

Production Time Entry User Scenario Documentation

Microsoft Dynamics 365 Business Central currently records manufacturing labour hours worked against a released production order through an entry called output journals. The Moniroo App allows users to enter the same details required on an output journal through the Production Time Entry window. Once a user records their labour hours, they should have the ability to submit it and have it approved by their supervisor which would then integrate the entry into Business Centrals output journal window.

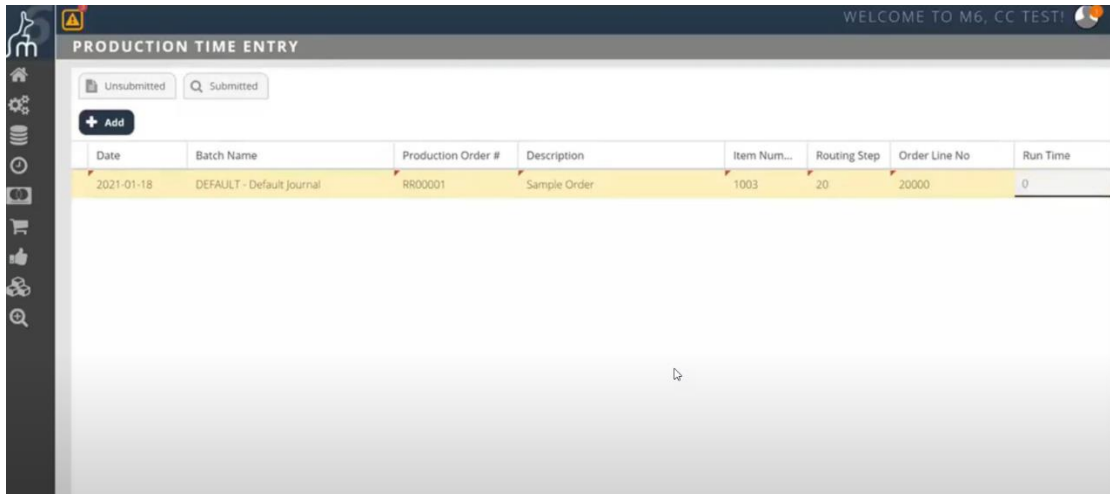
This document will cover the basic process to use the production time entry feature in both the standard data entry and in the clock in / clock out portal.

Standard Production Time Entry:

First open Moniroo and go to the Production Time Entry Tab

Select the Add Button

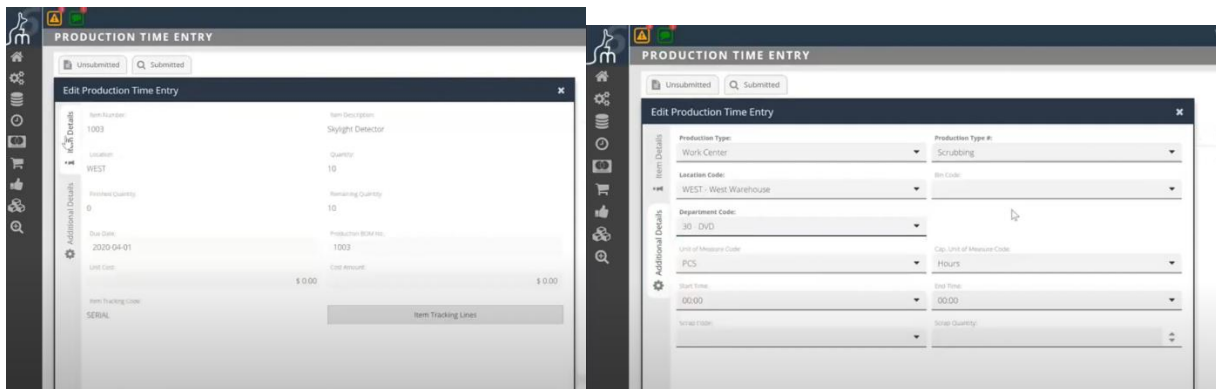
This gives you the ability to enter a Production Time Entry. The entry follows a similar process to entering an output journal in Business Central. Moniroo will pull the existing production orders and other information from your Business Central to allow you to enter it here.



The screenshot shows the 'PRODUCTION TIME ENTRY' window. At the top, there are tabs for 'Unsubmitted' and 'Submitted'. Below these is an 'Add' button. The main area contains a table with the following data:

Date	Batch Name	Production Order #	Description	Item Num...	Routing Step	Order Line No	Run Time
2021-01-18	DEFAULT - Default Journal	RR00001	Sample Order	1003	20	20000	0

On the line entry, select the additional info button to enter any other info needed for the line entry



The left screenshot shows the 'Edit Production Time Entry' window with the following details:

- Item Number: 1003
- Item Description: Skylight Detector
- Location: WEST
- Quantity: 10
- Received Quantity: 0
- Remaining Quantity: 10
- Start Date: 2020-04-01
- Production Order No: 1003
- Unit Cost: \$ 0.00
- Cost Amount: \$ 0.00
- Item Tracking Code: SERIAL

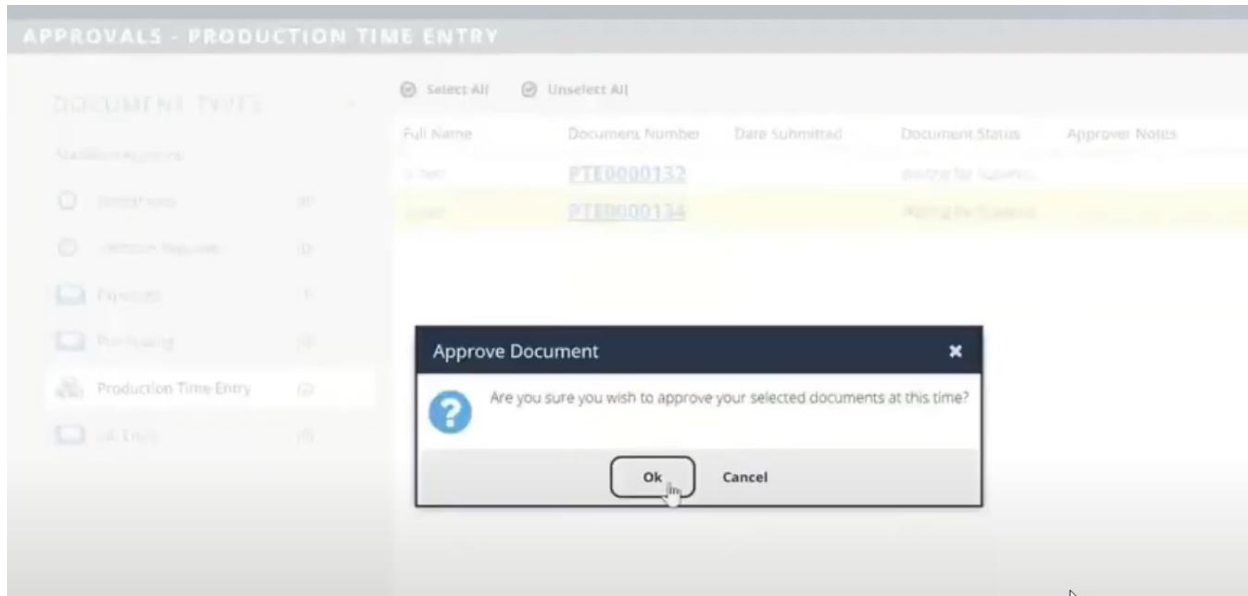
The right screenshot shows the 'Edit Production Time Entry' window with the following details:

- Production Type: Work Center
- Production Type at: Scrubbing
- Location Code: WEST - West Warehouse
- Bin Code:
- Department Code: 30 - DVD
- Unit of Measure Code: PCS
- Cap. Unit of Measure Code: HOURS
- Start Time: 00:00
- End Time: 00:00
- Scrubbing Code: 00:00
- Scrubbing Quantity: 00:00

Once completed, click the submit button to submit your time entry

If approvals are enabled the line entry will be sent to the supervisor for approval.

Supervisor will go to their Approval Hub in Moniroo and go down to the Production Time Entry Tab. In here, select the time entry and click approve if the line entry can be approved. If there are issues select the reject button and this will be sent back to the submitter.



Once approved the entry will show up in Business Central as an Output journal which you can then post to update the labour against the production order.

← Output Journals
✓ Saved 🔖 📄 🔗

✕
Reminder: your work date is 12/31/2021 Use today | Change to... | Turn off reminder
▼

Batch Name DEFAULT ⋮

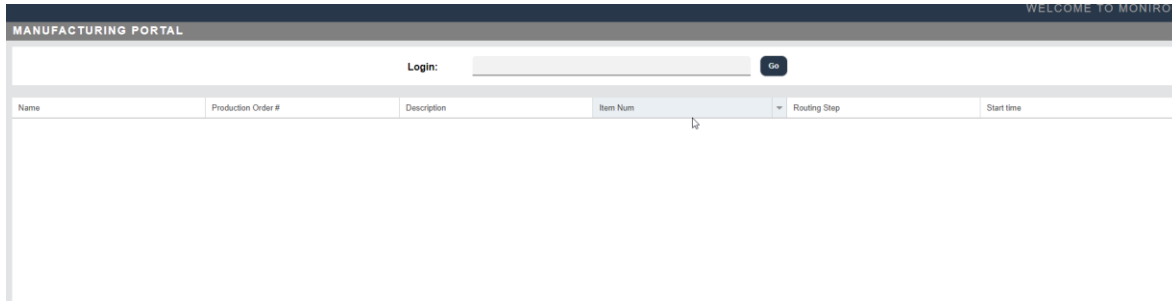
Manage Process Post/Print Line Prod. Order 📄 Open in Excel
More options ⌵

	Posting Date	Order No.	Document No.	Item No.	Operation No.	Order Line No.	Type	No.	Descripti
→	1/18/202 📅 ⋮	RR0000001	RR0000001	1995	30	10000	Work Centre	COOLING	Moniroo
	1/18/2021	RR0000009	RR0000001	WT-1292	2	10000	Work Centre	LAMINATING	RealPost
	1/18/2021	RR00001	RR0000001	1003	20	20000	Work Centre	SCRUBBING	Sample (

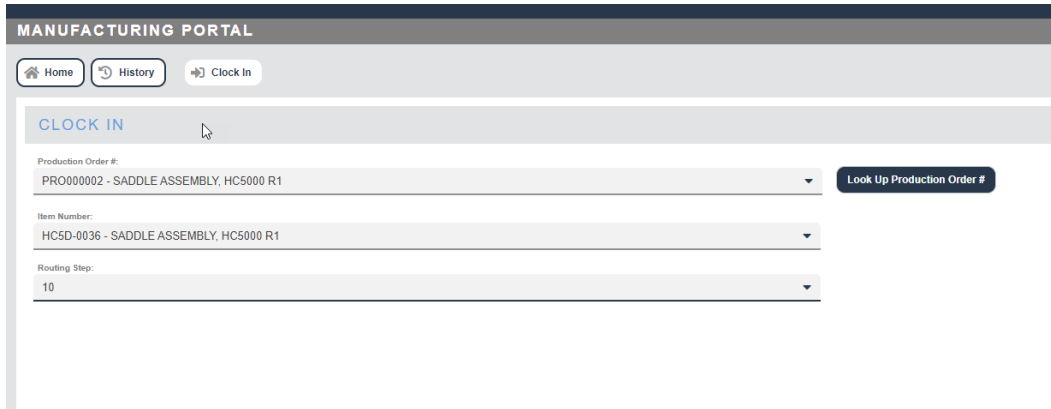
Production Time Entry using the Clock In / Out Portal:

The Clock In / Out Portal follows the exact work flow as the standard production time entry. This portal is utilized for staff that work in a warehouse or factory that need to sign into a local computer and clock in and out of a specific production order job.

First log into the portal with you ID



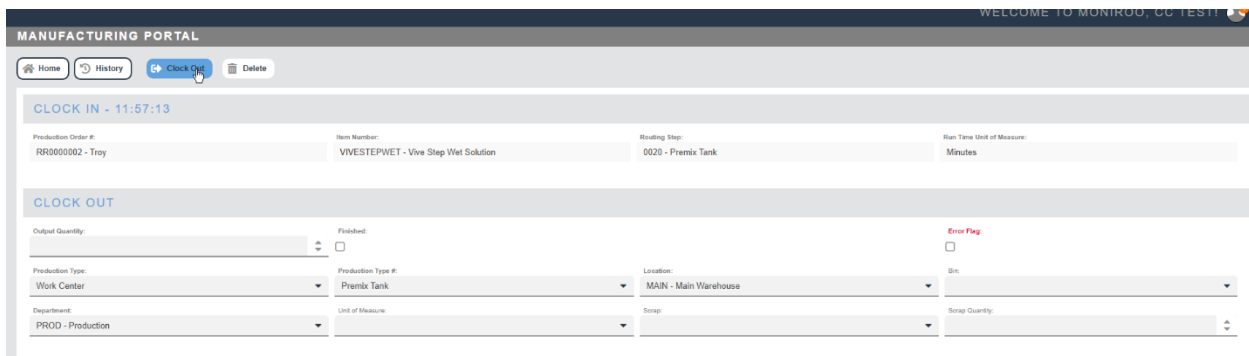
Once logged in you can select a production order, item and routing step to clock into.



Click the clock in button to begin recording the time worked on the production order.

Once work is done sign back into the portal and clock out of the production order.

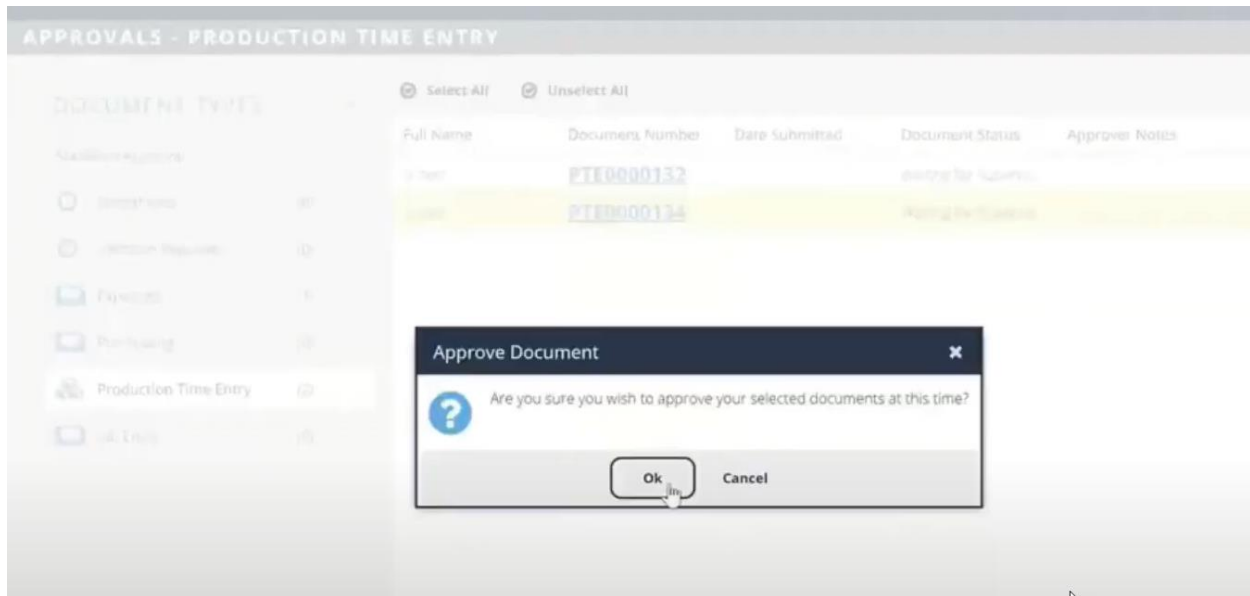
Additional information can be entered when clocking out such as quantity completed, scrap quantity, departments etc.



Select clock out to complete and submit the entry.

If approvals are enabled the line entry will be sent to the supervisor for approval.

Supervisor will go to their Approval Hub in Moniroo and go down to the Production Time Entry Tab. In here, select the time entry and click approve if the line entry can be approved. If there are issues select the reject button and this will be sent back to the submitter.



Once approved the entry will show up in Business Central as an Output journal which you can then post to update the labour against the production order.

