



Posting Shop Floor Control Transactions to the General Ledger

(Prepared for clients of Leahy Consulting – updated 4/9/22)

Leahy Consulting Technical Assistance Desk

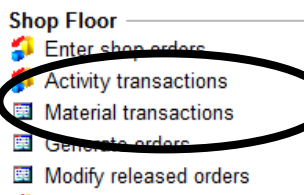
(513) 723-8094

Processing steps:

1. Report production quantities and labor.
2. Close the shop order when all activity has been reported
3. Post transactions every day
4. Create & post standard costing variances (if you are using standard costing)
5. Using PULSE Dashboard software to track planned vs. actual quantities & labor as well as costs

Step 1: Reporting production quantities and labor

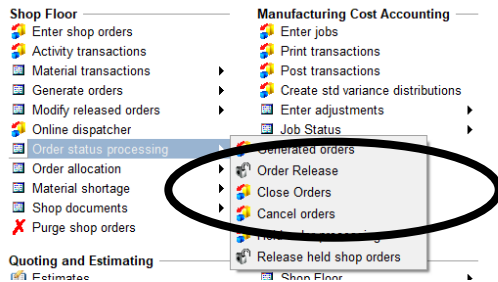
Navigation: Go to > 'Mfg Execution' tab > 'Shop Floor' > 'Activity transactions'.

A screenshot of the 'Shop Floor' 'Activity transactions' form. The form is divided into several sections. The top section contains fields for 'Shop order no.' (125), 'Path No.' (0), and 'Oper No.' (30). Below this is a 'Basics' tab. The 'Basics' section contains fields for 'Shop order no.' (125), 'Path No.' (0), 'Operation No.' (30), 'Trans Date' (04/09/2022), 'Department' (DEPTC), and 'Work center' (WC3). The 'Labor hours' section contains fields for 'Labor hours' (5.000000), 'Employee No.', 'Labor Grade', 'Crew No.', 'Machine hour' (0.000000), and 'Machine No.'. The 'Quantity to Complete' section contains a field for 'Quantity to Complete' (10.00). The 'Quantity to Scrap' section contains fields for 'Quantity to Scrap' (0.00) and four 'Scrap Reason Code' fields. The 'Quantity to Reject' section contains a field for 'Quantity to Reject' (0.00) and four 'Reject Reason Code' fields. The 'Original Qty' is 20.00, 'Qty to be Completed' is 20.00, and 'Total Scrap' is 0.00. The 'Crew Selection' button is circled in black.

Step 2: Close the shop order when all activity has been reported

After each shop order has been reviewed to assure that all labor and reported quantity transactions have been entered, the order needs to be closed. By closing an order, you eliminate the possibility that transactions may be applied to the order in error.

Navigation: Go to > 'Mfg Execution' tab > 'Shop Floor' > 'Order Status Processing' > 'Close Orders'.



You can display all open orders on the screen and double-click the ones to be completed. As you do so, the 'Select' column will be changed from a 'N' to a 'Y'.

001 Close Shop Orders

File Edit Help

Buyer/Planner: ALL
Starting Shop Order No.: ALL
Ending Shop Order No.:
Starting Item No.: ALL
Ending Item No.:
Starting Start Date: ALL
Ending Start Date:
Order Status: A=All Orders
Transaction Close Date: 03/26/2019

Item No. Desc
Adventure Bike, LW, Black
Shop Floor Mfg

Select

Order No.	Item No.	Start date	Due date	Completed Quantity	Order Status	Select
43	BIKEAS	03/15/2002	05/03/2002	0.00	Started	N
44	SFRAMEASSY	04/03/2002	05/03/2002	20.00	Ended	N
46	BIKEAS	03/20/2002	05/08/2002	0.00	Released	N
47	SSEATASSY	04/10/2002	05/10/2002	20.00	Ended	N
48	SFRAMEASSY	04/17/2002	05/10/2002	0.00	Released	N
50	SFRAMEASSY	04/18/2002	05/13/2002	0.00	Released	N
55	BIKEAS	12/20/2001	05/14/2002	0.00	Released	N

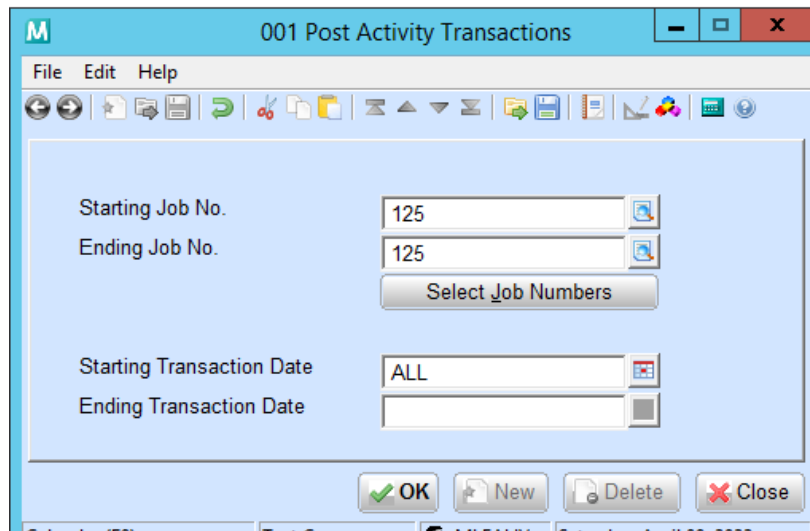
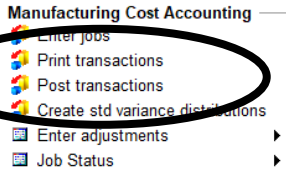
Select All

Save New Delete Cancel

Step 3: Post transactions every day

This screen is used to post material and labor transactions to the general ledger.

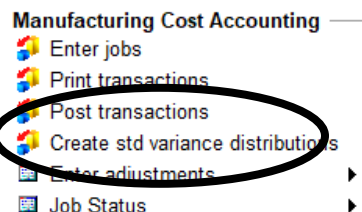
Navigation: Go to > 'Mfg Execution' tab > 'Manufacturing Cost Accounting' > 'Post transactions'.

A screenshot of the '001 Post Activity Transactions' window. The window has a title bar with 'M' and '001 Post Activity Transactions'. It has a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains the following fields and buttons:
Starting Job No. (text box with '125')
Ending Job No. (text box with '125')
Select Job Numbers (button)
Starting Transaction Date (text box with 'ALL')
Ending Transaction Date (text box)
At the bottom are four buttons: OK, New, Delete, and Close.

Step 4: Create & post standard costing variances (if you are using standard costing)

This screen is used to post material and labor transactions to the create general ledger variance transactions. NOTE: These transactions will ONLY be created for shop orders that have been closed.

Navigation: Go to > 'Mfg Execution' tab > 'Manufacturing Cost Accounting' > 'Create Std Variance Distributions'.



Post, Print List of Both – Select Both.

The screenshot shows the '001 Standard Cost Distribution' window. It has a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields and buttons. The 'Starting Shop Order No.' field is set to 'ALL'. The 'Ending Shop Order No.' field is empty. Below these is a 'Select Shop Order' button. The 'Starting Shop Order Close Date' field is set to 'ALL'. The 'Ending Shop Order Close Date' field is empty. Below these is a 'Post, Print List or Both' dropdown menu, which is circled in black and set to 'B=Both'. At the bottom of the window are buttons for 'OK', 'New', 'Delete', and 'Cancel'.

You can optionally post the transactions separately

- Manufacturing Cost Accounting —
- Enter jobs
- Print transactions
- Post transactions
- Create std variance distributions
- Enter adjustments
- Job Status

The screenshot shows the '001 Post Activity Transactions' window. It has a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields and buttons. The 'Starting Job No.' field is set to 'ALL'. The 'Ending Job No.' field is empty. Below these is a 'Select Job Numbers' button. The 'Starting Transaction Date' field is set to '00/00/0000' and is highlighted with a red box. The 'Ending Transaction Date' field is empty. At the bottom of the window are buttons for 'OK', 'New', 'Delete', and 'Cancel'.

Step 5: Create & post standard costing variances (if you are using standard costing)

Once you have released the shop order it is now time to review it using the PULSE Dashboard Shop Order Detailed View screen. Note that here are separate screens for in-process versus completed orders as well as hours versus \$ variances

Verify that:

- the order has been released
- the planned quantity is correct
- the bill of material has been attached
- the correct routing has been attached. Be sure the department and work centers are correct.
- the planned labor hours are not zero (if they are zero, the order may not have been created correctly)

Shop Floor Detailed View (In-Process Prior)																			
Order Header																			
SF Ord #	Ord Dt	Production Ord Status	Item #	Item Desc 1	Item UOM	Item Cube Q...	Cases Planned	Cases Repor...	Product... Ord Qty	Production Reported...	Planned Labor...	Actual Labor...	Variance Labor...	Variance Labor \$	Planned Fixed Overhead \$	Actual Fixed Overhead \$	Variance Fixed...	Variance Components	Cost \$
17983																			
17983	1	S	018221	T ORC MMS 02	CS	1	18,000	0	18,000	0	400	0	-400	-9,001	\$22,931	\$0	-22,931	-147,734	-179,755
									18,000	0.00	400.03	0.00	-400.03	(\$9,001)	\$22,931	\$0	(\$22,931)	(\$147,734)	(\$179,755.49)
☒ Contains[SF Ord #, '17983']																			
17983 - Summary																			
Planned		Actual		Sale Amount \$	Labor	Fixed Overhead	Var Overhead	Components	Outside Opers	Setup	Total Cost \$	Gross Profit							
					\$9,000.72	\$22,930.83	\$0.00	\$147,733.94	\$0.00	\$90.00	\$179,755.49								
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
17983 - Order Details																			
Operations Routing				Bill of Material Components				Outside Operations				\$0.00							
Item #	Comp Item #	Item Desc 1			O/H Qty (Loc)	Std Cost	Plan Qty	Issued Qty	Production Ord Qty		Production Rep...								
018221	CORE56	56# Core Stock for 1 Ply			68,855.05	\$0.285500	12,407	0	18,000		0								
018221	GLU5137	and GLU5214 are same Lam Glue			42,535.15	\$0.641000	1,584	0	18,000		0								
018221	GLU189A	Case Sealer Low Melt Glue			7,272.55	\$1.980000	169	0	18,000		0								
018221	01.822.19	KD - T ORC MMS 024/01/210			18,228.46	\$0.789000	18,180	0	18,000		0								
018221	01.822.14	POLY - T ORC MMS 024/01/210			953,355.64	\$0.026400	447,120	0	18,000		0								
018221	SWRAP30	STRETCH WRAP 30" x 6500 FT			235.67	\$70.390000	4	0	18,000		0								
018221	GLU5511	Towel Pickup Glue			10,965.51	\$1.484000	387	0	18,000		0								

17983 - Order Details											
Operations Routing Bill of Material Components Outside Operations											
Oper #	Item Rtg #	Count Point	Dept	SFD Work Center	SFD Desc 1	SF Plan Total Cost \$	Plan Labor Hours	Actual Labor Hours	Planned Machine Hours	Actual Machine Hours	Setup Std Labor Hr
10	ALT9		CON...	SU	Set Up for Production	\$179,755.49	0	0	0	0	4
20	ALT9	M	CON...	JR	Material Issue - JR Lbs	\$179,755.49	0	0	0	0	0
30	ALT9	Y	CON...	9	Report Activity - Cs Prod...	\$179,755.49	400	0	100	0	0
							400.0	0.0	100.01	0.0	4.000000

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