

CHANGE REQUEST

Change Request #0000 Timesheet Entry

Description of Change

Description of Need:

In the GP Manufacturing Data Collection window several pieces of information need to be re-entered when creating entries for both Labor and Machine time. A solution is desired that provides a data entry window that allows simultaneous entry of Labor and Machine time within a single transaction.

Additionally, ACME would like to capture "Shift" during each transaction (this is an integer, such as 1, 2, 3).

Description of Solution:

TimesheetEntry X

Save Clear

Date Employee ID Shift Timesheet ID

MO Number	Item Number	Seq	Qty Good	Qty Rej.	Done	Time IN	Time OUT	Net Labor	Mach. IN	Mach. OUT	Net Mach.	Machine ID	Note
MO001234	123-4567	10	1	0	X	07:15	07:45	0.50	07:00	08:00	1.0	2L3701	
MO001234	123-4567	20	100	1	X	08:00	10:00	2.0	08:00	10:30	2.5	2L3701	
MO001234	123-4567	25	1	0	X	10:30	11:30	1.0	10:30	11:30	1.0	2L3701	
MO001234	123-4567	30	52	0		12:00	13:15	1.25	12:00	13:30	1.5	2L3701	
MO001567	567-8910	10	0	1	X	12:00	13:00	1.0	12:00	13:00	1.0	2L3702	
MO001567	567-8910	20	256	4	X	13:12	14:12	1.0	13:12	15:30	2.3		
						15:15	15:30	1.5					
Totals			<input type="text" value="410"/>	<input type="text" value="6"/>				<input type="text" value="8.25"/>			<input type="text" value="9.3"/>		

= Lookup Button

The existing Data Collection window is part of GP Manufacturing, and cannot be modified in a way to provide the desired functionality. So a new window, Timesheet Entry, will be created to replace the Data Collection window. It will be accessed from Transactions >> Manufacturing >> Timesheet Entry.

BOLD fields are editable

Field	Function
Date	User enters Daily Sheet date
Employee ID	Users enters Employee ID, or selects on from the Lookup
Name	Populates automatically
Shift	User enters shift (an integer 1-3)
Timesheet ID	This is a system maintained number that will increment with each new Timesheet. A complete electronic record will be stored of the Timesheet that can be viewed later. If the paper copy is retained, the Timesheet ID from this window could be written on the Daily Sheet to created a cross-reference between the electronic version and the paper copy.
MO Number	User enters or selects from the lookup. The field will be "smart", allowing the user to enter a partial MO Number and the system will attempt to locate the correct MO Number. For example, the user

	can enter "FTC123" and the system will locate the MO Number that starts with FTC and ends with 123. If no match is found, the user will receive a warning message that an MO could not be found.
Item Number	Populates automatically from the MO
Sequence	User enters the Routing Sequence, or selects from the Drop Down. This is a field called a "combo box", which allows direct entry through the keyboard (typing in a value), or the user can select an open from the drop-down list.
Qty Good	User Enters the quantity good
Qty Reject	User enters the quantity rejected. The Scrap Entry window will pop-open.
Done	User marks the Done checkbox if the step is complete
Time IN	User enters the labor start time
Time OUT	User enters the labor end time
Net Labor	Net Labor time calculates the elapsed time in a decimal hour (for example, 15 minutes equals 0.25 hour). If user edits Net Labor it will recalculate Time IN and Time OUT using 07:00 as the Time IN. GP does not allow multiple labor records with exactly the same Start Time, so 07:00 may be incremented to the next available Start Time.
Mach. IN	User Enters Machine Start Time
Mach. OUT	User Enters Machine End Time
Net Mach.	Net Machine time calculates the elapsed time in a decimal hour (for example, 15 minutes equals 0.25 hour). If user edits Net Machine it will recalculate Time IN and Time OUT using 07:00 as the Time IN. GP does not allow multiple machine records with exactly the same Start Time, so 07:00 may be incremented to the next available Start Time.
Machine ID	Populates automatically from the MO Routing Sequence, but can be changed by the user.
Note	Provides 100-char of free-text entry.
SAVE	Creates the labor & machine entries in GP Manufacturing (also creates Journal entries). This will duplicate the posting process that occurs when you click Save on the GP Manufacturing "Data Collection" window. Clicking SAVE will create the GP Data Collection transactions, and store an electronic copy of the Timesheet.
CLEAR	Clears ALL fields. Clear will clear all data and make no changes to the database.

NOTE: the final entry in the scrolling window shows labor time only. This is an INDIRECT LABOR entry. To create an Indirect Labor entry the user will create a line with no MO Number or Routing Sequence.

Timesheet ID: as described above, the Timesheet ID is a system maintained number that increments by 1 for each new Timesheet. The proposed design will not only create the GP Manufacturing "Data Collection" transactions, but will also automatically store an electronic copy of the "Daily Sheet". The Inquiry window described below will be used to view these historical Timesheets.

The Timesheet Inquiry window will be access from Inquiry >> Manufacturing >> WIP >> Timesheet Inquiry.

TimesheetInquiry
X

Done
Clear
Refresh

Restrictions:

Timesheet ID

Employee ID

Date

Shift

Timesheet ID	Date	Employee ID	Shift
1	1/19/2009	2335	1
2	1/19/2009	2333	1
3	1/19/2009	2337	1

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Totals			<input type="text" value="410"/>	<input type="text" value="6"/>				<input type="text" value="8.25"/>			<input type="text" value="9.3"/>		

BOLD fields are editable

Field	Function
Timesheet ID	If known, a specific Timesheet can be retrieved by entering the Timesheet ID
Employee ID	Restricts the Timesheets list on the right to show only Timesheets for the specified Employee ID
Date	Restricts the Timesheets list on the right to show only Timesheets with a date greater than or equal to the specified date. Date will always default to yesterday (today – 1) to ensure there is always one valid restriction criteria to limit the number of Timesheets displayed in the Timesheets list.
Shift	Restricts the Timesheets list on the right to show only Timesheets with the specified Shift
Timesheets List	This is a “list view”, which means the columns are sortable by clicking on the column header. Clicking on a line in the list will display the Timesheet details in the scrolling window in the bottom half of the Timesheet Inquiry window.
DONE	Closes the window
CLEAR	Clears all fields
REFRESH	After entering a restriction criteria, the user must click Refresh to populate the Timesheets list.