



Operation Times Guide

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# Chapter 1

## Welcome

Sage 200 Operation Times is a Manufacturing module which puts you in charge of your manufacturing shop floor operation times. It runs alongside Works Orders which is described in the *Sage 200 Manufacturing* documentation.

**Note:** Sage 200 Operation Times is covered by the Sage 200 Software Licence Agreement. For more information on the licence agreement see your *Sage 200 Accounting System Manager* documentation.

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## Using this Guide

This User Guide provides information on how to use the Sage 200 Operation Times module. We hope you find it comprehensive and easy to use.

If you want to email your comments, please email the Sage Documentation team at [SageTechnicalAuthors@sage.com](mailto:SageTechnicalAuthors@sage.com) and mark the subject line as 'Sage 200 Manufacturing'.

## Process-oriented approach

This User Guide describes processes that you will go through when using the Operation Times module. For example:

- Selecting companies.
- Running Operation Times.
- Monitoring Activity.

## Conventions

To make it easy for you to follow the procedures in this guide, the instructions are written using the following conventions.

- A step by step procedure always starts in the same format and continues as a series of numbered steps.
- Italic text is used to refer to other sections of the guide or to other guides.

There is also consistent use of command words within the procedures, such as:

- Choose from a drop-down list.
- Select an option button, check box or an item from a list.
- Click a command button, an option from a toolbar, or a tab.

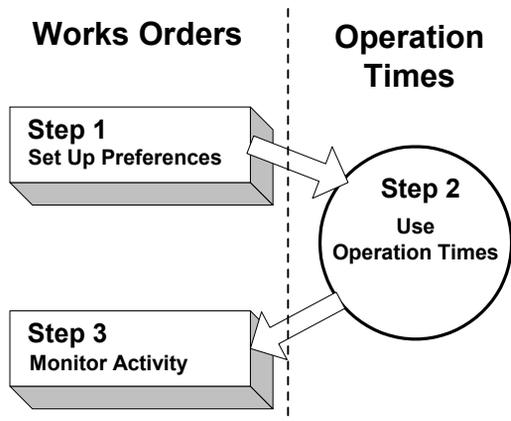
## Understanding Operation Times and Works Orders

Manufacturing gathers information about the time taken to complete jobs on the shop floor. Information entered using Bill of Materials, Estimating and Works Orders modules, provides comparisons between estimated and actual job times. However, this information is entered after the jobs are completed.

Sage 200 Manufacturing is typically installed on a network computer in the Managing Director or Shop Floor Manager's office. Sage 200 Operation Times is typically installed on a number of computers on the shop floor.

The Operation Times module provides a choice of ways to collect information about job times. You can either enter information after jobs are completed, or you can enter it in real time. You make the choice through setting a preference within Works Orders (see *Sage 200 Manufacturing* documentation).

Operation Times runs alongside Works Orders in the following way.



It lets you collate times and costs for employees on works orders.

By default, Operation Times works with the company chosen when it is installed. You can change the company if you set Sage 200 Manufacturing to allow this. For more information, see *Sage 200 Manufacturing* documentation and *Selecting Companies on page 10*.

## Getting Started

**Note:** Formal training in the use of your Manufacturing system is highly recommended. We run training courses which are of help to both new and more experienced users.

To start using Operation Times, follow these key steps.

- Ensure that you have set up preferences for using Operation Times. For more information, see *Entering Settings on page 8*.
- Ensure that you have selected the appropriate company for use with Operation Times, if required. For more information, see *Selecting Companies on page 10*.
- Begin using Operation Times. For more information, see *Running Operation Times on page 13*.

## Documentation Summary

The following section provides a summary of the documentation.

**Note:** For information on operating the Sage 200 desktop, refer to your *Sage 200 Operations Guide*.

### Entering Settings

This section provides an overview of the Operation Times settings and describes how to select companies for use with Operation Times.

For more information, see *Operation Times Settings* on page 7.

**Note:** Settings for Operation Times are entered in the Works Orders module. For more information see your *Sage 200 Manufacturing* documentation.

### Running Operation Times

This section describes how to enter operation times retrospectively, or enter them in real time by logging on and off jobs.

For more information, see *Running Operation Times* on page 13.



# Chapter 2

## Operation Times Settings

Operation Times lets you collate times and costs for employees on works orders.

By default, it works with the company chosen when it is installed. You can change the company if you set Sage 200 Manufacturing to allow this within the Operation Times tab of the Works Orders Settings. For more information, see your *Sage 200 Manufacturing* documentation.

This chapter provides an overview of the Operation Times settings and describes how to select companies for use with Operation Times.

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## Entering Settings

Operation Times settings are entered on the Operation Times Tab within Works Orders Settings. For more information, see your *Sage 200 Manufacturing* documentation.

The following descriptions summarise the different ways you can use Operation Times.

- Allow selection of companies.

Operation Times works with one company at a time. This prevents posting information to the wrong company.

By default, Operation Times works with the company chosen when it is installed.

To choose a different company, you must select the 'Allow selection of company' check box on the Operations Times tab.

- Retrospective or real time mode of entry.

If you select the Retrospective Posting check box, you enter the job details after you finish the job.

If you leave the check box blank, you enter information in real time. In real time, you log on to the works order in the Operation Times module when you start the job. You log off the works order in the Operation Times module when you stop the job, even for a break. It is vital that you do this otherwise the time recorded for the jobs will not be accurate.

- Accuracy of Job Times.

If you are working in real time, you can prevent employees logging on to many jobs at once as this can affect the accuracy of job times and costs.

You can also allow confirmation of job times when you log off jobs.

- Automatic or manual entry of employee and operation details.

If you select the Monitor barcode reader check box, you can automate entry of job and employee details.

When you log on to Operation Times, you scan employee and operation details from previously prepared barcode reports. To produce barcodes for employees, you must add employee records, and print employee barcode reports. To produce barcodes for operations, you must enable barcode reports, and print route cards with the barcodes. For more information, see your *Sage 200 Manufacturing* documentation.

- Post information to works order only, or to works order and, optionally, the Nominal Ledger.

If you select the Use Batch Updates check box, postings from Operation Times go to a waiting postings file. You can review the postings there before posting them to the works order and the Nominal Ledger. For more information, see the 'Waiting to be posted' and 'Monitoring Employees Logged onto Works Orders' routines within the Works Orders module in your *Sage 200 Manufacturing* documentation.

- Assigning sound alerts for transactions.

You can assign sound files for accepted and rejected transactions within Operation Times. We recommend that you assign a sound file for rejected transactions as this ensures you are prompted to problems with transactions as soon as they arise.

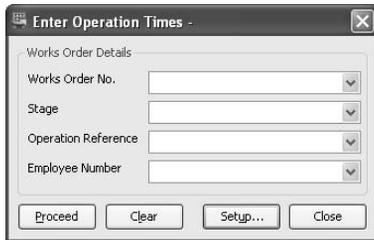
## Selecting Companies

Operation Times works with one company at a time. This prevents posting information to the wrong company. By default, it runs with the company chosen during installation. If you enabled company selection (see *Entering Settings on page 8*), you can select a different company within Operation Times.

### To select a company

1. Run Operation Times.

The Enter Operation Times window appears.



2. Click Setup.

**Note:** You will not be able to click Setup if you have not enabled company selection in Works Orders Settings.

The Sage 200 Connection Details window appears.



3. Enter your Sage 200 User Details.
4. Enter the Company Details for the company you want to use with Operation Times.  
**Note:** Click the 'browse' button (⋮) to select from the list of companies.
5. Click Test Connection.

**Note:** If the connection does not work, see your System Administrator.

6. Click OK.
7. Restart Operation Times in order to start it with the selected company.
8. Within Sage 200 Manufacturing:
  - Select the same company that you have selected for Operation Times.
  - Select 'Allow Selection of Company' within Works Orders Settings (see *Entering Settings on page 8*) for this company.



# Chapter 3

## Running Operation Times

You can run Operation Times retrospectively, or in real time.

It depends on whether you select the Retrospective Posting check box on the Operation Times tab within the Works Orders module. For more information, see *Entering Settings on page 8*.

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- Real Time Processing ..... 16

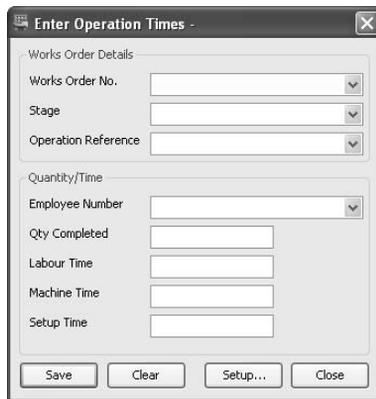
## Retrospective Posting

This is when you enter the job details after you finish the job. In order to do this, you must select the Retrospective Posting setting within Works Orders. For more information, see *Entering Settings on page 8*.

### To enter Operation Times retrospectively

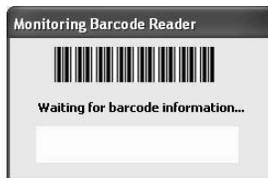
1. Run Operation Times.

The Enter Operation Times window appears.



2. Enter the Works Order Details.

- If you selected the 'Monitor barcode reader' setting within Works Orders, the Monitoring Barcode Reader window appears. For more information, see *Entering Settings on page 8*.



Scan the barcode on the Route Card to enter the job details automatically. The Route Card is produced within the Works Orders module.

- Otherwise, select the details from the drop-down lists.

Select the Works Order No. from the drop-down list.

If the works order is for a one-off job, select the Stage and, Operation, if required, from the drop-down lists.

**Note:** Stages are enabled for one-off jobs, via the Estimating module. They allow for detailed cost analysis.

3. Enter the Quantity/Time details.

Employee Number	<p>If you are using barcodes, scan the employee barcode into the Monitoring Barcode Reader.</p> <p>The employee barcode is produced on the Employee Barcode Report in the Manufacturing System Manager module.</p> <p>If you are not using barcodes, select the Employee Number from the drop-down list.</p>
Qty Completed	Enter the number of items you have made.
Labour Time	Enter the time you have spent on the job, including machine clean-up time, if required.
Machine Time	Enter the time the machine has operated on this job.
Setup Time	Enter the time it took to prepare the machine to operate or to prepare for the job to start.

4. Click Save.

The information is posted. This goes to the waiting postings file if Operation Times is set to Use Batch Updates. For more information, see *Entering Settings on page 8*.

## Real Time Processing

This is when you log on to a job when you start work on the job, and log off the job when you finish work. In order to enter operation times in this way, you must clear the Retrospective Posting setting within Works Orders. For more information, see *Entering Settings on page 8*.

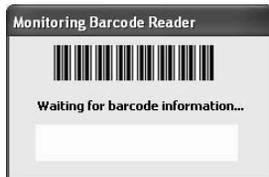
### To log on to a works order

1. Run Operation Times.

The Enter Operation Times window appears.

2. Enter the Works Order Details.

- If you selected the 'Monitor barcode reader' setting within Works Orders, the Monitoring Barcode Reader window appears. For more information, see *Entering Settings on page 8*.



Scan the barcode on the Route Card to enter the job details automatically. The Route Card is produced within the Works Orders module.

Scan the employee barcode produced on the Employee Barcode Report to enter the employee number automatically. The employee barcode is produced on the Employee Barcode Report in Manufacturing System Manager.

- Otherwise, select the details from the drop-down lists.

Select the Works Order No. from the drop-down list.

If the works order is for a one-off job, select the Stage and Operation, if required, from the drop-down lists.

**Note:** Stages are enabled for one-off jobs, via the Estimating module. They allow for detailed cost analysis.

Select the Employee Number from the drop-down list.

3. Click Proceed.

A message indicates that you are now logged on to the works order.



4. Click OK.
5. Perform the work required for the job.

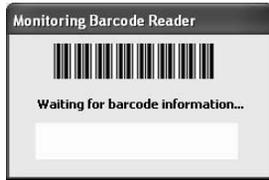
Until you log off the job, Operation Times accumulates time spent on the job for you. For more information, see *To log off a works order on page 17*.

### To log off a works order

1. Run Operation Times.
2. The Enter Operation Times window appears.



3. Enter the Works Order Details.
  - If you selected the 'Monitor barcode reader' setting within Works Orders, the Monitoring Barcode Reader window appears. For more information, see *Entering Settings on page 8*.



Scan the barcode on the Route Card to enter the job details automatically. The Route Card is produced within the Works Orders module.

Scan the employee barcode produced on the Employee Barcode Report to enter the employee number automatically. The employee barcode is produced on the Employee Barcode Report in Manufacturing System Manager.

- Otherwise, select the details from the drop-down lists.

Select the Works Order No. from the drop-down list.

If the works order is for a one-off job, select the Stage and Operation, if required, from the drop-down lists.

**Note:** Stages are enabled for one-off jobs, via the Estimating module. They allow for detailed cost analysis.

- Select the Employee Number from the drop-down list.

4. Click Proceed.

The Confirm Times window appears.



5. Enter the number of items you have made in the Qty Completed box.
6. Labour Time, Machine Time and Setup Time have been accumulating since you logged onto the job and have been calculated automatically by Operation Times.

If you selected the 'Allow Confirmation of Times' setting within Works Orders, change the times here, if required. For more information, see *Entering Settings on page 8*.

7. Click Close.

The information is posted. This goes to the waiting postings file if Operation Times is set to Use Batch Updates. For more information, see *Entering Settings on page 8*.



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