

# Overview of Jobs

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This guide explains how to navigate the detail view of the Jobs module. It is intended for general users.

Jobs help your team members track the production of line item codes (LICs). aACE tracks the associated budgets, costs, procurement needs, and fulfillment tasks. Only orders that require production will have jobs. There are several different kinds of jobs, each with their own purpose for organization and fulfillment.

Note: This guide presents screenshots of the various job types and explains key fields. Fields that are repeated from prior screenshots are not given additional explanation.

## Job Organization on an Order

All production jobs relating to a given order can be found by navigating from Main Menu > Order Management > Orders > Order detail view > Management tab > Production tab.

Jobs are organized based on a parent-child hierarchy: parent jobs come first and child jobs follow. A parent job has the same ID number as the order it is for. Child jobs can be called Production / Sub-Assembly jobs or Standard jobs based on their use and the item being produced. Child jobs have the order ID number with a number affixed at the end (e.g. 50554.1). They are listed underneath their parent job.

The screenshot displays the 'Orders' management interface. At the top, the order is identified as 'Order: 50554 Secaucus School District' dated '6/24/2022'. The status is 'OPEN'. Below this, there are tabs for 'Production Order', 'Management', and 'Job Costs & Approvals'. A secondary set of tabs includes 'Overview', 'Procurement', 'Production', 'Shipping & Receiving', 'Invoicing', and 'Tasks & Preferences'. The main area shows a table of order items with columns for 'To Produce', 'Produced', 'Remain %', 'Job', and 'Tracking Status'. One item is listed: 'TBLT-BUNDLE-9 | Student Tablet Bundle, 9" Screen' with 17 units to produce, 0 produced, and 17% remaining. Below this is a 'Jobs' table with columns for 'Job', 'Title', 'Start Date', 'End Date', 'Assigned To', 'Tracking Status', and 'Status'. Two jobs are listed: '50554' for 'Secaucus School District' assigned to 'Mara Harvey' with a status of 'Job started', and '50554.1' for 'Student Tablet Bundle, 9" Screen' assigned to 'Ned Walker' with a status of 'Gather Components'. The 'Job' column in the Jobs table has a red circle around the first two entries.

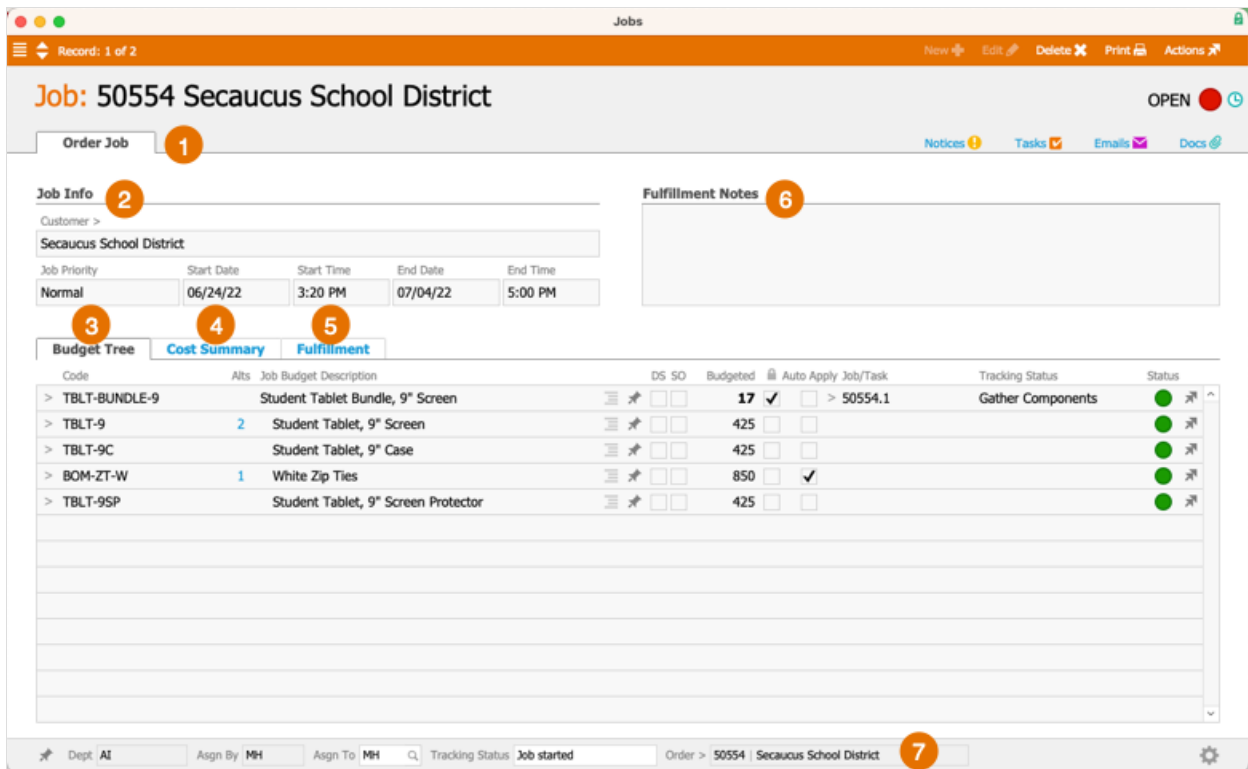
Order Item	To Produce	Produced	Remain %	Job	Tracking Status
> TBLT-BUNDLE-9   Student Tablet Bundle, 9" Screen	17	0	17 100%	> 50554.1	Gather Components




  

Job	Title	Start Date	End Date	Assigned To	Tracking Status	Status
> 50554	Secaucus School District	06/24/22	07/04/22	Mara Harvey	Job started	🚩 🔴 ⚙️
> 50554.1	Student Tablet Bundle, 9" Screen	06/24/22	07/04/22	Ned Walker	Gather Components	🚩 🔴 ⚙️

## Order Jobs


Parent jobs for production needs are referred to as order jobs.



1. **Job Type** – Notes which kind of job you are working with (Order, Production, or Standard)
2. **Job Info** – Provides job-related details  
 Note: Dates and times specified here are for the entire job. For individual tasks, the start and end details are listed in the Fulfillment tab or on the task detail view.
3. **Budget Tree Tab** – Details for the LICs involved in the Order job
  - Alts – The number of [alternatives](https://aace6.knowledgeowl.com/help/working-with-alts-upgrades-and-options) available for the LIC
  - Additional Info (  ) and Pin (  ) – Text fields for any additional notes about the line item codes
  - Job Budget Description – LIC description
  - DS and SO – Specifies if the product is [drop shipped](https://aace6.knowledgeowl.com/help/understanding-drop-shipping) or [special order](https://aace6.knowledgeowl.com/help/working-with-special-orders) (if applicable)
  - Budgeted – How many of the LIC *total* need to be produced for the order
  - Fixed Cost Lock flag (  ) – Mark this flag if the task takes the same amount of time for any quantity.
  - Auto Apply – Notes an item that you would not realistically count (e.g. nails, screws, tape, or other inexpensive bulk items)  
 Note: The value applied is a general estimate for how many are used for the assembly.
4. **Cost Summary Tab** – Displays the completion progress of the LICs included in the

Order job

5. **Fulfillment Tab** – Lists related production jobs and Order tasks

Note: New jobs and tasks can be generated by clicking the Add icon (  ) for the desired record.

6. **Fulfillment Notes** – A text field for additional details

7. **Related Order** – A go-to link to the order that generated the job

## Production (Sub-Assembly) Jobs

When an assembly item LIC or inventoried assembly item LIC is indented under another item, aACE generates a sub-assembly job.

**Job: 50554.1 Student Tablet Bundle, 9" Screen** OPEN

**Production Job** Notices Tasks Emails Docs

**Job Info**

Job Priority	Date Start	Time Start	Date End	Time End
Normal	06/24/22	3:20 PM	07/04/22	3:20 PM

**Order Info**

Order >	Order Title	Order Priority
50554	Secaucus School District	Normal

Date Start	Time Start	Date End	Time End
06/24/22	3:20 PM	07/04/22	5:00 PM

Assigned By > Mara Harvey | Customer (Bill To) > Secaucus School | Contact > Jennifer Madison

**Job Description** Related Jobs (2)

The assembly process for our student tablet classroom bundle.

**Production**

Code >	Budgeted	To-Date >	Remain
TBLT-BUNDLE-9   Student Tablet Bundle, 9"	17	17	0

**Job Costs**

Code	Budgeted	To-Date >	Remain
> BOM-ZT-W   White Zip Ties	850	0	850
> L-WH   Warehouse Labor	0	0	0
> TBLT-9   Student Tablet, 9" Screen	425	0	425
> TBLT-9C   Student Tablet, 9" Case	425	0	425
> TBLT-9SP   Student Tablet, 9" Screen	425	0	425

**Tasks**

Task Title	Dept	Assigned	Status
1 > Gather Components	AI-FFMT	Evan Phillips	<span style="color:red">●</span>
2 > Assemble Tablet Bundle	AI-FFMT	Ned Walker	<span style="color:yellow">●</span>
3 > Inspection	AI-QA	Allen Wright	<span style="color:yellow">●</span>

**Preferences**

- Completing or voiding a task will mark the next task incomplete.
- Auto-close job when all tasks are complete or void.
- Apply remaining production quantity when job is closed.

Dept: AI-FFMT | Asgn By: MH | Asgn To: NW | Tracking Status: Gather Components | Parent Job > 50554 | Secaucus School District

1. **Order Info** – Provides order-related details

Note: Dates and times noted here often coincide with information in the Job Info section.

2. **Job Description** – Text field to summarize this job and list of related jobs

3. **Production** – Notes the end product LIC and relevant values:

- o Budgeted – How many of the *total* need to be produced for the order
- o To-Date – How many have been produced so far
- o Remain – How many are *left* to produce

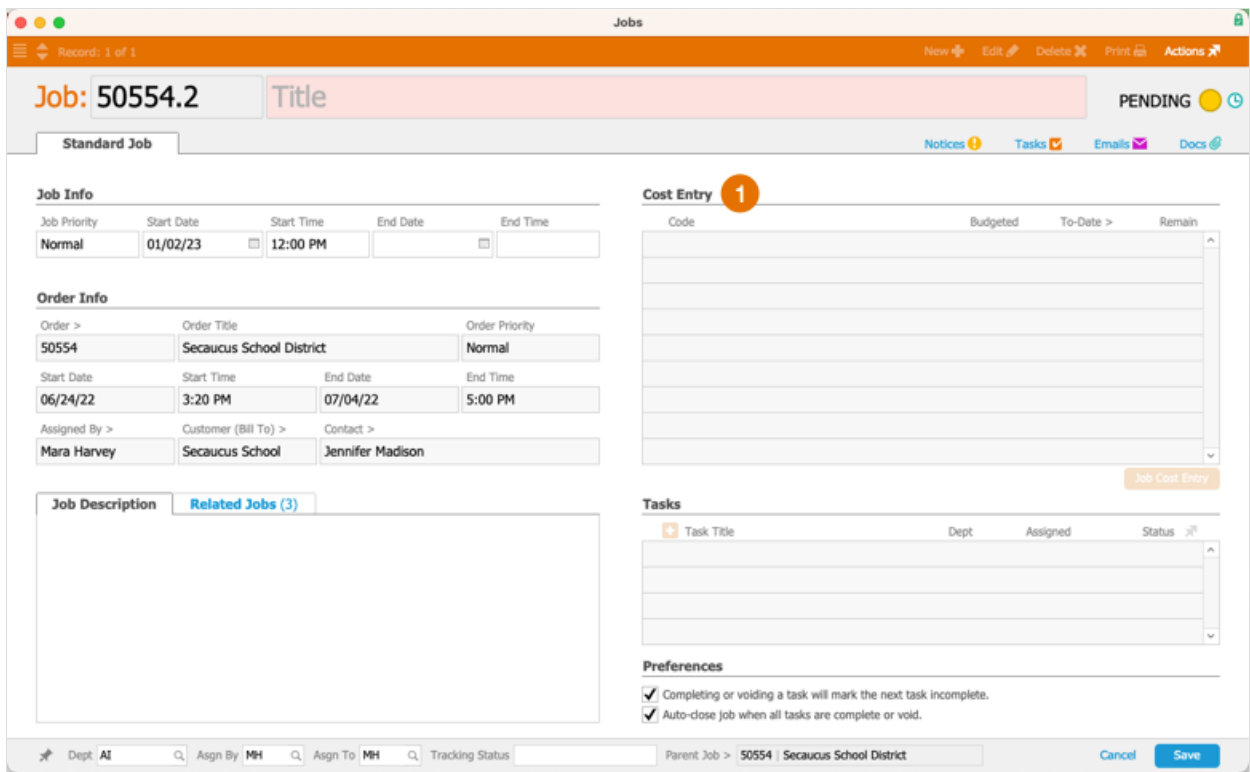
4. **Job Costs** – Lists the component LICs for the overall assembly LIC, with quantities that

show progression of the job

- 5. **Tasks** – Individual tasks or task group needed to complete the job
- 6. **Preferences** – Various options set specifically for this job / tasks
- 7. **Related Parent Job** – A go-to link to the parent order job related to this production job

## Standard Jobs

Standard jobs are added manually; they do *not* have a budget or BOM.



The Cost Entry section (1) allows you to add unbudgeted costs after the Standard job has been saved and opened.