



Production

NAVISION AXAPTA®

Shop Floor Control Overview

Time collection

- Time and attendance
- Job registration
- Bundling of jobs
- Team function
- Collection of non-productive time
- Direct integration to production management modules
- Flex time

Payroll calculation

- Advanced profile set-ups
- Advanced set-up for generating payroll
- Optional division-of-labor costs to production management
- Handling of personnel absence
- Flex time
- Integration to an external payroll system



| Shop Floor Control

Presenting the Navision Axapta Shop Floor Control Solution

The Navision Axapta Shop Floor Control solution enables companies to interlink the time usage of production personnel with overall production activities. What's more, the Shop Floor Control solution offers an integrated tool for collection of time and attendance as well as production data. On the basis of this data, payroll for individual employees can be automatically generated.

The Shop Floor Control solution provides the following capabilities:

- Establish time profiles and production teams
- Register time usage
- Calculate payroll for production personnel
- Maintain better control of production processes

Each of the above capabilities is described in this fact sheet.

Part of an integrated enterprise solution

The Shop Floor Control module can be linked to Production solution modules. This enables companies to establish highly efficient production processes that leverage the full value of Navision Axapta. In addition, companies can benefit from the fact that the Shop Floor Control solution expands on the Financial, Trade and Logistics Series and is also tightly integrated with the Project Series.

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Establish time profiles and production teams

You can initially set up a standard profile for each day of the week, then link workers to the profiles. These profiles are then operational for ongoing use until you decide to make changes. You can copy any profile and make adjustments for new profiles, as needed after that.

Profiles

Profiles can be set up in groups with day, evening or night shift log-ins by workers. Depending on the time of day or night a worker logs in, the system automatically links the worker to the relevant profile.

Profiles cut back significantly on administrative tasks while ensuring efficiency and more accurate data.

Team Functions

If several workers are doing the same production job, you can assign one of them to register as the “pilot” for the entire team. This way, only one worker has to do registration on all the jobs throughout the day. The pilot is always the first worker in a team to log on each day. All team members log on/off at the start/end of the day, but enter that they are in a specific team by identifying themselves as co-worker to the pilot. Limiting the number of staff entering data saves time, simplifies the process, and lowers the risk of entry errors.

Shop Floor Control remembers the team relationships (or links) and repeats the setup every day or until workers log themselves on as a pilot or as linked to a different pilot. This change can occur at any time, also in the middle of shifts, if necessary.

Register time usage

The system enables you to define the expected times for the start and end of production work, including breaks and meals. Breaks are automatically deducted from production time.

Time and Attendance

You can implement company policy towards tolerance levels for time to start and end work. Shop Floor Control allows rounding up of some minutes as a grace period to arrive at the production location, etc. This way, workers are not unnecessarily penalized or overpaid for minimal non-production time.

Flex-time zones are also incorporated. Most companies like to allow about one hour each morning and evening, but whatever your choice, workers are only calculated for actual total production time and paid accordingly. Total flex time is also possible with Shop Floor Control, with workers showing up to work for any number of expected production hours within a 24-hour period.

Due to this profile, you then have the data foundation for calculating overtime: Shop Floor Control does this automatically, which provides you with better control and visible savings.

Non-Productive Time

You can create your own database definitions for non-productive time. You set up categories for users to log into with such various types or activities as the following:

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- Sickness
- Paid by the company
- Paid by other (government, insurance company, etc.)
- Meetings
- Staff meeting
- Department meeting
- Other meeting
- Training
- Vacation
- Paid
- Unpaid

This provides you with precise information on your workers down time so you have the complete overview. With Shop Floor Control, you can analyze your resource usage and plan better.

Calculate payroll for production personnel

Salary agreements and payment types are set up in Shop Floor Control in a similar way as the profiles, with workers linked to the relevant agreements and types. It is possible to limit the individual payroll types for certain times of the day, if desired. From the profiles, the system automatically calculates the payment due for each worker's normal production time.

Extended payroll flexibility

Overtime is calculated according to how you set up. For example, the first two hours of overtime can be calculated at one rate, like a normal shift rate. Additional hours or special shifts like night-time,

weekends and holidays can be set up for automatic calculation at any other rates you define.

Bonus calculations can be set up by number of hours per day/shift with any hours worked over that to be paid at the determined bonus rate, or by which extra hours are worked (like weekends, holidays, etc.).

There is a possibility of integrating the collected data in Shop Floor Control directly to an external payroll system via a CSV (Comma Separated Values) file with automatic generation of overtime, shift work bonus, day bonus and operation bonus, etc.

Maintain better control of production processes

Simple operational functions and user-friendly screens have been emphasized in Shop Floor Control, so only a minimum of training is necessary to work with the system. Reports are visible for the users to clearly see which data they deliver to the system. Users' own time registrations are always shown in the bottom area of the screen.

Simple, Easy Operation

Shop Floor Control can use bar codes as an input device, or can be serviced easily by manual input on the keyboard.

When users make registrations on jobs for human and material resources, it is calculated immediately as a simulation in the system in order to give an overview of production timing according to budget. The number of production items, however, are simultaneously actually booked online from the stock functions in

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All reports are made right at the workers' PCs in the production area and are immediately available in the rest of the system. For better flexibility, all reports first are made in draft worksheets before the information is transferred to the Production module in Navision Axapta .

Bundling

The registration process in Shop Floor Control makes it possible to bundle productions according to various criteria. Such flexibility ensures you the closest possible calculations for better forecasting and control over your production time.

The ability to register multiple jobs simultaneously is handled by the system in several possible ways:

- You can take pre-calculated time on each job and have it distributed by weighting the time proportionately. For example, with three jobs that should take 1, 2 , and 3 hours respectively, the total time should be 6 hours; with proportionate distribution, each job would be registered at the allotted individual 1,2 and 3 hours each.

- You can take the number of jobs and divide them equally. In this case, the above three jobs would be distributed at 2 hours each for the total 6-hour time span.

You can register with dynamic bundling, which is a flexible division based on the sum of how long each job takes with proportionate weighting. For example, this allows for one job of 4 hours to be registered, then later in the day to bundle in 3 more jobs at different times. With the first at 4 hours, the next at 2 hours and the last two at 1 hour each, the entire production job would be calculated at 50% for the first job as its weighting of the total 8 hours once the other three jobs are added. The second job would be calculated at 25% of the total time and the last two would share the remaining 25%.

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