NETWORK BUSINESS SYSTEMS
SOFTWARE SYSTEM DOCUMENTATION

WORK ORDER TIME TRACKING

FEATURES
- Eliminates time clocks
- Eliminates calculating time cards
- Allows use by entire company
- Options menu for supervisor, employee use
- Fast, effective processing (user-friendly)
- Must be a valid employee
- Payroll and work order login
- Complies with generally accepted time-keeping requirements
- Allows multiple work order time accrual, and handles time and cost correctly
- Full 3 shift functionality
- Handles 24 hour clock automatically
- Batch file review/updating for verification and error correction
- Intelligent user interface with on line error notification
- Must be in payroll system to log onto work order system
- Supervisor time entry/edit utility program

REPORTS
- Full detailed parameter driven time reports
- Purging routine
- Work order labor report
- Payroll department report
- Labor time efficiency report
- Reporting by user-defined departments/cells

INTEGRATED WITH:
- Work order system
- Payroll system

SYSTEM OVERVIEW
IBS's Time tracking module works with either the Payroll system, the Job cost system, or both to eliminate all time clocks and costly time keeping and posting functions. Time collection is done via computers effectively placed throughout the facility, thru user menus, or shop floor input terminals. Well thought out input screens flow smoothly and quickly for employees. Options menus allow supervisors and employees to view important information while in the manufacturing environment, vs. having to run to the nearest office with a computer in it...login...etc. Time collection can be broken into logical departments or cells, such as administrative and manufacturing. This allows verification and error correction to happen close to the problem and as it happens. Batch review and update is per these departments or cells. Time collection is in accordance with generally accepted guidelines, providing audit confirmability. The Time tracking module is an optional sub-module of the payroll system, and is included in the Job cost system.

MULTIPLE WORK ORDER LOGIN

Here lies a great strength of the IBS Manufacturing System. You have the capability to login to multiple work orders at the same time. The time entry program will walk you through and tell you what you are doing as you choose multiple work order login.

Now, what happens is that you are instantly logged out of any work orders you are currently in with an ending time, you are then re-logged in to the same work order or work orders...along with the new work order. All at the same time! From this point until a new login or logout happens, time and cost will be allocated equally amongst the work orders that the employee are logged in to. What this will do for you is show improvements on cost comparison reports and labor efficiency reports due to the ability to schedule multiple work at the same time. With current technology in manufacturing equipment, it is possible for one person to operate many machines at the same time for totally different jobs...simultaneously.

IBS Manufacturing System Time Keeping Software easily manages multiple work order logins and reports the savings to you in identifiable numbers. Cost and time allocations are based on a generally acceptable method that is simply an equal distribution.

NOTE: This system has not been programmed to perform any rounding off of time! It records only the actual true time log as it occurs.

BASIC SYSTEM OPERATIONAL FLOW
1. **Enter/Edit Time Keeping Depts.:WODEPART**....Create time keeping departments for the purpose of separating logical areas or separate buildings.

2. **Time Entry Screen:WOSHOP**....This is the automated shop floor time collection program.

3. **Time Entry Batch:WOTIMLOG"**....You will use this to report the time batch report which breaks per time keeping department that you have defined.

4. **Time Entry Update:WOTMUPDT"**....Use this program to update batches of time that are correct. Correct means that all open-ended time data has been correct.

SYSTEM SETUP REQUIREMENTS
You will need to have the IBS Inventory System, IBS Payroll System, and the IBS Manufacturing System set up in order to utilize the IBS Automated Time Keeping System. You will also need to set up the time keeping departments also.

Enter/Edit Time Keeping Depts.:WODEPART

MENU STRUCTURE/PROGRAM DOCUMENTS
3. INVENTORY/MFG.   MENU #1
    5. WORK ORDERS FUNCTIONS   MENU #1
        6. W.O. TIME TRACKING   MENU #1
            1. Time Entry System:WOSHOP
            2. Time Entry Batch:WOTIMLOG
            3. Time Entry Update:WOTMUPDT
            4. Time Entry Direct Input:WOTIMSCR
            5. View W.O. Time Entries:WOTIMVW

6. Time Entry Guts:WOTIMGUT
7. Enter/Edit Time Keeping Depts.:WODEPART
8. Purge Time Data:WOTIMDEL
9. W.O. TIME TRACKING REPORTS   MENU #1
     1. Payroll Time Reports:WOCLOCK
     2. Work Order Labor:WOCURRNT
     3. Work Order w/G.L. Accounts:WOLABRGL
     4. Labor Efficiency:WOLABOR
     5. Pieces Per Hour:WOPCSHR
     6. Actual vs. Standard Time:WOCOMPAR
     7. Transfer Time to Payroll:PRWOTIME