Fitrix

Labor Processing User Guide

Version 5.40

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CHAPTER 1: LABOR PROCESSING OVERVIEW

Fitrix Labor Processing is an application in the Production Management family. It facilitates the processing of labor transactions against production orders. Actual labor time, actual labor costs, and overhead costs for production orders are reported and calculated in this application. Together with Fitrix Production Order Processing, this application provides a complete picture of the activities that occur in completing a production order.

This chapter is designed for readers who want to know how Fitrix Labor Processing is used to cost production orders. It describes the major functions of Fitrix Labor Processing and provides descriptions of the features that are offered in the application.

STANDARD LABOR PROCESSING BASICS

An effective labor reporting system allows easy and accurate reporting of time spent on a job. Costs and hours are accurately calculated based on a variety of cost elements and time-keeping rules. It supports the flow of hours and costs to the general ledger, payroll, and costing modules.

To achieve these objectives, the Fitrix Labor Processing application includes the following features:

- User defined labor types for setup, run, direct or indirect labor.
- Single transaction entry for a group of employees.
- Multiple shift codes for the same physical shift
- Employee job classifications for alternate labor costing.
- Standard Costing Integration
- Actual Costing Integration
- Production Processing Integration

USER DEFINED LABOR TYPES

Labor types are defined as direct labor or indirect labor. Direct labor is the number of hours and the associated costs that are directly charged to a production order when making the item. An example of direct labor is the time spent welding two pieces together, or the time spent assembling components into an item for a production order that will later be shipped to a customer.

Indirect labor measures the number of hours and the associated charges for tasks that cannot be associated with a specific order, but rather the costs that are prorated over and considered overhead for the department. An example of indirect labor is the cost for cleaning the shop area each day. This activity must be done or work cannot be done efficiently. The cost for the employee's time for sweeping the floor cannot be charged to any one production order. Therefore it is charged to an indirect labor account that is eventually used to calculate the overhead rate.

The labor type also defines the number of hours reported as run time labor or setup labor. Setup labor is the number of hours reported for setting up the operation. The setup time cost is usually apportioned to each piece that is processed as a result of the setup. The run time labor is the number of hours reported for actually running the job.

The general ledger account to which the costs for this labor type will be charged is also defined in each labor type.

SINGLE TRANSACTION ENTRY FOR A GROUP OF EMPLOYEES

To simplify transaction processing, a group of employees that are working on the same task can be assigned to an employee group. One person in the group reports a start and/or stop transaction. This

transaction will be propagated to every other person's time record in the group. People can be easily added to the group or removed from the group during the shift. This allows for a large number of transactions to be processed with a minimum amount of effort.

MULTIPLE SHIFT CODES FOR SAME PHYSICAL SHIFT

Sometimes it is necessary to have multiple shift codes overlaying a particular shift. For example, the day shift may start at 8:00 am and end at 4:30 pm. However, some people may take a paid break from 10 am to 10:15 am while other people take a paid break from 10:15 am to 10:30 am. It would be inaccurate to charge the break time to the job they were working on. To solve this problem you can define sub shifts that include the correct break time. Thus, when time is reported for a job that includes the break time, the 15 minutes is subtracted from the elapsed time of the job. This technique allows accurate time to be charged to the job without having to clock off and back on for the break. This same technique can be used to extract lunch periods.

EMPLOYEE JOB CLASSIFICATIONS FOR ALTERNATE LABOR COSTING.

The job classification feature provides the capability to predetermine labor rates that can be used as an alternative to the person's regular labor rate. The alternative job class can be entered in the transaction and can apply only to the hours in that transaction.

STANDARD COSTING INTEGRATION

- Labor costs are sent to the standard costing module when the transactions are processed.
- Overhead costs are calculated and sent to the standard costing module.

ACTUAL COSTING INTEGRATION

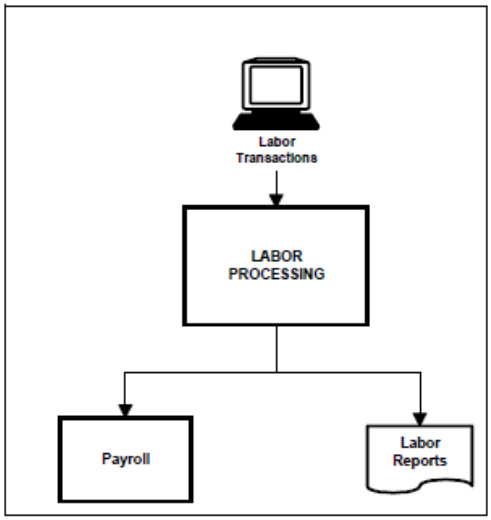
- Labor costs are sent to the actual costing module when the transactions are processed.
- Overhead costs are calculated and sent to the actual costing module.

PRODUCTION PROCESSING INTEGRATION

- Labor transactions are validated against open production orders.
- Labor transactions are validated against open operations on the production order.
- Quantities reported are validated against open production order quantities.

FLOW OF INFORMATION

Fitrix Labor Processing works with an integrated database where information entered is immediately available to all other Fitrix applications. The figure below identifies the primary tables used by Fitrix Labor Processing and the functions which interact with them.



MASTER TABLES

The master tables used in Labor Processing are:

- Employee Master
- Team Master
- Group Master
- Shift Master
- Job Class Master
- Labor Type Master
- Application controls

These tables contain static information and dynamic information. Static information such as shift data is defined at the time the shift master table is created. It is rarely, if ever changed, after its initial entry. Dynamic information, such as the employee master, changes as new employees are added or existing employees are updated or terminated. Some of the tables are required and some of the information

within each table is required. This section provides an overview of these tables. More details concerning these tables are found in Chapter 2.

Employee Master

This table defines employee information and is accessed using the Update Employee Information program in the Payroll module. Information in this table is used for scheduling and costing purposes. This table contains permissions for the types of information that can be overridden in labor transactions. The table also includes the labor rates used for actual costing. This table is required.

Team Master

This table defines the teams that can be used in scheduling work. The table contains the description for the team, the team capacity by shift, and the resource information needed for the planning applications. This table is optional.

Group Master

This table defines the group that can be used in reporting labor transactions. By assigning employees to a group only one person needs to report labor transactions for the group. Each employee assigned to the group will have the correct labor information added to his employee number. This table contains the group ID and description. This table is optional.

Shift Master

This table defines the parameters for the time calculation in labor transaction processing. Lunch, break, start, and finish times are some of the parameters found in this table. At least one shift must be defined.

Job Class Master

Job class codes are used in the costing process to assign labor costs based on job class instead of individual employee rates. The table contains rate information. The table is optional.

Labor Types

Labor types are codes used to define direct or indirect labor. Accounting information is assigned to the labor type so the general ledger transactions are posted to the appropriate accounts. At least one labor type must be defined.

Application Control (Setup Labor Processing)

This table sets default values for processing labor transactions. Controls are set for history support, labor rate application, interface information, and efficiency thresholds. This table is required.

TRANSACTION PROCESSING

Labor Entry

Labor transactions can be manually entered into this application. The date, shift, and employee number are required to record labor transactions. Each labor transaction requires a labor type, the production order number, the step in routing and the time worked and the quantity produced. Transaction data is validated against the production order as it is entered. The edit and post routine must then be run to actually post these transactions.

INQUIRIES

Labor Transactions

This inquiry displays summary and detail information about the labor transactions that have been entered but not posted. This inquiry is used to find out details about a specific job that is currently in process. It can also be used to view the day's activities for an employee.

Labor History Transactions

This inquiry displays summary and detail information about selected labor transactions that have been posted. This inquiry is similar to the one above, except this view displays all of the transactions that are saved on the server.

Labor Efficiency

These inquiries calculate and present a view of labor efficiency by department, employee, work center, team, or item. These inquiries are~~can be~~ useful in quickly identifying the good performers.

REPORTS

Labor History Transactions

These reports provide ~~you with~~ a listing of labor transactions that have been posted.~~rocessed.~~ These reports can be run by department, work center, machine, group, team, employee, or production order.

Labor Efficiency

These reports provide ~~you with~~ a listing of labor efficiencies. These reports can be run by department, work center, machine, group, team, employee, or production order.

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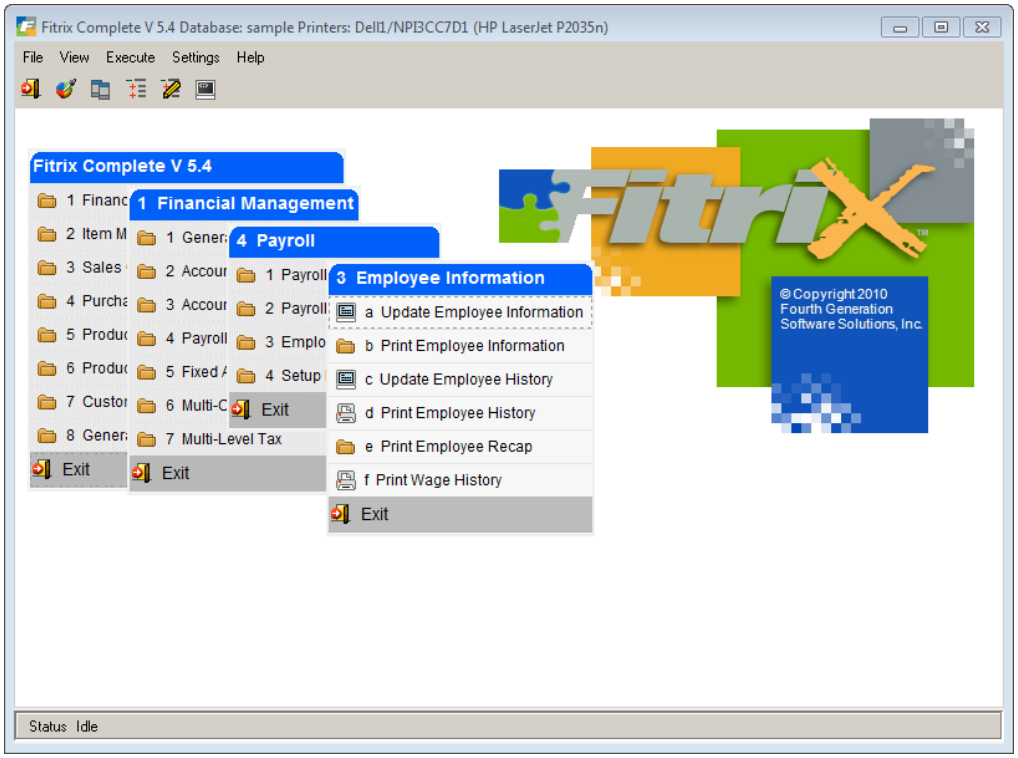
CHAPTER 2: TABLE MAINTENANCE

This chapter addresses the functions necessary to enter, update and delete information in the FITRIX Labor Processing master tables. Master tables typically contain static information needed by the rest of the application to perform labor entry, labor transaction posting, inquiries, and reports. The master tables in FITRIX Labor Processing are:

- Employee Master
- Team Master
- Group Master
- Shift Master
- Job Class Master
- Labor Type Master
- Period Intervals
- Setup Labor Processing

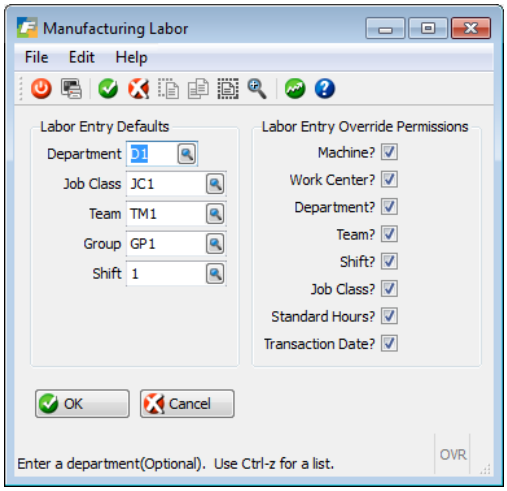
EMPLOYEE MASTER

Use the Update Employee Information menu option to add, update or delete employee information.



Enter the employee information on the main screen if they do not already exist in the database and ~~do a Find to find~~ then click on the 

icon on the toolbar to launch the Manufacturing Labor program.



Department

The department the employee works in (not to be confused with the department codes used when re-coding accounting transactions). These departments are set up using the Department program located on the Standard Routing File Maintenance menu. To view a list of departments press [CTRL]-[z] or click on magnifying glass.

Job Class

The job class to which this employee is assigned. T~~is assigned to. To~~o view a list of job classes press [CTRL]-[z] or click on magnifying glass

Team

The team to which this ~~m this ee~~mployee is assigned. ~~is assigned to.~~ ~~A group is different from a team in that a group is used only in this application for transaction processing.~~ A team is a resource that is used for planning and scheduling activities. ~~A group is different from a team in that a group is used only in this application for transaction processing.~~ To view a list of teams press [CTRL]-[z] or click on magnifying glass.

Group

The group to which this ~~this~~ employee is ~~assigned~~is assigned to~~.~~ Employees may be assigned to a group so that a transaction for the group will be propagated to each employee in the group. This reduces the number of transactions required. A group is different from a team in that a group is used only in this application for transaction processing. A team is a resource that is used for planning and scheduling activities. To view a list of groups press [CTRL]-[z] or click on the magnifying glass.

Shift

The shift this employee usually works. To view a list of shifts press [CTRL]-[z] or click on the magnifying glass.

~~Allow Transaction Overrides for~~Labor Entry Override Permissions

The default value ~~for these check boxes i~~is Yes (checked). A checked box = Y, not checked = N.

Machine

Machines are set up using the Machine program located on the Standard Routing File Maintenance menu.

Y indicates ~~that you can change~~ the machine that this employee is assigned to in the employee table can be changed when entering the labor transactions. This is the default.

N indicates ~~that you cannot change~~ the machine that this employee is assigned to in the employee table cannot be changed when entering labor transactions.

Work Center

Work Centers are set up using the Work Center program located on the Standard Routing File Maintenance menu.

Y indicates ~~that you can change~~ the cost center that this employee is assigned to in the employee table can be changed when entering the labor transactions. This is the default.

N indicates ~~that you cannot change~~ the cost center that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Department

Y indicates ~~that you can change~~ the department that this employee is assigned to in the employee~~–~~ table can be changed when entering the labor transactions.

N indicates ~~that you cannot change~~ the department that this employee is assigned to in the employee~~–~~ table cannot be changed when entering labor transaction.

Team

Y indicates ~~that you can change~~ the team that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N indicates ~~that you cannot change t~~the team that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Shift

Y indicates ~~that you can change~~ the shift that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N indicates ~~that you cannot change~~ the shift that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Job Class

Y indicates ~~that you can change~~ the job class that this employee is assigned to in the employee~~–~~ table can be changed when entering the labor transactions.

N indicates ~~that you cannot~~the change the job class that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Standard Hours

Y indicates ~~that you can change~~ the standard hours that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N indicates ~~that you cannot change~~ the standard hours that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Transaction Date

Y indicates ~~that you can change~~ the date that this employee worked can be changed when entering the labor transaction.

N indicates ~~that you cannot~~the date that this employee worked cannot be changed ~~change the machine t~~when entering the labor transaction.

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If you are not using payroll to process your payroll and are just adding employees to use Labor Processing when you save the employee record the Extended Employee Information screen displays. Enter these required values:

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Fed Allwncs = 0
Marital = M or S

Direct Deposit = N

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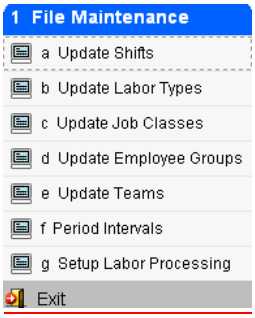
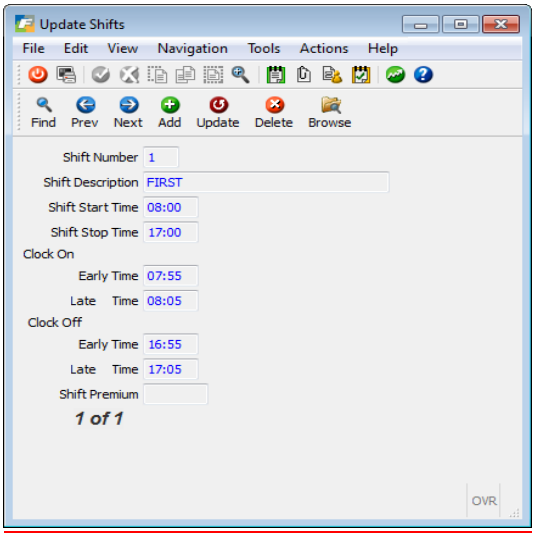
UPDATE SHIFTS

Use the Update Shift menu option (a) to add, update or delete shift information.



This table defines the parameters for the time calculation in labor transaction processing. Lunch, break start and finish times are some of the parameters in this table. At least one shift must be defined.



Shift Number

The identifier for the shift being defined.

Shift Description

A description for the shift.

Shift Start Time

The time of day that this shift normally begins.

Shift Stop Time

The time of day that this shift normally ends.

Clock On

Early Time

The earliest time of day that a transaction can take place and still be included in the job time and employee time. Some companies allow people to clock on before the normal start time and start work early. This early time could be considered overtime.

Late Time

The latest time of day that a person can clock in and not be considered late.

Clock Off

Early Time

The earliest time of day that a person can clock out and not be considered leaving early.

Late Time

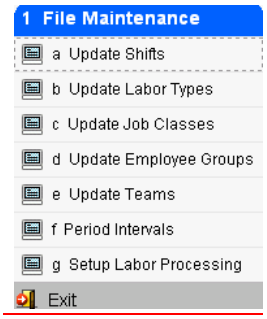
The latest time of day that a person can clock out and not have the time considered as overtime.

Shift Premium

The monetary amount that for premium pay on this shift (i.e. extra pay for working the graveyard shift).

UPDATE LABOR TYPES

Use the Update Labor Types menu option (b) to add, update or delete labor types.



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Labor type codes define whether the labor in the transaction is direct or indirect. Accounting information is assigned to the labor type so that the general ledger transactions are assigned to the correct general ledger accounts numbers. At least one labor type must be defined.

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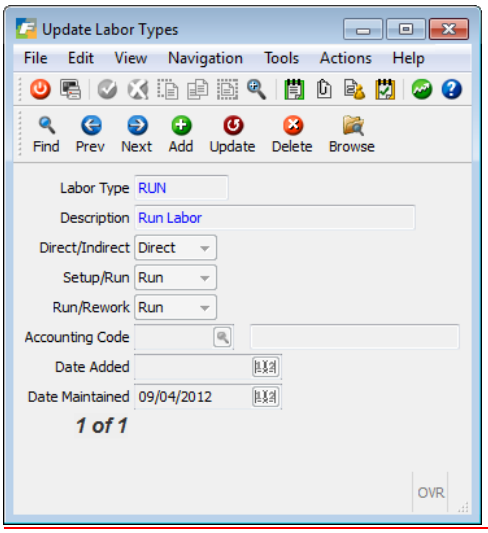


Labor Type

The identifier for the labor type being defined.

Description

A description for the labor type.

Direct/Indirect

Direct indicates this is direct labor that should be charged to a specific production order.

Indirect indicates this is indirect labor and not charged to a specific work order.

Setup/Run

Setup indicates this is setup labor time.

Run indicates this is run labor time.

Run/Rework

Run indicates this is run labor time.

Rework indicates this is rework labor time.

Accounting Code

The identifier for the general ledger accounting codes that should be used with this transaction. These accounting codes are set up using the Accounting Codes program on the Bill of Material File Maintenance submenu.

Date Added

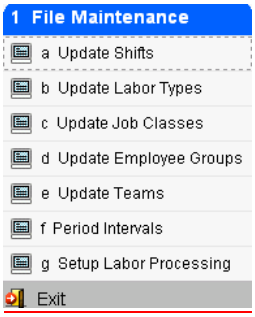
The date this labor type was added to the table.

Date Maintained

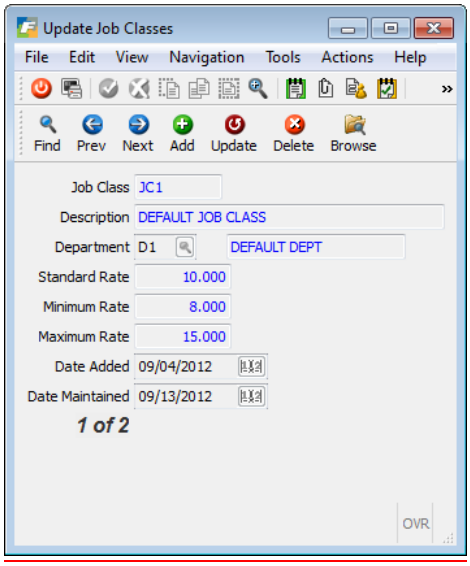
The date this labor type was last changed.

UPDATE JOB CLASSES

Use Update Job Classes menu option (c) to add, update or delete job classes.



Job class codes are used in the costing process to assign labor costs. If the employee entering the labor time has a job class code in their employee master record, and the Setup Labor Processing program is set up to use job class as the default labor rate type, the standard rate found here will be used rather than the employee's rate will be used. Use of job classes is optional.



Job Class

The identifier for the job class being defined.

Description

A description for the job class.

Department

The identifier for the department that this job class is assigned. To view a list of departments press [CTRL]-[z] or click on the magnifying glass.

Standard Rate

The standard rate of pay for employees assigned to this job class.

Minimum Rate

The minimum rate of pay for employees assigned to this job class.

Maximum Rate

The maximum rate of pay for employees assigned to this job class.

Date Added

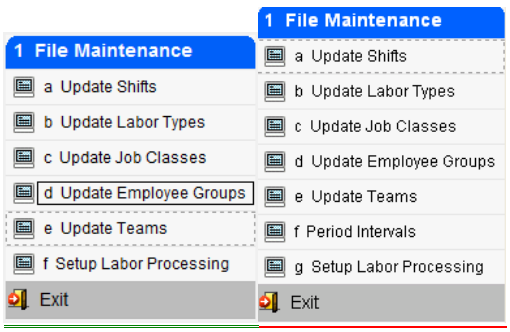
The date this job class was added to the table.

Date Maintained

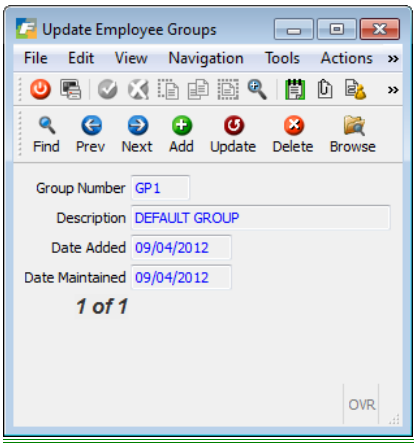
The date this job class was last changed.

UPDATE EMPLOYEE GROUPS

Use the Update Employee Groups menu option (d) to add, update or delete employee group information.



This table defines the group that can be used in reporting labor transactions. By assigning employees to a group, only one person needs to report labor transactions for the group. Each employee assigned to the group will have the correct labor information added to his employee number. The table contains the group ID and description. This table is optional



Group Number

The identifier for the group being defined. ~~that you want to define.~~

Description

A description for the group.

Date Added

The date this group ~~this row w~~was added to the table.

Date Maintained

The date that group ~~this record~~ was last changed.

_

~~hat this employee worked.~~

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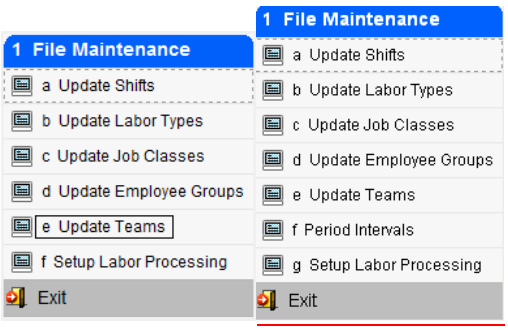
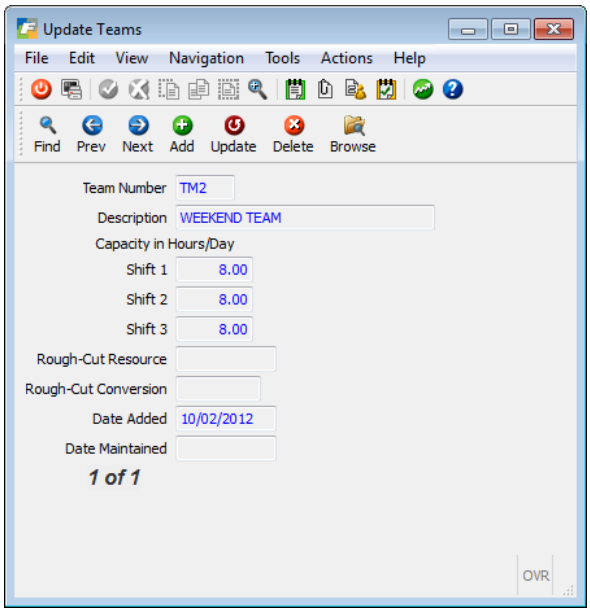
UPDATE TEAMS

Use the Update Teams menu option (e) to add, update or delete employee team information.



This table defines the teams that can be used in scheduling work. The table contains the description for the team, the team capacity by shift and the resource information needed for the planning applications. This table is optional.



Team Number

An identifier for the employee team that you want to define.

Description

A description of the team.

Capacity in Hours

Shift 1

The number of hours this team normally works on shift 1.

Shift 2

The number of hours this team normally works on shift 2.

Shift 3

The number of hours this team normally works on shift 3.

Rough Cut Resource

Reserved for future use with the Master Scheduling module.

Rough Cut Conversion

Reserved for future use with the Master Scheduling module.

Date Added

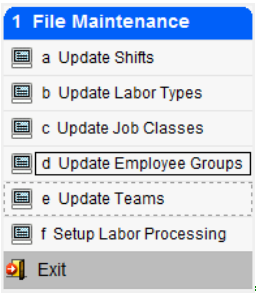
The date this ~~row~~ team was added to the table.

Date Maintained

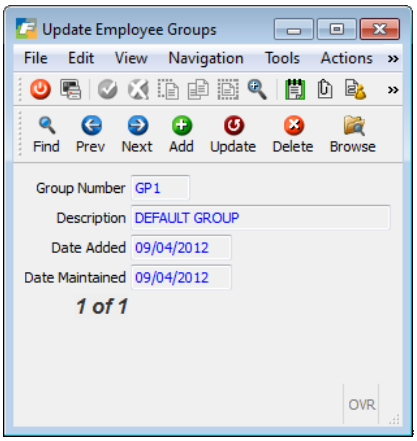
The date ~~that~~ this team~~record~~ was last changed.

~~UPDATE EMPLOYEE GROUPS~~

~~Use the Update Employee Groups menu option (d) to add, update or delete employee group information.~~



~~This table defines the group that can be used in reporting labor transactions. By assigning employees to a group only one person needs to report labor transactions for the group. Each employee assigned to the group will have the correct labor information added to his employee number. The table contains the group ID and description. This table is optional~~



~~**Group Number**~~

~~The identifier for the group that you want to define.~~

~~**Description**~~

~~A description for the group.~~

~~**Date Added**~~

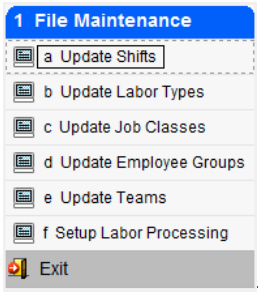
~~The date this row was added to the table.~~

~~**Date Maintained**~~

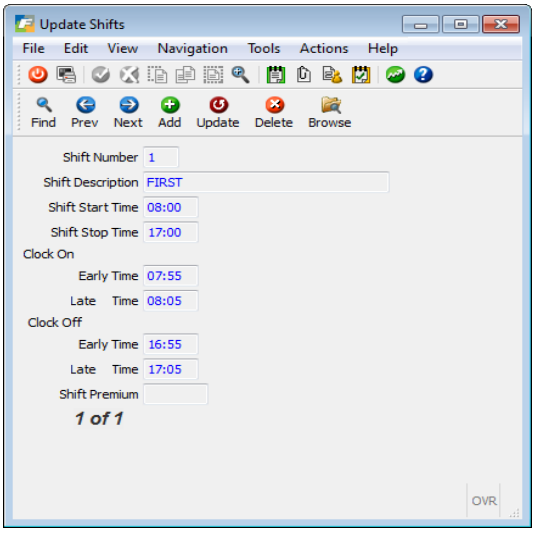
~~The date that this record was last changed.~~

~~UPDATE SHIFTS~~

~~Use the Update Shift menu option (a) to add, update or delete shift information.~~



~~This table defines the parameters for the time calculation in labor transaction processing. Lunch, break start and finish times are some of the parameters found in this table. At least one shift must be defined.~~



~~Shift Number~~

~~The identifier for the shift that you want to define.~~

~~Shift Description~~

~~A description for the shift~~

~~Shift Start Time~~

~~The time of day that this shift normally begins.~~

~~Shift Stop Time~~

~~The time of day that this shift normally ends.~~

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Clock On

Early Time

The earliest time of day that a transaction can take place and still be included in the job time and employee time. Some companies allow people to clock on before the normal start time and start work early. This early time could be considered overtime.

Late Time

The latest time of day that a person can clock in and not be considered late.

Clock Off

Early Time

The earliest time of day that a person can clock out and not be considered leaving early.

Late Time

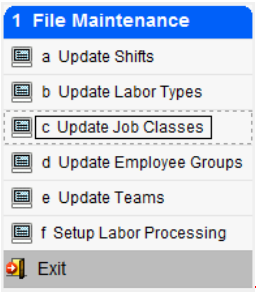
The latest time of day that a person can clock out and not have the time considered as overtime.

Shift Premium

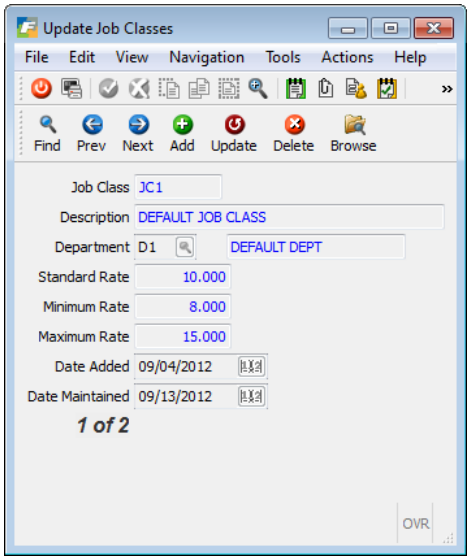
The monetary amount that will be for premium pay on this shift (i.e. extra pay for working the graveyard shift).

UPDATE JOB CLASSES

Use Update Job Classes menu option (c) to add, update or delete job classes.



Job class codes are used in the costing process to assign labor costs. If the employee logging the labor time has a job class code in their employee master record and the Setup Labor Processing program is set up to use job class as the default labor rate type, the standard rate found here will be used rather than the employee's rate will be used . Use of job classes is optional.



~~**Job Class**~~

~~The identifier for the job class that you want to define.~~

~~**Description**~~

~~A description for the job class~~

~~**Department**~~

~~The identifier for the department that this job class is assigned. To view a list of departments press [CTRL] [z] or click on the magnifying glass.~~

~~**Standard Rate**~~

~~The standard rate of pay for people assigned to this job class.~~

~~**Minimum Rate**~~

~~The minimum rate of pay for people assigned to this job class.~~

~~**Maximum Rate**~~

~~The maximum rate of pay for people assigned to this job class.~~

~~**Date Added**~~

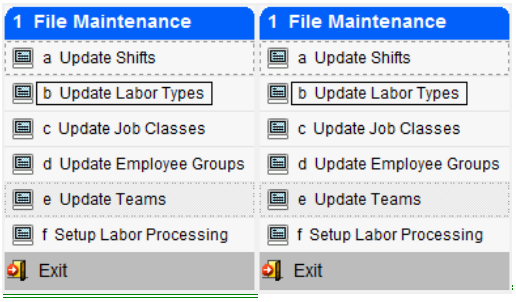
~~The date this row was added to the table.~~

Date Maintained

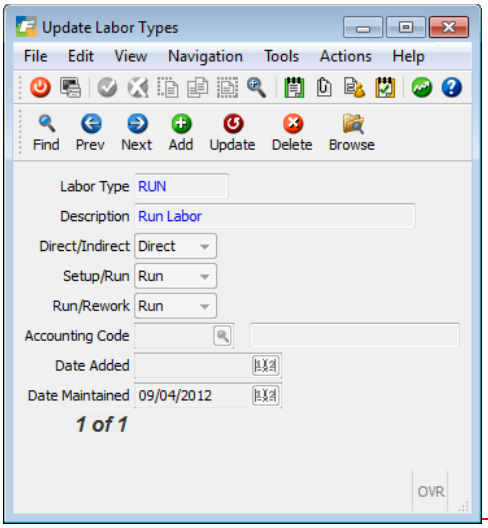
The date that this record was last changed

UPDATE LABOR TYPES

Use the Update Labor Types menu option (b) to add, update or delete labor types.



Labor type codes define if the labor in the transaction is direct or indirect. Accounting information can be assigned to the labor type so that the general ledger transactions will be assigned to the correct general ledger accounts numbers. At least one labor type must be defined.



Labor Type

The identifier for the labor type you want to define.

Description

A description for the labor type.

Direct/Indirect

Direct — indicates that this is direct labor that should be charged to a specific production order.

Indirect — indicates that this is indirect labor and not tied to a specific work order.

Setup/Run

Setup — indicates that this is run labor time.

Run — indicates that this is setup time.

Run/Rework

Run — indicates that this is run labor time.

Rework — indicates that this is rework labor time.

Accounting Code

The identifier for the general ledger accounting codes that should be used with this transaction. These accounting codes are set up using the Accounting Codes program on the Bill of Material File Maintenance submenu.

Date Added

The date this row was added to the table.

Date Maintained

The date that this record was last changed

PERIOD INTERVALS

Fitrix Manufacturing has many inquiries and reports where past or future activity is presented in a table format, with the columns representing time periods, such as days, weeks, months, etc., and the rows representing summarized business data, such as labor hours reported (past), or expected sales (future), or planned production (future).

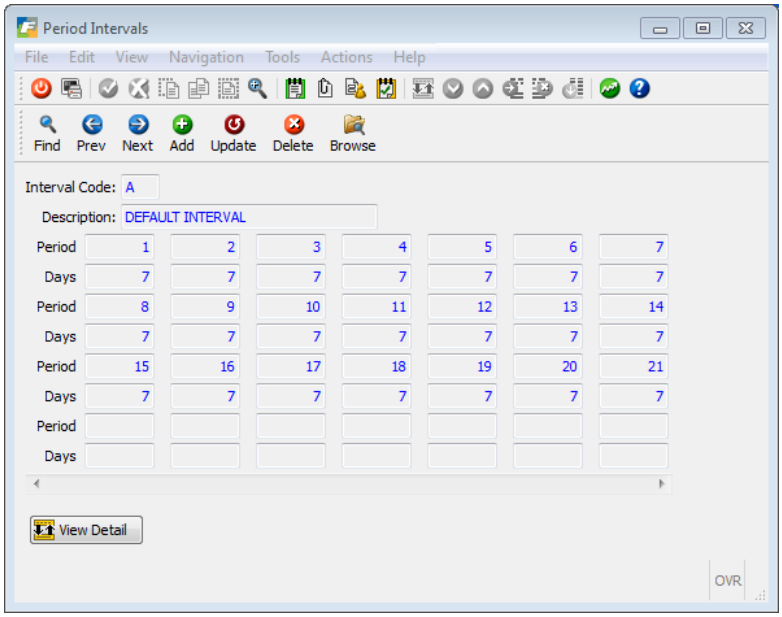
These inquiries/reports use Fitrix Period Intervals, to define the lengths of the above time periods. Some period intervals are pre-defined and shipped with Fitrix, such as:

- 26 weekly time periods
- 12 monthly periods

These pre-defined intervals are used when running various Fitrix inquiries/reports. If necessary, new Period Intervals can be created with other defined lengths of time periods. For example, the Material Planning application may be set up to display future inventory movement in weekly periods for the next 8 weeks, then monthly for the next 10 months after the initial 8 weeks.

Use the Period Intervals~~is~~ menu ~~program~~option (f) Period Intervals to set up interval codes that define the number of periods and the number of days in each period. When defining a Period Interval, a 1 to 3 digit value is used to define each specific period (1 or more) and is associated with the selected number of calendar days (such as 1-daily, 7-weekly, 30-monthly, etc).~~These interval codes are also used in Production Scheduling and Material Planning.~~

Comment [AK1]: Kathy, need more description on how these are used. In LP this value is a required value on the Inquiry screens however on these inquiry screens you can enter any value you want. Please add this to the list of issues you find that Randy needs to fix (ie- interval value on inquiry screens needs to be validated)



When running an inquiry or report, one part of the selection criteria is a 'Start Date'. This date is used as the beginning date for the first interval (the first column in the table). The next column beginning date is the first column, PLUS the period interval in calendar days, and so on.

When running an inquiry/report that looks at future activity (such as Material Planning or Production Scheduling), using a start date of 'today' is appropriate, because the data being reviewed is future-oriented.

When running an inquiry/report that is looking at past activity (such as Labor Efficiency), it is more important to review data in the past, so the start dated entered should be 30 days BEFORE today, in order for the last 30 days of activity to be displayed by period interval. If period intervals are set to 7 days, then the activity for the past 30 days would be summarized and displayed in 4 columns.

The menu options in Fitrix that use Period Intervals:

Labor Processing/Inquiries/Labor Efficiency – multiple (includes past labor activity)

Material Planning/Reports/Material Planning – multiple (includes future inventory activity)

Material Planning/Reports/Material Planning Recommendations – multiple (includes future inventory activity)

Production Scheduling/Inquiries/Order Status by Warehouse – includes future labor activity

Production Scheduling/Inquiries/Capacity vs Load – multiple (includes future labor activity)

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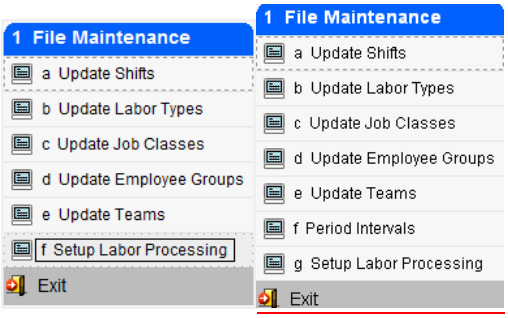
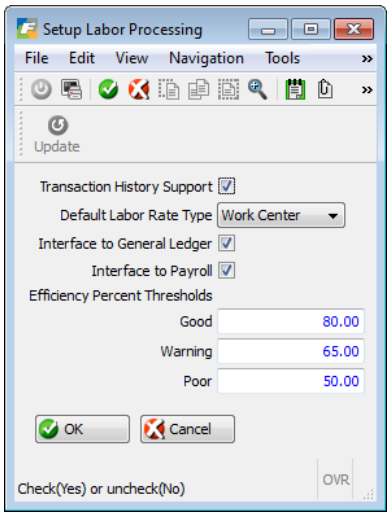
SETUP LABOR PROCESSING

Use Setup Labor Processing menu option (gf) to make changes to the application control values.



This table establishes the controls for processing labor transactions. Default values are defined. This in and this table is required.



Transaction History Support

Y indicates that you want labor transaction will to be written to the history table when posted. so t They can be viewed online after posting. Many reports use this history table.

N indicates ~~that you do not want~~ labor transactions will not be written to history.

Default Labor Rate Type (select one)

Work Center default labor rates ~~will~~ come from the work center table that is populated by using the Work Center program located on the Standard Routing File Maintenance menu.

Job Class default labor rates ~~to~~ come from the job class table.

Employee Rate default labor rates ~~to~~ come from the employee table. If you are not using the Fitrix payroll module you will still need to set up your employees in the Employee Master table previously discussed if your rate type will be based in the employees rates.

Interface Check Boxes

Check these if you want GL transactions and payroll timecards created when the labor processing transactions are posted.

Efficiency Percent Threshold

These values are used by the Labor Efficiency Inquiry programs discussed in Chapter 4. For example, if the actual labor hours worked is 80% or more of the standard hours this is rated as good performance.

CHAPTER 3: TRANSACTION PROCESSING

This chapter covers the functions used to process labor transactions. ~~After~~ When work on a production order is ~~reported~~ reported, the time information is entered into a labor transaction. ~~In the case of an assembly line environment, labor can be back-flushed. Back-flushing assumes that the standard hours in the production order are the actual hours used. The standard hours are costed as actual hours.~~ The labor transaction updates the production order status at the time the transaction is entered. The ~~order~~ costing information is calculated and updated on the production order when the ~~and the accounting application using~~ Post Labor Transactions option is executed. GL transactions and payroll time card entries are also created at this time. ~~T~~ The labor reporting steps covered in this chapter include:

- Enter Labor Transactions
- List Labor Transactions
- Post Labor Transactions

LABOR ENTRY

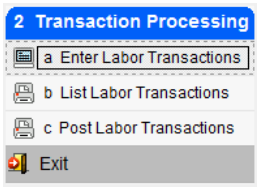
The steps ~~in the process~~ to assign labor costs to items being manufactured are as follows:

- Enter a production work order
- Print a production packet
- Print a production pick ticket
- Pull components
- Run component issue to commit components and record work in process
- Assemble/build the item(s)

  Enter, edit, and post labor transactions to add labor cost to the finished products and create timecard entries for labor hours worked.

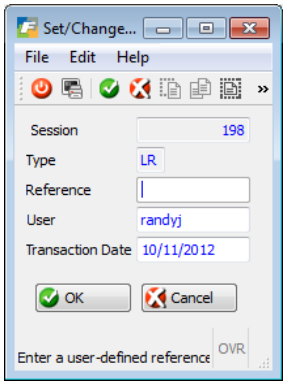
  Post production receipt to remove components from inventory, place finished goods in inventory, increase inventory GL balance, and reduce work in process GL balance.

Use menu option (a) ~~the~~ Enter Labor Transactions ~~menu option (a)~~ to report labor transactions against production orders.



Labor transactions can be manually entered into this application. The date, shift, and employee number are required to record labor transactions. Each labor transaction will require a labor type, the production order number, the step in routing, and the time ~~spent~~ worked and the quantity produced~~worked~~. Transaction data is validated against the production order as it is entered. Then run menu option (b) List Labor Transactions to verify accuracy of information and correct any errors. Then run menu option (c) Post Labor transactions to ~~Data is validated as it is entered into this transaction. You must then run the edit and post routine to post these transactions~~post transactions.~~.~~

When you go into Add mode this screen will display:



Session Number

A unique sequential number assigned by the program.

Type

Defaults to LR for labor reporting. This is a source code stored with the ~~a~~ GL activity transactions created by the labor posting ~~progra~~program and used as reference to indicate that this transaction was created by the Labor Processing module. ~~m so that the user knows which module generated the activity.~~

Reference

Optional freeform field.

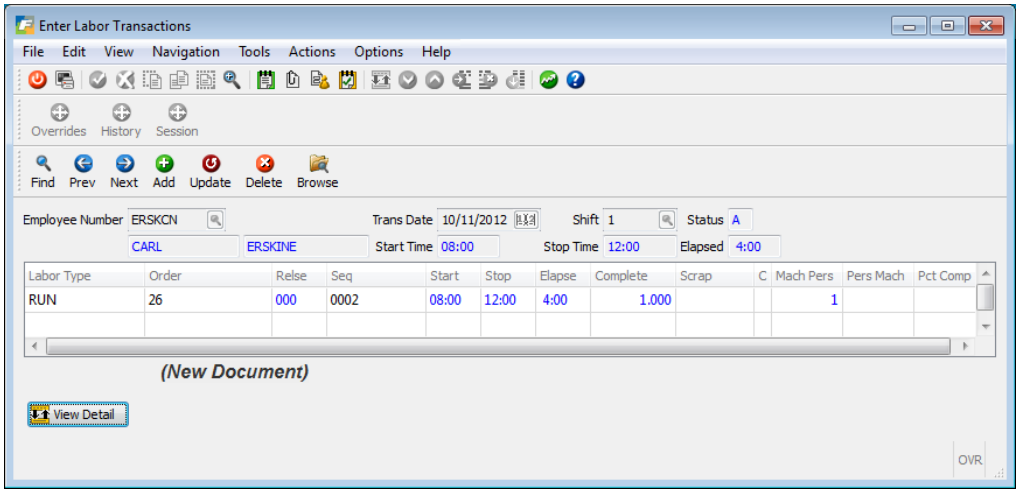
User ID

Defaults to the User ~~Linux~~ login ID

Transaction Date

The date the transaction occurred. This ~~will a~~is also ~~be t~~the date used by the posting routine.

Once you press Enter or click OK this screen displays:



Header Screen

Employee Number

The employee code for the employee whose time is being reported. The employee name will be displayed after the code. To view a list of Employees press [CTRL]-[z] or click on the magnifying glass.

Trans Date

Defaults to the value ~~you~~ entered on the Set/Change Sessions Defaults screen. This will be the date used for the GL activity transactions created by the posting program.

Shift

Defaults to the employee's shift code set up using the Update Employee Information program in the payroll module but can be changed. Ctrl Z or click on magnifying glass to find a different shift.

Status

Display only field maintained by the system. Valid values are A for Active and P for Posted.~~:~~

Start and Stop Time

Time employee started working on the production order and ~~when~~ the time when the employee stopped working on the production ~~.~~order.

Elapsed - time

Calculated value based on start and stop times. You can also leave start and stop times blank and enter the ~~and~~ elapsed time instead.

Detail Screen

Labor Type

The type of labor ~~that is~~ being reported. ~~–~~Defaults to Run. To view a list of labor types press [CTRL]-[z] or click on magnifying glass.

Order

The production order ~~that is~~ being reported against. ~~–~~To view a list of orders press [CTRL]-[z] or click on the magnifying glass.

Rel (Release)

The release level of this order. ~~–~~To view a list of releases press [CTRL]-[z] or click on the magnifying glass.

Description

Description of the item.

Sales Order

Sales order number work order is linked to.

Line

Sales order line number.

Customer

Customer Code.

Name

Business name.

Seq (Sequence)

The routing step that is being reported against.~~on.~~ To view a list of routing steps press [CTRL]-[z] or click on the magnifying glass.

Time

The following columns define how much time ~~was~~ is spent on this operation. ~~–~~If start time is entered then the stop time must be entered.~~–~~ The elapsed time ~~will be~~is calculated automatically. ~~–~~If the start and stop times are left blank, then the elapsed time must be entered.

Start

The time ~~that~~ work began on this operation.

Stop

The time ~~that~~ work ended on this operation.

Elapsed

The amount of time spent on this operation.~~–~~ This ~~will be~~is calculated automatically if the start and stop times were entered.

Quantity Complete

The number of units that ~~were~~ are completed on this operation.

Quantity Scrapped

The number of units that ~~were~~ are rejected on this operation.

C (Complete)

Blank indicates that this operation is not complete.

C indicates that this operation is complete. ~~–~~A completed operation is still open and can have additional transactions posted to it. ~~–~~It is closed in the operation closed transaction in production order processing.

Mach/Pers (Machine/ Persons)

The number of machines per person assigned to this transaction. The default value is 1. This means that one hour of labor time also creates one hour of time to be costed at the ~~work center's~~work center's overhead rate. If a direct ~~laborer~~ labor employee works on multiple machines during a shift, this number should be the number of machines worked at. If Mach/~~-~~Pers is 2, then each hour of labor time creates 2 hours of overhead rate time. If Mach/~~-~~Pers is entered, then Pers/~~-~~Mach is skipped.

Pers/Mach (Persons/Machine)

The number of persons per machine assigned to this transaction. The default value is 1 (if Mach/Pers is not used). This means that one hour of labor time also creates one hour of time to be costed at the work center's overhead rate. If multiple direct ~~laborers~~ labor employees work on a single machine during a shift, this number should be the number of persons working at the machine. If Pers/~~-~~Mach is 2, then each hour of labor time creates 1/2 hour of overhead rate time.

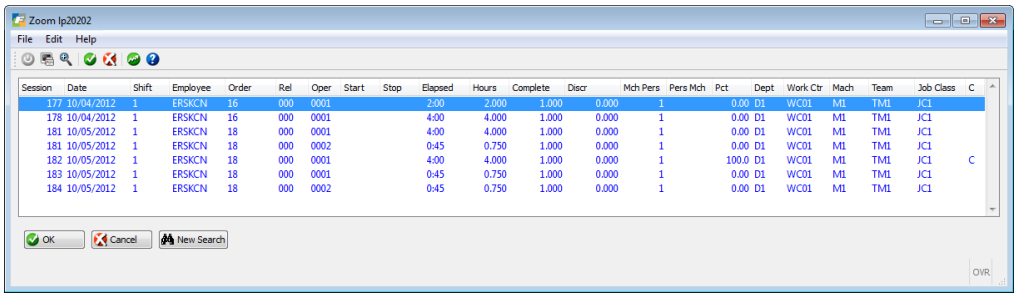
% Comp

The estimated percent of the operation that is complete.

History Screen

While in either the header or detail section of the Labor Entry screen and in either Add or Update mode click on 

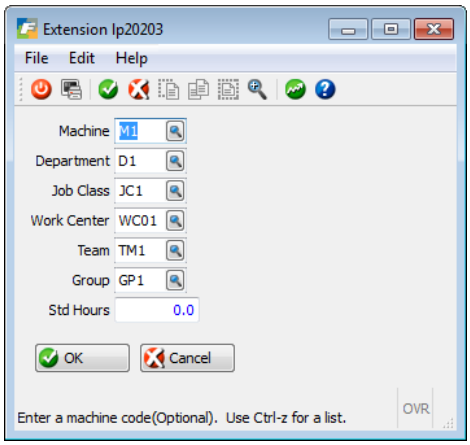
icon to see past labor transactions associated with the employee code.



Overrides Screen

While in either the header or detail section of the Labor Entry screen and in either Add or Update mode click on 

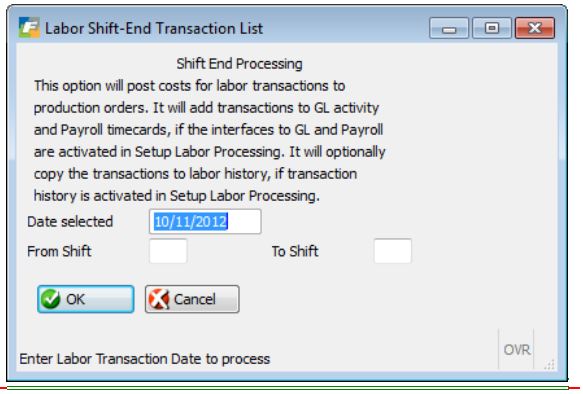
icon to view and modify any of the default settings associated with this employee code.

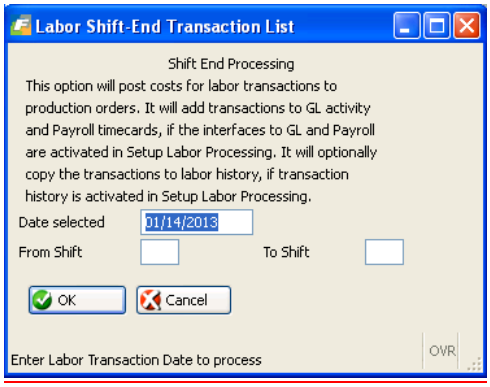


List Labor Transactions

Use menu option (b) List Labor Transactions entered.

This edit listing must be run prior to posting the labor transactions.





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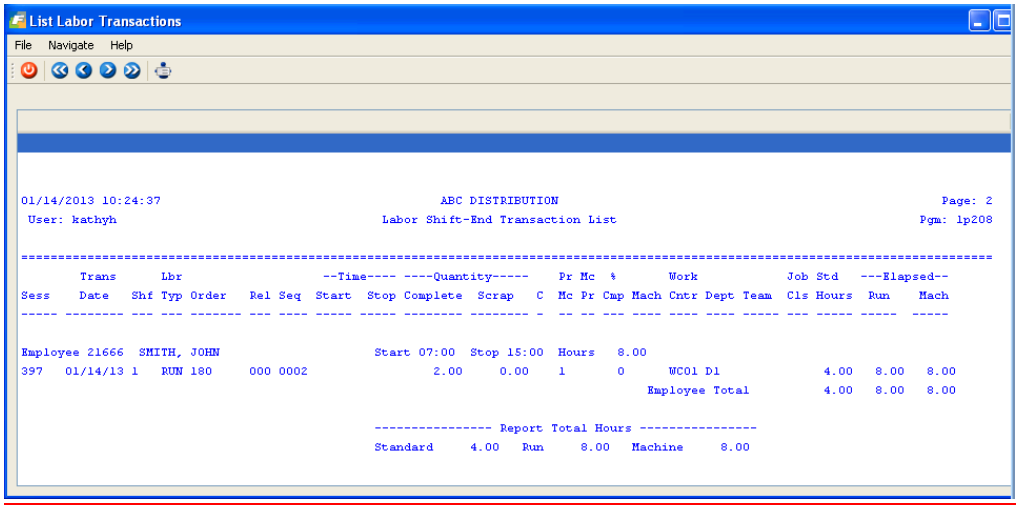

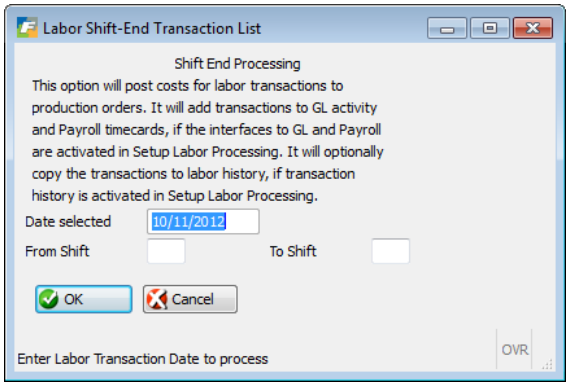

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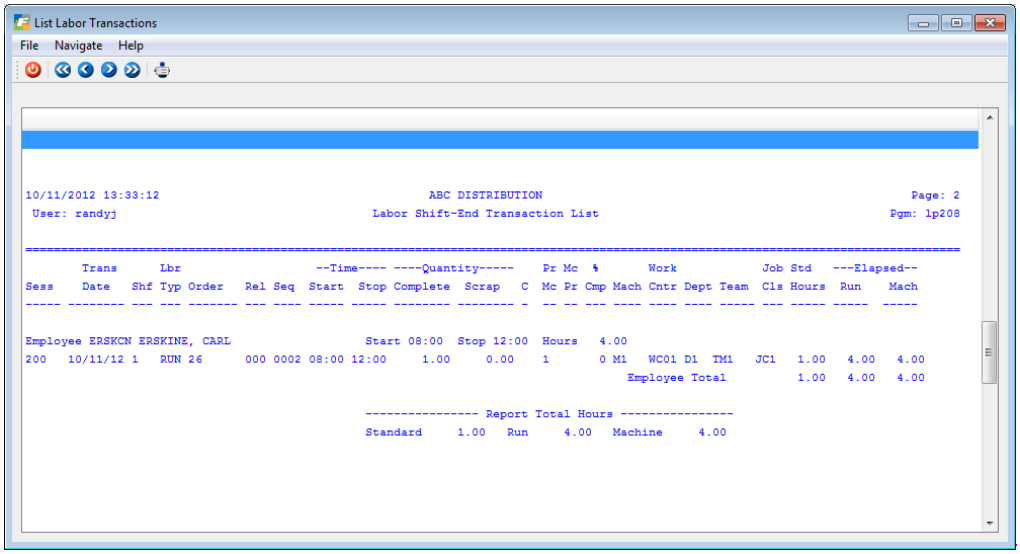

List Labor Transactions
File Navigate Help
10/11/2012 13:33:12 ABC DISTRIBUTION Page: 2
User: randyj Labor Shift-End Transaction List Pgm: lp208
Trans Lbr --Time---- ----Quantity----- Pr Mc % Work Job Std ---Elapsed--
Sess Date Shf Typ Order Rel Seq Start Stop Complete Scrap C Mc Pr Cmp Mach Cntr Dept Team Cls Hours Run Mach
Employee ERSKCN ERSKINE, CARL Start 08:00 Stop 12:00 Hours 4.00
200 10/11/12 1 RUN 26 000 0002 08:00 12:00 1.00 0.00 1 0 M1 WC01 D1 TM1 JC1 1.00 4.00 4.00
Employee Total 1.00 4.00 4.00
---------- Report Total Hours ----------
Standard 1.00 Run 4.00 Machine 4.00

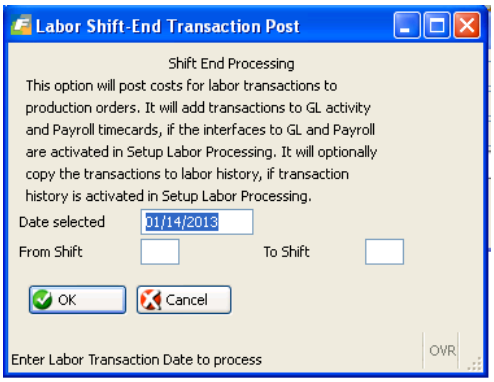
Post Labor Transactions

Use menu option (c) Post Labor Transactions after reviewing the edit listing.

This program will create the timecard entry for employees that hadve labor transactions and also creates GL activitytransactions in the activity table.

Comment [AK2]: Kathy, see my test notes round 3. This makes no sense to me so maybe you can test better and then explain it to me.

If you find errors in any transactions you post you can enter a negative transaction to reverse it and then re-enter it correctly.



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~~The standard entries are as follows:~~

~~Program~~	~~Cost Type~~	~~Debit~~	~~Credit~~	~~Work Center (labor type W)~~	~~Job Class (labor type J)~~	~~Employee Rate (labor type E)~~	~~Standard Costing instead of average costing~~
~~Labor Posting (LP)~~	~~Labor~~	~~WIP Labor~~	~~Mfg Control Labor~~	~~Hrs worked * WC labor rate~~	~~Hrs worked * JC rate~~	~~Hrs worked * Employee rate~~	~~Pieces complete * WC Labor Rate * Std hrs per piece~~
	~~Overhead~~	~~WIP Ovhd~~	~~Mfg Control Ovhd~~	~~Hours worked * WC Ovhd Rate~~	~~Hours worked * WC Ovhd~~	~~Hours worked * Work Center~~	~~Pieces complete * WC Ovhd Rate *~~

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					Rate	Ovhd Rate	Std hrs per piece
	Setup	WIP Labor	Mgf Control Labor	Hours worked * WC Labor Rate	Hours worked * JC Rate	Hours Worked * Employee Rate	WC Labor Rate * Setup hours
Payroll Posting		Mfg Control Labor	Payroll payable or cash	Hours worked * Employee Rate	Hours worked * Employee Rate	Hours worked * Employee Rate	Hours worked * Employee Rate
Production Order Cost Variance Posting (AC)	Labor Rate Variance	Mfg Control Labor	Labor Rate Variance Expense	Hours worked * WC Rate - Empl Rate	Hours worked * JC Rate Empl Rate	N/A	WC Labor Rate * ((Pieces complete * Std hrs per piece) Hours Worked)
	Labor Usage Variance	Debit to Mfg Control - Labor	Credit to Labor Rate Variance Expense	N/A	N/A	N/A	WC Labor Rate * ((Pieces complete * Std hrs per piece) Hours Worked)
	Overhead Rate Variance	Debit to Mfg Control - Ovhd	Credit to Ovhd Rate Variance Expense	N/A	N/A	N/A	N/A
	Overhead Usage Variance	Debit to Closeout Variance	Credit to WIP Close Var WIP Subac-	Total WIP Additions - Prod Receipts	Total WIP Additions - Prod Receipts	Total WIP Additions - Prod Receipts	Total WIP Additions - Prod Receipts

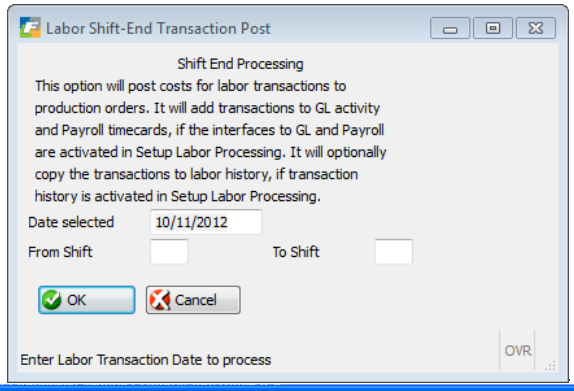
		~~Expense~~	~~count~~				

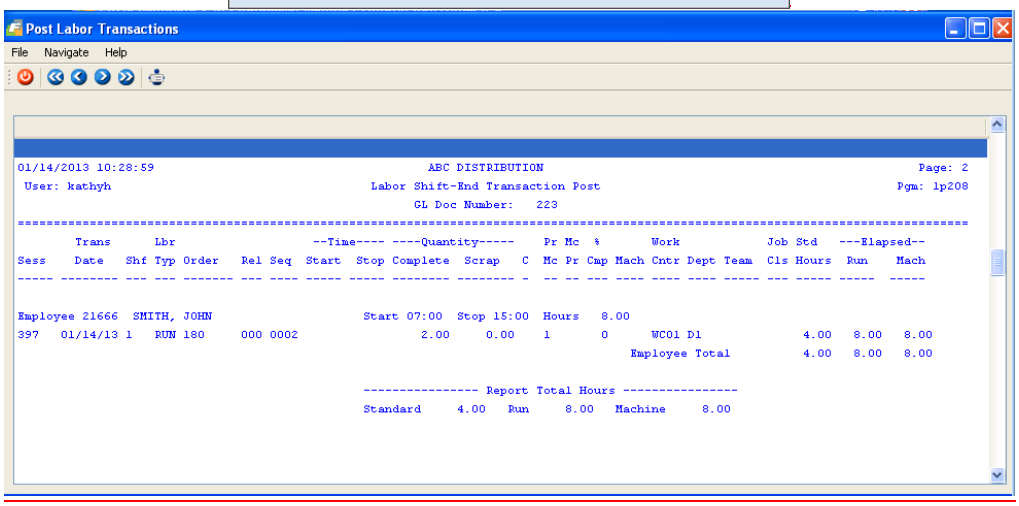
~~Assumes a positive variance. If variance is negative, debits and credits will be reversed.~~

~~Assumes the accumulated value in WIP is more than the Production Receipt value.~~

~~The balance in the manufacturing labor control account will be cleared out when the time card is processed, employee is paid, and transaction is posted.~~

~~The balance remaining in the manufacturing overhead control account will be cleared out be a journal entry when your accountant determines which overhead expense accounts should be adjusted at month end.~~





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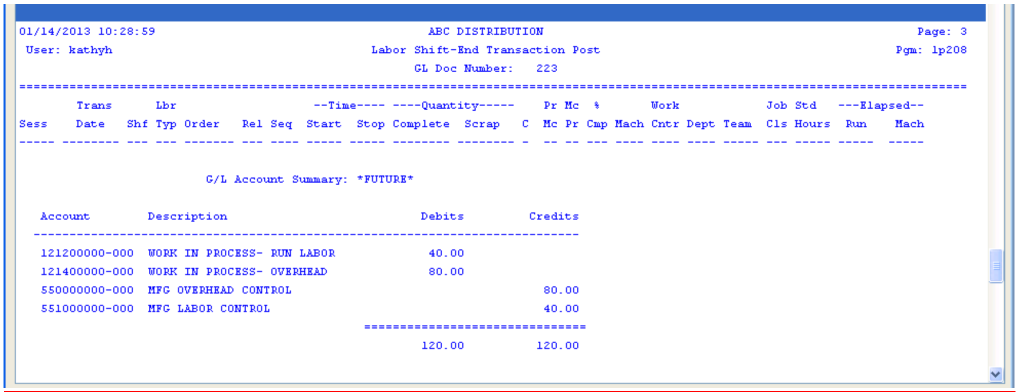
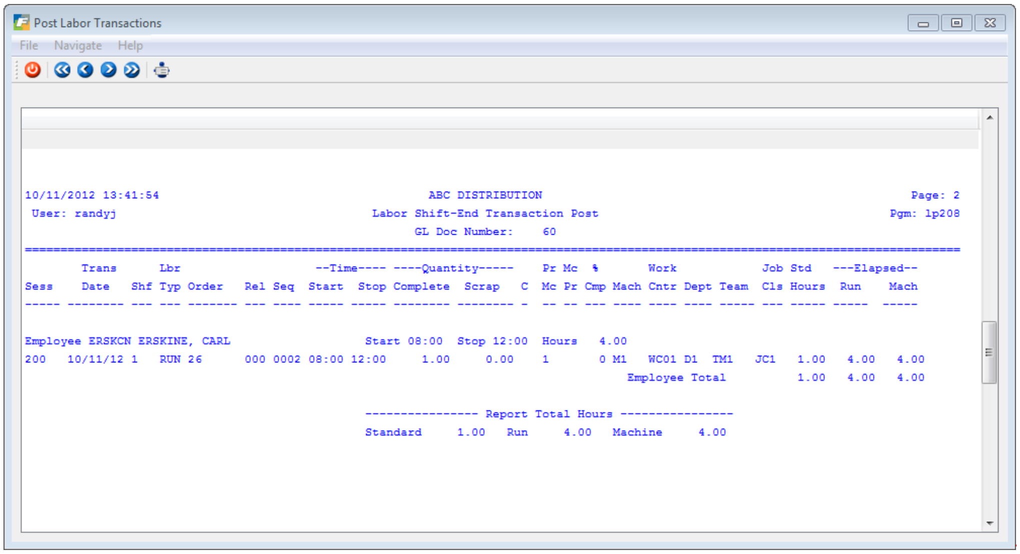


```
01/14/2013 10:28:59                              ABC DISTRIBUTION                                              Page: 3
 User: kathyh                            Labor Shift-End Transaction Post                                    Pgm: lp208
                                               GL Doc Number:   223
=====================================================================================================================================
        Trans      Lbr                   --Time---- ----Quantity-----   Pr Mc  %        Work            Job Std   ---Elapsed--
Sess    Date    Shf Typ Order    Rel Seq  Start  Stop Complete  Scrap   C  Mc Pr Cmp Mach Cntr Dept Team  Cls Hours  Run     Mach
----- -------- --- --- ------- --- ---- ----- ----- -------- -------- -  -- -- --- ---- ---- ---- ----- --- ----- -----  -----

                          G/L Account Summary: *FUTURE*

   Account         Description                           Debits         Credits
  ---------------------------------------------------------------------------
   121200000-000  WORK IN PROCESS- RUN LABOR              40.00
   121400000-000  WORK IN PROCESS- OVERHEAD               80.00
   550000000-000  MFG OVERHEAD CONTROL                                   80.00
   551000000-000  MFG LABOR CONTROL                                      40.00
                                                ===============================
                                                        120.00          120.00
```




```
10/11/2012 13:41:54                              ABC DISTRIBUTION                                              Page: 2
 User: randyj                            Labor Shift-End Transaction Post                                    Pgm: lp208
                                               GL Doc Number:    60
=====================================================================================================================================
        Trans      Lbr                   --Time---- ----Quantity-----   Pr Mc  %        Work            Job Std   ---Elapsed--
Sess    Date    Shf Typ Order    Rel Seq  Start  Stop Complete  Scrap   C  Mc Pr Cmp Mach Cntr Dept Team  Cls Hours  Run     Mach
----- -------- --- --- ------- --- ---- ----- ----- -------- -------- -  -- -- --- ---- ---- ---- ----- --- ----- -----  -----

Employee ERSKCN ERSKINE, CARL                   Start 08:00  Stop 12:00  Hours   4.00
200   10/11/12 1   RUN 26      000 0002 08:00 12:00     1.00     0.00   1        0 M1   WC01 D1   TM1   JC1   1.00   4.00   4.00
                                                                                   Employee Total         1.00   4.00   4.00

                                                --------------- Report Total Hours ---------------
                                                Standard     1.00   Run     4.00   Machine     4.00
```

The standard entries are as follows:

Program	Cost Type	Debit	Credit	Work Center (labor type W)	Job Class (labor type J)	Employee Rate (labor type E)	Standard Costing instead of average costing

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Labor Posting (LP)	Labor	WIP-Labor	Mfg Control -Labor	Hrs worked x WC labor rate	Hrs worked x JC rate	Hrs worked x Employee rate	Pieces complete x WC Labor Rate x Std hrs per piece
	Overhead	WIP – Ovhd	Mfg Con-trol-Ovhd	Hours worked x WC Ovhd Rate	Hours worked x WC Ovhd Rate	Hours worked x Work Center Ovhd Rate	Pieces complete x WC Ovhd Rate x Std hrs per piece
	Setup	WIP-Labor	Mfg Control-Labor	Hours worked x WC Labor Rate	Hours worked x JC Rate	Hours Worked x Employee Rate	WC Labor Rate x Setup hours
Program	**Cost Type**	**Debit**	**Credit**	**Work Center (labor type W)**	**Job Class (labor type J)**	**Employee Rate (labor type E)**	**Standard Costing instead of average costing**
Payroll Post-ing		Mfg Con-trol-Labor	Payroll paya-ble or cash	Hours worked x Employee Rate	Hours worked x Employee Rate	Hours worked x Employee Rate	Hours worked x Employee Rate
Production Order Cost Variance Posting (AC)	Labor Rate Variance	Mfg Control - Labor	Labor Rate Variance Expense	Hours worked x WC Rate - Empl Rate	Hours worked x JC Rate - Empl Rate	N/A	WC Labor Rate x ((Pieces complete x Std hrs per piece) - Hours Worked)

	Labor Usage Variance	Mfg Control-Labor	Labor Rate Variance Expense	N/A	N/A	N/A	WC Labor Rate x ((Pieces complete x Std hrs per piece) - Hours Worked)
	Overhead Rate Variance	Mfg Control - Ovhd	Ovhd Rate Variance Expense	N/A	N/A	N/A	N/A
	Overhead Usage Variance	Closeout Variance - Expense	WIP Close Var- WIP Subaccount	Total WIP Additions - Prod Receipts	Total WIP Additions - Prod Receipts	Total WIP Additions - Prod Receipts	Total WIP Additions - Prod Receipts

Assumes a positive variance. If variance is negative, debits and credits will be reversed.

Assumes the accumulated value in WIP is more than the Production Receipt value.

The balance in the manufacturing labor control account will be cleared out when the time card is processed, employee is paid, and the labor transaction is posted.

The balance remaining in the manufacturing overhead control account will be cleared out by a journal entry when your accountant determines which overhead expense accounts should be adjusted at month end.

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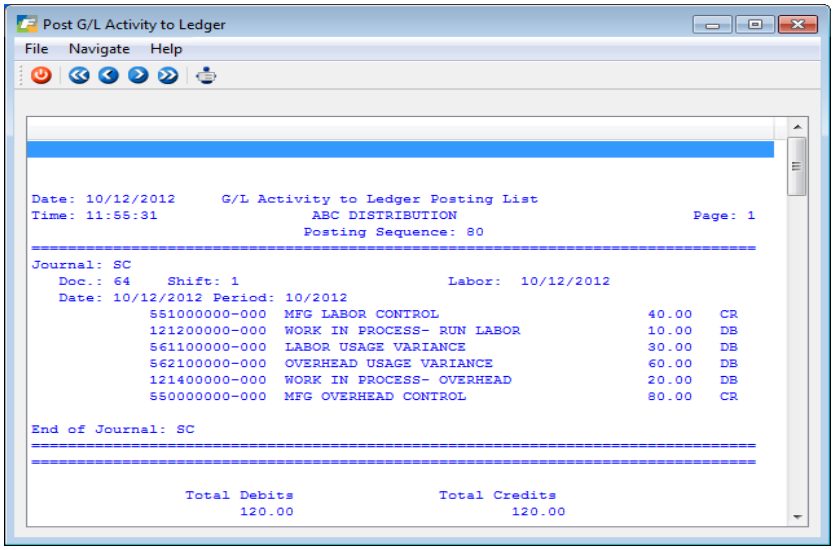
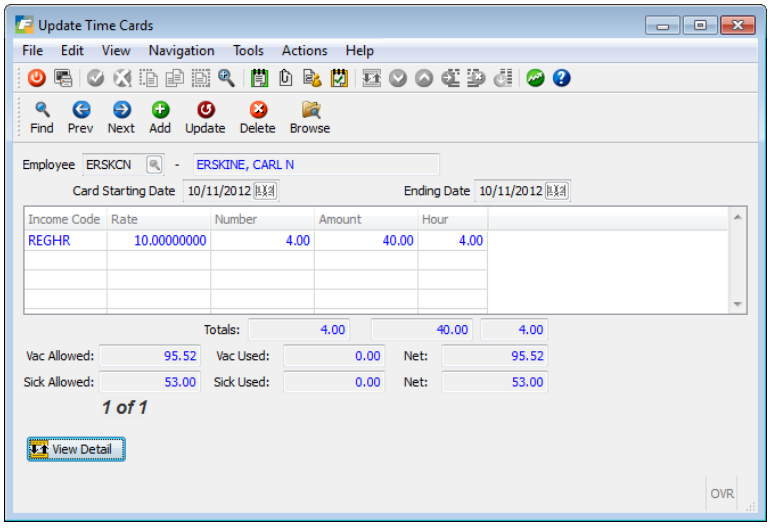
GL Activity report:

This report is created when you post the G/L Activity to the ledger. It is run from the General Ledger menu and moves GL transactions created by the labor posting program from the activity table to the general ledger. This posting updates GL account balances.



A sample of the Time card entry created for employees through labor posting is show below:

This entry is used by the Payroll application to process hourly payroll.



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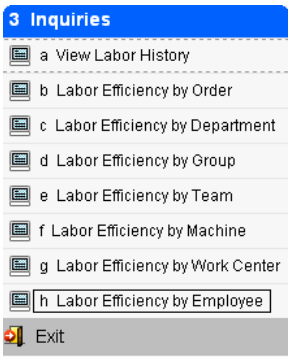
CHAPTER 4: INQUIRIES

This chapter addresses the functions in FITRIX Labor Processing which allows users to view business information which was entered in Table Maintenance and Transaction Processing. Inquiry functions display information in a variety of formats.



The inquiry functions included are:

- Labor History Transactions
- Labor Efficiency
  - By Order
  - By Department
  - By Group
  - By Team
  - By Item
  - By Machine
  - By Work Center
  - By Employee

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VIEW LABOR HISTORY

Use menu option (a) View Labor History to see posted labor entries.

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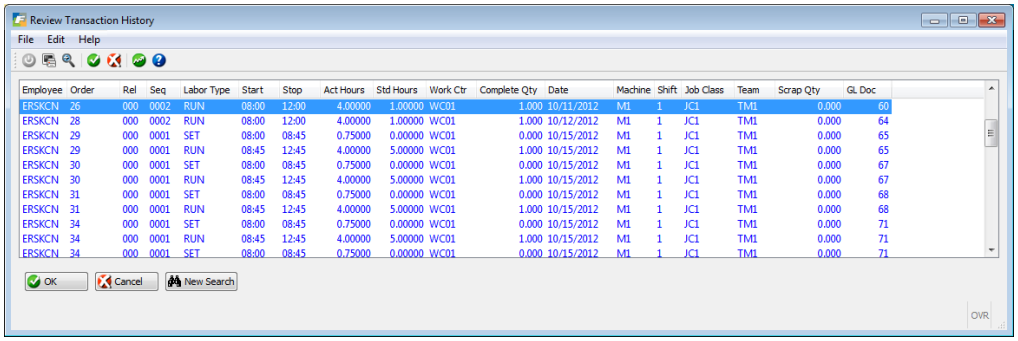

Employee ~~Display Only~~

The identifier for the employee that performed the work in this transaction.

Order ~~Display Only~~

The production order number for which work is being reported.

Rel (Release) ~~Display Only~~

The identifier for the split of the production order that is being reported.

Seq (Sequence) ~~Display Only~~

The identifier for the step in the routing for which the work is being reported.

Lab Typ (Labor Type) ~~Display Only~~

The identifier for the type of work being reported. Labor types are user defined in labor type maintenance.

Start ~~Display Only~~

The time of day that the activity being reported was started.

Stop ~~Display Only~~

The time of day that the activity being reported was stopped.

Act Hours ~~Display Only~~

Total of actual hours reported~~.~~

Std Hours ~~Display Only~~

Total standard hours per routing steps~~.~~

Work Center ~~Display Only~~

The identifier for the work center in which this routing step is being worked~~.~~

Complete Qty ~~Display Only~~

Quantity produce~~d~~d~~.~~

Mach (Machine) ~~Display Only~~

The identifier for the work center in which this routing step is being worked~~.~~

Shift ~~Display Only~~

The identifier for the shift on which the work being reported in this transaction occurred~~.~~

Job Class ~~Display Only~~

The identifier for the job class that ~~wa~~is~~s~~ assigned to the employee reporting time in this ~~transac~~transact~~t~~ion~~.~~

Team ~~Display Only~~

The identifier for the team assigned to this routing step~~.~~

Scrap Qty ~~Display Only~~

Quantity scrapped~~.~~

GL Doc ~~Display Only~~

Posting document number~~.~~

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LABOR EFFICIENCY SCREEN PROGRAMS

Use options b through h to display ~~You can view~~ labor efficiency by production work order, department, group, team, machine, work center, and employee. _Th~~is~~e screen below is Labor Efficiency by Order.

~~You must do a~~Select Find, enter warehouse, start date, and interval code~~.~~ ~~A~~. _Press enter or click OK to find~~.~~ _records that match ~~you~~ther~~s~~ search criteria.

Warehouse code

Warehouse in which work order is being produced

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Start Date

Start date to use in displaying labor transactions

Interval Code

Pre-defined interval codes are setup in Period Interval File Maintenance. They represent a specific number of periods and the number of days per period.

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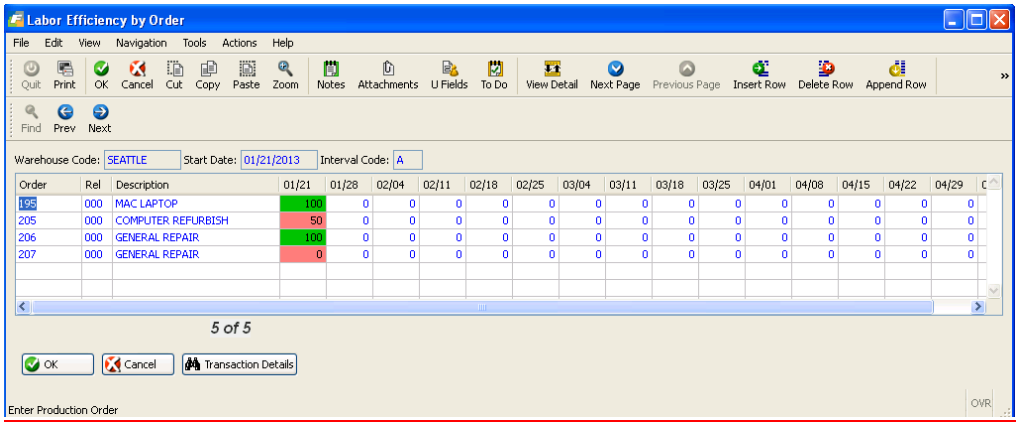
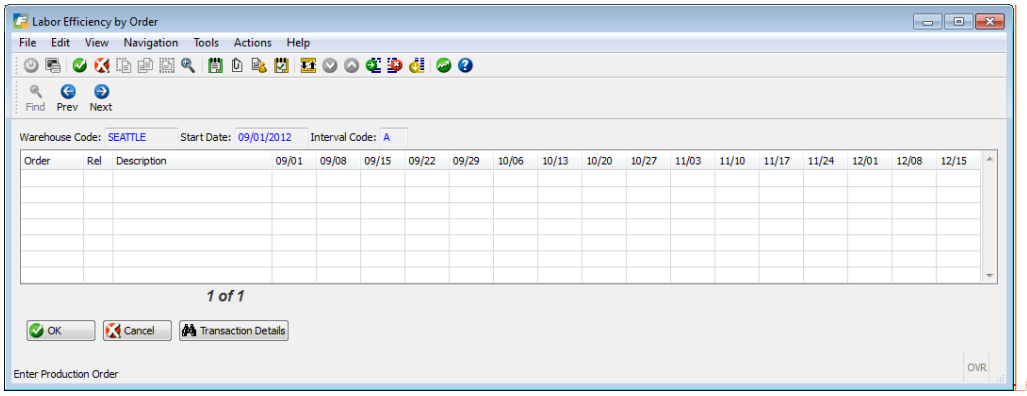
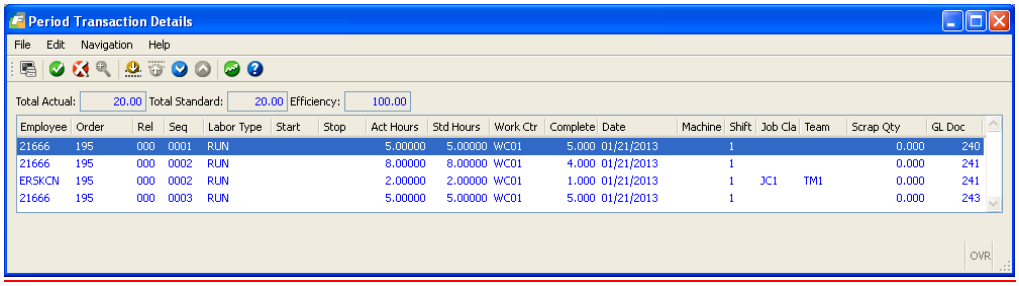




Comment [AK3]: Kathy by the time Randy fixed the issues and I got back to this the data I had entered and posted was somehow deleted by somebody. I don't want to start from scratch again since you'll have to do the same steps to test. So when you post some more transaction please replace this screen shot with one that has detail data on it.

To view transaction details, place the cursor on the selected detail period and ~~cell you want to see the detail for and cl~~click on the Transaction Details ~~Transaction Details~~ button. The detailed labor records for the selected time period will display.

Comment [AK4]: Kathy need screen shot here of the screen you get when you do this



Employee

The identifier for the employee that performed the work in this transaction

Order

The production order number for which work is being reported

Rel (Release)

The identifier for the split of the production order that is being reported

Seq (Sequence)

The identifier for the step in the routing for which the work is being reported

Lab Typ (Labor Type)

The identifier for the type of work being reported. Labor types are user defined in labor type maintenance.

Start

The time of day that the activity being reported was started

Stop

The time of day that the activity being reported was stopped

Act Hours

Total of actual hours reported

Std Hours

Total standard hours per routing steps

Work Ctr

The identifier for the work center in which this routing step is being worked

Complete Qty

Quantity produced

Date

The date this labor transaction is reported

Mach (Machine)

The identifier for the work center in which this routing step is being worked

Shift

The identifier for the shift on which the work being reported in this transaction occurred

Job Class

The identifier for the job class that is assigned to the employee reporting time in this transaction

Team

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The identifier for the team assigned to this routing step

Scrap Qty

Quantity scrapped

GL Doc

Posting document number

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CHAPTER 5: REPORTS

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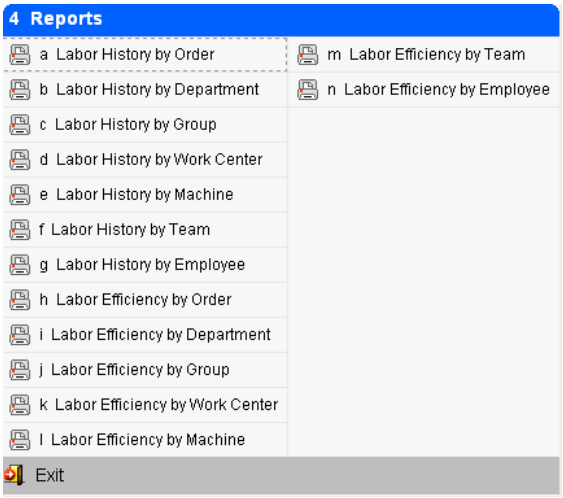
This chapter addresses the function in FITRIX Labor Processing which allows users to print business information which was entered in Table Maintenance and Transaction Processing. The reports included in FITRIX Labor Processing are:

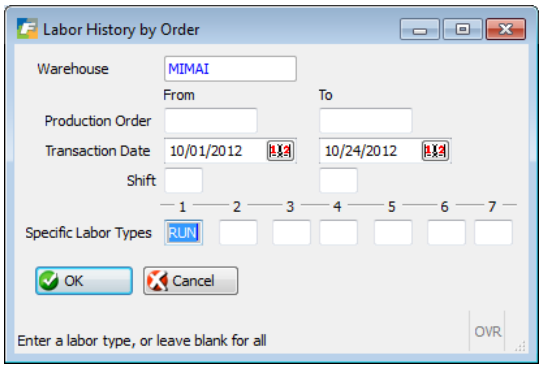
Labor History by Order, Department, Group, Work Center, Machine, Team, Employee

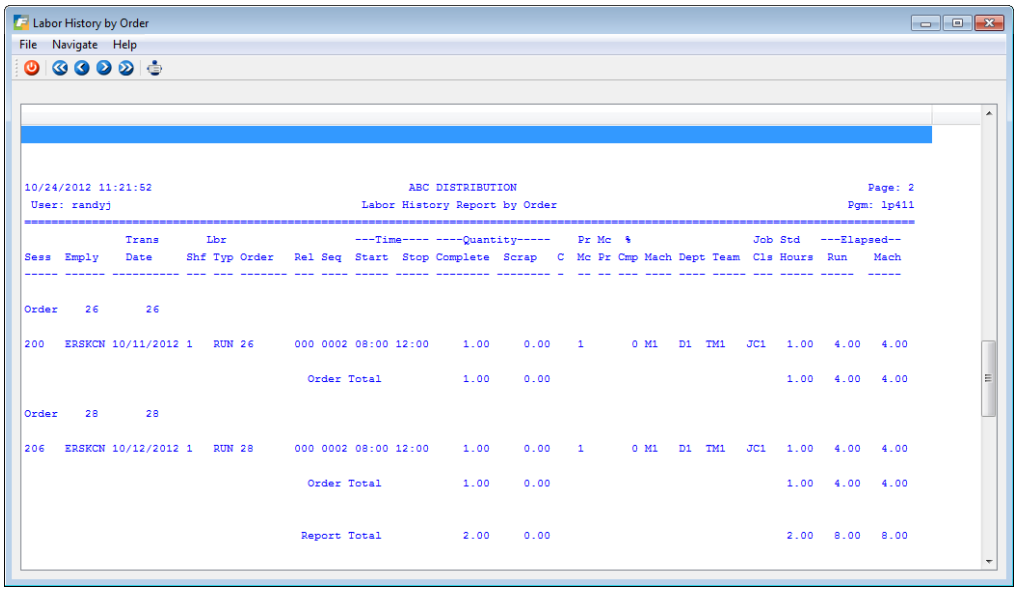
Labor Efficiency by Order, Department, Group, Work Center, Machine, Team, Employee



LABOR HISTORY REPORTS

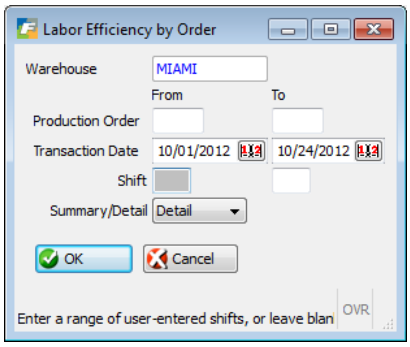
~~You can run h~~Historical labor reports can be run by order, department, group, work center, machine, team, or ___employee. _The example here is Labor History by Order.

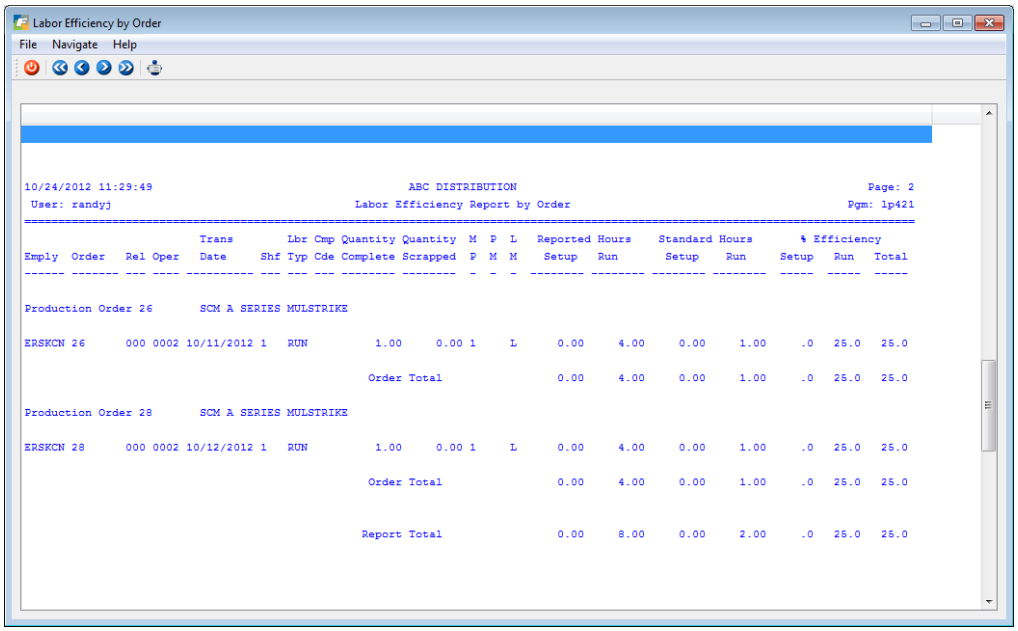




LABOR EFFICIENCY REPORTS

You can run efficiency reports by order, department, group, work center, machine, team, or employee. The example here is Labor Efficiency by Order.





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