

10072009-110 – Set-up and Utilise Non-productive time

Overview

Opto can account for any number of non-productive activities, such as sick leave, annual and long service leave, maintenance, training etc. The process uses 'non-productive' workcenters in conjunction with an internal job run each month or quarter.

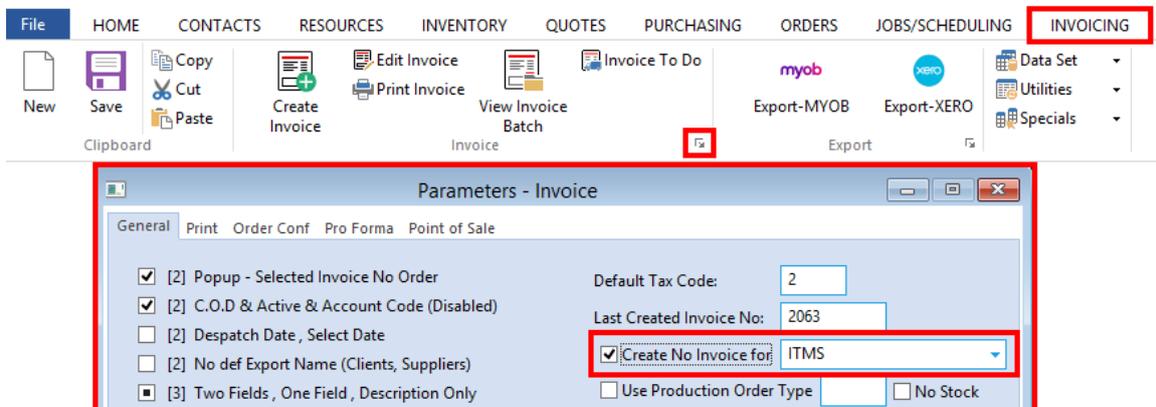
The following will need to be set-up -

- A client record for the user's own company that will not generate invoices.
- A 'Non-productive' workcenter for each type of 'non-productive' activity
- A 'Non-productive' Part containing all the workcenters on the "Labour" Tab
- A Production Order for the user's company containing the 'non-productive' part

Step 1. Set-up a new client record for your own company in the '[Client Details New/Edit Clients](#)' window in the [Contacts New/](#) tab in the Opto ribbon, **press** <F9> to save.

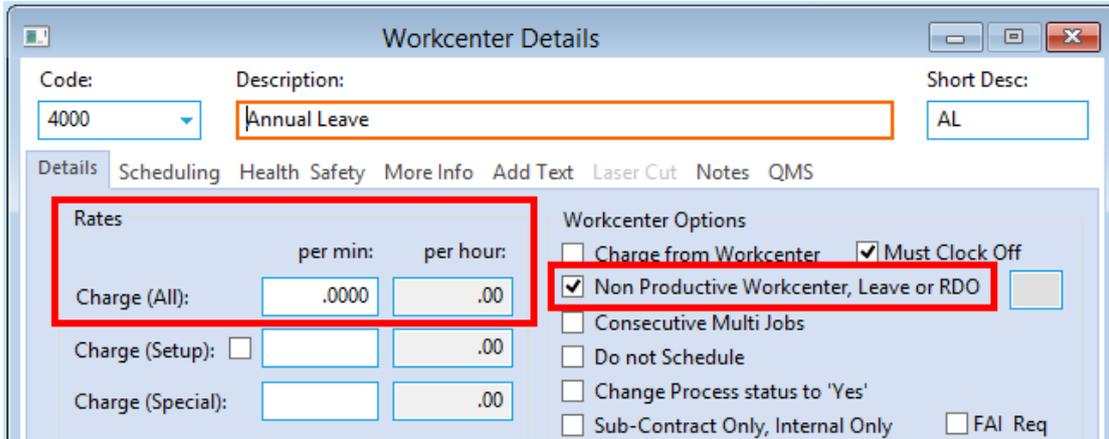
As no invoices are required for this client, the user needs to set a parameter.

To do [thisse](#), **click** on **Invoicing** tab in the Opto ribbon and click on the Invoice Parameters icon (circled below). Under the "General" tab, enter your company's client code in the "Create No Invoice" field and **click** on the tick box as shown below.

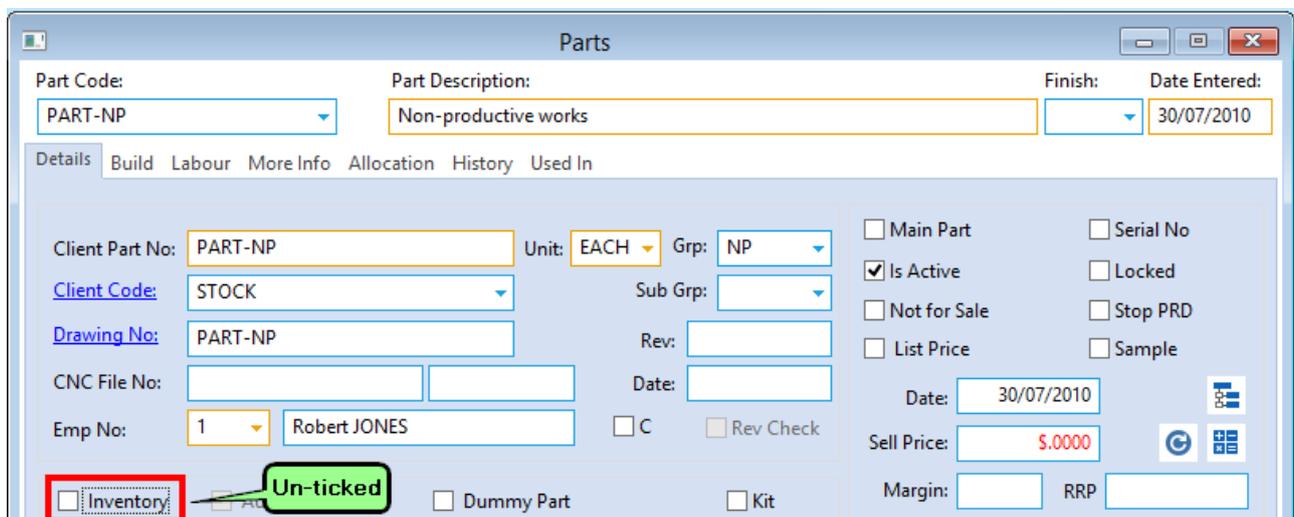


When ticked this option will despatch, but not invoice production orders for this client (your own company).

Step 2. The user needs to create a series of workcenter's that will be used to clock time against to account for non-productive activities. Open the **Resources** tab in the Opto ribbon and then **click** on the 'Workcenter' icon and create the workcenters for the required activities as per the example below, **press** <F9> to save each workcenter.



Step 3. Create a "Part Code" for non-productive works, leave the "Inventory" box un-ticked.



Do not enter any data on the "Build" tab of the part as no materials codes are used.

Click on the "Labour" tab to open and enter all the non-productive workcenters as shown below, do not enter time in either the "Setup" and "Process" fields. **Press** <F9> to save.

Parts

Part Code: Part Description: Finish: Date Entered:

Details Build **Labour** More Info Allocation History Used In

Alt

WC	WC Description	Work Description	Set (Mins)	Pro (Mins)	Pro (HRS)	R	Text	Lead	M
1000	Sick Leave	Work Center to be used for Sick Leave	.00	.00					<input type="checkbox"/>
2000	Maintenance & Cleani	Workcenter to be used for Internal Maintenance & Cleani	.00	.00					<input type="checkbox"/>
3000	Training off Site	Workcenter to be used for Off-Site Training (Includes Trav	.00	.00					<input type="checkbox"/>
3500	Training On Site	Workcenter to be used for On-Site Training	.00	.00					<input type="checkbox"/>
4000	Annual Leave	Workcenter to be used for Short TermAnnual Leave	.00	.00	.00			0	<input type="checkbox"/>

Step 4. Create a new production order for your own company and insert the "Non-Productive Part" as a quantity of one, **press** <F9> to save the order.

Factory Order - <New Entry>

Order No: Client Code: Client Name: Contact Name: Type: For Stock Special Rate

Details Sub Parts More Info Review Allocation

Date Entered: Date Received: Emp No: Order On Hold Shipping Address: Normal Urgent Pickup Paid

Client Order No: Div: Sales ID: Job Type: Cat:

Job Desc:

Project:

Quote 1: Quote 2: Quote 3: Sales Order No: Re-Work Job: Project Job: Copy Order:

Service Job Ph No:

Promise Date Rev

Part Code	Description	Ord Qty	Info	Unit Price	Total Unit	Due Date	Tax
PART-NP	Non-productive works	1		.0000	.00	08/04/19	2

The 'Process Sheet (Production Order)' window opens, **click** on the '1. Create Job Ticket(s)' icon, and create a job ticket for the non-productive work. Circulate the job ticket to all staff responsible for administering non-productive activities.

Activate the job at the start of each period (month or quarter) so that time can be clocked (batch entry or clock computer) against these activities. At the end of the period complete the job and despatch it out of the system. This will leave the user with the job costing for each non-productive activity.

How to make a Job Entry using the Clocking Function.

If an employee is required to perform maintenance duties, or cleaning work in the factory, they can simply clock onto and off the created non-productive workcenter and job ticket as they would any normal workcenter and job.

