

# Work Orders

A Work Order enables you to build an Assembly based on a Bill of Materials.

There are two types of work orders, although you will most likely only use one or the other.

- I. **Single warehouse:** All work order activity stays within one warehouse.
  - i. BOM components are drawn from the same warehouse that the finished good will be added to.
- II. **Multi-warehouse:** The system creates automatic warehouse transfers to move inventory between warehouses.
  - i. BOM components are transferred from the source warehouse to the work-in-process warehouse.
  - ii. When the assembly process is completed, the BOM components are drawn from the work-in-process warehouse and the finished good is added to the destination warehouse.
  - iii. This approach can be helpful when dealing with long-cycle builds or when you wish to have a clear understanding of the value and quantity of work-in-process inventory.

The following is applicable to either type of Work Order:

- BOM components & quantities can be adjusted on-the-fly, if necessary.
- Work Orders can include soft costs such as labor or other non-Inventory items.
- A "Work Order Process" (e.g. Step 1, Step 2, Step 3) can be added to the Product BOM and passed through to the Work Order.

## Setup

### GL Accounting settings

1. Navigate to **Administration ► System Setup**.
2. Select **Inventory & Marketing** from the drop-down menu.
3. There are three GL Accounts to enter:
  - **Work Order Setup (optional):** The Work Order Setup account allows you to enter a "setup fee" on the BOM. This is a flat fee per work order. It does not change with the number of units being built. This account is not required in order to use the Work Order function.

- **Work Order Passthrough (required):** The account will be *debited* when components are drawn out of inventory and *credited* when the finished good is added to inventory.
- **Exploded WO Balancing (required for WO explodes):** This account functions just as the Work Order Passthrough account does except it only applies to exploding an existing Assembly.

4. Click **OK** to save.

The screenshot shows the 'System Setup' dialog box with the 'Inventory & Marketing' tab selected. The 'Work Order Setup' section is highlighted with an orange box, containing the following settings:

- Work Order Setup » 51000-000-000 (E)
- Work Order Pass Through » 51111-000-000 (E)
- Exploded WO Balancing » 51111-000-000 (F)

Other sections visible in the dialog include:

- Inventory Setup:** Cost Adjustment » 81000-000-000 (E), Scrap Default » 80000-000-000 (E), Warehouse Transfer Freight » 82000-000-000 (E), Accrued Inventory Payable » 22000-000-000 (F), External Inventory Adjustment » 81000-000-000 (E), New Lot Prefix LOT, PO Lot Prefix PO\_LOT, Costing Method Moving Average.
- Exclude from Available:** Reserved Sales, Reserved Warehouse Transfer, Reserved Data Entry, Reserved Backorder, Reserved Work Order, Reserved Locked (all checked).
- Warehouse Transfers:** Auto Pick Quantity (checked).
- Lot Locking:** Enable Automatic Lot Locking (checked).
- Decimal Precision:** Cost 2, Sell 2, Quantity 2.

At the bottom, there is a 'Custom Form Sandbox' label and 'Cancel' and 'OK' buttons.

## Warehouse settings

1. Navigate to **Administration ► System Configuration**.
2. Select **Work Order** from the drop-down menu.
3. Find the setting **Use multiple warehouses:**
  - If you want to use a **single warehouse** on each Work Order, set this to **False**. *This is the default setting.*
  - If you want to enable **multiple warehouses** on each Work Order, set this to **True**. You will also need to set each of the warehouse settings:
    - **Default warehouse: Component:** The warehouse where the BOM components will be drawn from.
    - **Default warehouse: Finished Good:** The warehouse where the Finished Good Assembly will be added to when complete.
    - **Default warehouse: Production:** The warehouse where BOM components will be transferred to during work-in-process.

4. Click **OK** to save.

System Configuration

System Marketing Product Opportunity Line Items Custom Lists

Work Order

Group	Name	Value	Desc
Work Order	Auto-fill Related Sales Orders	Ask	Fill open Sales Orders and Back Orders when a Work Order is saved.
Work Order	Custom Alpha 01 Field Label	Custom Alpha 01	The label for custom alpha field 01 on the Work Order screen.
Work Order	Custom Alpha 02 Field Label	Custom Alpha 02	The label for custom alpha field 02 on the Work Order screen.
Work Order	Custom Alpha 03 Field Label	Custom Alpha 03	The label for custom alpha field 03 on the Work Order screen.
Work Order	Custom Alpha 04 Field Label	Custom Alpha 04	The label for custom alpha field 04 on the Work Order screen.
Work Order	Custom Alpha 05 Field Label	Custom Alpha 05	The label for custom alpha field 05 on the Work Order screen.
Work Order	Custom Boolean 01 Field Label	Custom Checkbox 01	The label for custom checkbox 01 on the Work Order screen.
Work Order	Custom Boolean 02 Field Label	Custom Checkbox 02	The label for custom checkbox 02 on the Work Order screen.
Work Order	Custom Boolean 03 Field Label	Custom Checkbox 03	The label for custom checkbox 03 on the Work Order screen.
Work Order	Custom Boolean 04 Field Label	Custom Checkbox 04	The label for custom checkbox 04 on the Work Order screen.
Work Order	Custom Boolean 05 Field Label	Custom Checkbox 05	The label for custom checkbox 05 on the Work Order screen.
Work Order	Custom Date 01 Field Label	Custom Date 01	The label for custom date field 01 on the Work Order screen.
Work Order	Custom Date 02 Field Label	Custom Date 02	The label for custom date field 02 on the Work Order screen.
Work Order	Custom Date 03 Field Label	Custom Date 03	The label for custom date field 03 on the Work Order screen.
Work Order	Custom Real 01 Field Label	Custom Real 01	The label for custom real field 01 on the Work Order screen.
Work Order	Custom Real 02 Field Label	Custom Real 02	The label for custom real field 02 on the Work Order screen.
Work Order	Custom Real 03 Field Label	Custom Real 03	The label for custom real field 03 on the Work Order screen.
Work Order	Custom Real 04 Field Label	Custom Real 04	The label for custom real field 04 on the Work Order screen.
Work Order	Custom Real 05 Field Label	Custom Real 05	The label for custom real field 05 on the Work Order screen.
Work Order	Default warehouse: Component	Downtown (Comp)	Which warehouse is the default Component warehouse.
Work Order	Default warehouse: Finished Good	Black Mountain (Fin)	Which warehouse is the default Finished Good warehouse.
Work Order	Default warehouse: Production	Mountain Village (WIP)	Which warehouse is the default Production/WIP warehouse.
Work Order	Use multiple warehouses	False	Use multiple warehouses for component, product and finished good.

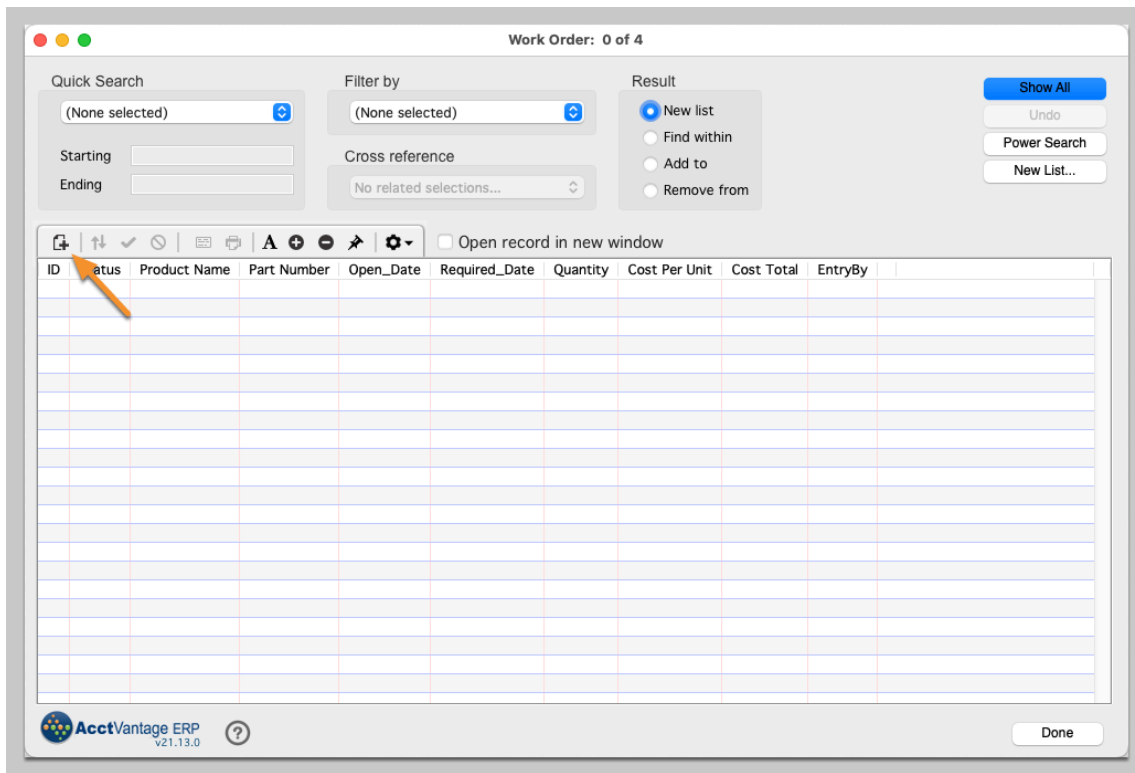
Cancel OK

## Work Order instructions

### 1. Create a New Work Order

Navigate to Warehouse Management ➤ Work Order.

Click the **Create New Record** icon or use the keyboard shortcut Command + N.



## 2. Work Order Info (Inventory)

### Header area:

- **Part Number & Product Name:** This is the Assembly item that will be added to Inventory after this Work Order is posted.
- **Quantity:** The quantity of Finished Good items to build. Any shortage of Assembly Components will appear in red in the *Qty Avail After Build* column in the detail area.
- **Warehouse:** The fields you see here are determined by the [System Configuration setting above](#).
  - If you have this set to **False**, you'll see only a single warehouse field. You can enter the warehouse manually here.
  - If you have this set to **True**, you'll see three warehouse fields where each corresponds to the warehouses entered in System Configuration.
- **Lot Number & Expiration Date:** You can designate a Lot Number & Expiration Date to assign to the Finished Assembly Product.
- **Open Date:** The date the Work Order is created (or planned).

- **Required Date:** The date that the Assembly build should be completed by.
- **Complete/Post Date:** The date that GL Transactions related to the Work Order will be posted.

#### **Status:**

[\*\*CLICK THIS LINK\*\*](#) for more information about inventory levels for each work order status below.

- **Planned:** The status of a newly created work order is **Planned**. There is neither any GL activity nor any Inventory activity at this status.
- **In Process:** BOM component inventory will be *reserved* for the Work Order (if this option is selected in System Setup).
- **Picked:** BOM component inventory will be *drawn* from stock. All inventory transactions are in non-posted status. The individual transactions will be posted automatically when the Work Order is posted.
- **Ready to Post:** Finished good assembly inventory will be added to stock. All inventory transactions are in non-posted status. The individual transactions will be posted automatically when the Work Order is posted.

#### **Totals:**

- **Setup:** This is a flat setup fee entered on the Product BOM.
- **Material:** Inventory value of the BOM components.
- **GL:** Total value of non-inventory work order charges.
- **Total:** Total value of the work order including all of the above charges.
- **Per Unit:** Total value of one unit including all of the above charges.

#### **Inventory tab:**

1. The warehouse area will display either one or three warehouse fields, depending on your setup.
2. The line items on the Inventory tab will reflect the Assembly Product's Recipe Components (entered on the Product record). These can be modified if necessary. For example, if you have a shortage of a particular component, you can delete that line item and add a new component as a replacement.
3. You can change the quantities of each component.
4. You can designate a Lot/Serial Number to draw from for each component.

## 2.1. Single Warehouse example

Part number »  
TA-1

Open Date  
10/10/22

Product Name »  
Test Assembly

Quantity  
1

Warehouse »  
Downtown (Comp)

Lot Number »

Lot Exp Date »  
00/00/00

Work Order ID 5

Work Order Info

Other Info

Process

Required Date  
00/00/00

Custom Date 02  
00/00/00

Custom Real 01  
0

Custom Alpha 01

Custom Date 01  
00/00/00

Custom Date 03  
00/00/00

Custom Real 02  
0

Custom Alpha 02

Custom Real 03  
0

Custom Alpha 03

Custom Real 04  
0

Custom Alpha 04

Custom Real 05  
0

Custom Alpha 05

Notes

Inventory

Non-Inventory

Sub WO	Part Number	Product Name	Qty Avail After Build	Std. BOM Qty	WO BOM Qty	Qty Required	Unit Cost	WO Total Cost	Lot#/SN	Location	Sc
1	1001	1001	28	1	1	1	10.86	10.86		Sto	
2	1002	1002	35	2	2	2	11.46	22.92		Sto	
3	1003	1003	28	3	3	3	12.2	36.6		Sto	
4	1004	1004	13	4	4	4	10	40		Sto	
5	1005	1005	14	5	5	5	4.5	22.5		Sto	
6	1006	1006	14	6	6	6	4.5	27		Sto	
7	1007	1007	13	7	7	7	10	70		Sto	
8	1008	1008	12	8	8	8	10	80		Sto	
9	1009	1009	0	9	9	9	10	90		Sto	
10	1010	1010	-1	10	10	10	10	100		Sto	
11	X	TSA-1	Test Sub Assembly	-1	1	1	1030	1030		WO	

Status

☒ Planned

☐ In Process

☐ Picked

☐ Complete/RTP

Custom Checkbox 01

Custom Checkbox 02

Custom Checkbox 03

Custom Checkbox 04

Custom Checkbox 05

Memo

hello world this is the recipe memo

Totals

Setup

\$50.00

Material

\$1,529.88

GL

\$415.00

Total

\$1,994.88

Per Unit

\$1,994.88

Cancel

OK

## 2.2. Multi Warehouse example

Work Order ID 6

Part number » TA-1  
 Product Name » Test Assembly  
 Quantity 1  
 Lot Number »  
 Lot Exp Date » 00/00/00

Open Date 10/10/22  
 Complete/Post Date 10/17/22

Required Date 00/00/00  
 Custom Date 01 00/00/00  
 Custom Date 02 00/00/00  
 Custom Date 03 00/00/00

Custom Real 01 0  
 Custom Real 02 0  
 Custom Real 03 0  
 Custom Real 04 0  
 Custom Real 05 0

Custom Alpha 01  
 Custom Alpha 02  
 Custom Alpha 03  
 Custom Alpha 04  
 Custom Alpha 05

Whse: Component  
 Downtown (Comp)  
 Whse: Work In Process  
 Mountain Village (WIP)  
 Whse: Fin. Good  
 Black Mountain (Fin)

Inventory Non-Inventory

Sub WO	Part Number	Product Name	Qty Avail After Build	Std. BOM Qty	WO BOM Qty	Qty Required	Unit Cost	WO Total Cost	Lot#/SN	Location	Sc
1	1001	1001	38	1	1	1	11	11		Sto	
2	1002	1002	35	2	2	2	12	24		Sto	
3	1003	1003	28	3	3	3	13	39		Sto	
4	1004	1004	33	4	4	4	14	56		Sto	
5	1005	1005	14	5	5	5	15	75		Sto	
6	1006	1006	14	6	6	6	0	0		Sto	
7	1007	1007	13	7	7	7	10	70		Sto	
8	1008	1008	12	8	8	8	10	80		Sto	
9	1009	1009	0	9	9	9	10	90		Sto	
10	1010	1010	-1	10	10	10	10	100		Sto	
11	X	TSA-1	-1	1	1	1	1030	1030		WO	

Status  
☒ Planned  
☐ In Process  
☐ Picked  
☐ Complete/RTP

Custom Checkbox 01  
 Custom Checkbox 02  
 Custom Checkbox 03  
 Custom Checkbox 04  
 Custom Checkbox 05

Memo  
 hello world this is the recipe memo

Totals  
 Setup \$50.00  
 Material \$1,575.00  
 GL \$415.00  
 Total \$2,040.00  
 Per Unit \$2,040.00

Cancel OK

## 3. Work Order Info (Non-Inventory tab)

- i** If the Product BOM contains non-Inventory GL Accounts, they will appear here.
- **GL Account Code & Name:** You can enter a GL account to charge any soft costs for the Work Order.
  - **WO BOM Qty:** The quantity of the non-Inventory items for the Work Order.
  - **Unit Cost:** The cost of any non-Inventory items for the Work Order.
  - **WO Total Cost:** The sum of the items in this column will tie out to the GL amount in the **Totals** section.





