

# Splitting a Work Order

Last Modified on 11/27/2019 1:06 pm EST

If you have already completed at least one assembly (and have the inventory available to produce the remaining total ordered), you can split off the remaining unfinished assemblies into a new Work Order so that you can bill for the ones you've already produced.

The screenshot displays the OrderTime web application interface for a Sales Order. A blue callout box is overlaid on the top right of the order details, stating: "Creating Work Order using the 'Split' Method. Split executes when QTY needed is greater than what's available". The interface shows the following details:

- General:** No. 36, Customer BRAVO Change, Date 5/9/2019, Customer PO, Contact, Ship Date.
- Bill Address:** BRAVO, TED SHEPPARD, 3025 JOHNSON ST. FL 33021.
- Ship Address:** BRAVO, TED SHEPPARD, 3025 JOHNSON ST. FL 33021.
- Summary:** Subtotal 15,000.00, Ship Amount 0.00, Discount \$ -0.00, Taxes 0.00, Total Amount 15,000.00, Paid Amount -0.00, Balance 15,000.00.

The 'Items' tab is active, showing a table with the following data:

LINE NO.	ITEM	DESCRIPTION	QUANTITY	AVAILABLE	FILLED	UOM	PRICE	EXT.	CLEARED
1	CISCO-RACK-HSEC-K9	CISCO RACK MOUNTING KIT	10.00000	8.00000	0.00000	EA	1,500.00	15,000.00	<input type="radio"/>

Creating a Work Order using the Split Method. Split executes when the quantity needed is greater than what is available.

OrderTime  
Sean Company | Logout

Home Sales Purchasing Production Warehouse Reports

Sales > Sales Orders > Sale Order  
Created by sean budek 5/9/2019 11:26 AM Modified by sean budek 5/9/2019 11:26 AM

Sales Order - 36 Create PDF Status Approved

General: No. 36, Customer BRAVO Change, Date 5/9/2019, Customer PO, Contact, Ship Date

Bill Address: BRAVO, TED SHEPPARD, 3025 JOHNSON ST, FL 33021

Ship Address: BRAVO, TED SHEPPARD, 3025 JOHNSON ST, FL 33021

Summary Revision: 1

Subtotal	15,000.00
Ship Amount	0.00
Discount \$	-0.00
Taxes	0.00
Total Amount	15,000.00
Paid Amount	-0.00
Balance	15,000.00

Items Details Memo & Instructions Custom Payments Ship Docs **Dependency** Attachments Open Activities Activity History

Batch Action [Icons]

Linked PO Linked WO Quick Build

NO.	TRAN TYPE	RELATED TO ENTITY NAME	RELATED TO ENTITY TYPE	DATE	MEMO	STATUS
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OrderTime  
Sean Company | Logout

Home Sales Purchasing Production Warehouse Reports

Sales Order - 36 Create PDF Status Approved

Linked WO Create Cancel

Filters: Group -- All --

ITEM	DESCRIPTION	REQUIRED	QUANTITY	ADD TO WO	ETA
CISCO-RACK-HSEC-K9	CISCO RACK MOUNTING KIT	10.00000	10		5/9/2019

Steps to create a Linked Work Order for the quantity.

OrderTime  
Sean Company | Logout

Home Sales Purchasing Production Warehouse Reports

Sales > Sales Orders > Sale Order  
Created by sean budek 5/9/2019 11:26 AM Modified by sean budek 5/9/2019 11:26 AM

Sales Order - 36 Create PDF Status Approved

General: No. 36, Customer BRAVO Change, Date 5/9/2019, Customer PO, Contact, Ship Date

Bill Address: BRAVO, TED SHEPPARD, 3025 JOHNSON ST, FL 33021

Ship Address: BRAVO, TED SHEPPARD, 3025 JOHNSON ST, FL 33021

Summary Revision: 1

Subtotal	15,000.00
Ship Amount	0.00
Discount \$	-0.00
Taxes	0.00
Total Amount	15,000.00
Paid Amount	-0.00
Balance	15,000.00

Items Details Memo & Instructions Custom Payments Ship Docs **Dependency** Attachments Open Activities Activity History

Batch Action [Icons]

Linked PO Linked WO Quick Build

NO.	TRAN TYPE	RELATED TO ENTITY NAME	RELATED TO ENTITY TYPE	DATE	MEMO	STATUS
34	Work Order	Internal	Company	5/9/2019		Waiting

I have created my Linked WO within the Sales Order.

Now we have a Linked Work Order within the Sales Order as a Dependency

OrderTime

Home Sales Purchasing Production Warehouse Reports

Production > Work Orders > Work Order

Created by sean bzdek 5/9/2019 11:27 AM Modified by sean bzdek 5/9/2019 11:27 AM

Work Order - 34 EDIT ALLOCATE FLATTEN Create PDF Status: Waiting

Item: CISCO-RACK-HSEC-K9  
 Ordered Quantity: 10.00000  
 Quantity: 0.00000

General: No. 34, Date: 5/9/2019, Promise Date: 5/9/2019

Summary Revision: 1

	TOTAL	UNIT
Std. Cost	3,440.00	344.00
Value Amount	0.00	0.00

Steps & Components

STEP	DESCRIPTION	LOCATION	BUDGETED TIME TO COMPLETE	ACTUAL TIME TO COMPLETE	START TIME	FINISHED DATE/TIME	STATUS	STEPNO	ACTIONS
Default	Default Step	HQ	1				Waiting	1	
Quality Control packaging	Quality Control packaging	HQ	1				Waiting	2	

Recent Records

- CISCO-RACK-HSEC-K9
- 35
- 31
- 34

I only have enough inventory to make 8 units. I now need to split the WO to execute the 8 I have.

There is only enough inventory to make 8 units. Time to split the Work Order to execute the 8 available.

OrderTime

Home Sales Purchasing Production Warehouse Reports

Production > Work Orders > Work Order

Created by sean bzdek 5/9/2019 11:27 AM Modified by sean bzdek 5/9/2019 11:27 AM

Work Order - 34 Save Cancel

Item: CISCO-RACK-HSEC-K9

Ordered Quantity: 10.00000  
 Quantity: 8  
 Date: 5/9/2019  
 Promise Date: 5/9/2019

Memo & Instructions

Memo

Instructions

First two steps of editing the Work Order

OrderTime

Home Sales Purchasing Production Warehouse Reports

Production > Work Orders > Work Order

Created by sean bzdek 5/9/2019 11:27 AM Modified by sean bzdek 5/9/2019 11:27 AM

Work Order - 34 EDIT ALLOCATE SPLIT FLATTEN Create PDF Status: Waiting

Item: CISCO-RACK-HSEC-K9  
 Ordered Quantity: 10.00000  
 Quantity: 8.00000

General: No. 34, Date: 5/9/2019, Promise Date: 5/9/2019

Summary Revision: 1

	TOTAL	UNIT
Std. Cost	3,440.00	344.00
Value Amount	0.00	0.00

Steps & Components

STEP	DESCRIPTION	LOCATION	BUDGETED TIME TO COMPLETE	ACTUAL TIME TO COMPLETE	START TIME	FINISHED DATE/TIME	STATUS	STEPNO	ACTIONS
Default	Default Step	HQ	1				Waiting	1	
Quality Control packaging	Quality Control packaging	HQ	1				Waiting	2	

Recent Records

- CISCO-RACK-HSEC-K9
- 35
- 31
- 34

Time to use the Split function on the edited Work Order

app.orderTime.com alert  
You are about to split stock Order 34. A new Work Order will be created for the quantity in stock of 0 and the Work Order will be updated. Would you like to continue?

I have successfully split the QTY not into stock to a new WO that will be made at a later time.

Work Order - 34  
Item: CISCO-RACK-HSEC-K9  
Ordered Quantity: 0.00000  
Quantity: 0.00000

Work Order - 35  
Item: CISCO-RACK-HSEC-K9  
Ordered Quantity: 2.00000  
Quantity: 0.00000

ITEM	ITEM TYPE	DESCRIPTION	QTY PER	QUANTITY AVAILABLE	REQUIRED	REMAINING	UOM	STD. COST	STD. COST EXT.	ACTIONS
CISCO-2911-G1	Part	CISCO SMALL BUSINESS C2911 - IP PHONE	0.80000	0.00000	1.60000	1.60000	EA	68.00	108.80	🔍 🗑️
CISCO-1780-V	Assembly	Customized Laptop: Integrated with Cisco Phone and Switch	0.80000	0.00000	1.60000	1.60000	EA	125.00	200.00	🔍 🗑️
ENDGAME-S9	Assembly	COMBO LAPTOP HP 450-G1 PROBOOK 15.6-INCH W450 2016 2TB SAMSUNG 22" MONITOR	0.80000	0.00000	1.60000	1.60000	EA	135.00	216.00	🔍 🗑️

Now the quantity that wasn't in stock has been split to a new Work Order that can be completed at a later time