

Contents

Welcome and Introduction	3
Introduction to Work Order	4
Integration	9
The Company	11
Setting Up Work Order	12
Work Order Options	14
General Ledger Account Maintenance	23
Defining Work Centers	24
Defining Operation Codes for Work Centers	27
Defining Employees and Labor Crews	30
Defining the Shop Calendar	32
Tooling Maintenance	33
Routing Maintenance	34
Entering and Releasing Work Orders.....	39
Work Order Entry	40
Inquiry Options	50
Releasing Work Orders.....	54
Work Order Forms and Reports.....	58
Work Order Transactions	63
Material Issues	64
Labor Transactions	68
Misc. Labor Transactions	75
Misc. Material Transactions	76
Outside Processing Charge Transactions.....	77
Completion Transactions	79
Close Transactions	84
Work Order Label Printing	86
Work Order Purge	87
Cost Roll-Up.....	88
Additional Reports	89

Challenge Questions.....	92
Summary	94
Appendix A – Challenge and Activity Answers.....	A-1
Appendix B – Work Order Lab	B-1
Appendix C – Software Requirements & Case Study Installation Instructions.....	C-1

Notice

Information in this document is furnished only under a Customer License Agreement or non-disclosure agreement, and may be used or copied only in accordance with the terms of such agreement. The software described in this manual is protected by copyright and may not be copied on any medium except as specifically authorized in the license or non-disclosure agreement.

This manual and software are protected by copyright and may not be reproduced or transmitted, in whole or in part, by any means, including photocopying, facsimile transmission, or reduction to any electronic medium or machine-readable form, without express written consent of Best Software, Inc.

Copyright ©2002 Best Software, Inc.
All rights reserved.

Version 3.71

MAS 90, MAS 200, and MAS 200 for SQL are trademarks of Best Software, Inc. All other product names used in this manual are trademarks or registered trademarks of their respective owners.

CLG 10/16/02