

Workgroup Master

Module Guide: Workgroup Master

Module Location

Settings > Production > Workgroup Master

Module Purpose

The **Workgroup Master** module is used to define functional teams or workgroups on the production floor. Each workgroup represents a labor unit responsible for performing a series of specific production activities. This data forms the foundation for labor capacity planning, scheduling, and most importantly, **direct labor cost** calculation.

1. Main View (Workgroup List)

The main page displays a list of all workgroups defined in the system.

View Explanation

- **Filter:** Allows quick searching for a specific workgroup by **Workgroup Master Code**.
- **Workgroup Table:**
 - **Workgroup Master Code:** A unique code for each team (e.g., `WGWAFFER`, `WGFORMULASI`).

- **Workgroup Name:** A descriptive name for the team (e.g., WorkGroup Wafer, WorkGroup Formulation).
- **Action Buttons:**
 - **Add Workgroup:** Opens the form to create a new workgroup.
 - **Delete:** Deletes the selected workgroup.

2. Add Workgroup Page

This form is used to register the details of a new team or workgroup.

View Explanation

- **Code & Workgroup Name:** A unique ID and name for the team (e.g., Code: WG-PACK, Name: WorkGroup Packing).
- **Wage / Hour:** A field to enter the **standard labor cost** for the workgroup per hour. This can be the average wage of team members or a predetermined standard rate.
- **Account for Direct Labor:** A dropdown to link this workgroup's costs to the appropriate expense account in the Chart of Accounts (COA). This is a crucial field for accounting integration.
- **Total Labor:** The total number of personnel or members in the workgroup.

3. Steps to Create a New Workgroup

1. From the main page, click the **Add Workgroup** button.
2. Fill in the **Code, Name, Wage / Hour, and Total Labor**.
3. Select the correct **Account for Direct Labor** from the dropdown. Coordinate with the accounting department for this account selection.
4. Click **Save**.
5. After the workgroup is created, you can assign individual employees to this group via the **Factory Labor Master** or **Master Section** modules.

4. Integrated Workflow & Business Process

- **Definition of Work Center:** This workgroup, often combined with one or more machines (from **Machine Master**), forms a **Work Center** or **Cost Center**. A production **Routing** will specify which activities must be performed at which Work Center.
- **Labor Capacity Planning:** The **Total Labor** multiplied by the available working hours provides the total **man-hours** capacity of a group. This information is used by the production planning module to determine whether human resources are sufficient to meet the production schedule.
- **Direct Labor Cost Calculation:** This is the most crucial integration.

- A **Work Order** is scheduled for an activity (from the **Activity Master**) that takes 2 hours.
- The activity is executed by the `WorkGroup Packing`, which has a **Wage / Hour** rate of Rp100,000.
- The system will automatically calculate the direct labor cost as 2 hours x Rp100,000 = Rp200,000.
- This cost of Rp200,000 will be charged to the **Work Order**, and its accounting journal entry will be recorded to the **Account for Direct Labor** specified here.

5. Tips & Important Notes

- Ensure the **Wage / Hour** data is always accurate and updated according to the company's cost standards, as this directly impacts the accuracy of the **Cost of Goods Manufactured (COGM)**.
- The selection of the **Account for Direct Labor** must be done carefully and coordinated with the accounting team to ensure production costs are reported correctly.
- This module is one of the main pillars in modulating production costs. Its management should be a joint responsibility between the Production Manager and the **Cost Controller**.