

C. 5. Optional: Enter actual Part Costs already expended on jobs still in production

What's the purpose of this setup step?

Do you record the actual time and materials costs for each job in production? If you do and you want to transfer these to the WIP orders you put into Control, follow this step. If not, skip this step.

For most customers, it is not practical (or necessary) to break down pre-conversion charges into the level of detail you might with on-going jobs. The approach outlined here is focused on getting these charges onto the books and ensuring that the dollars match what was posted against jobs in the old accounting system.

The approach used in this step is to post in Control one entry for the labor cost charged, and another entry for materials. (If you also recorded equipment, outsourced, freight, and other costs you may extend the procedure below or you may just incorporate these into the material charges.)

1) Do this to open the Production - Batch Dashboard:

- a) On the main (top) toolbar, click on the down-arrow on the **Dashboard** button. This will show the list of Dashboards on your system.
- b) Click on **Production – Real-time** to open that Dashboard.
- c) Locate the **Create Part Usage Cards** instrument on the dashboard. All of the steps below will use this instrument.
- d) Change the date to the transition date (or earlier).

2) To enter the labor charges (if any), follow these steps:

- a) Click on the **Order/Service Ticket** cell for Card #1. Enter the order number.
- b) If the **Line Item** cell is not already filled in, click on the down-arrow in that cell. Choose the first line item.
- c) Click the down-arrow on the **Part** cell. Choose **(new)** to add a new part (one that was not already associated with the order). This will open a dialog allowing you to choose which parts.
- d) Choose **Transition Labor** as the part. Transition Labor is a special part that is setup for this purpose.
- e) In the **Quantity** cell, enter the labor **Dollars** (not hours) that were recorded against this job in the old system. (Normally you will use labor hours; this approach is just for the transition.)

- 3) Enter the material charges (if any).
 - a) If you entered labor charges for this order, add a new usage card for the materials by clicking on the **+** button above Card 1. You will then enter all of the following information for Card 2.
 - b) Click on the **Order/Service Ticket** cell. Enter the order number.
 - c) If the **Line Item** cell is not already filled in, click on the down-arrow in that cell. Choose the first line item.
 - d) Click the down-arrow on the **Part** cell. Choose **(new)** to add a new part (one that was not already associated with the order). This will open a dialog allowing you to choose which parts.
 - e) Choose **Transition Material** as the part. Transition Material is a special part that is setup for this purpose.
 - f) In the **Quantity** cell, enter the material dollars that were recorded against this job in the old system.
- 4) Next you post the cost(s) by:
 - a) Clicking on the **Post** button on the toolbar above Card #1. This will record the costs you've just entered and increase the Cost of WIP and Built GL Account accordingly.
- 5) Repeat for each WIP order that has costs recorded on it in the old accounting system.
- 6) Repeat if you have other expenses that you want to post to the WIP orders in Control, such as. equipment, outsourced, freight, and other costs

Now you're ready for the next transition task.