# Ostendo®

# 2
# Items, Descriptors
# and
# Labour Codes

This document will show you the Items, Descriptors and Labour Code functions of Ostendo. Additionally, it will - using the Ostendo Demo Database - take you through an interactive session and allow you to carry out various activities.

# 1. Items

You should use Items if you either:
- Maintain Inventory, or
- Order Items for immediate use in an Order (I.e. by-pass Inventory)

You can view existing Items by going into *Inventory>Items*. Select the 'Detail' tab if you wish to view Item Details. The following exercises will go through the various fields defined against an Item and, for each significant field, take you through a simple flow to demonstrate the use of that field

## 1.1. Setup

The Item record contains fields that are completed by making a selection from a user-defined list. You should have a look at these before creating your first Item record.

**Units of Measure:** Each Item record MUST be given a Unit of Measure. A short list of popular Units is included in the base Ostendo. Add your own Units of Measure by going into *General>Settings>Standard Units*

**Tax Group:** Each Item record MUST be given a Tax Group. This allows the combination of Item's Tax Group and Customer's (or Supplier's) Tax Group to denote the Tax Code (and therefore the Tax Rate) to be used on a Sales (or Purchase) Order Line. You can maintain Tax Groups via *File>Financial Configuration>Tax Groups*. Within the Tax Group screen you can nominate a 'Default' Tax Group that will populate an Item record during Item creation. (You can, of course, amend the Tax Group in the created Item record)

**Categories:** This is used extensively for selection criteria when updating or Analysing data, printing reports, addressing Sales Financial Mapping. This is not essential and can be done at any time. To create and maintain Categories go into *Inventory>Settings>Categories*

**Sub Categories:** This enables sub-sections to the above Category to be defined. As with Categories it is used for selection criteria when updating or Analysing data, and printing reports. This is not essential and can be done at any time. To create and maintain Sub-Categories go into *Inventory>Settings>Sub-Categories*

**Adjustment Types**: Adjustment Types are used to identify the Type of stock movement being carried out. The base system already contains some Adjustment Types. If you don't wish to use these defaults then it is preferable to amend these before any transactions are carried out. To create or maintain Adjustment Types go to *Inventory>Settings>Adjustment Types*

**Warehouses**: Ostendo always uses a Warehouse in Inventory transactions. It can simply be a system-wide default Warehouse or multiple physical Warehouses from which a selection is made when carrying out a stock movement. The base Ostendo contains a Warehouse. This can be deleted if you have not yet created an Item that uses this. To add or maintain Warehouses go into *Inventory>Warehouses.*

**Locations**: Ostendo always uses a Location within a Warehouse in Inventory transactions. It can simply be a system-wide default Warehouse/Location combination or multiple physical Locations across multiple Warehouses. The base Ostendo contains a Warehouse/Location

combination.  This can be deleted if you have not yet created an Item.  To add or maintain Locations and Warehouses/Location combinations go into ***Inventory>Locations.***

***Location Groups***:  If you are using Locations then you can (optionally) categorise then into groups (Example: Raw Materials, Oils, Hazardous Goods, etc).  This facilitates reporting and analysis by these groups.   To create or maintain Location Groups go into ***Inventory>Settings>Location Groups***

***Pricing Groups***:  Pricing Groups are used to facilitate 'Batch Update' of Sell prices using screen ***Pricing>Batch Price Update***.   If you will be using the Batch Price Update facility then create the Pricing Groups via ***Pricing>Settings>Pricing Groups***   You can leave this for now and come back to it during the Price Update Exercises

***Analysis Groups***: Analysis Groups are used across Ostendo to facilitate viewing and reporting by Group.  Additionally the Groups are used to format the print content within Quotes and Invoices.  If you are going to use these features then you should first establish the Analysis Groups by going to ***General>Settings>Analysis Groups***

***Item Rules***:  These provide default settings that are used to prefill Item records during creation.  You should go into ***Inventory>Settings>Item Rules*** and complete the Rules as required

## 1.2.  Item Creation

Go into ***Inventory>Items*** and click on the '**Add**' button then enter details to create your Item.  The mandatory fields are the Item Code, Unit of Measure, and Description.  Click the '**Save**' button when done.  Now let's have a look at some of the options surrounding Items.

### 1.2.1.  Multiple Units of Measure

Ostendo allows you to define multiple Units of Measure against a single Item.  Stock of the Item is segregated by UOM in addition to Sell Prices being associated with each UOM.  In this exercise you will:
- Create an Item
- Link other Units of Measure (6-Pack, Dozen, Crate) to it
- Receive the Item in various Units of Measure
- View Stock that is segregated by Unit of Measure
- Split/Combine the current stock into other Units of Measure

Units of Measure are maintained via ***General>Settings>Standard Units***.  Go into this screen and add '**Bottle**', '**6-Pack**', '**Dozen**', and '**Crate**'.

Now let's apply these to an Item.   Go to ***Inventory>Items*** and click on the '**Add**' button.  Create a new Item called (say) '**Spring Water**'.  Select UOM of '**Bottle**' from the drop-down list against field '**Unit**'.  Enter a description (Example: '**Simply Spring Water**').  Enter a '**Std Sell Price**' of (say) **$1.50**.   Click the '**Save**' button to save the Item.

To add other Units of Measure to this Item you should click on the '**Related**' Button found to the right of the screen and select '**Item Units**' from the displayed list.  You will see that the Base Unit ('**Bottle**') is already in this screen with a conversion factor of 1 and a Price Discount of 0.  These cannot be amended.

Add a Unit of '**6-Pack**' with a Conversion Factor of **6** (I.e. there are 6 Bottles per 6-Pack) and a Sell Price Discount of **10**% (I.e. the Sell Price of a 6-Pack is the sell Price of an single Bottle multiplied by the Conversion Factor multiplied by (100% - Discount %)).   Repeat this for the other Units ('**Dozen**', and '**Crate**').

To see the effect of these Units close the screens then go into ***Inventory>Inventory Adjustments***.  Add a new Batch and '**Save**'.  Go into the '**Lines**' tab and create a new line.  Go to the Item Code field and select '**Spring Water**' from the drop-down list (Hint: you can type 'S' and the cursor will immediately go to Items beginning with S).  Enter an Adjustment Type of '**Receipt**' and quantity of **20** and click the '**Save**' button.  Add another line for '**Spring Water**' but this time click on the '**Unit**' field and select another Unit of Measure.  Repeat for the 3rd Unit of Measure.  Finally go into the '**Detail**' tab and click on the '**Post all Adjustments**' button.

Go into ***Inventory>Inventory Availability*** screen, select '**Spring Water**' and then go to the '**Detail**' tab.  You will now see the current stock of '**Spring Water**' in each Unit of Measure.  While you are in this screen click on the '**Transaction History**' and '**Projected Availability**' tabs.  Close the Inventory Availability screen.

If you wish to split or combine Units then go into ***Inventory>Inventory Unit Change*** and locate '**Spring Water**' then click the '**Details**' tab.  Highlight the record that you wish to split/combine then click on the '**Change Unit of Measure for selected record**' Button.  On the displayed panel enter the quantity being changed and the Unit Of Measure to which it is being changed then click the '**Update**' button.  If you now go into ***Inventory>Inventory Availability*** screen you will see that the Unit Of Measure changes are recorded in the '**Transaction History**'.

### 1.2.2. Status

Ostendo has 4 statuses used by Items

> ***Active*** - Is currently used throughout Ostendo
> ***Planned*** - Can be Purchased only
> ***Runout*** - Cannot be ordered but can be used until stock is zero
> ***Obsolete*** - Cannot be ordered, Issued, or received

Change the Status of '**Spring Water**' to '**Planned**' then go into ***Sales>Sales Orders***.  Select Sales Order **SO300013** and click on the '**Lines**' tab.   Add this Item to the Sales Order line and try to '**Save**' the line.  You should get a message preventing you from adding this Item due to its '**Planned**' status.  Cancel the line to exit the Sales Order.

As this Item will be used in later exercises reset its Status to '**Active**'

### 1.2.3. Default Supply Method

This defines whether the Item is normally supplied from stock or you should raise a supply order for each demand.  The selection options are:
> **Supply From Stock** - This means that issue to Sales Orders, Assembly Issues, Job Orders will come from stock.  Items with this Supply Method will normally be maintained using an Inventory Replenishment routine.
> **Source On Demand** - This means that whenever a demand (Sales Order, Assembly Issue, Job Order) is made then Ostendo will immediately create a matching 'Suggested' Supply Order (Assembly Order or Purchase order).

Use of these methods is covered in more detail under exercises covering '**Inventory Control**' Training Exercises.

### 1.2.4. Source By

In combination with the Default Supply Method this field defines from where the Item is procured:  The displayed options are:

**Purchasing** - This means that the Item will automatically be available to Purchasing whenever a requirement arises.
**Assembling** - This means that the Item will automatically be available to the 'Assembly' process whenever a requirement arises
**Custom** - This means that the Item will automatically use a configuration 'script' defined in the Assembly module of Ostendo

The use of these options will be explained in more detail in the '**Inventory Control**' Training Exercises.   For now leave the '**Source By**' set to '**Purchasing**'

### 1.2.5. Manufacturers Info

Many stockists, especially in the electronics industry, hold Manufacturers information against Items.  This provides facility to enquire on Inventory by Manufacturer, Brand, or Model.  In our exercise we will link '**Spring Water**' to a Manufacturer and Brand.

To prepare for this you should go into:

- *Inventory>Settings>Manufacturers* and create the Manufacturer's Names.  Create an entry (say) '**Waterworld**'
- *Inventory>Settings>Brands* and create the Brand Names.  Create an entry (say) '**Pacific Blue**'

Go into *Inventory>Items* and select '**Spring Water**' then click on the '**Manufacturer's Info**' tab and link the Manufacturer and Brand that you have just created to this item

Now let's view the Manufacturer and Brand on the Item '**List**' view.   Go to the Item '**List**' tab 'right mouse' in the main panel and select '**Customize List Fields**'.  (If this option is not displayed then you don't have the rights to customise the screen as held against the User record - see *File>System Configuration>User Security and Options*).

On the displayed panel you can:
- Locate field **MANUFACTURER** from the list
- Enter '**Manufacturer**' in '**Display Label**'
- Click on the '**Show field**' checkbox against this line
- Repeat fro Field **BRANDNAME**
- Click the '**Save**' Button when done.

You will now see that the selected fields are visible in the '**List**' view.  'Check' the '**Filtering and Sorting**' checkbox at the bottom-left of the screen.   Place your cursor to the column heading of '**Manufacturer**' and click on the black triangle.  You can now restrict the display to a single Manufacturer.  Click the cross at the bottom to restore the view

### 1.2.6. Sales Warranty

You can attach a Warranty Identity to an Item.  The Warranty is carried through to Sales and Job Orders and becomes effective when the Item is picked

Go into *Service>Warranty Definitions* and view the Warranty Codes that are currently on file.  Add your own as required.

Go back to *Inventory>Items* for Item '**Spring Water**' and click on the '**Sales Warranty Applies**' checkbox.  From the drop-down list select the applicable Warranty.  Note: you can also maintain Warranty Codes by clicking on the icon to the right of the drop-down icon.

Go into *Sales>Sales Orders* and select Sales Order **SO300015**. On the Sales Order Lines add Item Code '**Spring Water**' and 'Save' the entry. If you now click on the '**Warranty**' tab you will see that the Warranty Code has been copied from the Item record to the Sales Order Line.

Whilst in the Sales Order Line screen click on the '**Picked Lines**' tab, click on the '**Add**' button and enter a quantity of (say) **1**.   Click the '**Save**' button

Close the Sales Order screen then go into *Service>Warranty List* where you will see the generated Warranty record. You can, of course, amend the details as required.

### 1.2.7. Customer Assets

A Customer Asset can be physical Item or a general description of (for example) a building or collection to be regularly serviced. The Asset can be created as the result of a Sale of an Item or can be created directly in the Service Module. Each Asset can have a Service Schedule attached to it and, when the service is due, reminders sent to the Customer. This short exercise covers the creation of a Customer Asset as a result of the Sale of a product. The full Servicing and Maintenance routine is explained in detail in the '**Service Orders**' Training exercises.

Go to *Inventory>Items* and select Item '**AC-8026**'. In the Detail screen you will see that the field '**Create Customer Asset**' checkbox is 'checked'. An adjacent button (**Customer Asset Options**) will now become active. Clicking on this button will bring up a panel where you can define the Asset Type and (optionally) identify a Service Schedule (Asset Types and Service Schedules are user-maintained in the '**Service Orders**' Training Exercises and will not be covered here).

You should note that Items to be converted into Customer Assets must be '**Serial Controlled**'.

Go into *Sales>Sales Orders* and select Sales Order **SO300013**. Go to the Lines screen and add a new line to cover quantity **1** of **AC-8026**. Click on the '**Picked Lines**' tab and '**Add**' a new pick line. Place the cursor in the '**Qty**' field and do NOT enter a quantity. You should, however, click on the 'spyglass' icon to bring up a panel that shows the individual serial numbers in stock. Enter a quantity of 1 against a single Serial Number and '**Save**' the entry. Click the '**OK**' button to exit

If you now go to *Service>Customer Asset* you will see that the picked Item has now been created into an Asset against the Customer. (The Asset Identity will comprise of the Item Number followed by the Serial Number). Click on '**Details**' to view the originating Sales Order. Click on '**Planning and History**' to view the generated service schedule.

### 1.2.8. Add-On Sales

'Add-On' Sales uses a list of Items that you may also wish to promote during the Sales process when selling a specific Item. For example, If the Item was a tin of Paint then you may wish to suggest the purchase of Paint Brushes, Brush Cleaner, etc. These 'Add-On' Sales Items can have their own Sell Price specifically used when sold along with the originating Sales Line.

In this exercise we will try and promote '**Water Cooler**' whenever the Customer orders '**Spring Water**'.

Go to *Inventory>Items* and create Item '**WATER COOLER**' and enter a sell price of $**150**. '**Save**' the record

Go to the '**List**' screen and select '**SPRING WATER**' then go to the Item '**Detail**' screen. 'Check' the '**Add-On Sales Apply**' checkbox. The adjacent '**Item Add-On Sales**' button will become active. Click on this button to bring up the '**Add-On Sale**' maintenance screen.

Click on '**Add**' to add a new 'Add-On Sale' Item and select '**WATER COOLER**' and enter the following:

> *Default Qty*: Enter **1**
> *Special Pricing checkbox*: 'check' this box
> *Special Price:* enter special price of $**125**
> *Sales Explanation*: enter (say) "**The Water Cooler is currently on Special**"

'**Save**' the entry and exit the screen

Go into *Sales>Sales Orders* and select Sales Order **SO300013**. Go to the Lines screen and add a new line for '**SPRING WATER**'. You will see that - on the Info Line across the centre of the screen - a button (**Add-On Sale Items**) will appear. Click on this button.
If the Customer accepts the offer then simply click the '**Create Order Lines**' button. You will see that the '**WATER COOLER**' will be added to the Order at the special price.

Note: In the above example we used a stock 'Item' to offer as an Add-On Sale. This could easily be - for example - an extended Warranty, etc

### 1.2.9. Serial Numbered Items

When an Item is defined as Serial Number controlled Ostendo will ensure that each individual item has its own unique Serial Number. This Serial Number follows the Item through the full Stock Control and Sales Cycle process.

Go to *Inventory>Items* and click on the '**Add**' button. Create a new Item called (say) '**Camera**'. On the Item Detail panel 'check' the '**Serial No**' checkbox. Having defined this then:

- All receipts into stock for this Item must be given a unique Serial Number (Note: The same Serial Number can exist against a different Item Number)
- All Issues must be made from current stock. I.e. You are not allowed to issue a Serial Numbered Item that you don't have in stock!!!

*A Receipt Transaction:* One method of receiving stock is to go to *Inventory>Inventory Adjustments* and create a new Adjustment Batch. Go into the Batch Line screen and add '**Camera**' with an '**Adjustment Type**' of '**Receipt**' and a quantity of **1**. If you try to '**Save**' the receipt then it will be rejected because a Serial Number is required. Enter a Serial Number in the line then click the '**Post All Adjustments**' button in the '**Detail**' tab.

If you now go into *Inventory>Inventory Availability* you will see that the individual Serial Number is displayed.

*An Issue Transaction:* To issue an item go into *Sales>Sales Orders* and select Order **SO300013**. Select the '**Lines**' tab and create a Sales Order Line for Item '**Camera**'. Click on the '**Picked Lines**' tab and then click the '**Add**' button. Place the cursor in the '**Qty**' field but do NOT enter a quantity. You should, however, click on the 'spyglass' icon to bring up a panel that shows the individual serial numbers in stock. Select the Serial Number then '**Save**' the Issue and '**OK**' to exit the picking screen.

If you now go into *Inventory>Inventory Availability* you will see that the Serial Number does not appear in Inventory. If you go to the '**Transaction History**' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.10. Expiry Date

When an Item is received into Inventory it can be given an Expiration or Use-By Date. Full visibility of Quantity by Expiry date is available. This Expiry Date follows the Item through the full Stock Control and Sales Cycle.

Go to *Inventory>Items* and select Item **1500-2187** (Blue Paint) and go to the '**Detail**' tab. On that screen 'check' the '**Expiry Date**' checkbox. Having defined this then:
- All receipts into stock for this Item must be given a Date
- All Issues from stock must contain an Expiry Date

*A Receipt Transaction:* One method of receiving stock is to go to *Inventory>Inventory Adjustments* and create a new Adjustment Batch. Go into the '**Lines**' tab and add Item **1500-2187** with quantity of (say) **10.** If you try to '**Save**' the record then it will be rejected because an Expiry Date has not been entered. Enter an Expiry Date in the line. Add another line for the same Item with a different Expiry Date. Finally, go to the '**Detail**' tab and click on the '**Post All Adjustments**' button.

If you now go into *Inventory>Inventory Availability* and select Item **1500-2187** you will see the received Stock segregated by Expiry Date.

*An Issue Transaction:* To issue an 'Expiry Dated' item go into *Sales>Sales Orders* and select Order **SO300013**. Select the '**Lines**' tab and create a Sales Order Line for Item **1500-2187**.
Click on the '**Picked Lines**' tab and then click the '**Add**' button. In the created line select the drop-down against the 'Qty' field to bring up a panel showing all stock for the Item. Select the specific Expiry Date and Quantity then '**Save**' the Issue and '**OK**' to exit the picking screen.

If you now go into *Inventory>Inventory Availability* you will see that the Quantity against the Expiry Date has been reduced by the issued quantity. If you go to the '**Transaction History**' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.11. Revision Numbers

Revision control is the management of multiple revisions of the same unit. It is most commonly used in engineering to manage ongoing development versions of the same product. Changes are identified by incrementing an associated Revision Number (or Letter) code, termed the "revision number".

Go to *Inventory>Items* and select Item **FC-7620** (Filing Cabinet - 3 Drawer) and go to the '**Detail**' tab. On that screen 'check' the '**Revision No**' checkbox. An adjacent (Current Revision) field becomes active. Click on the right-most icon in this field to bring up '**Item Revisions**'. Add a couple of Revisions in that screen then '**Close**' it. Click on the Left icon in the '**Revision No**' field and select a Revision Level to represent the current Revision Level then '**Save**' the record

Having defined that this Item is subject to Revision Level Control then:
- All receipts into stock for this Item must be given a Revision Number
- All Issues from stock must contain a Revision

*A Receipt Transaction:* One method of receiving stock is to go to *Inventory>Inventory Adjustments* and create a new Adjustment Batch. Go into the '**Lines**' tab and add Item **FC-7620** with quantity of (say) **5**. If you try to '**Save**' the record then it will be rejected because a Revision Level has not been entered. Go to the '**Revision Level**' field and select a Revision Level from the drop-down list. Add another line for the same Item with a different Revision Level. Finally, click the '**Post All Adjustments**' button in the Detail tab.

If you now go into *Inventory>Inventory Availability* and select Item **FC-7620** you will see that the received Stock is segregated by Revision Level.

**An Issue Transaction:** To issue an item go into *Sales>Sales Orders* and select Order **SO300013**. Select the 'Lines' tab and create a Sales Order Line for Item **FC-7620**. Click on the 'Picked Lines' tab and then click the 'Add' button. In the created line select the drop-down against the 'Qty' field to bring up a panel showing all stock for the Item. Select the specific Revision Level and Quantity then 'Save' the Issue and 'OK' to exit the picking screen.

If you now go into *Inventory>Inventory Availability* you will see that the Quantity against the Revision Level has been reduced by the issued quantity. If you go to the 'Transaction History' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.12. Batch Numbers

Batch Numbers enable the user to segregate stock by their Batch (or Lot) Number. The Food, Beverage, Chemical, and Pharmaceutical industries require this mandatory feature to control quality, quantity, and traceability. Batch/Lot Numbers can be combined with 'Expiry Dates' where required.

Go to *Inventory>Items* and select Item **1500-2186** (Red Paint) and go to the 'Detail' tab. On that screen 'check' the 'Batch No' checkbox. At this point your should note that Batch Numbers can be:
- Manually generated at time of receipt into Inventory, or
- Pre-keyed into a Batch List with option to also manually generate, or
- Pre-keyed into a Batch List from which the receipt Batch number MUST be selected

In the second two options you can click on the adjacent (**Batches**) button and pre-define the batches. You can restrict batch identities to those in this list by 'checking' the '**Restrict Batch Numbers to the List Below**' checkbox

Having defined that this Item is subject to Batch Control then:
- All receipts into stock for this Item must be given a Batch Number
- All Issues from stock must contain a Batch Number

**A Receipt Transaction:** One method of receiving stock is to go to *Inventory>Inventory Adjustments* and create a new Adjustment Batch. Go into the 'Lines' tab and add Item **1500-2186** with quantity of (say) **5**. If you try to 'Save' the record then it will be rejected because a Batch Number has not been entered. Go along to the Batch Number field and either key in the Batch Number or select a Batch Number from the drop-down list. Add another line for the same Item with a different Batch Number. Finally, click the '**Post All Adjustments**' button in the 'Detail' tab.

If you now go into *Inventory>Inventory Availability* you will see that the Stock is segregated by Batch Number.

**An Issue Transaction:** To issue an item go into *Sales>Sales Orders* and select Order **SO300013**. Select the 'Lines' tab and create a Sales Order Line for Item **1500-2186**. Click on the 'Picked Lines' tab and then click the 'Add' button. In the created line select the drop-down against the 'Qty' field to bring up a panel showing all stock for the Item. Select the specific Batch Number and Quantity then 'Save' the Issue and 'OK' to exit the picking screen.

If you now go into *Inventory>Inventory Availability* you will see that the Quantity against the Batch Number has been reduced by the issued quantity. If you go to the 'Transaction History' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.13. Colour Segregation

The Colour option allows a user to have many different colours against the same Item Code and be able to segregate stock by their Colour. Within Ostendo this can be used independently or can be combined with Size and/or Grade to accommodate the Apparel industry who need Style/Colour/Size/Fit inventory segregation.

Go to **Inventory>Items** and select Item **485-2668** (Internal Spotlight 250 Watt) then go to the '**Detail**' tab. On that screen 'check' the '**Colour**' checkbox. At this point your should note that Colours can be:
- Manually generated at time of receipt into Inventory, or
- Pre-keyed into a Colour List with option to also manually generate, or
- Pre-keyed into a Colour List from which the receipt Colour number MUST be selected

In the second two options you can click on the adjacent (**Colours**) button and pre-define the available colours. You can restrict colour selections to those in this list by 'checking' the '**Restrict Colours to the List Below**' checkbox

Having defined that this Item is subject to Colour Control then:
- All receipts into stock for this Item must be given a Colour
- All Issues from stock must contain a Colour

**A Receipt Transaction:** One method of receiving stock is to go to **Inventory>Inventory Adjustments** and create a new Adjustment Batch. Go into the '**Lines**' tab and add Item **485-2668** with quantity of (say) **5**. If you try to '**Save**' the record then it will be rejected because a Colour has not been entered. Go to the Colour field and either key in the Colour or select a Colour from the drop-down list. Add another line for the same Item with a different Colour. Finally, click the '**Post All Adjustments**' button in the '**Detail**' tab.

If you now go into **Inventory>Inventory Availability** you will see that the received Stock is segregated by Colour.

**An Issue Transaction:** To issue an item go into **Sales>Sales Orders** and select Order **SO300013**. Select the '**Lines**' tab and create a Sales Order Line for Item **485-2668**. Click on the '**Picked Lines**' tab and then click the '**Add**' button. In the created line select the drop-down against the '**Qty**' field to bring up a panel showing all stock for the Item. Select the specific Colour and Quantity then '**Save**' the Issue and '**OK**' to exit the picking screen.

If you now go into **Inventory>Inventory Availability** you will see that the Quantity against the Colour has been reduced by the issued quantity. If you go to the '**Transaction History**' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.14. Grade Segregation

The Grade option allows a user to have many different Grades against the same Item Code and be able to segregate stock by their Grade (Example: Rough, Medium, Smooth)

Go to **Inventory>Items** and select Item **482-2218** (Standard 240 Volt Power Outlet - Single) then go to the '**Detail**' tab. On that screen 'check' the '**Grade**' checkbox. At this point your should note that Grades can be:
- Manually generated at time of receipt into Inventory, or
- Pre-keyed into a Grade List with option to also manually generate, or
- Pre-keyed into a Grade List from which the receipt Grade number MUST be selected

In the second two options you can click on the adjacent (**Grades**) button and pre-define the available Grades. You can restrict Grade selections to those in this list by 'checking' the '**Restrict Grades to the List Below**' checkbox

Having defined that this Item is subject to Grade Control then:
- All receipts into stock for this Item must be given a Grade
- All Issues from stock must contain a Grade

***A Receipt Transaction:*** One method of receiving stock is to go to ***Inventory>Inventory Adjustments*** and create a new Adjustment Batch. Go into the 'Lines' tab and add Item **482-2218** with quantity of (say) **5**. If you try to '**Save**' the record then it will be rejected because a Grade has not been entered. Go to the Grade field and either key in the Grade or select a Grade from the drop-down list. Add another line for the same Item with a different Grade. Finally, click the '**Post All Adjustments**' button in the Detail tab.

If you now go into ***Inventory>Inventory Availability*** for Item **482-2218** you will see that the received Stock is segregated by Grade.

***An Issue Transaction:*** To issue an item go into ***Sales>Sales Orders*** and select Order **SO300013**. Select the '**Lines**' tab and create a Sales Order Line for Item **482-2218**. Click on the '**Picked Lines**' tab and then click the '**Add**' button. In the created line select the drop-down against the '**Qty**' field to bring up a panel showing all stock for the Item. Select the specific Grade and Quantity then '**Save**' the Issue and '**OK**' to exit the picking screen.

If you now go into ***Inventory>Inventory Availability*** you will see that the Quantity against the Grade has been reduced by the issued quantity. If you go to the '**Transaction History**' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.15.  Size Segregation

The Size option allows a user to have many different Sizes against the same Item Code and be able to segregate stock by their Size. Within Ostendo this can be used independently or can be combined with Colour and/or Grade to accommodate the Apparel industry that need Style/Colour/Size/Fit inventory segregation.

Go to ***Inventory>Items*** and select Item **850-2192** (Clamp & Bearing) then go to the 'detail' screen. On that screen 'check' the '**Size**' checkbox. At this point your should note that Sizes can be:
- Manually generated at time of receipt into Inventory, or
- Pre-keyed into a Size List with option to also manually generate, or
- Pre-keyed into a Size List from which the receipt Size number MUST be selected

In the second two options you can click on the adjacent (**Sizes**) button and pre-define the available Sizes. You can restrict Size selections to those in this list by 'checking' the '**Restrict Sizes to the List Below**' checkbox

Having defined that this Item is subject to Size Control then:
- All receipts into stock for this Item must be given a Size
- All Issues from stock must contain a Size

***A Receipt Transaction:*** One method of receiving stock is to go to ***Inventory>Inventory Adjustments*** and create a new Adjustment Batch. Go into the '**Lines**' Tab and add Item **850-2192** with quantity of (say) **5**. If you try to '**Save**' the record then it will be rejected because a Size has not been entered. Go to the Size field and either key in the Size or select a Size from the drop-down list. Add another line for the same Item with a different Size. Finally, click the '**Post All Adjustments**' button in the '**Detail**' tab.

If you now go into ***Inventory>Inventory Availability*** you will see that the received Stock is segregated by Size.

**An Issue Transaction:** To issue an item go into **Sales>Sales Orders** and select Order **SO300013**.  Select the '**Lines**' tab and create a Sales Order Line for Item **850-2192**. Click on the '**Picked Lines**' tab and then click the '**Add**' button.  In the created line select the drop-down against the '**Qty**' field to bring up a panel showing all stock for the Item.  Select the specific Size and Quantity then '**Save**' the Issue and '**OK**' to exit the picking screen.

If you now go into **Inventory>Inventory Availability** you will see that the Quantity against the Size has been reduced by the issued quantity.  If you go to the '**Transaction Histor**y' tab you will see that a Stock Movement record has been created to cover the Issue

### 1.2.16.  Combinations

You may wish to create your own Item code and give it a combination of the following characteristics.
- Serial Number
- Batch Number
- Colour
- Size
- Grade
- Expiry Date
- Revision Level

Carry out a Stock adjustment to receive some of the item into stock.  Now add the Item to an existing Sales Order and issue the Item to the Order.

### 1.2.17.  Item Additional Fields

There are two levels where Additional fields could be required against Items:
**Global** Fields that apply to ALL Items (Example:- SEATO Stock Number)
**Properties** that apply to some Items (Example:- Voltage)

#### 1.2.17.1.  Item Additional Fields

Go into **File>System Configuration>Additional Fields** and click on the '**Add**' button.  On the displayed line enter the following:
**Module**: Select '**Items**'
**Caption**: Enter the Additional Field name (Example '**SEATO Stock No**')
**Field Type**: From the drop-down list select the format of the field.   The options are:
- *Text*: Any data format can be entered in a Text field
- *Decimal*: Allows entry of numbers and decimals
- *Integer*: Allows entry of whole numbers only
- *Currency*: Shows Currency symbol and decimals as defined in Regional Settings
- *Yes/No*: Shows a checkbox which can be checked/unchecked
- *Date*: Contains a drop-down calendar for selection of a date
- *Time*: Displays format HH:MM:SS for entry of a time of day

**Value List**: This allows you to define any specific entries to which a drop-down list - during data entry - is restricted

'**Save**' the entry and '**Close**' the screen when done

If you now go to the Item screen (**Inventory>Items**) and click on the '**Detail**' tab you will see a 'tab' (**Additional Fields**) in the centre-left of the screen.  Click on this tab and enter some data into the '**SEATO Stock No**' field then '**Save**' the record.

You can view the Additional Fields in the Item List screen if required by going into the Item's List screen and 'right mouse' in the centre panel.  Select '**Customize List Fields**' from the

displayed panel. (Note: If that option is not visible then go to **File>System Configuration>User Security and Options** and go to the '**User Options**' tab for the current User. 'Check' both the '**Save Grid Layouts**' and '**List Customising**' checkboxes.) On the displayed panel 'check' **Additional Field1** and give it a '**Display Name**' of '**SEATO Stock Number**'. '**Save**' the entry. The field will now display on the List screen where you can sort and filter as necessary.

### 1.2.17.2. Item Properties

This feature allows you to define a 'Property' (Example: Voltage) and then link that property to selected Items with a value that is specific to each Item (Example 230 Volts)

To demonstrate this go into **General>Settings>General Properties** and add '**Voltage**' with '**Property Type**' of '**Text**' and the following entries - on separate lines - in the Property Values field (**115 Volts**, and **230 Volts**). Click on '**Save**' and then '**Close**'

Now go to **Inventory>Items** and select Item **485-2267** (Internal Downlight 100 Watt). Click on the '**Related**' Button on the right of the screen and select '**Item Properties**'. Click the '**Add**' button and:
- Add a line using the above property
- Select the Voltage from the drop-down list
- Select the specific Voltage from the drop-down under column '**Value**'
- 'Check' the '**Copy to SO Lines**' checkbox

The selected property and value will accompany the Item whenever it is used in a Sales Order. To demonstrate this go into **Sales>Sales Orders** and select Order **SO300013**. Select the '**Lines**' tab and create a Sales Order Line for Item **485-2267**. Click on the '**Line Properties**' tab and the Properties will have been copied from the Item to this Sales order Line

### 1.2.18. Item Images

You can add multiple images (pictures, drawings, maps, plans, etc) to an Item. These can be printed on all documents where the Item is used. Go to **Inventory>Items** and select Item **485-2267** (Internal Downlight 100 Watt). Click on the '**Related**' Button on the right of the screen and select '**Item Images**'. Click the '**Add/Edit**' button and:
- Give the Image a short Name
- Point the program to where the image is located on your computer network
- 'Check' the '**Copy to Assembly Order**' box then '**Save**' and '**Exit**' the screen
- Go into **Assembly>Assembly Order** and select an Order whose status is '**Open**' or '**In Progress**'. Click on the '**Lines**' tab and add Item **485-2267** to the Order
- If you now click on the '**Related**' button and select '**Job Line Images**' you will see that the Image linked to the Item has now been copied to this Assembly Order Line.
- Go into the '**Detail**' tab and click on the '**Assembly Sheet**' Icon to print the Assembly sheet.

### 1.2.19. Item Documents

You can add multiple documents to an Item. These can be printed along with all documents where the Item is used. Go to **Inventory>Items** and select Item **485-2267** (Internal Downlight 100 Watt). Click on the '**Related**' Button on the right of the screen and select '**Item Documents**'. Click the '**Add/Edit**' button and:
- Give the Document a short Name
- Point the program to where the document is located on your computer network
- 'Check' the '**Copy to Assembly Order**' box then '**Save**' and '**Exit**' the screen
- Go into **Assembly>Assembly Order** and select an Order whose status is '**Open**' or '**In Progress**'. Click on the '**Lines**' tab and add Item **485-2267** to the Order

- If you now click on the '**Related**' button and select '**Job Line Documents**' you will see that the document linked to the Item has now been copied to this Assembly Order Line

### 1.2.20. Item Customers

Your Customers may order Items that refer to the same Item you hold in stock - but know it by a different Item Code.  You can create these cross-references in Ostendo.  This provides an added benefit in that you can enquire on your Items and that enquiry will include all Customer Identities.  To create a Customer cross-reference go to *Inventory>Items* and select Item **485-2267** (Internal Downlight 100 Watt).  Click on the '**Related**' Button on the right of the screen and select '**Item Customers**'.  Click the '**Add/Edit**' button and:
- Select the Customer from the drop-down list
- Enter the Customer's equivalent Item Code and Description
- Enter the Unit of Measure by which the Customer normally orders the Item
- Enter a conversion factor that converts from the Customer's Unit to the Item's Base Unit.  Example:  If Base Unit is EACH and the Customer's Unit is TEN then the conversion factor would be 10

If you now go to *File>System Configuration>System Settings* and 'check' the '**Advanced Searching**' checkbox then whenever you are in a '**List**' view of Items and you enter the Customer's Item Code into the '**Search**' Box at the bottom of the screen it will find your Ostendo equivalent Item Code.

### 1.2.21. History Notes

This function allows you to link multiple time-stamped notes to an Item.  Against selected History Notes you can also add a dated reminder so that Ostendo will prompt you of the reminder once the date is reached.  Go to *Inventory>Items* and select Item **485-2267** (Internal Downlight 100 Watt).  Click on the '**Related**' Button on the right of the screen and select '**Item History Notes**'.  Click the '**Add**' button and:
- Enter some history notes
- 'check' the '**Follow-Up**' required checkbox and select a date from the adjacent drop-down calendar.  '**Save**' the History Note and exit the screen
- To see the '**Follow Up**' in action you should first change the company by clicking on *File>Change Company* and selecting **DEMO** then sign in as **ADMIN**/**pass**.  Repeat this and go back to company '**Training**'.  Upon sign-in as **ADMIN**/**pass** the alert should present itself
- To print the History Notes go into the Item screen and highlight the Item for which you want to print the History Notes.  Click on the '**Reports**' button on the right of the screen and select '**Item History Notes**'

## 2. Descriptors

A Descriptor is simply a User-defined entry that represents anything that you wish to Invoice.  It contains a Sell Price, Buy Price (if Purchased), Cost, and a Tax Group Code to define the Tax to be charged.   Examples of Descriptors are:
- Non-Stock Items
- Travel
- Accommodation
- One-off charges
- Labour Charge
- Sub Contract charge
- etc

## 2.1. Setup

The Descriptor record contains fields that require completion by selecting from a user-defined list.  You should have a look at these fields before creating your first Descriptor record.

**Units of Measure:** Each Descriptor record MUST be given a Unit of Measure.  A short list of popular Units are in the base Ostendo.  Add your own Units of Measure by going into *General>Settings>Standard Units*

**Tax Group:** Each Descriptor record MUST be given a Tax Group.  This allows the combination of Descriptor's Tax Group and Customer's (or Supplier's) Tax Group to denote the Tax Code (and therefore the Tax Rate).  You can maintain Tax Groups via *File>Financial Configuration>Tax Groups*.  Within the Tax Group screen you can nominate a 'Default' Tax Group that will populate a Descriptor record during creation.  (You can, of course, amend the Tax Group in the created record).  It is suggested that, for now, use the default Tax Group when creating a new Descriptor record.

**Categories:** This is used extensively for selection criteria when updating or Analysing data or printing reports.  This is not essential and can be done at any time.  To create and maintain Categories go into *Inventory>Settings>Categories*.  It is not essential to look at Categories at this stage, as they will be covered in other Training Sessions where they will be utilised.

**Pricing Groups**:  Pricing Groups are used to facilitate 'Batch Update' of Sell prices using screen *Pricing>Batch Price Update*.   If you will be using the Batch Price Update facility then create the Pricing Groups via *Pricing>Settings>Pricing Groups*.  It is not essential to look at Pricing Groups at this stage, as they will be covered under the **Sell Price, Buy Price and Costs** Training session

**Analysis Groups**:  Analysis Groups are used across Ostendo to facilitate viewing and reporting by Group.  Additionally the Groups are used to format the print content within Quotes and Invoices.  If you are going to use these features then you should first establish the Analysis Groups by going to *General>Analysis Groups*.  It is not essential to look at Analysis Groups at this stage, as they will be covered in other Training Sessions where they will be utilised.

## 2.2. Create a Descriptor

Go to *Inventory>Descriptors* and click on the '**Add**' button.  Create a new Descriptor called (say) '**Sub Contract**'.  Select UOM of '**Hrs**' from the drop-down list against field '**Unit**'.  Enter a description (Example: '**Sub Contract Labour**').  Enter a '**Std Sell Price**' of (say) $**50.00**. Click the '**Save**' button to save the Descriptor to file.

To see how Descriptors are used go into *Sales>Sales Orders* and select Order **SO300013** and go to the '**Lines**' tab.  Click on the '**Add**' button and, in the lower part of the screen select '**Descriptor Code**' from the drop-down against '**Line Type**'.  Now select the above Descriptor from the drop-down list against '**Code**'.  Use an '**Order Qty**' of (say) **5** hrs then click the '**Save**' button.

Go to the Order '**Detail**' tab and then click on the '**Printer**' Icon to the right of the '**Acknowledgement Status**' field and view the Order Acknowledgement.   The whole Sales Order process steps will be addressed within the **Customers, Sales Orders and Invoicing** Training document

Let's now look at other fields that are held against a Descriptor record.  Therefore, go back to *Inventory>Descriptors* and select the Descriptor that you created above.

### 2.2.1. Status

Ostendo has 2 statuses used by Descriptors
> *Active* - Can be used throughout Ostendo
> *Inactive* - Cannot be seen or selected in any drop-down lists of Descriptors

Change the '**Status**' to '**Inactive**' then go back to *Sales>Sales Orders*.  Select Sales Order **SO300013** and click on the '**Lines**' tab.   If you try and add this Descriptor to the Sales Order line you will see that it is not visible in the drop-down list

Go back into *Inventory>Descriptors* and you will see that - by default - Inactive Descriptors are not visible.  You can include them in the list by 'checking' the '**Include In-Active Status**' checkbox at the bottom of the screen.  Select the Descriptor that you created above and change the status back to '**Active**'

### 2.2.2. Source By

This field defines from where the Descriptor is sourced:  The displayed options are:
> *Purchasing* - This means that the Descriptor will automatically be available to Purchasing whenever a requirement arises.
> *Internal* - This means that the Descriptor will automatically place a demand on In-house resources whenever a requirement arises
The use of these options will be explained in more detail in the **Inventory Control** Training document.    For now leave the '**Source By**' set to '**Purchasing**'.

Whenever the '**Source By**' is set to '**Purchasing**' it is strongly recommended (but not essential) that you also select a default Supplier from the drop-down list of Suppliers. Therefore click on the drop-down against field '**Primary Supplier'** and select a Supplier (say) '**Bruce Wilson**'.

### 2.2.4. 'On-the-fly' Purchased Descriptor added to Orders

You can receive a Descriptor from a Purchase Order and immediately issue it directly to a Job Order or Assembly Order even though it was not planned for the Order.    To see this in action:

Go to *Inventory>Descriptors* and click on the '**Add**' button.  Create a new Descriptor called (say) '**General**'.  Select UOM of '**Each**' from the drop-down list against field '**Unit**'.  Enter a description of (say) '**General Description**' (This will be overwritten during the Purchase Receipt).  'Check' the '**Freeform: Receipts create new Job or Assembly Lines**' checkbox than click the '**Save**' button to save the Descriptor to file.

Go to *Purchasing>Receipts* and click on the '**Add**' button.  On the presented screen:

> Select '**Receipts No Order**' from the drop-down under '**Receipt Style**'
> Select any Supplier from the drop-down under '**Supplier**'
> Click the '**Save**' button
> Click on the '**Lines**' tab to go to the Receipt Lines

In the Receipt Lines screen enter the following
> Click the '**Add**' button and then refer to the lower part of the screen
> Select '**Descriptor Code**' from the drop-down under '**Line Type**' field
> Select '**General**' from the drop-down under '**Code**' field
> Enter a '**Receipted Qty**' of (say) **1**
> Enter a '**Receipt Unit Price**' of (say) $**100**
> Amend the **Description** to (say) '**Consultancy Work as directed**

The next step is to link the receipt to where it is to be used.  Therefore
        Click on the '**Allocations**' tab
        Select '**Job Order**' from the drop-down under '**Allocation Type**'
        Select any Job from the drop-down under '**Allocation Reference**'
        Click on the '**Yes**' button on the presented panel to create the Job Line
        Click the '**Detail**' tab at the top of the screen and click the '**Post all Purchase Receipt entries**' button

Finally let's have a look at what has happened within the Job
        Go to *Jobs>Job Orders* and select the Job to which the above Receipt was posted
        Click on the '**Lines**' tab and you will see that the Descriptor (with the amended Description and Receipted Qty/Price) has been added to the Order

### 2.2.5.  'Cost Plus' Descriptors for Job Orders

In addition to receiving the Descriptor as described in 2.2.4. you can also (for Job Orders) specify if the you use the actual cost of the receipt to calculate the Sell Price against the Job Order Line base on a pre-defined Markup.  To see this in action:

Go to *Inventory>Descriptors* and select '**General**' then go to the '**Details**' tab.  'Check' the '**Calculate Sell Price from Receipt Cost for Jobs**' checkbox and enter (say) **100** in the adjacent '**Markup**' field.   Click the '**Save**' button to save the changes.

Repeat the process flow that you carried out in 2.2.4.

You will that, in the Job Line, the '**Unit Price**' of the Descriptor is the Descriptor's Purchase Price with 100% markup

### 2.2.6.  Sales Warranty

You can attach a Warranty Identity to a Descriptor.  That Warranty is carried through to Sales and Job Orders and becomes effective when the Descriptor's usage is recorded against the Order

Go into *Service>Warranty Definitions* and view the Warranty Codes that are currently on file.  Add your own as required.

Go back to *Inventory>Descriptors* for Descriptor '**Sub Contract**' and click on the '**Sales Warranty Applies**' checkbox.  From the drop-down list in the adjacent field select the above Warranty.   '**Save**' the Descriptor record.

Go into *Sales>Sales Orders* and select Sales Order **SO300015** and click on the '**Lines**' tab. Click on the '**Add**' button and, in the lower part of the screen add Descriptor Code '**Sub Contract**' with quantity (say) **4** and '**Save**' the entry.  If you now click on the '**Warranty**' tab in the lower part of the screen you will see that the Warranty Code has been copied from the Descriptor record to the Sales Order Line.

Whilst you are focused on this Sales Order Line click on the '**Picked Lines**' tab, click on the '**Add**' button and issue the Descriptor.  '**Save**' the record then '**Close**' the Sales Order screen then go into *Service>Warranty List* where you will see the generated Warranty record.  You can, of course, amend the details as required.

# 3. Labour

You can define Labour at two levels of complexity dependant upon your Operational requirements.  These are:

If you simply want to include Labour against which you record actual hours used in Orders then create '**Labour**' as a Descriptor Code (described above) and ignore this section.

If, on the other hand, you are going to:
- Plan and/or schedule Labour activities within a Job
- Plan and/or schedule Employee activities within a Job
- Book Employee times to specific Labour Activities
- Record Employee Timesheets

Then you should create and maintain **Labour Codes** and **Employees** as described in this section

## 3.1. Setup

The **Labour Code** record contains fields that are completed by making a selection from a user-defined list. You should have a look at these fields before creating your first **Labour Code** record.

>*Tax Group:* Each Labour Code record MUST be given a Tax Group. This allows the combination of Labour Code's Tax Group and Customer's (or Supplier's) Tax Group to denote the Tax Code (and therefore the Tax Rate). You can maintain Tax Groups via *File>Financial Configuration>Tax Groups*. Within the Tax Group screen you can nominate a 'Default' Tax Group that will populate a Labour Code record during creation. (You can, of course, amend the Tax Group in the created record). It is suggested that, for now, use the default Tax Group when creating a new Labour Code record.
>
>*Categories:* This is used extensively for selection criteria when updating or Analysing data, or printing reports. This is not essential and can be done at any time. To create and maintain Categories go into *Inventory>Settings>Categories*. It is not essential to look at Categories at this stage, as they will be covered in other Training Sessions where they will be utilised.
>
>*Departments*: Departments are used to group Labour Tasks. If you are going to analyse Labour loading by Department then you should first create the Departments via *General>Settings>Departments*. It is not essential to look at Departments at this stage, as they will be covered in the **Job Orders** Training Sessions where they will be utilised.
>
>*Analysis Groups*: Analysis Groups are used across Ostendo to facilitate viewing and reporting by Group. Additionally the Groups are used to format the print content within Quotes and Invoices. If you are going to use these features then you should first establish the Analysis Groups by going to *General>Analysis Groups*. It is not essential to look at Analysis Groups at this stage, as they will be covered in other Training Sessions where they will be utilised.

## 3.2. Labour Codes

Labour Codes are used in Quotes, Assembly Orders and Jobs to determine the **Planned** Sell Price and Cost of any 'Labour' activity. An Employee subsequently books time against a Labour Code to provide **Actual** Labour Costs for the Activity

To set up **Labour Codes** go into *Labour>Labour Codes* and create (say) '**Electrician**' with a Unit of Measure of '**Hrs**'. Also enter a nominal '**Standard Rate**' that denotes the normal

Charge Rate and 'Standard Cost' which indicates the nominal Cost of using this Labour Code. 'Save' the record

Note: The Standard Cost can optionally be broken down into:
- Direct Labour Cost
- Variable Overhead (Expressed as a percentage of the direct labour cost)
- Fixed Overheads (Expressed as a monetary value per hour)

## 3.3. Employees

To set up Employees go into *Labour>Employees* and create yourself as an **Employee**. The significant field to note are:
- **Email Address**: Enter your email address. This will be used in later exercises when emailing documents
- **Employee Unit Cost**: Enter the hourly Cost of your services of (say) $**20**. This will be addressed further in the Employee to Labour Code section (below).
- **Sales Person and Buyer**: 'Check' the checkboxes to identify yourself as both a **Salesperson** and a **Buyer**. This means that you will appear in the drop-down list against Salesperson in the main Customer screen and as a Buyer in the main Supplier screen.

## 3.4. Employee to Labour Code

This feature allows you to define different costs whenever an **Employee** books against different Planned **Labour Code** activities. To set up the relationships go into *Labour>Employees* and highlight the **Employee** record that you have just created. Click on the '**Labour Codes**' tab then click on the '**Add**' button.

Select '**Electrician**' from the drop-down list under '**Labour Code**'
Enter a **Fixed Overhead** Value of (say) **$10**
Enter a **Variable Overhead** Percentage of (say) **25%**

You will notice that the field '**Total Cost Per Unit**' is now populated with the system-calculated value taken from the entries made. It is this cost that is applied when you (as the **Employee**) books time against an activity Planned for this **Labour Code**

Create a second link to another **Labour Code**.

Now go back to the '**Detail**' tab and in the field '**Default Labour Code for Charging**' select '**Electrician**'. This denotes the **Labour Code** that will be used if you book time against a Job or Assembly Order where the activity was not previously planned.

Now let's see how all this comes together.

## 3.5. Process Flow for Labour/Employees

Having created an Employee and established a relationship to a Labour Code the following is how this is applied when used in a Job or Assembly Orders

Go into *Jobs>Job Orders* and select Job **JOB400002** and then click on the '**Lines**' tab for that order. Click the '**Add**' button and, in the lower part of the screen, select '**Line Type**' **Labour Code** and then select the above Labour Code in the drop-down against '**Code**'. Enter a quantity of (say) **5** and '**Save**' the record. You will notice that the '**Unit Price**' is the Standard Rate as entered against the Labour Code and the '**Planned Unit Cost**' is the Standard Cost as entered against the Labour Code.

Now go to the '**Actual Issues**' tab against the Order Line and enter **5** hours of actual time and select the Employee that you used above.  If you click the '**Save**' button you will notice that the line's **Unit Cost** will adjust to the cost of the **Employee**/**Labour Code** relationship established above.

## 3.6.  Timesheets

Go to *Labour>Timesheets*.  You may also enter employee times via this screen.  Click on the '**Add**' button and select the Employee created above then select the '**Lines**' tab.  After confirming the Batch creation you will be presented with the Timesheet Line entry screen. Click the '**Add**' button and enter a booking as follows:

> Type: **Job**
> Reference: **JOB400002**
> Hours: (say) **4**
> Task or Step: **WindowsTraining**
> Labour Code: **Electrician**

'**Save**' the entry and go back to the '**Detail**' view of Timesheet.  In that view click the '**Post all Timesheet entries**' to post the batch.

Now go back to *Jobs>Job Orders* and go to the Lines tab of Job **JOB400002**.  You will see that because **Labour Code Electrician** was not planned against Task **WindowsTraining** then a line has been added with a **Planned Order Qty** of **0** but an **Actual Qty** of **4**