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 '<u>Client DetailsNew/Edit Clients</u>' window in the <u>ContactsNew/</u> 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 <u>this</u>, **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.

File	HOME CONTACT	RESOURCES	INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDUL	ING INVO	ICING
New	Gave Copy Save Cut Clipboard	Create Invoice	t Invoice nt Invoice View Ir Bat Invoice	nvoice ich	voice To Do	myob Export-MYOB Expor	Export-XERO	Data Set 📰 Data Set	• • •
			Parameters -	- Invoice				×	
	 ✓ [2] Popup - ✓ [2] C.O.D & 	Selected Invoice No	Order ode (Disabled)	Defa Last	ault Tax Code: Created Invoice	2 No: 2063			
	 [2] Despate [2] No def f [3] Two Fie 	n Date , Select Date Export Name (Clients, Ids , One Field , Descri	Suppliers) iption Only		Create No Invoic Use Production C	e for ITMS Order Type	No Stock	•	

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.

		N	/orkcenter E	Details	- • •
Code: Description:		escription:			Short Desc:
4000 🗸		Annual Leave			AL
De	etails Scheduling H	lealth Safety N	lore Info Add	Text Laser Cut Notes QMS	
	Rates			Workcenter Options	
		per min:	per hour:	Charge from Workcenter 🗸 M	ust Clock Off
	Charge (All):	.0000	.00	Non Productive Workcenter, Leave	e or RDO
				Consecutive Multi Jobs	
	Charge (Setup):		.00	Do not Schedule	
	Charge (Special):		.00	Change Process status to 'Yes'	
	3 (Sub-Contract Only, Internal Only	FAI Req

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

		Parts		- • ×
Part Code:	Part Descriptio	Finish: Date Entered:		
PART-NP	 Non-producti 	→ 30/07/2010		
Details Build La	bour MoreInfo Allocation History	Used In		
Client Part No:	PART-NP	Unit: EACH 🗕 Grp: NP	✓ Main Part	Serial No
Client Code:	STOCK 🗸	Sub Grp:	✓ Is Active	Locked
Drawing No:	PART-NP	Rear	Not for Sale	Stop PRD
CNC File Net		Dete:	List Price	Sample
CIVE FILE IND:			Date:	30/07/2010
Emp No:	1 - Robert JONES	C Rev 0	Check Sell Price:	\$.0000 🕞 🔡
Inventory	Un-ticked Dumr	ny Part 🗌 Kit	t Margin:	RRP

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, <u>do not</u> enter time in either the "Setup" and "Process" fields. **Press** <F9> to save.

									×			
Part Code:		Part Description:					h:	Dat	e Enter	red:		
	PART-NP Non-productive works						- 30/	/07/20	10			
	Detail	s Build Labour Mo	re Info Allo	cation History Used I	n							
1 n												
					_							lt
	WC	WC Description		Work Descriptio	n	Set (Mins)	Pro (Mins)	Pro (HRS)	R	Text	Lead	м
	1000	Sick Leave	Work Center	to be used for Sick Leav	e	.00	.00					
	2000	Maintenance & Cleani	Workcenter	to be used for Internal N	laintenance & Cleani	.00	.00					
	3000	Training off Site	ing off Site Workcenter to be used for Off-Site Training (Includes Trav		.00	.00						
	3500	Training On Site	Workcenter	/orkcenter to be used for On-Site Training		.00	.00					
	4000	4000 Annual Leave Workcenter to be used for Short TermAnnual Leave		.00	.00	.00			0			

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 en<="" th=""><th>try></th><th>- • •</th></new>	try>	- • •
Order No: <u>Client Code:</u> 1195 ITMS Details Sub Parts More Info Review Al	Client Name: Test Certificate ITMS SOFTWARE SERVICES PTY LTI location	Required Contact Name:	Type: ♥ For Stock ♥R ♥ □ Special Rate
Date Entered: Date Received: Emp No: 01/04/2019 📰 📰 1 Client Order No: Di	Order On Hold Robert JONES Sales ID: Job Type: Cat: V V V V V V V V V V V V V V V V V V	✓ Shipping Address: ● Normal ITMS Software Services Pty Ltd	○ Urgent
Job Desc: Non-productive works Project: Quote 1: Quote 2: Qu T G T G	iote 3: Sales Order No: Re- ع ه ج ه	Service Job	Ph No: Fax No: Promise Date Rev
Part Code PART-NP Non-productive	Description works	Ord Qty Info Unit Price	Total Unit Due Date Tax 00 .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.

	Job Start	
	Emp No Employee Name 11 ✓	
	Workcenter -	
•	Workcenter	rs
Code	Description	Short OK
1	Workcenter 1 (charged)	WC1
2	WC 2 (pat darged)	WC2 <u>C</u> ancel
4	Sub Contract - GALVANISE	GAL
5	Trumpf Laser 1	TI 1
6	Trumpf Laser 2	Π2
7	Fold	Print
10	Cutting	CUT
20	Brake Press	BPR
30	WELDING	WLD
40	GALVANIZE	
50	SUB-CONTRACT POWDERCOAT	SBPC
60	Painting	PNT
70	Polishing	POL
80	TEST	
101	DRILLING	
102	TAPPING	
200	ON-SITE INSTALLATION	NCD
1000	NCR Workcenter	NUK
1000	Sick Leave	DL MAN
3000	Training off Site	TD
3000		TO