



## Release Notes – Build 392

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### Overview

Build 392 is a significant set of enhancements to the following core manufacturing functions:

#### Bills of Material

New features include work center and subcontractor processes, BOM types, improved phantom assembly processing, revision statuses, batch processing controls, routing generator, sequence numbering, component replace, process replace, shop rates, and BOM explorer.

#### Job Creation

New job creation features include improved controls over batch type BOMs. New job routing features include a routing generator and sequence replace capability. New job detail features include identical line numbering to BOM component line numbers, improved phantom assembly processing, and a new set of job traveler formatting options.

#### Scheduling

Sales order required dates are now automatically calculated for make to order items to give MRP realistic demand dates. A new *Shop Control Panel* screen schedules work centers on a daily basis and provides links for just in time job issues and real time labor entry. A new queue control capability keeps WIP lean by releasing jobs and scheduling job sequences only when work centers have open capacity. A revised *Job Schedule* screen tracks late jobs and whether jobs in process are running ahead or behind schedule.

## **Job Labor Processing**

New features include shifts, standard hours setting for setup, flag as finished alternative to completion quantities, work center labor entry worksheet, labor hours calculator, and storage of stop/start times.

## **Key Design Improvements**

### **Customer & Supplier ID Change**

Formerly, you had no ability to change a customer or supplier ID name once it was established. Now we offer the ability to change an ID name across all the tables where it is used.

### **Descriptor Type Simplification**

The 'FIXOH', 'VAROH', 'SETUP', and 'SUBCON' descriptor types long ago ceased having any useful purpose with descriptors when those cost sources were replaced by routing settings and job labor processing. To simplify descriptor setup and entry, these descriptor types have been removed from the system and any descriptor assigned to them have been converted to the 'MISC' descriptor type.

### **Single Overhead Rate**

Having a separate overhead rate for fixed overhead and variable overhead unnecessarily complicated overhead costing and GL setup. Now these two overhead rates have been combined into a single rate for manufacturing overhead.

### **Shop Rates Calculator**

It has always been a challenge to establish hourly rates for setup, labor, and overhead in all your work centers such that a multitude of different rates would result in reasonably accurate absorbed costs relative to actual labor and overhead costs. A new *Shop Rates* screen compares historical actual and absorbed costs and calculates a suggested shop rate for direct labor and for manufacturing overhead. These shop rates get applied to your work centers and are used as the work center hourly rates unless you define any cost factor exceptions.

### **BOM Types**

Bills of material differ in their entry requirements. Formerly, all bills of material were given the same entry options. Now we offer five specific BOM types – 'BOM', 'Batch', 'One-Off', 'Phantom', and 'Secondary' – that present the specific fields and settings that apply to each particular BOM type.

### **Sequence Numbers & WC Processes**

Routing sequences were formerly numbered in a sequence-stage format where the suffix originated from a sequence template. Now routing sequences are simply numbered in increments of '10'. We also offer a formal table of work

center and subcontractor processes that replace the old sequence templates and enable you to create a library of standard processes that lends structure to your manufacturing settings. A new routing generator facilitates routing creation.

### **Revision Control**

Formerly, engineering history was captured through a combination of from/thru component dates and revisions with minimal process control. Now all engineering history is captured through expanded revision control capabilities, including designation of current, pending, and archived status revisions and revision effective dates.

### **SO Required Dates**

Formerly, establishing the line item reorder date for make to order items required the user to remember to use the delivery date estimator to calculate a realistic required date for MRP purposes. Now the required date is calculated by default for make to order items (CTO items and items with a reorder level of zero) based on the item's lead days and jobs days settings.

### **Job Traveler**

Formerly, the job traveler offered a confusing and in some cases conflicting array of printing options that had to be re-selected each time to achieve different formats. Now the traveler layout is standardized and improved and you can create retrievable layouts for different sets of print options.

### **Queue Control**

Formerly, there was no good way to determine when work a work center has open capacity or not in order to know when to release jobs to production or which jobs to run next in each work center. Now a work center can be flagged for "queue control" in the *Shop Control Panel* screen, in which case the work center only accepts new job sequences when it has open capacity. Queue control signals when to release jobs to production and when to pause or run job sequences.

### **Just in Time Job Issues**

Previously, no formal process was provided for knowing when to issue material to jobs. Now you can use the *Shop Control Panel* to determine when material is needed and to directly link to the *Job Issues* screen to dispatch material on a just in time basis.

### **Job Labor Cost Basis**

Formerly, job labor could optionally be costed at worker hourly rates instead of at work center labor rates, which resulted in actual labor costs having a different cost basis than estimated costs. Now all labor costing -- estimated and actual -- is done at work center hourly rates, which are now derived from overall shop rates (see "Shop Rates" above) for more accurate absorption costing.

## **Job Sequence & Line Numbering**

Formerly, under certain conditions, a new job could end up with different routing sequence and job detail line numbers than those in the BOM from which the job originated. Now the numbering in a newly created job and its originating BOM are identical, unless lines have to be renumbered to make room for phantom assembly components.

## **Labor Entry Options**

Formerly, a process workflow for real time labor entry was not offered and you had to devise your own timesheets to collect labor information. Now you can access labor entry directly from the *Shop Control Panel* screen to enter labor in real time as workers are given new assignments or complete their shifts. Default start and stop times and automatic break deductions facilitate real time labor entry. The work center dispatch list now includes labor entry sections and serves as a daily work center schedule and labor planning and collection form.

## **Sequence Closing**

Formerly, completion quantities had to be entered to close out routing sequences. Now you have the option of flagging sequences as finished, which eliminates the need for entering any quantities at all. If you choose to configure your system for completion quantity tracking and you wish to close a sequence short, you no longer enter scrap quantities to do so. Instead, you simply change the sequence status to 'closed'.

## **Document Linking**

Documents linked to stock items, descriptors, and customers are now automatically linked to jobs and sales orders upon their creation or are available for retrieval when detail lines are added after jobs and sales orders are initially created. Documents can be files stored on your Windows network, web links, and a new option enables you to embed files in the DBA database.

# System Administrator Task List

## Pre-Installation Recommendations

### Support Subscription

We do not advise installing an update without a support subscription. Besides being able to submit support tickets, a support subscription gives you access to the “Training Company” option described below. A support subscription also enables your users to review the video training courses listed below.

### Training Company Preview

With each new product build we recommend that you install our “training company” option before you apply the product update. This is especially beneficial with build 392 because it has so many new features.

The training company option enables you to install a special “preview” version of build 392 on your server that uses a copy of your database. The training company enables users to explore the new release in advance, with the ability to make actual entries on your own data, before you apply the update to your live system.

The training company installation file can be downloaded from the “What’s New” area of the online support center.

### Review New Training Videos

We recommend that your users review the new and updated training courses listed at the end of this document.

### Resolved Programming Issues

A list of resolved programming issues in build 392 is available in the “What’s New” area of the online support center.

## Pre-Installation Tasks

### Default Settings

The build 392 update requires certain default settings to exist. Before installing the update, make sure these settings are in place.

- Each of your subcontract work centers in the *BOM Work Centers* screen must have a *Default Supplier* assigned to it.
- You must have a home currency designated in the *GL – GL Setup – Currency Table* screen.
- A default terms code must be designated in the *Sales – Sales Setup – Customer Terms* screen.
- A default terms code must be designated in the *Purch – Purchasing Setup – Supplier Terms* screen.

- A default sales tax code, purchasing tax code, and non-tax code must be designated in the *Tax – Tax Defaults* screen.

## **Post-Installation Tasks**

### **Print Operating Guide**

If you maintain a hard copy of the *Operating Guide* for user reference, reprint the guide in its entirety to update to the most recent documentation.

### **Review Document Links**

Review your linked documents in the new *Repair File Attachments* screen. Linked documents are now saved using UNC file paths so that documents are available to all users. You must re-link any documents that are listed in the screen. Follow the help documentation for details.

### **Review Routing Sequence Numbering**

Routing sequences can now be numbered in increments of 10 rather than the old sequence-stage type numbering. If you wish to change to the new numbering, go to the *BOM Defaults* screen and select the *BOM Routing Sequence Numbering – New Style (010, 020)* option. After doing so, each existing routing can be converted to new style numbering by clicking the *Re-Sequence Routing* button on the *Routing* tab of the *Bills of Material* screen.

### **Review Work Centers & Shop Rates**

Work center hourly rates are now derived from the shop labor and shop overhead rates that are established in the new *Shop Rates* screen. Cost factor settings in each work center enable you to apply a multiplier to the shop rate for any exceptions you wish to make to the shop rates. The build 392 update preserves your existing work center rates so that job labor processing can continue without interruption, but you should update all your settings in the following steps:

- First, go to the *Shop Rates* screen and on the *Setup* tab identify all your direct labor and manufacturing overhead GL accounts.
- Next, go to the *Work Centers* screen and in each work center set all your setup, labor, and overhead “cost factors” to ‘1’, unless you want to make any exceptions, as explained in the documentation and training videos.
- Finally, go to the *Shop Rates* screen and use the shop rates calculator to help you establish your new shop rates for labor and overhead. Those shop rates will automatically be applied to your work centers.

### **Review Shop Rates**

Set up the *Shop Rates* screen and establish shop rates for labor and overhead.

## **Review Work Center Labor Cost Factors**

The *# Persons* field in BOM routing sequences, which was a multiplier against the work center hourly labor rate, has been removed. A similar capability can be achieved using the new *Labor Cost Factor* setting in the *Work Centers* screen. This new setting enables you to adjust the shop labor downward to account for partial workers running multiple jobs or upward to account for a team of workers. See the *Work Centers* chapter in the operating guide for details. If you have been using the *# Persons* field, review your cost objectives and set the new *Labor Cost Factor* where appropriate.

## **Review Job Labor Defaults**

If you don't wish to collect setup hours, select the *Setup – No Entry – Use Standard Hours* option. If you don't wish to report sequence completion quantities, select the *Completions – Flag as Finished* option. If you wish to designate a worker when entering standard hours, select the *Standard Hours – Worker Selection Required* option. If you wish to use the work center dispatch list as a labor hours entry worksheet, select the *Work Center Dispatch List – Print Labor Entry Lines* option.

## **Create Shifts and Assign Workers**

If you wish to automatically deduct meal and break times from actual labor hours, create shifts in the *Shifts* screen and assign workers to shifts in the *Workers* screen.

## **Convert BOM Labor Descriptors to Routings**

Scheduling and costing for setup, labor, subcontract services, and manufacturing overhead is based on using routings. If you are still representing labor in your bills of material with 'LABOR' type descriptors, you should replace all such components with routing sequences. Be aware that even though labor type descriptors are still functional, they now post to the 'MISC' cost element on screens and reports.

## **Convert BOM Subcon Descriptors to Routing Sequences**

Subcontract service costing is based on using routing sequences to define subcontract processes. If you are still representing subcontract services in your bills of material with 'SUBCON' type descriptors, you should replace all such components with subcontract routing sequences. Be aware that even though subcontract descriptors are still functional, they have now been reassigned to the 'MISC' descriptor type and will post to the 'MISC' cost element on screens and reports.

## New Features

### Data Import (New)

*(File – Data Import)*

Data import screens have been added for the following master tables:

- Inventory Locations
- Item Categories
- Manufacturers
- Mfgr Part Numbers
- Qty Breaks by Price
- Qty Breaks by Percentage
- BOM References

### Customer Name Change (New)

*(Utilities – ID Changes – Customer Name Change)*

Use this screen to change a customer's name across all associated database tables.

### Supplier Name Change (New)

*(Utilities – ID Changes – Supplier Name Change)*

Use this screen to change a supplier's name across all associated database tables.

### Repair File Attachments (New)

*(Utilities – Repair File Attachments)*

Previously, documents linked to items, descriptors, customers, suppliers, sales orders, and jobs were saved with file paths that could not be accessed by all users. Files must now be stored in shared folders and are saved with UNC file paths. The build 392 update attempts to re-save file paths where possible. Use this screen to re-link documents that could not be given valid file paths during the update.

### One-Off Item Defaults (Moved)

*(Inventory – Inventory Setup – One-Off Item Defaults)*

“One-off” items (formerly named ‘custom’ items) are temporary items used to represent items made on a one-time basis and for repair and project jobs. One-off items are created on the fly during sales order entry using the *One-Off Item Generator*. One-off item default settings, formerly maintained in the *Job Defaults* screen, are now maintained in this new screen located on the *Inventory Setup* menu.



## Stock Items

(Inventory – Stock Items)

These changes all pertain to the *Sources* tab.

### Default Supplier Checkbox

The default supplier is now identified within the *Suppliers* grid by a checkbox instead of a header field.

### Default Manufacturer Checkbox

The default manufacturer is now identified within the *Manufacturers* grid by a checkbox instead of a header field. A new warning message advises you to use a single manufacturer per stock item and to use separate stock items for each manufacturer. This provides control over which manufacturers are to be used within bills of material and to differentiate stock on hand.

### Multiplier Wizard

A new wizard in the *Multiplier* field calculates the multiplier based on entry of a purchase quantity and equivalent stocking quantity.

### Line Card Removal

It is no longer necessary to indicate which manufacturer part numbers are carried by each supplier. Instead, the *Line Card* grid has been removed and it is assumed that all suppliers listed carry the manufacturers listed.

## Descriptors

(Inventory – Descriptors)

### Descriptor Type

'SETUP', 'SUBCON', 'FIXOH', and 'VAROH' descriptor types are no longer available because these cost categories are handled through routings rather than descriptors. The Build 392 update automatically reassigns affected descriptors to the 'MISC' descriptor type.

## BOM Defaults

(BOM – BOM Setup – BOM Defaults)

### Standardized Settings

These former options have been converted to standard system features: Revisions, Routings, Outputs, References, Fixed or Variable, Scrap %, Sequence. Line Item Brackets for phantom assemblies have been discontinued.

### BOM Routing – Sequence Numbering (New)

Routing sequences are now numbered by default in increments of 10, beginning with '010', '020', '030', etc. You have the option of using the new style numbering or continuing to use the old Seq-Stage style numbering.

## **Process Categories (New)**

*(BOM – BOM Setup – Process Categories)*

Process categories enable you to group related processes for selection in the new *Routing Generator*, which can be used to generate routings in the *Bills of Material* and *Jobs* screens.

## **Sequence Templates (Replaced)**

*(BOM Setup)*

The *Sequence Templates* screen, formerly on the *BOM Setup* menu, no longer exists. Sequence templates have been replaced with 'Processes', which have a similar function and are entered in the *Work Centers* and *Subcontractors* screens. Build 392 automatically converts your sequence templates to processes.

## **Work Centers**

*(BOM – BOM Setup – Work Centers)*

This screen has a new interface and includes the following new features.

NOTE: This screen is now devoted exclusively to in-house work centers. Subcontract work centers are now entered and maintained in the new *Subcontractors* screen (see next).

### **Allow Multi-Clockins**

Select this checkbox if workers perform multiple jobs at the same time in this work center. This enables the entry of overlapping start and end times against a worker in the *Job Labor* screen.

### **Hourly Rates**

Hourly rates for setup, labor, and manufacturing overhead are no longer entered directly against work centers. Instead, you use the new *Shop Rates* screen to establish a shop labor rate and a shop overhead rate. Work center costing is performed at shop rates unless you use the work center *Setup Cost Factor*, *Labor Cost Factor*, or the *Mfg OH Cost Factor* to apply a multiplier to the shop rate to adjust it upward or downward for costing exceptions.

NOTE: The build 392 update preserves existing work center hourly rates. It does so by calculating an average labor rate across all your work centers, which becomes the new shop labor rate, and then it assigns each work center setup and labor cost factors that, when multiplied by the shop labor rate, replicates existing work center setup and labor rates. The same process is used to replace existing work center overhead rates.

## Processes

You can optionally set up commonly performed “processes” that are performed in this work center. Processes are used as templates for creating new routing sequences within the *Bills of Material* and *Jobs* screens.

NOTE: The Build 392 update automatically converts your old *Sequence Templates* into processes.

## Subcontractors (New)

(BOM – Subcontractors)

Subcontract work centers are now entered in this screen, which is used to define your subcontract suppliers and the processes they perform. This information is used to create BOM routing sequences for subcontract services.

## Bills of Material

(BOM – Bills of Material)

This screen has a new interface and includes the following new features.

### New BOM

#### Revision Name

You now have the option of free typing the revision name instead of being required to select a value from the *Revision Names* table.

### List Tab

#### Type

This new field provides greater control over bill of material entry and processing. Five types are available: ‘BOM’, ‘Batch’, ‘One-Off’, ‘Phantom’, and ‘Secondary’.

NOTE: The Build 392 update assigns the ‘BOM’ type to any BOM that did not have a batch size greater than ‘1’, was not flagged as a phantom, and was not used as a secondary output. The ‘Batch’ type is automatically assigned to any BOM that has at least one revision batch size with a value greater than ‘1’. The ‘One-Off’ type is assigned to all one-off items. The ‘Phantom’ type is assigned to any BOM that had the former ‘Phantom’ checkbox selected. The ‘Secondary’ type is assigned to any BOM that was used as a secondary output.

#### BOM Parent Notes

When a job is originated from a bill of material, these notes are now passed into the job header notes for optional printing on the job traveler.

### Revisions Tab

This tab is now always visible and is no longer activated by a setting in *BOM Defaults*.

**Status**

This new field provides more control over how revisions are used. Three settings are available: 'Current', 'Pending', and 'Archived'.

**Batch Size**

This field is only visible on "batch" type BOMs and is used by process manufacturers where products are made according to a recipe or formula.

**Effective**

This is the date the revision was made the current revision.

**Revision Notes**

When a job is originated from a revision, these notes are now passed into the job header notes for optional printing on the job traveler.

**Routing Tab****New Sequence**

You now have three options when creating a new routing sequence: 'Work Center' process, 'Subcontract' process, or the 'Routing Generator', which generates a routing from a set of work center and subcontractor process selections.

**New Buttons****Replace Sequence**

Select this new option to replace the sequence with another process.

**Resequence**

Click this new button to renumber the sequences in increments of 10, beginning with '010', '020', '030', etc., preserving the existing sort order.

**Job Days Inquiry**

Click this new button to launch the *Job Days Inquiry*, which displays the estimated job days and job hours for each routing sequence, with grand totals. The calculations are based on a specified *Job Qty*, which by default is populated by the parent item's *Run Size* setting.

**Fields****Sequence**

New sequences are now numbered in increments of 10, beginning with '010', '020', '030', etc. If you wish to continue using old style numbering, select the *Sequence Numbering – Old Style (Seq-Stage)* option in the *BOM Defaults* screen.

**Process ID**

This new field identifies this process on screens and reports.

### **# Persons (Replaced)**

This field, which was a multiplier against the work center hourly labor rate, has been removed. A similar capability can be achieved using the new *Labor Cost Factor* setting in the *Work Centers* screen. This new setting enables you to adjust the shop labor downward to account for partial workers running multiple jobs or upward to account for a team of workers. See the *Work Centers* chapter in the operating guide for details.

## **Components Tab**

### **Buttons**

#### **(+) – Speed Entry**

An all-new speed entry screen enables rapid selection of stock item components.

#### **Renumber**

Click this button to renumber component line numbers in increments of 10, beginning with '10', '20', '30', etc., preserving the existing sort order.

#### **BOM Drill-Down**

If the component is a subassembly or phantom assembly, this new button becomes active and can be clicked to view the component's underlying BOM details.

#### **Where Used**

Click this new button to launch the *Where Used Inquiry*, which lists all the BOMs in which the selected component is used.

### **Grid Fields**

#### **Work Center**

This new read-only field now displays to the right of the *Sequence* field to make the sequence association more meaningful.

#### **Type**

This new read-only field replaces the old *S/D* field and displays the component type. Possible values are: 'Item', 'BOM', 'Batch', 'Phantom', or 'Descriptor'.

#### **Fixed Qty**

This is the old *Fixed or Variable* field, renamed. Now instead of entering an 'F' or 'V', you select this checkbox if you want a fixed quantity regardless of the BOM parent quantity being manufactured. This field is now always visible.

#### **Overage %**

This is the *Scrap %* field, renamed to more accurately describe its purpose. This field is now always visible.

### **~~From Date, Thru Date~~**

Engineering history is now accomplished through revision control rather than component effective dates and therefore these fields have been removed from the system.

NOTE: The build 392 update deletes component records that have an expired *Thru Date*.

### **Component Replace (New)**

*(BOM – Component Replace)*

Use this new screen to replace a component with another component across multiple BOMs.

### **Process Replace (New)**

*(BOM – Process Replace)*

Use this new screen to replace a work center process with another process across multiple BOM routing sequences.

### **Shop Rates (New)**

*(BOM – Shop Rates)*

This screen helps you establish hourly shop rates for absorbed labor and manufacturing overhead and applies them to your work centers.

### **How It Works**

On the *Setup* tab you identify your GL accounts for direct labor and manufacturing overhead. Once setup is completed, you can specify a date range and the program divides actual labor and overhead costs by reported job hours to calculate an average shop labor rate and overhead rate. You can accept or override the calculated rates and apply the new rates to your work centers.

### **Cost Rollup**

*(BOM – Cost Rollup)*

For purposes of costing compatibility with the new shop rates architecture, 'LABOR' type descriptors (which should be replaced with routing sequences) now post to the 'MISC' cost element instead of to 'LABOR'.

### **BOM Explorer (New)**

*(BOM – BOM Explorer)*

This inquiry screen presents bill of material specifications in a Windows Explorer type format. This enables users to view BOM details without requiring security access to the *Bills of Material* entry screen.

## **Sales Orders**

(*Sales – Sales Orders*)

### **Document Linking**

When a document is linked to a customer and flagged for sales order linking, when a sales order for that customer is created, the document is automatically linked to the sales order. If a document linked to a stock item or descriptor is flagged for sales order linking, when a sales order line is created, that document can optionally be retrieved and linked to the sales order.

### **Speed Entry**

An all-new speed entry screen enables rapid selection of sales order line items.

### **Required Date**

The line item required date for items made to order (those with a reorder level of zero) is calculated by adding the item's *Lead Days + Job Days* settings to today's date, skipping over any non-valid workdays defined on the shop calendar. This gives MRP a realistic demand date for planned job generation. You still have the option of using the *Delivery Date Estimator* to further refine the default required date.

## **MRP**

(*MRP – MRP*)

### **Demand**

A new *Demand* column is located to the right of the planned job or planned PO *Required* field. You can click the icon in this column to launch the Stock Status inquiry, which displays the underlying net demand details for the item. This replaces the old *Drill-Down* tab.

### **Convert Jobs**

After each set of jobs is converted, the program examines the newly created jobs to determine if new demand has been created for any subassembly components. If so, you are prompted to run the *Generate Planned Jobs for Net Demand* option once again.

### **~~Work Center Scheduling (Replaced)~~**

(*MRP*)

This screen has been replaced by the new *Shop Control Panel* screen, located on the *Jobs* menu.

### **~~Job Scheduling (Replaced)~~**

(*MRP*)

This screen has been replaced by the new *Job Schedule* screen on the *Jobs* menu.

## **~~PO Scheduling (Replaced)~~**

(*MRP*)

This screen has been replaced by the new *PO Schedule* screen on the *Purch* menu.

## **Scheduling Reports (Moved)**

(*Jobs – Reports*)

The following job scheduling reports have been moved from the *MRP Reports* menu to the *Job Reports* menu:

- Master Job Schedule
- Job Outputs Schedule
- Work Center Schedule
- Machine Schedule
- Subcontractor Schedule

## **Job Labor Defaults**

(*Jobs – Jobs Setup – Job Labor Defaults*)

### **Work Center Rates Now Standard**

All job setup and labor costing now uses work center rates, rather than the former option of using worker pay rates. This insures compatibility with the new shop rates calculator and provides an apples-to-apples comparison between estimated and actual job costs.

### **New Settings**

#### **Setup – No Entry – Use Standard Hours**

If you do not wish to collect actual setup hours, you can select this setting so that all setup is applied automatically at standard setup hours.

#### **Completions – Flag as Finished**

During job labor entry, you can now flag a routing sequence as completed as an alternative to entering completion quantities.

#### **Standard Hours – Worker Selection Required**

You now have the option of requiring a worker designation against standard hour transactions.

#### **Work Center Dispatch List – Print Labor Entry Lines**

If you select this option, labor entry lines are printed within each job sequence on the work center dispatch report (printed within the *Shop Control Panel*), which provides a daily worksheet for labor hours entry.



## **Shifts (New)**

*(Jobs – Jobs Setup - Shifts)*

Shifts are used to define start and stop times for meals and coffee breaks. In the *Workers* screen, you can now assign each worker to a shift, which is used by the new *Hours Calculator* in the *Job Labor* screen to automatically deduct break and meal times from labor transactions.

## **Workers**

*(Jobs – Workers)*

### **Shift Designation**

You can now assign each worker to a shift, which is used by the new *Hours Calculator* in the *Job Labor* screen to automatically deduct break and meal times from labor transactions.

### **Pay Rates Removed**

Because job labor costing has been standardized to use work center hourly rates, worker pay rates are no longer used and have been removed from this screen.

## **Shop Control Panel (New)**

*(Jobs – Shop Control Panel)*

This screen is used to manage your work centers efficiently so that jobs are completed on schedule. Use this screen on a daily basis to schedule work centers and to adjust capacity settings when required. Shop scheduling enables you to “pull” jobs through the shop, which keeps WIP as lean as possible, and helps you manage your bottleneck work centers.

### **Daily Scheduling**

The program automatically schedules job sequences in their “on time ratio” order so that jobs running behind schedule get priority over jobs that are running ahead of schedule.

### **Ready Status**

A new ‘Ready’ status indicates that the job is finished in the previous work center, but has not yet been started in this work center. ‘Ready’ and ‘Started’ status sequences constitute the work center’s “queue.”

### **Queue Control**

Each work center can optionally be flagged for queue control, which enables you to control when the work center is accepting new job sequences or not, based on available capacity.

## **Job Labor Entry Link**

You can now link directly from job sequences to the *Job Labor* screen, which enables real time labor entry as workers are given new assignments or have ended their shift.

## **Labor Entry Worksheet**

The work center dispatch list, which is the work center's daily schedule, can be converted into a labor entry worksheet by selecting the *Work Center Dispatch List – Print Labor Entry Lines* option in the *Job Labor Defaults* screen.,

## **Job Issues Link**

An indicator is provided that signals whether material assigned to the job sequence has been issued or not. If not, you can link directly to the *Job Issues* screen so that material can be dispatched to the work center on a “just in time” basis.

## **Job Control Panel**

*(Jobs – Job Control Panel)*

The following new features apply to the *Release Jobs* screen.

### **Work Center Queue Control**

Jobs that start in work centers flagged for queue control display in red when the work center is not accepting new jobs due to lack of capacity.

### **Mass Release**

The *Auto-Select* button selects all jobs that are scheduled for release as of the current date, except for jobs that are on hold because of work center queue control.

### **Job Traveler – Batch Printing**

When you click the *Travelers* button, you now have the option of batch printing travellers for all jobs selected for release.

## **Jobs**

*(Jobs – Jobs)*

### **New Job Creation – Line Numbering**

Job detail line numbering is now identical to BOM component numbering, unless a phantom assembly component is located in other than the end position. Wherever the phantom assembly is located is where its components are inserted. Freeform subcontract lines are inserted at the end of the list.

### **Phantom Assembly Creation**

Phantom assembly components are inserted into the job detail lines at the point where the phantom parent was located. The phantom parent itself is not given a

job detail line. Existing lines are pushed out and renumbered to make room for the phantom component lines. If you want job line numbers and BOM component line number to be equal, locate phantom parents at the end of your BOM component lists.

NOTE: Line item brackets, which were freeform lines inserted before and after the phantom components “block”, are no longer used. Instead, the better way to identify phantom assemblies within a job is to assign the phantom parent a unique routing sequence.

## Document Linking

When a document is flagged for job linking, upon job creation that document is automatically linked to the job if the document is linked to an item or descriptor that is an output or input to the job or the document is linked to a customer associated with a sales order linked to the job.

## Routing

### New Button

You now have three options when creating a new routing sequence: ‘Work Center’ process, ‘Subcontract’ process, or the ‘Routing Generator’, which generates a routing from a set of work center and subcontractor process selections.

### Delete Button - Replace Sequence Option

Select this new option to replace the sequence with another process.

### Sequence

New sequences are now numbered in increments of 10, beginning with ‘010’, ‘020’, ‘030’, etc. If you wish to continue using old style numbering, select the *Sequence Numbering – Old Style (Seq-Stage)* option in the *BOM Defaults* screen.

### Process ID

This new field identifies this process on screens and reports.

### # Persons (Replaced)

This field, which was a multiplier against the work center hourly labor rate, has been removed and replaced by the *Labor Cost Factor* setting in the *Work Centers* screen. This setting enables you to adjust the shop labor downward to account for partial workers running multiple jobs or upward to account for a team of workers. See the *Work Centers* chapter in the operating guide for details.

## Job Details

### Speed Entry

An all-new speed entry screen enables rapid selection of job detail lines.

## **Work Center**

This new read-only field now displays to the right of the *Sequence* field to make the sequence association more meaningful.

## **Job Travelers**

(*Jobs – Job Travelers*)

### **Job Control Panel Recommended**

Even though you can print job travelers from this menu option, we recommend that you print job travelers in the *Job Control Panel* screen as the more efficient alternative. In that screen you can print job travelers in a single batch for all jobs selected for release to production.

### **Standardized Component Structure**

Components (stock items and descriptors) previously could be printed within routing sequences or in a separate bill of material format, or both. Components are now always printed within the routing sequences they are used. Components not assigned to sequences are printed in a “non-assigned” section at the end of the traveler.

### **Saved Layouts**

Printing layouts can be saved to accommodate different traveler requirements. For example, you may use a short traveler with minimal detail for certain types of jobs and a longer more detailed traveler for other types of jobs.

### **Print Options**

For each layout, a set of checkbox options enable you to determine which job detail elements are printed on the job traveler. Print elements include a header image, user-defined fields, job notes, outputs, sequences, cycle times, sequence notes, tasks, task notes, components, component image, component notes, and reference designators. You can also specify the number of decimal places for the quantity per and total quantity amounts against components.

### **User-Defined Fields**

You can now optionally print job user-defined fields immediately following the job header portion of the traveler.

### **Reference Designators**

Previously, component reference designators were only maintained in the BOM. Now reference designators are passed from the BOM to a job references table, which can be accessed for editing against each component through the *Notes* side-tab on the *Job Details* screen. References now print on the traveler following each component in a space-saving horizontal format.

## **Job Labor**

(*Jobs – Job Labor*)

## **Labor Entry Worksheet**

An efficient way to collect labor entry information is at the work center level instead of using worker timesheets. You can convert the work center dispatch list, which is printed in the *Shop Scheduling* screen, into a labor entry worksheet by selecting the *Work Center Dispatch List – Print Labor Entry Lines* option in the *Job Labor Defaults* screen. Each day you print a dispatch list/worksheet for each work center to collect job labor information throughout the day for entry in this screen at shift end.

## **Setup Processing Alternative to Actual Hours**

If you do not wish to collect actual setup hours, you can select the *Setup – No Entry – Use Standard Hours* option in the *Job Labor Defaults* screen, in which case all setup is applied automatically at standard setup hours.

## **Flag as Finished Alternative to Completions Entry**

As an alternative to entering sequence completion quantities, you can select the *Completions – Flag as Finished* option in the *Job Labor Defaults* screen, in which case you can select a *Finished* checkbox instead of a quantity to indicate when a sequence is completed.

## **Scrap Qty Entry Eliminated**

When you are entering sequence completion quantities, you no longer enter a scrap quantity to close a sequence short. Instead, you now change the sequence status to 'Closed' when less than the expected quantity has been completed.

## **Standard Hours – Worker Designation**

If you wish to associate standard hours entry with particular workers, you can select the *Standard Hours – Worker Selection Required* option in the *Job Labor Defaults* screen.

## **Hours Calculator**

You can click the down arrow in the Hours entry field to launch the *Hours Calculator*, within which you enter a start and stop time and the program automatically deducts any meals and coffee breaks within that interval, based on the worker's shift designation. The end time defaults to the current time to facilitate real time labor entry as workers are given new assignments.

## **Storage of Start and Stop Times**

Start and stop times entered in the *Hours Calculator*, along with total break time, are now stored in the labor transaction records.

## **Pay Rate Designation Discontinued**

For compatibility with the new *Shop Rates Calculator*, all labor costing is now done using work center hourly rates and therefore pay rates are no longer designated in this screen.

## **Subcontract Scrap Tab Eliminated**

If you receive less than the expected quantity on a subcontract job sequence, you no longer have to enter a scrap quantity in this screen. Instead, you can select the *Final Receipt* checkbox in the *PO Receipts* screen and the program will close the job sequence short.

## **Job Receipts**

*(Jobs – Job Receipts)*

### **Final Receipt Checkbox**

A new *Final Receipt* checkbox provides precise control over when the job status changes to 'FINISHED'.

- If the receipt quantity is equal to or greater than the remaining quantity, the program automatically selects the *Final Receipt* checkbox.
- If the receipt quantity is less than the remaining quantity and you wish to receive the job short, meaning that the expected quantity will not be received (due to defects or other reasons), you can manually select the *Final Receipt* checkbox to indicate that no further receipts are expected.

## **Job Schedule (New)**

*(Jobs – Job Schedule)*

Use this screen to view the master job schedule, assess jobs that are late or running behind schedule, and to change scheduled job dates and required dates when needed.

## **Job Data Views**

*(Jobs – Data Views)*

### **Worker Hours (New)**

This new data view enables you to filter, sort, and group worker job labor transactions.

## **Purchase Orders**

*(Purch – Purchase Orders)*

### **Supplier Description**

This field has been added to the X-Refs panel and now carries the supplier's description into the purchase order. If a supplier description does not exist, this field is populated by the item's standard description.

### **Manufacturer Lookup**

The lookup now lists all the item's manufacturers instead of being limited to those on the supplier's line card, which has been removed from the system.

## **PO Printing**

The supplier description is now used as the description on the printed PO.

## **PO Receipts**

*(Purch – PO Receipts)*

### **Final Receipt Checkbox**

A new *Final Receipt* checkbox replaces the *Shortage OK* checkbox and provides precise control over PO line closing.

- If the receipt quantity is equal to or greater than the remaining quantity, the program automatically selects the *Final Receipt* checkbox.
- If the receipt quantity is less than the remaining quantity and you wish to receive the line short, meaning that the expected quantity will not be received, you can manually select the *Final Receipt* checkbox to indicate that no further receipts are expected.

### **Subcontract Service Receipts**

If you select the *Final Receipt* checkbox to indicate you are receiving a subcontract service line short, meaning for less than the expected quantity, the program changes the linked job sequence status to 'Closed'.

The subcontract job, sequence, and sequence status fields are now displayed in the far right portion of the receipts grid for reference.

## **PO Invoices**

*(Purch – PO Invoices)*

In the *Links* button drop down list, a new *Bills of Material* option enables you to link to the *Routing* tab of the *Bills of Material* screen to update supplier prices for subcontract services.

## **PO Schedule (New)**

*(Purch – PO Schedule)*

Use this screen to view the master PO schedule and track late POs.

## **My Action List, Activity Notes**

*(Notes – My Action List, Activity Notes)*

Previously, each of these screens was associated with a worker from the *Workers* screen linked to a user through the *Linked Worker No* field in the *User Setup* screen. The linkage to the worker record has been eliminated and activity notes are now linked directly to users. Workers are now used exclusively for job labor transactions.

## **AR Data Views – Customer Payments (New)**

*(AR – Data Views – Customer Payments)*

This new data view enables you to get a listing of customer payment transactions, including applied deposits.

## **Account Assignments**

*(GL – GL Setup – Account Assignments)*

Previously, overhead rates could be maintained for fixed and variable overhead. In conjunction with the new *Shop Rates Calculator*, overhead costing has been simplified to a single shop rate for manufacturing overhead.

## **Absorbed Mfg Overhead**

What was formerly named *Absorbed Fixed Overhead* has been renamed *Absorbed Mfg Overhead*. All overhead posting is now made to this account.

## **~~Absorbed Variable Overhead (Removed)~~**

Posting to a variable overhead account has been eliminated and therefore this account assignment setting has been removed from the screen.

## **Banking Accounts**

*(Bank – Banking Setup – Banking Accounts)*

### **Trxn Fee %**

This new field is only visible on 'Merchant' type accounts. If your credit card processor charges a standard percentage fee for transactions associated with this merchant account, enter that percentage in this field. When transactions are made in the *Merchant Account Transfer* screen, this percentage is automatically applied to each customer payment transfer.

## **Merchant Account Transfer**

*(Bank – Merchant Account Transfer)*

### **Fees**

If your credit card processor charges a transaction fee, the fee amount is entered in this new field. If there is a *Trxn Fee %* entered against this merchant account in the *Banking Accounts* screen, the program automatically calculates the fee using that percentage.

## **Account Reconciliation**

*(Bank – Account Reconciliation)*

Merchant accounts are no longer listed for reconciliation. You can reconcile merchant accounts in the *Merchant Account Transfer* screen, where you can get a listing of all open and previously transferred customer credit card payments and transaction fees.



## New Overview Videos

- Inventory
- Bill of Material
- Sales Orders
- MRP
- Jobs
- Purchasing
- Accounting

## New Setup Training Courses

### **BOM #1 – Work Centers**

- Introduction
- Why Use?
- Work Center Creation
- Machines
- Subcontractors

### **BOM #2 – Processes**

- Introduction
- WC Process Creation
- Subcon Process Creation
- Process Categories
- Routing Generator
- Entry – Machine ID
- Entry – Cycle Times
- Entry – Hours Type
- Entry – Days to Next
- Entry – Tasks
- Entry – Traveler Notes
- Entry – Subcon Fields
- Mass Update
- Mass Replace

### **BOM #3 – BOM Creation**

- Introduction
- Revision Names
- New BOM
- BOM Types
- Copy BOM
- Revision Control
- BOM Import

### **BOM #4 – Routings**

- Introduction
- Routing Generator

- Creation from Scratch
- Sequence Numbering
- Sequence Replace
- Entry – Machine ID
- Entry – Cycle Times
- Entry – Hours Type
- Entry – Days to Next
- Entry – Tasks
- Entry – Traveler Notes
- Entry – Subcontract
- Job Routing
- Subcon Maintenance

#### **BOM #5 – Components**

- Introduction
- Adding Stock Items
- Adding Descriptors
- Entry – Sequence
- Entry – Quantities
- Entry – Job Notes
- Entry – References
- Renumbering
- Component Replace

#### **BOM #6 – Outputs**

- Introduction
- Output Item Creation
- BOM Outputs
- Cost Ratio
- Job Outputs
- Job Receipts

#### **BOM #7 – Costing**

- Introduction
- Shop Rates - Purpose
- Shop Rates – WC Setup
- Shop Rates – GL Accounts
- Shop Rates – Updating
- Shop Rates – Startup
- Estimated Purchase Costs
- Cost Rollup

#### **BOM #8 – Phantom Assemblies**

- Introduction
- How Phantoms Work
- Phantom Creation
- Phantom Processes

- Adding to a BOM
- Copying into Jobs
- SO-to-Job Notes

#### **BOM #9 – One-Off Items**

- Introduction
- Possible Uses
- Default Settings
- Account Assignments
- Custom Item Generator
- BOM Entry
- Job Generation
- Copy Previous Job
- SO-to-Job Notes

#### **BOM #10 – Batch Mfg**

- Introduction
- Batch BOM Entry
- Final Product Entry
- Batch Job Creation

## **New How Do I? Training Courses**

#### **Mfg #1 – Efficiency Principles**

- Introduction
- You Are Not Unique
- Get Lean
- Follow the Workflow
- Commit to Accuracy
- Refine Your Settings
- Manage Your WIP
- Process in Real Time
- Cost for Efficiency
- Continue to Improve
- Conclusion

#### **Mfg #2 – Job Planning**

- Introduction
- WC – Total Hrs/Day
- WC – Job Hrs/Day
- WC – Buffer Days
- MRP – CTO
- MRP – Reorder Level
- MRP – Run Size
- MRP – Lead Days
- MRP – Job Days
- MRP – Multiple

- MRP – Overlap

### **Mfg #3 – Job Creation**

- Introduction
- SO Required Dates
- Planning Period
- Job Generation
- Job Customization
- Job Qty Change
- Job Rescheduling

### **Mfg #4 – Job Release**

- Introduction
- Job Release
- Queue Control
- Stock Check
- Job Travelers

### **Mfg #5 – Shop Control**

- Introduction
- Resource Allocation
- Daily Scheduling
- Queue Control
- Machine Assignments

### **Mfg #6 – Job Processing**

- Introduction
- Material Issues
- Material Returns
- Material Scrap
- Outsourcing
- Subcontracting
- Finished Receipts
- Multiple Outputs
- Item Labels
- Job Close
- Job Reopen
- Job Reporting

### **Mfg #7 – Job Labor**

- Introduction
- Job Labor Defaults
- Shifts
- Workers
- Daily Dispatch List
- Shop Control Panel
- Standard Hours Entry
- Actual Hours Entry

- Time Clock Simulation
- Transaction Reversal
- Labor Reporting

#### **Mfg #8 – Rework**

- Introduction
- Item Numbering
- Stock Adjustment
- Rework Existing Job
- Separate Rework Job

#### **Purch #1 – Setup**

- Introduction
- Decimal Places
- Item Specifications
- Item Suppliers
- Item Purchase Prices
- Item Manufacturers
- Subcontract Prices
- Misc Purchases

#### **Purch #2 – PO Planning**

- Introduction
- Lead Days
- Reorder Level
- Minimum Order
- Order Multiple

#### **Purch #3 – PO Creation**

- Introduction
- Stock Item POs
- Subcontract POs
- Miscellaneous POs
- Print/Email POs

#### **Purch #4 – PO Processing**

- Introduction
- PO Receipts
- Item Labels
- Inspection Transfer
- PO Tracking
- PO Invoices
- PO Invoice Reversal
- PO Close
- PO Reopen
- PO Returns

## **Training Course Changes**

### **Setup Training Courses**

#### **Customers**

- Customer Terms

#### **Suppliers**

- Supplier Terms

### **How Do I? Training Courses**

#### **Accounts Receivable**

- Payment Reversal
- Credit Card Processing