations.

Technical Support Utility

This is the utility that allows users to run SQL queries, export their data, or use the FTP site to transfer their data to Shoptech.

Terminal Type

This is the terminal type you're using for data collection. Click the drop down arrow and select the correct device.

Terms Code

The Terms Code is a twelve-character, alphanumeric version of the full description, which is entered at set up and is the identifier that displays in all the drop-down lists within the system.

This code determines the schedule used to calculate the discount and net due dates for Accounts Receivable and Payable Invoices. These are created under Table Maintenance | Terms Codes and assigned to the customer or vendor to default here.

One of two calculation "Methods" will have to be chosen also. **Method 1** calculates the due date based on the age of the invoice according to the invoice date. **Method 2** calculates the due date based on the calendar date, disregarding the invoice age.

Territory

The Territory is directly related to the customer's "ship to" address and is automatically assigned by the system as the customer's state. This field can be used however the user designates. One use could be to divide the territories into larger categories like North, South, East, and West. The territory could then be used as a filter to run the quotation summary by territory.

This Year

As each month is posted in the General Ledger, these monthly totals are generated from the system.

This Year Beginning Balance

This is the beginning balance for a particular G/L account for the present year. In order to print financial reports, this balance must be entered. It is the balance as of the last day of the month of conversion. Debit balances are entered as positives and credit balances are entered as negatives (use a leading hyphen here).

Thousands Separator

This is the symbol that represents the separator for the currency, such as “,” for USA Dollars.

Threshold Type

When setting up triggered employee training, work center maintenance, or tooling maintenance, you'll have to first select the Threshold Type: Calendar, Machine Hours, Man Hours, or Pieces. This selection sets up the Threshold Unit and Threshold Value you'll have to associate the type with.

Threshold Unit

This unit is directly tied to the type and value you choose for the trigger. For example, Machine Hours and Man Hours default to a value of Hours so your unit would be however many hours you want to go by before the trigger is set off. So, you could make this 24 and after 24 hours, the trigger will tell you maintenance needs to be performed on a particular Work Center. The Pieces option works in much the same way. The trigger will be set off by a specific piece count that is surpassed and you will be notified that Tooling Maintenance needs to take place. Using the Calendar option allows you to set intervals for Day, Week, Month, or Year. Say you want your employees to get training once a month. You would select Calendar as the Type, Month as the Value, and 1 as the Unit (you could use 4 Weeks too!).

Threshold Value

This value is directly tied to the type you choose for the trigger. For example, Machine Hours and Man Hours default to Hours. Pieces Good defaults to Pieces. Calendar allows the user to select between Day, Week, Month, or Year.

Ticket Date

This is the date the Time Ticket was created. It defaults to today's date, but can be changed by typing a new date or opening the calendars with the browse arrow.

Time Ticket Settings

Set these check boxes to tell the system whether to use decimal military time and if you want users to be prompted or not when manually entering time tickets to a closed job. This ONLY applies to Time Ticket entry.

Title

This is the title of the named person on the Contacts tab. The AP contact for your customer and the AR contact for your vendor should be checked appropriately so that they display on the corresponding Aging reports.

TNET Connection

The TNET device is the hub for the Data Collection devices. All the devices located in the shop must be plugged into this device. The TNET controller must also be connected to the Data Collection server through a valid serial port. This device uses a 25-pin serial cable to connect to the computer and RJ-45 telephone connectors to connect to Transterm 5 Data Collection Devices. It is shipped with an AC power adapter.

TNET Controller Port

The TNET device is the hub for the data collection devices. All of the devices located in the shop must be plugged into this device. The TNET controller must be connected to the data collection server through a valid serial port.

To Buy/Make

This system calculated figure shows how many parts are still to be manufactured or purchased to fulfill the order. Changing Post From Inventory or Post From Stock Job will update this field.

Tooling Maintenance Code

These are the codes users will develop to define the types of maintenance certain tools in their parts database will need. They will be used in the Tooling Maintenance function in the Quality module to code the types of maintenance each tool has completed.

Tooling Product Code

To make the best use of the Tooling Maintenance option in Quality, assign a specific Product Code to the parts you'll be dealing with in your database. This will narrow the search returns in the Tooling Maintenance function. To take advantage of this feature, go to Tables | Product Codes and create a new code to be used only for these Tooling parts, such as TOOLING. Then go into your parts database, locate each of these parts, and assign the new Product Code. Then when you use the Tooling Maintenance option, your search will only pull those parts with the correct Product Code.

Total Average Cost

This represents the total cost for the part.

Total COD Amount

This field has to be manually calculated and entered. It should be the total of the invoice plus the COD and Shipping charges. This is saved for future use on the Packing List as a special for customers who choose to have it display.

Total Cycle

This is the Number of Times multiplied by the Cycle Time. Total Cycle and Cycle Time will match only when the Number of Times is "1." If the process is to drill 4 holes at 1 minute each, the Total Cycle will calculate at 4 minutes.

Total Cycle Time (hrs)

This represents the total amount of setup and cycle time the user enters on the router. This number changes as each new step is added.

Total FIFO Cost

This cost is calculated using the oldest cost figure and multiplying it by the Total Quantity.

Total LIFO Cost

This cost is calculated using the most recent cost figure and multiplying it by the Total Quantity.

Total Machine Hours

This figure is the system-calculated total of the Cycle and Setup times entered for each line item.

Total Man Hours

This figure is the system-calculated total of the Start and End times entered for each line item.

Total Needed

This is the amount of parts needed for the indicated Job Number.

Total Setup Time (hrs)

This represents the total amount of setup time the user enters on the router. This number changes as each new step is added.

TouchScreen User ID

The Hot Spots for the "user" selected here will be the default set available to anyone logging in. We suggest creating a universal "user" with access to just the basic Hot Spots and set that "user" here. This will make that set of Hot Spots available to anyone logging in.

Tracking Number

This is the tracking number assigned by UPS, FedEx, or your carrier so the shipment can be followed until it arrives to the customer.

Training Code

These are the codes users will develop to define the types of training their employees will need. They will be used in the Employee Training function in the Quality module to code the types of training each employee has completed.

Training Status

This filter on Employee Training reports allows you to find all the training that is either Completed or Not Completed. This status is set when a user goes back into the appropriate form and checks off the Completed field.

Transaction Date

This date is used to determine the date of the transaction for accounting information like journal entries or miscellaneous cash receipts. This date does not determine the posting month for General Ledger. The posting date is determined from the period number displayed on each entry.

Transterm 5 Data Collection Device

This hardware device is mounted in the shop and used by machine operators to log onto and off of jobs. It is used in conjunction with the data collection system.

Unattended Operation

Check this box if the operation does not require an employee to run the machine. The employee logs onto this operation to set it up and track burden hours only so no labor costs will be associated with this. An automatic saw or plating tank where parts are loaded and then left alone to perform the operation are good examples.

Even though the labor costs are zero, the burden cost for the Work Center is still handled as always for costing. On the Job Cost Summary, the hours are reported, but there are no labor dollars reported. These hours are multiplied by the average burden rate on the work center to determine the overhead cost of running the machine. This information can be entered and edited on the Time Ticket.

Unit Cost

This is how much it costs the company to make or buy the part.

Unit of Measure

This is the pricing unit to be applied as the quantity unit of measure for the part number. “EA” for each is the most commonly used, but there are several others;

- “LOT” for lot pricing so the quantity is not multiplied by the unit price when extending an invoice
- “MIN” for minimum pricing so the quantity is not multiplied by the unit price when extending an Invoice

Note here that using any unit of measure other than those listed here will result in the default of “EA,” meaning that no special rules are needed to handle the extended costs or prices.

Update Schedule in "Real Time"

This option schedules the job when the order is saved. This can be turned off if scheduling is too slow.

Upgrade

The Basic or Shop Control package can be upgraded to the Extended package here. A support specialist must provide a security code to “unlock” the system and enable the upgrade. Clicking on OK updates all the system settings.

Use Pricing Tiers...

This replaces the use of quantity breaks on parts in the parts database and assigns a tier and a standard price (up to eight) to each customer. This is mainly used by distributors who categorize customers with tier pricing instead of offering price breaks according to quantities ordered.

User-Defined Field Settings

There are three levels of security on User-Defined fields. Each user who has access to these should be assigned either View, Edit, or Design rights via User Maintenance.

User-Defined Fields

User-defined tabs display in the following areas: Customers, Vendors, Work Centers, Employees, GL Codes, Inventory Items, Routing/Estimation, Quotes, Orders, RFQs, and Purchase Orders. Some areas (quotes, orders, RFQs, and purchase orders) have user-defined fields at both the header and line item levels. Users will now have date (2), text (4), currency (2), number (4), and memo (1) fields that they can label in any manner they choose.

For example, edit the User_Defined_Date1 field on employees and label it “Birthday.” Then enter birthdays for all of employees. These fields can be incorporated into advanced searches, reports, triggers, and Hot Spots. Using Crystal Reports, user-defined fields may be added to existing reports. To set the labels on the user-defined fields, the checkbox in User Maintenance that allows grid settings to be restored must be checked. If this is the case, an “Edit Labels” button is visible and enabled on data entry screens. Click the button to assign labels to user-defined fields. Click the “Finished Editing” to save.

There is also a setting in Company Maintenance that controls whether or not the user-defined fields on the customer flow forward to the Quote header and the Order header. If this is enabled, the three areas work as one area. If not, they act independently and do not populate forward. The same is true of the vendor, RFQ header, and PO header.

Employee and work center maintenance reports have been moved from “Print Tables” to their own forms. Filters have been added so users can generate partial employee and work center lists and badges.

User ID

This is used when entering the software. Each employee using the system has their own unique code that holds all their security and database path information. A password is also created in association with this ID and must be entered together accurately in order for the software to run.

This ID also identifies the user who made the buy or sell change on the History tab under Table Maintenance | Currency Codes. The system records this automatically for historical value.

Utilization Percentage

The Utilization Percentage is how full the "bucket" is for this Work Center. If you work an 8 hour shift, but the Work Center is only available for 6 hours a day, so your Utilization will only be 75%.

Vendor

This is the name of the vendor to supply a particular sub-assembly part or outside service.

Vendor Account Number

This is the number the vendor assigns to the purchaser. This number will appear under the address of the payee on an accounts payable check.

Vendor Address

This is the main Shipping Address from the Addresses tab on the Vendor code.

Vendor Classification

Vendors can be material suppliers or outside services.

Vendor Code

This is the key, or short name, associated with a vendor who supplies raw materials or performs outside services. Set these up under Table Maintenance | Vendor Codes. It's a good idea to use a portion of the vendor's name so users can quickly select the right one from the drop-down lists used throughout the system.

Vendor Daily Ability

These are the vendor's begin and end times. They are used for scheduling purposes when the estimated start and end times are calculated on a job with outside services to this vendor.

Vendor Invoice

This is the Vendor Invoice number that accompanied the part to complete a particular job.

Vendor Quote Number

This is the vendor assigned number for this Quote and is used with RFQs. It is optional and used for reference only.

Vendor RMA Number

This is the number the vendor assigns to you when you want to return parts. Enter it on the Vendor Return when you generate it.

Vendor Type

This field is used to categorize vendors. It can be changed during the Accounts Payable Invoice process when a vendor has multiple types attached to it.

Glossary of Terms

This vendor type allows users to print vendor lists by type. So, if a shop person wanted to find all the material suppliers, a vendor type of "material supplier" can be created and attached to all the vendors fitting that category. Just click the print button here and select the appropriate filters to generate the report.

This field can also allow the user to see cost for a period of time by Vendor Type through the Vendor Invoice Summary. Assume there is a vendor type, "heat treating." To see the cost of heat treating for one month, the user codes the vendor invoices that are for heat treating with this vendor type. At the end of the month, the summary can be run with a filter for "heat treating" to see the total cost for the category.

Vendor Work Week

Indicate the days the vendor is available to work on outside services. This is used for scheduling purposes when the estimated start and end times are calculated on a job with outside services to this vendor.

Vendor/Work Center

This is the code assigned to the corresponding selected Step Type. "Work" or Work Center, is a code for any machine or service provided by the shop, including machining centers like lathe, mill, drill, grinder, etc. Other operations should also be included as choices like deburring, inspection, assembly, etc. Each Work Center can have multiple hourly rates which most shops use to identify premium rates, standard rates, new customer rates, best customer rates, etc. A "Vendor" is assigned to a routing step for any outside services to be performed on a part like heat treating, plating, anodizing, deburring, etc. Be sure to place the vendor in the appropriate sequence on the router so the work gets performed at the correct time during production.

Verification By

This is the user who verified the Implementation on the Corrective Action.

Verification Date

This is the date the implementation on the Corrective Action was verified. This defaults to "today," but can be changed when necessary.

Verification of Effectiveness

These are the notes entered about the effectiveness of the CAR.

Verification of Effectiveness By

This is the user who verified the Effectiveness on the Corrective Action.

Verification of Implementation

These are the notes entered about the implementation of the CAR.

W/C Calendar By Day of the Week

Select the check boxes that represent the company's standard work week on the Schedule tab of each Work Center. The days a Work Center is available can also be checked on the Schedule tab for each Work Center.

Website

Enter your company's full website address here.

WebView Settings

This button allows user to set up security for WebView for individual company users, Customers, and Vendors.

Weight of Container (Empty)

Glossary of Terms

This is the weight of the container with no parts to shipped included.

Weight of Container (Full)

This is the weight of the container with all the parts to be shipped included.

Whiteboard View

Work Center shows each one set up in the system that currently has hours loaded to them.

Employee shows everyone with hours loaded to them **IF** they have been dispatched to a particular routing step. So if there are ten machines that can do the job, but only two operators who can run them, the employee view would show an overload situation.

Department helps larger shops see the total loaded hours for an entire department. To enable the system to calculate these hours correctly, see Table Maintenance | Work Centers where a department can be selected as the default on the General tab.

Job Number shows each job with hours still open, when that job will hit each work center, and the amount of hours left. There is no percentage graph here like the other views since it shows only one job at a time and does not load multiple cells with multiple hours.

Work Center

This code is used to designate anything that an employee can turn time into for costing and tracking purposes. It is typically a physical piece of equipment in the shop where the parts are made. Some examples of Work Centers are hand deburring, inspection, maintenance, cleaning, shipping, etc. A shop with multiple machines that perform the same function can group them together in one Work Center and simply increase the available hours per day to correspond to that number of machines.

Work Center Comments

This memo field is used to enter comments about a particular Work Center. It cannot be used to generate any reports though. Many shops use this field to track maintenance on a Work Center since it stores information as blocks of text and can be added to at any time.

Work Center Maintenance Code

This is the code you assign to the Work Center you're setting up for maintenance. The system does not come pre-loaded with these codes so users will have to set them up in accordance with their quality programs.

Work Center Status

This filter allows the user to narrow their search when running the Work Center Maintenance report by selecting Active or Inactive Work Centers.

Work Center/Vendor

This is the code assigned to the corresponding selected Step Type. “Work” or Work Center, is a code for any machine or service provided by the shop, including machining centers like lathe, mill, drill, grinder, etc. Other operations should also be included as choices like deburring, inspection, assembly, etc. Each Work Center can have multiple hourly rates which most shops use to identify premium rates, standard rates, new customer rates, best customer rates, etc. A “Vendor” is assigned to a routing step for any outside services to be performed on a part like heat treating, plating, anodizing, deburring, etc. Be sure to place the vendor in the appropriate sequence on the router so the work gets performed at the correct time during production.

Work Code

The Work Code allows users to break down jobs and eventually sales into categories. A shop may want to create just one called “Sales” or create several to categorize the type of sales in the shop. Work Codes for Production, Tooling, and Miscellaneous are common. Even though there may only be one sales account in General Ledger, multiple work codes may be created using the same sales account. Each job entered into the system must be coded to one of the pre-set codes. This allows the user to generate reports filtered by this field and select a G/L code for the sale during the Billing process.

Work Order

The Work Order is the document that lists all the items on an order in one place. It usually remains in the office to describe everything regarding the order as a whole rather than just one job since there may be jobs appearing on just one Order.

Work Shift

This one digit numeric (1, 2, or 3) is used to identify the work shift for a particular employee. These represent first, second, and third shifts. Set this option under Table Maintenance | Employees on the Schedule tab.

Workday Begin (Vendor)

This is the begin time for your vendor.

Workday End (vendor)

This is the end time for your vendor.