

# Terminal – Production Time receipt

How to report time receipt on the terminal

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## 1. INTRODUCTION

Production goods issue, production goods receipt and time receipt transactions are the transactions that can be reported on a work order. These transactions impact the cost of the work order.

This tutorial explains how to report time receipt, demonstrating the different methods Beas offers to report this transaction using the basic license.

## 2. PROCESS INTERACTIONS

The Beas production time receipt function interacts with the following processes:

Process	Function
Production	Work order routing
Production	Post-calculation: Actual cost
Production	Production account determination

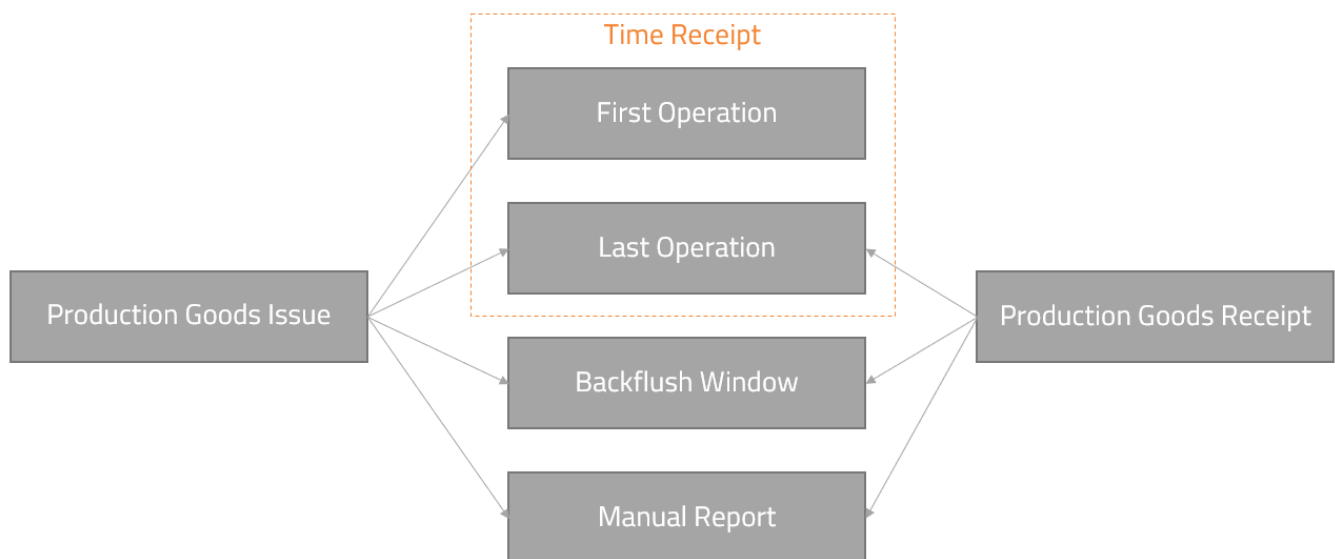
Availability of some options in the menu and right-click menu depend on the settings in the Configuration Wizard.

## 3. PROCESS

The time receipt is the document that records actual time spend on an operation. This information is used to calculate the cost of the operation.

Time is reported against an operation of a work order position.

Depending on the Beas settings, production goods receipt and production goods issues can also be created during the creation of the time receipt.

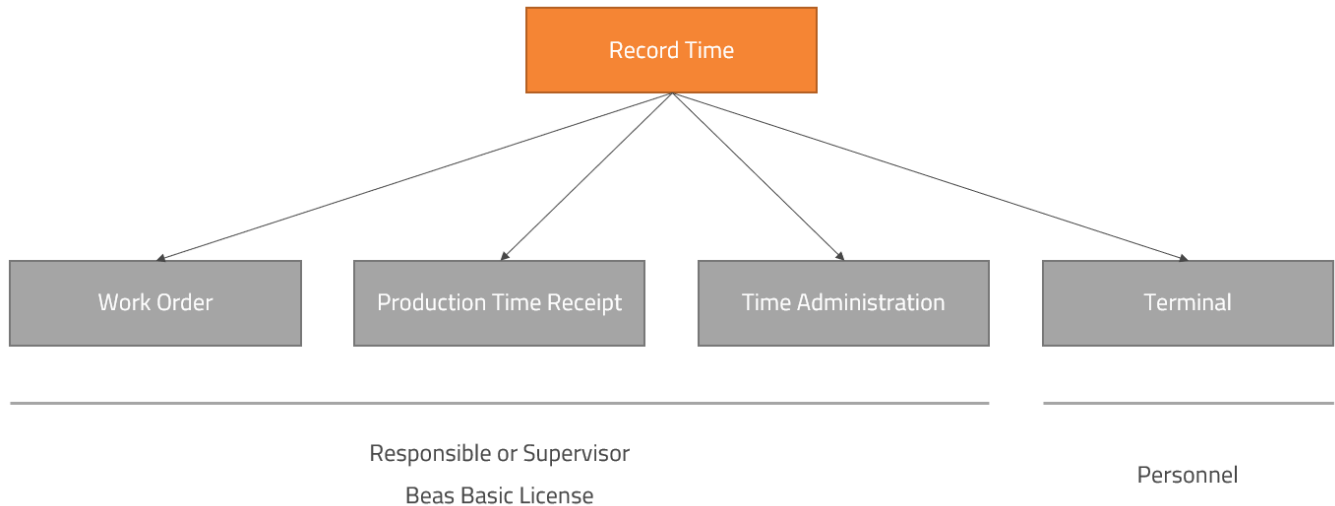


The following information is recorded on a time receipt:

- **Who:** Personnel doing the activity.

- **Where:** Resource id of where the activity is being performed.
- **Duration:** In minutes or hours. The system always converts to the lowest unit, which is minutes in Beas manufacturing.
- **Quantity:** Quantity of the produced items during the reported time. This information is not mandatory.

There are several options to get to the time receipt screen from the system.



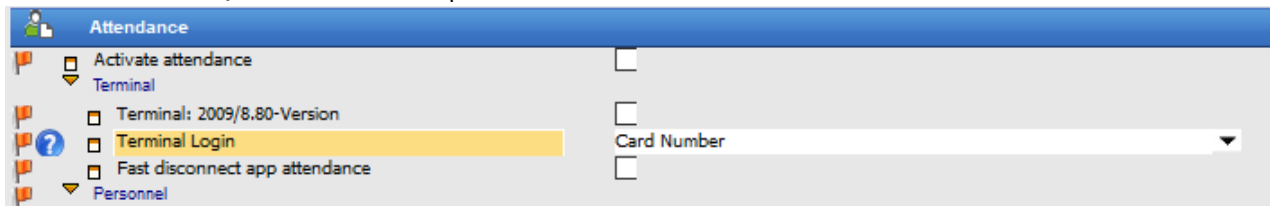
- **Work order:** Directly by right-clicking on the work order operation.
- **Production time receipt menu:** The time receipt can be entered providing the operation barcode. The screen stays open after creating the document, therefore it is easy to report several time receipts.
- **Time administration menu:** Displays all time receipts according to the configuration (for example, by date, personnel, resource). The information can be modified, or a new time receipt can be added.
- **Terminal:** The time receipt report can be transferred to the terminal, so the personnel can report the time directly.

This tutorial covers time receipt report on the terminal.

### 3.1. Configuring Login Details for the Terminal

To log on to the terminal a card number (RFID) or a username and password (if RFID is not available) can be used. This choice is made in the Configuration Wizard.

1. Go to Configuration Wizard > Attendance > Terminal and set the **Terminal Login** from the drop-down field to either card, or username and password.



2. Go to Human Resources > Personnel and in the personnel master data of the user define the card number or the login details:
  - Card number is defined in the **Attendance** tab *Card Number* field.

Create new personnel master data

Master Data   Shift model   Orders   Monthly Q

Personnel 25 17

First Name Test

Second first name

Last Name User

Display Name Test User

Date of Birth

Language D

Attendance   FDC   Remarks   Login

Date of hire

Exit date:

Standard annual holiday 0.00

Default Shift FullDay

Period rule 1

Evaluation by report

Card Number 11

Access group

WEB terminal group

- Username and password are defined in the Login tab.

Personnel administration 25 Test User

Master Data   Shift model   Special shift   Attendance   Absenc

Personnel 25 17

First Name Test

Second first name

Last Name User

Display Name Test User

Date of Birth

Language E

Personnel group

Cost Center

Job category

Location

Active entry?

User

Attendance   FDC   Remarks   Login

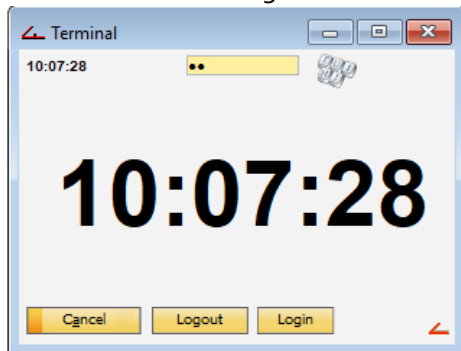
Name

Password

Valid to

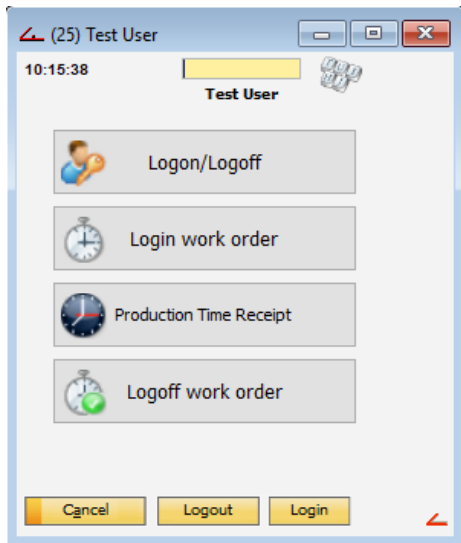
### 3.2. Logging in to the Terminal Time Receipt App

1. Start the Terminal using Production > Factory Data Capture > Terminal



2. Logon with the configured login details.

All available apps are displayed.

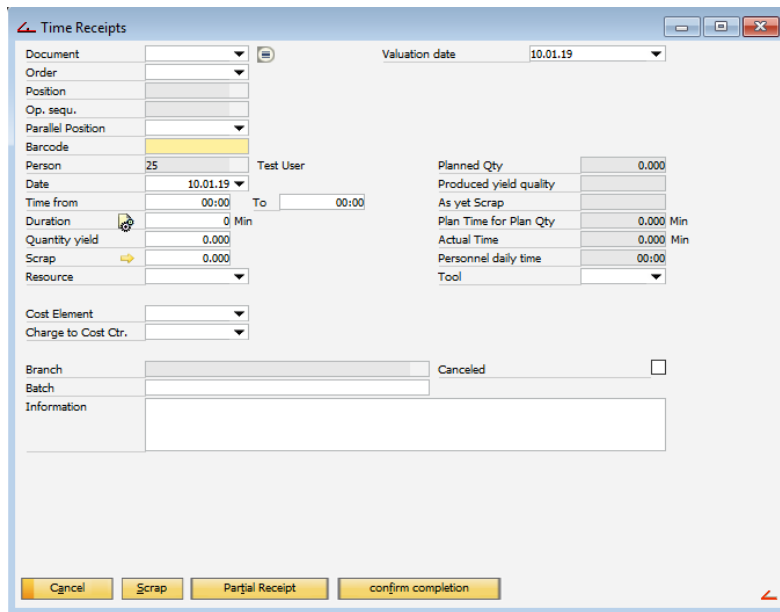


3. Click on **Production Time Receipt**.

The availability of the applications is configured in the personnel master data (Human Resources > Personnel) **Access Group** setting.

### 3.3. Using Terminal Functions

The following screen is displayed, when the Production Time Receipt app is opened.



The fields can be filled in manually or, if a document number is selected in the **Document** field, then the available field information is automatically filled in.

1. Fill in all the required fields in the form. For a detailed description of all fields, see Production Time Receipt Field Guide.
2. Use the buttons on the screen to report scrap or submit the time receipt partially or closed.

**Cancel:** Closes the screen.

**Scrap:** Additional scrap information can be provided. For example, scarp reason, personnel related to the scrap, and so on.

**Partial Receipt:** Time receipt is registered, but the operation is still open and can accept more time receipts.

**Confirm Completion:** The last time receipt is registered, and the operation is closed. No further time receipts can be posted against this operation.

#### 4. PRODUCTION TIME RECEIPT FIELD GUIDE

The screenshot shows the 'Time Receipts' form with the following fields and values:

Document		Valuation date	10.01.19
Order			
Position			
Op. sequ.			
Parallel Position			
Barcode			
Person	25	Test User	Planned Qty 0.000
Date	10.01.19		Produced yield quality
Time from	00:00	To 00:00	As yet Scrap
Duration	0 Min		Plan Time for Plan Qty 0.000 Min
Quantity yield	0.000		Actual Time 0.000 Min
Scrap	0.000		Personnel daily time 00:00
Resource			Tool
Cost Element			
Charge to Cost Ctr.			
Branch		Canceled	<input type="checkbox"/>
Batch			
Information			

Buttons at the bottom: Cancel, Scrap, Partial Receipt, confirm completion.

**Document:** Enter a document number manually, use the drop-down list to see the last reported routing position or use the icon to see all the routing positions available to be reported. After this is selected, the available information is automatically added to the time receipt form fields.

**Order:** Select the production work order number from a drop-down list.

**Position:** The production position number.

**Op.sequ:** Position number of the operation.

**Parallel Position:** Parallel resources, that are defined in the operation can be selected from a drop-down list.

**Barcode:** The barcode number, that is defined in the operation (Extended). If a barcode is scanned for the operation, the system fills in the fields with the available information.

**Person:** The personnel number performing the work.

**Date:** Select the date of the operation.

**Time from and to:** Start and end time of the operation.

**Duration:** Calculated from *Time from and to*. The time units can be changed by clicking on the icon.

**Quantity yield:** The defect free quantity that was produced. Material postings or production receipts can be linked to the time receipt posting. The quantity provided in this field determines the quantity posted from the BOM. This is calculated  $Quantity\ yield = Planned\ Qty - Produced\ yield\ quantity - As\ yet\ scarp$

**Scrap:** Scrap quantity in reporting units.

**Resource:** Select the resource that is used for the work. The resources that are available to use for a person are set in the personnel master data.

**Time type:** This field is visible, if a time type resource is stored. In the resource master data maximum 4 different cost elements can be stored and different cost rates can be defined by time type.

**Cost Element:** Defines what cost element is used. These accounts are defined on the resource. The journal entry is created according to this setting.

**Change to Cost Ctr:** When cost accounting is used, the hours are written into the work order and can be used in business performance.

**Branch:** Only used in multi-branch solution.

**Batch:** Enter a temporary batch number. This is not used for the assembly, informational field only.

**Information:** Free text for additional information.

**Valuation date:** Select the require valuation date from the calendar.

**Note:** Material postings are done on the date selected in this field.

**Planned Qty:** Planned quantity from the work order.

**Produced yield quantity:** Defect free quantity already reported.

**As yet scrap:** Scrap already reported.

**Plan time for Plan Qty:** Planned time from the work order.

**Actual Time:** Actual time already reported.

**Personnel daily time:** Time reported on the specific day for a specific person.

**Canceled:** This checkbox provides the information that a document was canceled instead of deleted. Canceled time receipts are hidden in most evaluations. A cancelation cannot be undone.

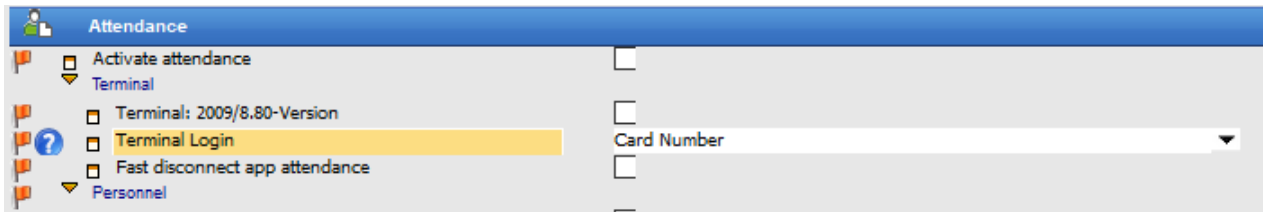
**Note:** The time receipt can be deleted only if there are no journal entries.

## 5. CONFIGURATION WIZARD

### 5.1. Setting the Terminal Login Parameter

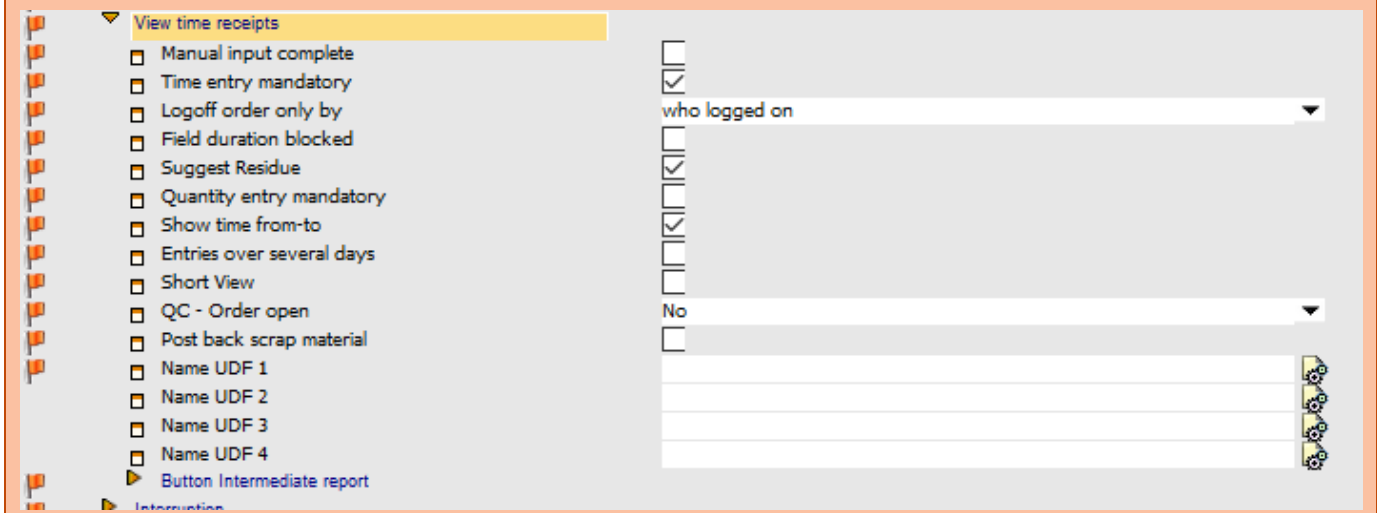


Go to Attendance > Terminal and set the **Terminal Login** from the drop-down field to either card or username and password.



## 5.2. Setting the Terminal Time Receipt Parameters

Production > FDC > View Time Receipts



- **Manual input complete:** Permits the entry of assembly quantities to be added to the planned quantity, but stock movement is not posted at the time receipt.
- **Time entry mandatory:** Duration of the time receipt is required, it cannot be zero or empty.
- **Logoff order only by:** Determines which person can log off a work order.
- **Field duration blocked:** Duration on the time receipt cannot be modified.
- **Suggest Residue:** When this option is activated, the remaining quantity is suggested automatically at the time receipt.
- **Quantity entry mandatory:** Yield or scrap quantity is required.
- **Show time from-to:** If the input of the from-to time is required in addition to the duration, this option must be activated.
- **Entries over several days:** If multi-day messages are issued without a partial receipt, this option must be activated.
- **Short View:** If this option is activated, all information fields are hidden, otherwise, the user can see information about the quantity or time already reported on the operation.

Information fields shown when this option is not active:

Time Receipts

Document: 1848 Valuation date: 12/13/17

Order: AB\_0215

Position: 10

Op. sequ.: 20 Assembling

Parallel Position:

Barcode:

Person:

Date: 13/12/2017 To: 12/13/17

Time from: 00:00 To: 00:00

Duration: 0 Min

Quantity yield: 8,00 Pcs Add Actual Quantity

Scrap: 0,00 Pcs

Resource: CT004 Resource 4 -- Labor cost separate

Cost Element: 4002

Charge to Cost Ctr.:

Branch:

Batch:

Information:

test

Planned Qty: 10,00 Pcs

Produced yield quality: 2,00 Pcs

As yet Scrap: 0,00 Pcs

Plan Time for Plan Qty: 50,000 Min.

Actual Time: 2,000 Min.

Personnel daily time: 00:00

- **Quantity input for partial receipt mandatory:** Specifies whether a quantity input is mandatory for a partial receipt.