

Manually Entering Labor Time & Inventory Material

If you do not have or do not choose to use “Shop Floor,” you can enter your labor time and inventory material manually.

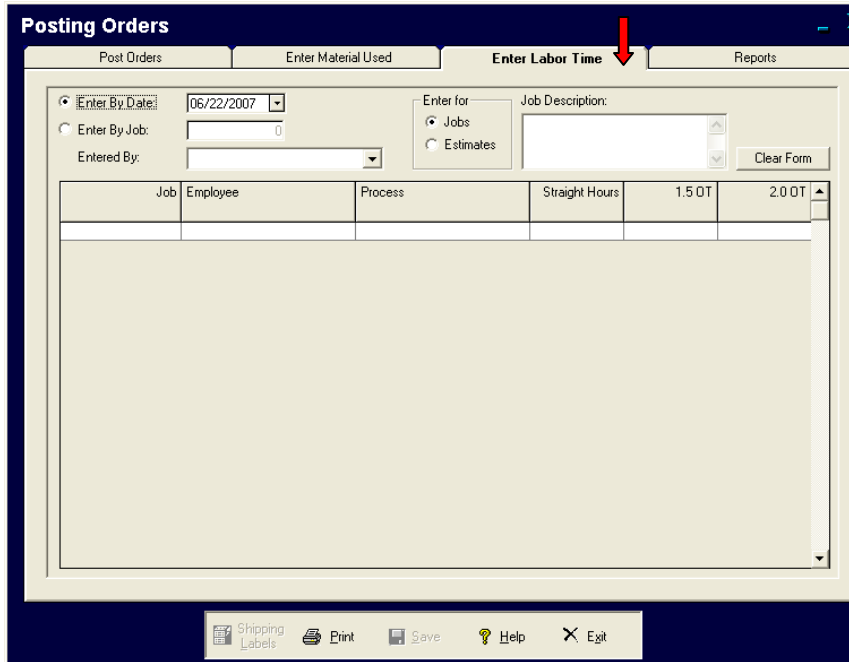
The Enter Labor Time and Enter Material Used tabs must be activated to use the manual entry feature.

From the **ADVANTAGE** main screen, select Production, then Posting Orders



Entering Labor

From the **Posting Orders** screen click the **Enter Labor Time** tab:



Posting Orders

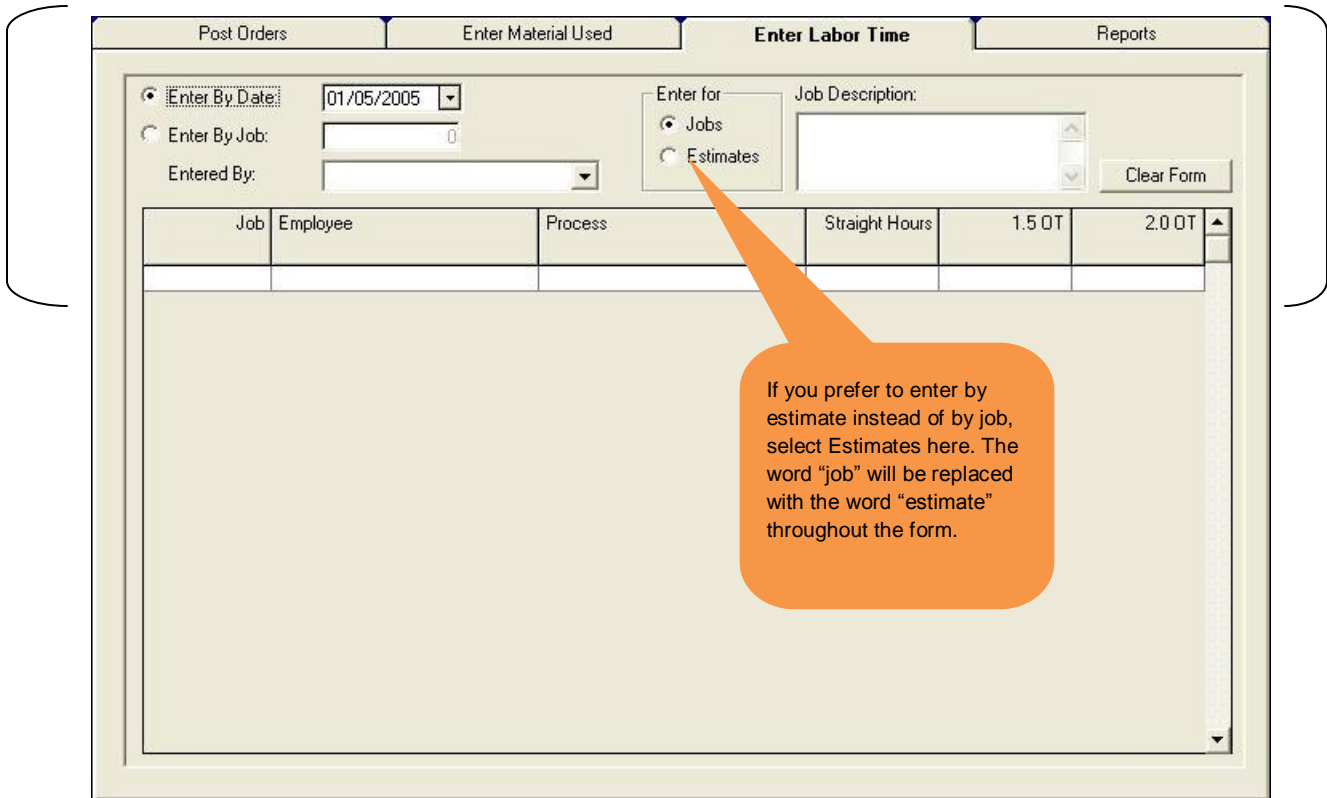
Post Orders Enter Material Used **Enter Labor Time** Reports

Enter By Date: 06/22/2007 Enter for: Jobs Job Description:
 Enter By Job: 0 Estimates Clear Form

Entered By: [Dropdown]

Job	Employee	Process	Straight Hours	1.5 OT	2.0 OT

Shipping Labels Print Save Help Exit



Enter By Date: 01/05/2005
 Enter By Job: 0
 Entered By:

Enter for: Jobs Estimates
 Job Description:

Clear Form

Job	Employee	Process	Straight Hours	1.5 OT	2.0 OT

If you prefer to enter by estimate instead of by job, select Estimates here. The word "job" will be replaced with the word "estimate" throughout the form.

Fill out the top section of the form.

- + The labor hours can be entered by either Date or Job.
 - + **Enter By Date** lets you enter a day's worth of work
 - + **Enter By Job** lets you enter the labor when a job is done
- + **Entered By**- the name of the person entering the labor hour

Post Orders Enter Material Used **Enter Labor Time** Reports

Enter By Date: 01/05/2005
 Enter By Job:
 Entered By:

Enter for: Jobs Estimates
 Job Description:

Clear Form

Job	Employee	Process	Straight Hours	1.5 OT	2.0 OT

Labor costs are computed using the labor rates in the HR section. The rates are not available to the person filling out this form.

Fill out the main section of the form.

- + **Job** – enter the job number
- + **Employee** -use the drop down menu to select
- + **Process** -the labor code number
- + **Hours**- enter as a whole number or in decimals
 - + **Straight Hours** -straight time
 - + **1.5 OT** -time-and-a-half
 - + **2.0 OT** -double-time

If you make a mistake, you can start over by clicking .

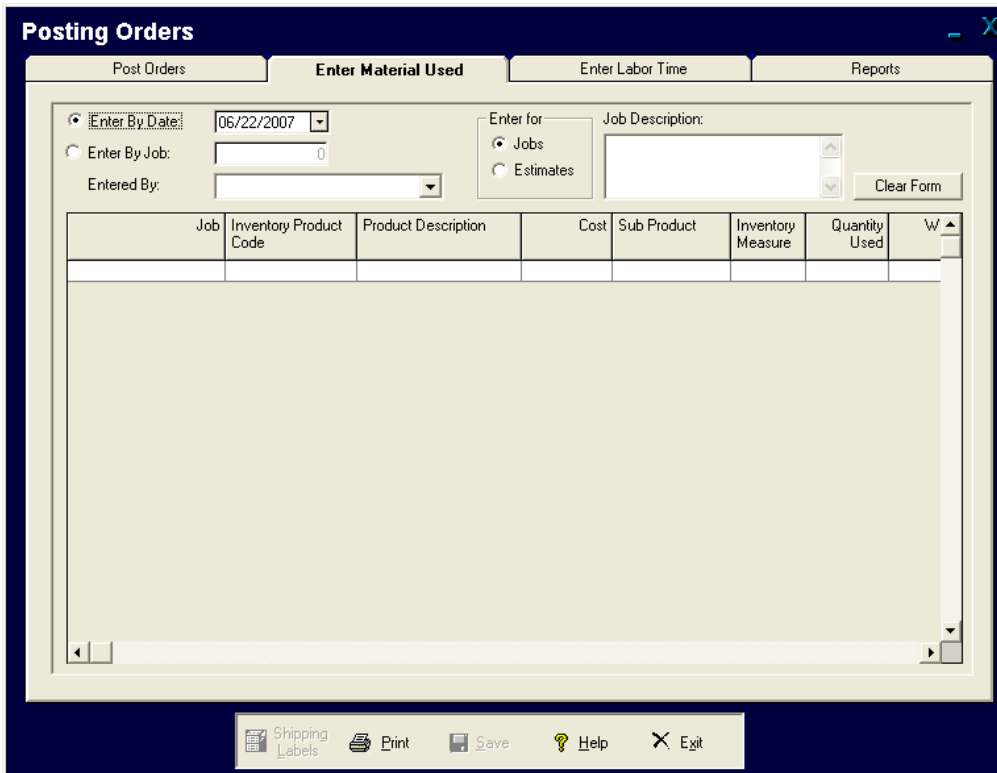
When you have finished entering the labor, click “save”.

Entering Inventory Material

From the **ADVANTAGE** main screen, select Production, then Posting Orders:



From the **Posting Orders** screen, click the **Enter Material Used** tab:



Posting Orders

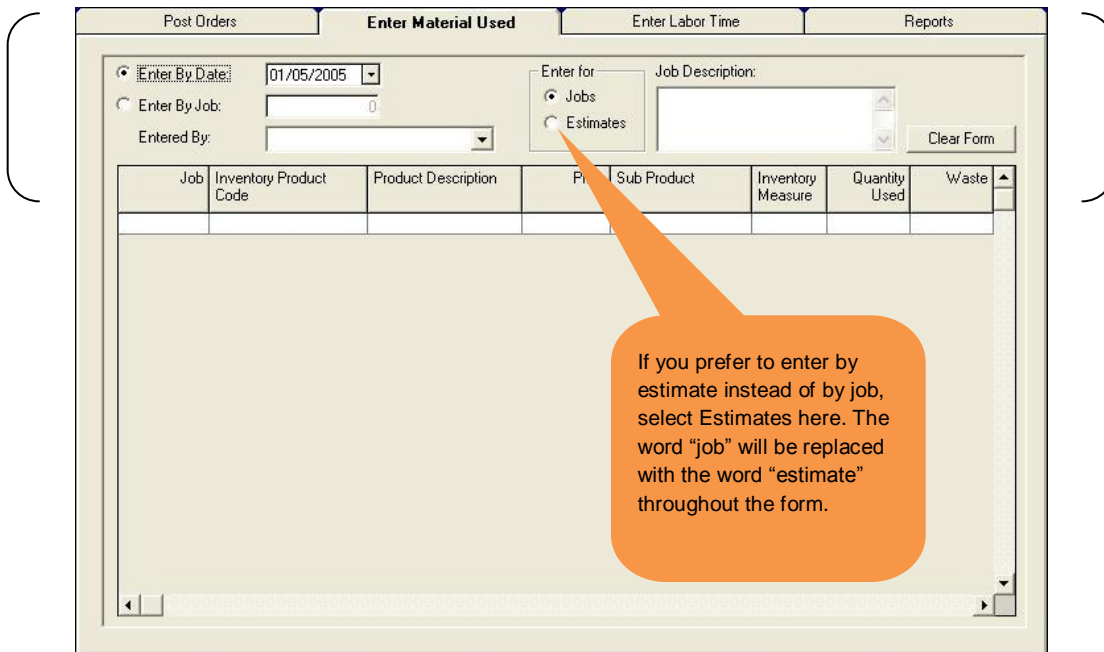
Post Orders **Enter Material Used** Enter Labor Time Reports

Enter By Date: 06/22/2007
 Enter By Job: 0
 Entered By:

Enter for: Jobs Estimates
 Job Description:

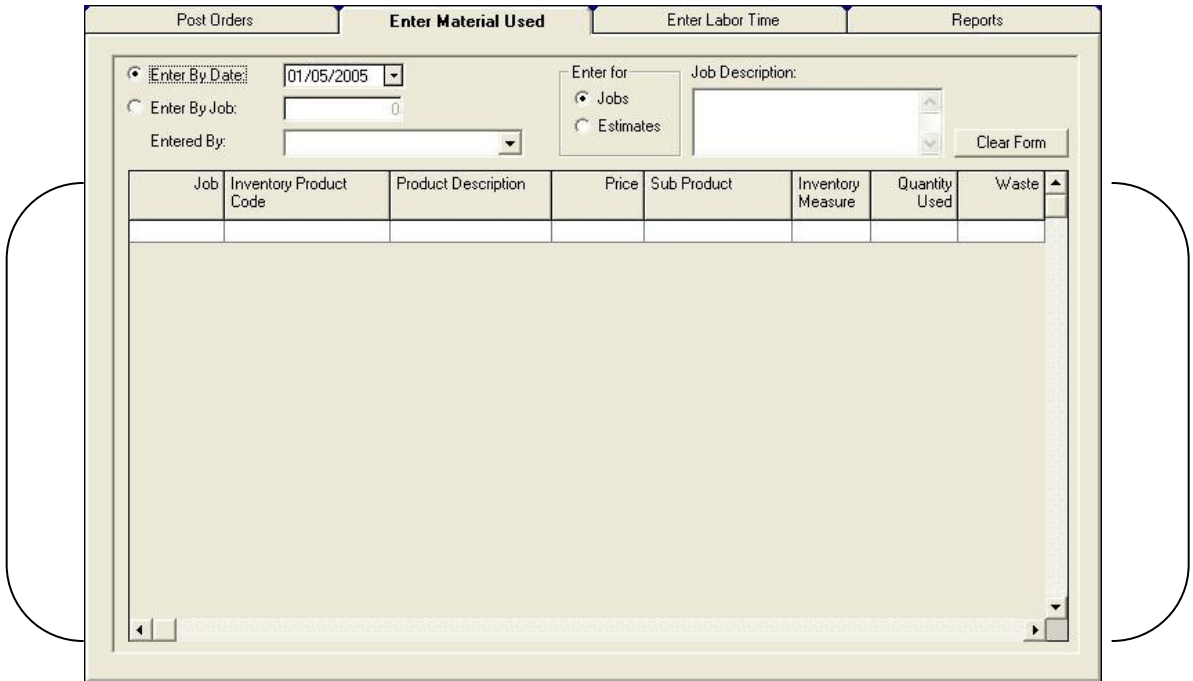
Job	Inventory Product Code	Product Description	Cost	Sub Product	Inventory Measure	Quantity Used	W

Shipping Labels Print Save Help Exit





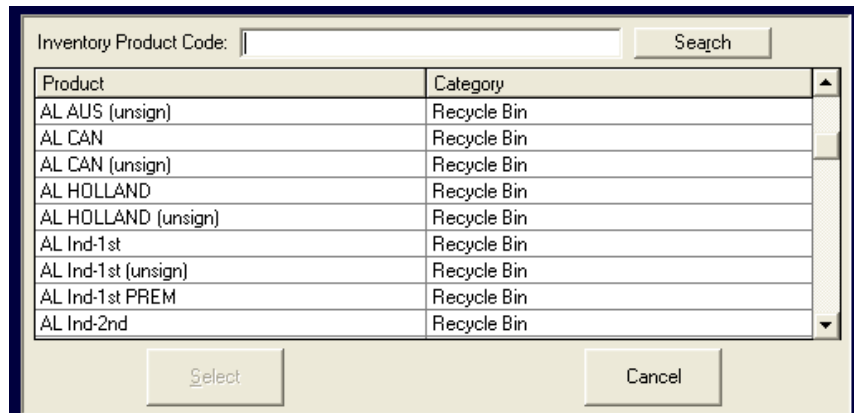
Fill out the top section of the form.

- ✚ The material can be entered by either Date or Job
 - ✚ **Enter By Date** lets you enter a day's worth of material
 - ✚ **Enter by Job** lets you enter the material when a job is done
- ✚ **Entered By** – the name of the person entering the material usage



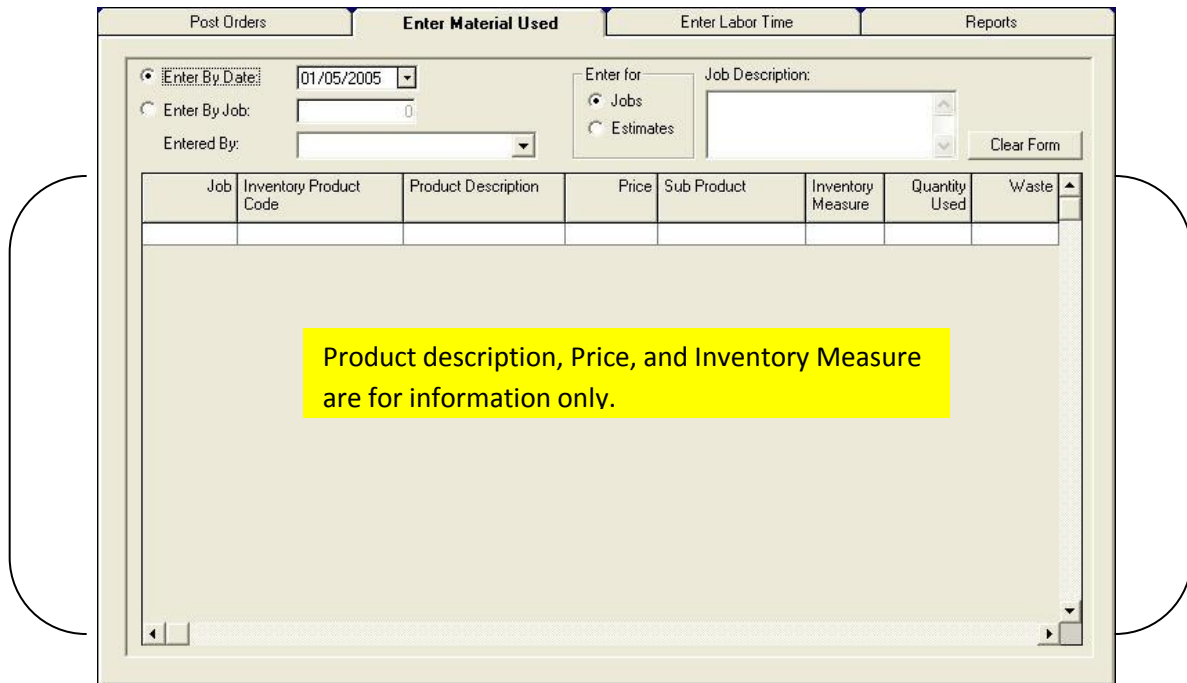
Fill out the main section of the form.

-  **Job** – enter the job number
-  **Inventory Product Code** – Use the button to search for a product code and double-click the product you used and are wishing to enter.



Product	Category
AL AUS (unsign)	Recycle Bin
AL CAN	Recycle Bin
AL CAN (unsign)	Recycle Bin
AL HOLLAND	Recycle Bin
AL HOLLAND (unsign)	Recycle Bin
AL Ind-1st	Recycle Bin
AL Ind-1st (unsign)	Recycle Bin
AL Ind-1st PREM	Recycle Bin
AL Ind-2nd	Recycle Bin


When you select the product code you want to use, all of its information is automatically entered for you.



Job	Inventory Product Code	Product Description	Price	Sub Product	Inventory Measure	Quantity Used	Waste
Product description, Price, and Inventory Measure are for information only.							

- ✚ **Product Description** – your description of the product
- ✚ **Cost (price)** – what you paid for the product
- ✚ **Sub Product** – assigned to the product (optional);
- ✚ **Inventory Measure** - Click the button to select the unit of measure (yard, foot, pound, etc.)
- ✚ **Quantity Used** – enter the quantity used
- ✚ **Waste**- if you know the amount of waste you have and you want to keep track of it, enter it here

Quantity and **Waste** must be in the Inventory Measure Units. For example, if the Inventory Measure is “foot” the “Quantity” and “Waste” must be the number of feet used

If you make a mistake, you can start over by clicking . When you have finished entering the labor, click “save”.