



# Bill of Material User Guide

Infor Distribution A+ Version Number 10.03.00

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The Bill of Material (BOM) module is a single level software module to be used with Distribution A+ on your System i. With BOM, you can effectively manage your bill of material parent and component items for manufactured items, assortments, and kits.

BOM processes customer orders for items made up of other items (i.e., bills of material) in Order Entry. Bills of material are defined with one parent item, and up to 998 components. There are three types of parents:

- **Manufactured Items:** A manufactured item parent must be built before it can be shipped from stock. Sales analysis information is maintained for the manufactured item parent.
- **Assortments:** An assortment parent is a phantom item (a non-inventory item) that can be used to order multiple items automatically.
- **Kits:** A kit parent is a product that requires assembly or special packaging before it can be shipped to your customer. Within a kit, you may specify options or features.

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## Interfaces

BOM is installed as an add-on module to the base Distribution A+ modules, and interfaces with the following modules:

- Order Entry (O/E)
- Inventory Accounting (I/A)
- Inventory Management & Planning (IM&P)
- Sales Analysis (S/A)
- General Ledger (G/L)

### Order Entry (O/E)

When BOM is installed, the function of Order Entry is augmented to accommodate bill of material items. You may enter customer orders for bill of material parent items through Enter, Change & Ship

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Orders (MENU OEMAIN). The component items that comprise the bill of material may be listed individually on the order's Pick List and Invoice, if the bill of material is defined to do so.

Additionally, when ordering bill of material kits, you have the ability to use the alter bill of material function. This allows you to select component options (i.e., different color, design, etc.), or component features (i.e., non-standard components that may increase the value of the kit). This function provides three new screens during Enter, Change & Ship Orders (MENU OEMAIN).

Some bills of material allow you to include special charges or comments. These are transferred to a customer's order containing the specified parent item. Special charges are referenced using a special charge code, and order messages by a comment code; both are defined through the Order Entry module.

## Inventory Accounting (I/A)

Any item for which a bill of material is created (i.e., the parent item), or any item that is contained in a bill of material (i.e., the component item), must be defined through Item Master Maintenance (MENU IAFIILE). Before the bill of material item can be received into a warehouse, it must be defined for a warehouse through Item Balance Maintenance (MENU IAFIILE).

BOM allows you to Receive Manufactured Parts into Inventory (MENU OBMAIN) using groups of item receipt transactions. Once a group is created through this option, it may be modified in I/A through Enter/Update Transactions (MENU IAMAIN). When a bill of material inventory transaction group is posted, it is processed through I/A. Parent items are processed as receipt transactions, and component items as issue transactions.

All transactions involving BOM kits with build quantities (i.e., transactions that affect the on-hand quantity of an item or cost) will be captured in the I/A Transaction History File at a detailed level and maintained for review.

## Inventory Management & Planning (IM&P)

An item's demand, used in IM&P forecasting analysis, is updated by BOM. IM&P "explodes" a BOM parent item before using the data in its forecasts. This allows for accountability to the component usage level. Depending upon the type of bill of material, the demand for component usage may be affected differently.

- For kit items, demand will be updated for the list of components of the kit, including any alterations made to the list of component items during order entry.
- For assortments, demand will be updated for the items actually selected from the assortment list during order entry.
- For manufactured items, the **Upd Demand for Mfg Items** field in System Options Maintenance (MENU XAFIILE) and the current sales period will determine which bill of material list of components will have demand updated:
  - the generic and customer-specific bills of material defined in Bill of Material Maintenance (MENU OBFIILE)

- the bills of material processed through Process Transactions (MENU OBMAIN), or if you have Value Added Services installed, through Receipt Post (MENU WOMAIN)

Refer to System Options Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

Regardless of which method is chosen for the **Upd Demand for Mfg Items** field in System Options Maintenance (MENU XAFILE), the list of components for which demand will be updated will include all levels on multi-level bills of material. Please note that the only component of a manufactured item that will not have its demand updated is a manufactured item that is listed as a component of itself. The demand will only be updated for the highest level in which the manufactured item exists. For the remaining times that the manufactured item is listed as a component of itself, it will be considered a purchased item.

## Sales Analysis (S/A)

Sales Analysis is updated for sales of bill of material items. It is updated differently for each parent type:

- Manufactured items: Sales are posted for the parent item
- Assortments: Sales are posted for the component item
- Kits: Sales are posted for the parent item

Component usage of BOM items is saved in the Demand Adjustment File when S/A is updated.

## General Ledger (G/L)

BOM also updates your general ledger on a daily basis. This may be the G/L module, or temporary general ledger files (if you do not have G/L installed).

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## Parent items

The parent item information pertains to the entire bill of material. Different information may be used depending on the parent type (manufactured item, assortment, or kit). BOM also provides the ability for you to define a unique bill of material for a specific customer.

A parent must contain at least one, and up to 998 component items. Depending on the type of parent, a special charge or order message may be allowed as a component item.

## Unique Bill of Material

A unique bill of material is one that is created for a specific customer. When you define the bill of material, you include the company and number of the customer for whom the unique bill exists. The unique bill is always identified by the company/customer number and the item number of the parent. You may have another bill of material for the same parent item (this is a generic bill of material).

## Labor Rates

For manufactured items and kits, labor rate information may be included for the parent. This information pertains to the cost of labor for the actual building of the parent item (not to the cost of creating the individual component items).

## Setup Charges

For manufactured parent items, you may also include setup charges. Like labor charges, setup charges are affiliated with the building of a parent item. Setup charges are additional to the normal labor charges of building the parent item because they are related to the preparation costs of building the parent item. Setup charges may be considered when calculating the cost of the manufactured parent item when it is received into your inventory. The preparation for building a particular manufactured parent item does not change regardless of the number of times a parent is built.

## Update Parent Costs

Through Bill of Material Listing (MENU OBFIL), you may designate if costs associated with the parent item will be updated in the Item Balance File; this applies to manufactured and kit items only.

This function is useful if the cost change of a component item needs to be updated in multiple parent items throughout Distribution A+. The cost will be updated in all parent items that contain the affected component item. Also, the system will create inventory accounting cost adjustment transactions for all parent items that require a cost change.

You will have the option to select the following:

- Not to have parent costs updated if the cost of a component item changes
- To have parent costs updated, but only for new items with a zero cost
- To have parent costs updated for all items that are applicable when the cost of a component item changes

If you select to have parent costs updated for new items or all items, when you run Bill of Material Listing (MENU OBFIL), a Group ID is generated. You use this ID to edit the I/A transaction group (MENU IAMAIN), and then post the transactions (MENU IAMAIN). After posting occurs, the item balance records are updated in the Item Balance File to reflect the appropriate costs.

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NOTE: Selecting to update the parent costs for new items or all items is available only with standard or user costs.

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## Component Items

When defining component items for a bill of material, you specify the component's item number, unit of measure, sequence (in the bill of material), and quantity used in the parent.

For manufactured items and kit bills of material, you may include labor rates for each component item. Unlike the labor rates that may be applied to a parent item, labor rates for components apply only to the labor required for the component item. This cost is combined with the material cost, and the parent labor cost when calculating the cost of the parent item. For assortment bills of material, you can assign price overrides to change the selling price of a component item.

## Messages

For all three bill of material types, messages may be defined. These messages will be used on any order containing the parent item. Messages are included in a bill of material using a two character message code. This message code represents a message (up to sixty-two characters) that has been defined for use with O/E.

## Special charges

Special charges may be used for assortment bills of material. These are non-product charges that are included in the order, and will print on the customer's Invoice if the parent assortment item is ordered. Like messages, special charges must be defined in O/E before being included as a component in a bill of material.

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## Receiving Manufactured Parts Into Inventory

Receive Manufactured Parts into Inventory (MENU OBMAIN) allows you to receive manufactured item and kit bills of material into your inventory with a single inventory transaction. Item receipts are entered in bill of material item groups through this option. After a group is entered, it must be edited through Edit Transactions (MENU OBMAIN), and finally posted through Process Transactions (MENU OBMAIN). After a group is posted, inventory counts are updated accordingly.

Refer to the CHAPTER 2: *Using Bill Of Material* of this manual for additional information about receiving manufactured parts into inventory.

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## Alter Bills of Material

When creating a bill of material kit, you may specify features or options for the bill of material components. A feature is a component item that can be added to the kit. An option is a component that can be used as a substitute of an existing component.

These features and options of bill of material kits may be selected during Enter, Change & Ship Orders (MENU OEMAIN) when a kit is ordered. This function, called alter bill of material, is explained in the Alter Bill of Material section of this manual.

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## File Maintenance

Bill of Material has two file maintenance options: Bill of Material Maintenance and Labor Rates Maintenance. Use the Bill of Material Maintenance option to define your parent and component items. Components may be items, lot/serial components for kits, messages, or special charges. You must define your bills of material in this file before you can start using the application. Use Labor Rates Maintenance to define labor rate codes which are used when defining kits and manufactured item bills of material. For each labor rate code, you provide a description and the hourly rate of labor. You can print a listing for each maintenance option to review the bills of material and labor codes you have defined.

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## Bill of Material Inquiry

The Bill of Material Inquiry (MENU OBMAIN) displays general and detailed information about parent and component items. The Item Search is provided so you can search for an item using partial item numbers or an item's description.

After selecting a parent item, the components that make up that parent may be reviewed. You may proceed to display the current availability of each of the component items.

The "where used" inquiry allows you to select (or search for) a component item, for which all of the parent items that contain that component will display. Using the "where used" inquiry in this manner can help you to determine if demand for an out of stock parent can be met by disassembling another parent item.

Refer to Bill of Material Inquiry (MENU OBMAIN) for a detailed explanation of the "where used" inquiry.

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Prior to using Bill of Material (BOM), there are three types of bill of material that you should be informed about in order to effectively use BOM. Each type of bill of material is identified by the “parent item” for which the bill is generated. The bill of material may be generated as one of the following:

- A Manufactured item
- An Assortment
- A Kit

This section explains each of these types in detail.

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## Manufactured Item Bills of Material

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### Important

If you have Value Added Services installed on your system, processing for manufactured items will be affected. Please refer to the Value Added Services manual for details regarding manufactured item processing.

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Manufactured item bills of material are for items that must be built before they may be received into inventory. Only after a manufactured item is built and stocked, can it be shipped. When it is ordered, it is handled as a (single) regular item. This means that availability of that manufactured item is calculated based on the current on-hand quantity in stock, and open customer orders for that item.

When creating a manufactured item through Bill of Material Maintenance (MENU OBFIL), you have several options for both the parent and the component items.

Pricing is based on the parent item using normal pricing guidelines.

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## Manufactured Item Parents

The parent used for a manufactured item must be a stocked item. This means that the **Update Inventory** code is defined as **Y** through Item Master Maintenance (MENU IAFILE) and the item is defined in a warehouse through Item Balance Maintenance (MENU IAFILE). Unlike the other types of parent items (e.g., assortment or kit), manufactured parent items can be defined in multiple units of measure.

Manufactured parent items are also the only type of parent item for which setup charges may be calculated. Setup charges are constant regardless of the quantity of items being built. To define the setup charges for a manufactured parent item, key a **Setup Labor Code** and **Setup Hours**, or key a **Setup Amount** on the Parent Information Screen (p. 9-16). When receiving the manufactured parent item into inventory, setup charges will be considered if you key **Y** in the **Include Set Up Charges** field on the Receive Manufactured Items Selection Screen (p. 4-6).

For a manufactured parent item, you may also assign labor costs that will be used to calculate the cost of the parent. These labor costs apply only to the building of the parent (labor costs may also be applied to individual components). You also specify if the component items for the parent will be exploded (i.e., listed in detail) on Pick Lists and Invoices, and if decimal quantities may be received into inventory.

## Manufactured Item Components

The components of a manufactured parent item may be selected from a specific warehouse. For each component, you specify the quantity of that component used for the parent item. You may also include labor charges for each component in the bill of material. These charges will be used to calculate the cost of the parent item.

You may include order messages in the bill of material. You must key a valid message code on the Comments Screen (p. 9-50) when creating or maintaining the bill of material. Valid message codes are defined through Order Messages Maintenance (MENU OEFILE). Messages will print when a bill of material is exploded on a Pick List or Invoice.

## Receiving Manufactured Items Into Stock

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### Important

If you have Value Added Services installed on your system, processing for manufactured items will be affected. Please refer to the Value Added Services manual for details regarding manufactured item processing.

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The process of adding manufactured items into stock is necessary once the item is built. Manufactured items must be built before they can be shipped from stock. There are two ways to change inventory quantities for manufactured items:.



1. Entering receipts of manufactured items through Receive Manufactured Parts into Inventory (MENU OBMAIN). This is available for the parents default unit of measure only.

Receiving manufactured items into stock does the following:

- Increases the quantity on hand for the parent item.
- Depletes component inventories by the quantities required to build the parents (receipt of a unique bill for a specific customer will deplete inventory for the components defined for the unique bill).
- Prints a Transaction Audit Report to show the types of transactions processed.

You may also enter negative transaction quantities to correct previous receipt transaction errors. Parent inventory will be reduced and component inventory will be increased.

2. Returning manufactured items through Enter, Change & Ship Orders (MENU OEMAIN). When a manufactured item is returned to inventory as a negative ship quantity on an invoice, the availability is increased by reducing the allocation quantity. Day-End Processing (MENU XAMAST) will increase the on-hand quantity for the manufactured item after the Credit Memo is printed.

## Updating Sales for Manufactured Items

S/A retains sales history for the parent item that is used in a manufactured item bill of material. Refer to the Inventory Management & Planning (IM&P) (p. 1-2) for further information regarding updating demand for manufactured items.

## Calculating Availability

Availability of a manufactured parent item is calculated by subtracting the total quantities committed to customer orders (allocated) from the current on-hand quantity, and adding any unprocessed inventory transactions (receipts, adjustments, etc.):

Available = On Hand - Allocated + Unprocessed

If Warehouse Management is installed, the quantity available is calculated as:

Available = Qty On-hand - Allocated + In Process -Unavailable + Return Qty\* + Special Order Qty

\*Return Qty is the sum of all the quantity returned for open orders with the **Allocate Inventory** field set to **Y**.

## Calculating Cost

The accumulation of material, labor, and setup costs for a parent are rolled-up to determine the final cost of a manufactured item parent. This is done when a manufactured item is received into inventory using Receive Manufactured Parts into Inventory (MENU OBMAIN) and Process Transactions (MENU OBMAIN).

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NOTE: If you selected to use standard cost when defining a parent item, the cost will not be rolled up from the components.

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## Assortment Bills of Material

An assortment is a phantom item (a non-inventory item) that can be used in O/E to automatically include multiple items, order messages, or special charges on an order. An assortment can consist of up to 998 items, order messages, and special charges. These are set up through Bill of Material Maintenance (MENU OBFIL).

### Assortment Parents

Unlike kits and manufactured items, the parent used for an assortment may be a stock or non-stock item. A stock item is defined through Item Master Maintenance (MENU IMAINT) with a **Y** keyed in the **Update Inventory** field indicating that the item is a stock item.

A non-stock item is defined through Item Master Maintenance (MENU IMAINT) with an **N** keyed in the **Update Inventory** field indicating that the item is a non-stock item. Both stock and non-stock items must be defined through Item Balance Maintenance (MENU IBMAINT) for each warehouse in which the item will be stocked (or from which it will be sold).

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NOTE: The assortment parent item must have only one stocking unit of measure.

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When an assortment parent is entered as a new item on an order through Enter, Change & Ship Orders (MENU OEMAIN), the assortment parent, as a single unit, is not specifically listed on the order. Instead, all the components from the assortment bill of material are added as individual lines. Therefore, availability differs for each component item. Some items may be backordered while others may be shipped.

### Assortment Components

Assortments do not allow for the calculation of labor or setup costs at the parent or component level. You may, however, define a price override for a component item. In addition to component items, you may include order messages, and special charges in an assortment bill of material.

#### Price overrides

A price override may be used to change the price of an assortment's component. If you enter a price override for assortment components, you must also key one of the following override codes:

- **D**: Apply further discounts: O/E uses the override price as the item's base price on the order, and applies the standard discount.
- **F**: Final price: O/E does not allow further discounting.

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NOTE: To define a "no-charge" component, enter a **zero** in the **Override Price** field and an **F** in the **Override Code** field during Bill of Material Maintenance (MENU OBFIL).

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Any item information (prices, quantities, etc.) may be changed after an assortment's component is added to an order. Unless price overrides are specified, normal pricing rules apply to all items in an assortment.

## Assortment messages

You may include order messages for an assortment. You must key a valid message code on the Comments Screen (p. 9-50) when creating or maintaining the bill of material. Valid message codes are defined through Order Messages Maintenance (MENU OEFILE). Messages will print on the Pick List or Invoice.

## Special charges

Assortments are the only parent type for which special charges may be included in the bill of material. You must key a valid special charge code on the Special Charges Screen (p. 9-47) when creating or maintaining the bill of material. Valid special charge codes are defined through Special Charge Definitions Maintenance (MENU OEFILE).

When creating an assortment through Bill of Material Maintenance (MENU OBFIL), the special charge defined for the default company (01) is used as the default for the bill of material. When an order is created to include an assortment, any special charges becomes individual lines on the order and will correspond with the company for which the order is being entered. Unique assortments for specific customers, however, will use the special charges from the customer's company.

During Enter, Change & Ship Orders (MENU OEMAIN), BOM will warn you if errors were found in one or more line items of an assortment. Line items with errors are dropped from the order and the message indicates how many lines were omitted.

## Updating sales for assortments

S/A retains sales history for the component items that comprise the assortment bill of material.

## Availability

For assortments, the availability of each component is determined as it is added to the order. Since an assortment is a pseudo item number that represents multiple items, availability is calculated individually for each item.

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## Kit Bills of Material

A kit is a product that requires assembly before it can be shipped to your customers. Kits are created through Bill of Material Maintenance (MENU OBFIL).

## Kit Parents

The parent used for a kit must be a stocked item. This means that the **Update Inventory** code is defined as **Y** through Item Master Maintenance (MENU IAFILE) and the item is defined in a warehouse through Item Balance Maintenance (MENU IAFILE). The kit's parent item must have only one stocking unit of measure.

For a kit parent, you may assign labor costs that will be used to calculate the cost of the parent. These labor costs apply only to the assembling of the parent (labor costs may also be applied to individual components). You also specify if the component items for the kit parent will be exploded (i.e., listed in detail) on Pick Lists and Invoices, and if decimal quantities of the kit may be received into inventory.

## Kit Components

The components of a kit must be valid items. For each component, specify the quantity required to assemble the parent item. You may also include, for each component in the bill of material, labor costs to be used to calculate the cost of the parent item.

You may include order messages in the kit bill of material by keying a valid message code on the Comments Screen (p. 9-50) when creating or maintaining the kit. Valid message codes are defined through Order Messages Maintenance (MENU OEFILE). Order messages will print when a kit is exploded on a Pick List or Invoice.

Pricing is based on the parent item using normal pricing guidelines.

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NOTE: If using Cost + Pricing and Alter BOM, the altered component list will be used as the parent cost for the pricing routines

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## Receiving Kits Into Stock

Kits are usually assembled when an order is picked. This is a primary difference between kits and manufactured items: kits are not usually received into stock (except for returns) before they can be shipped, while manufactured items are usually received into stock before they can be shipped. BOM allows you to keep parent quantities of kits on-hand, although this is usually done only for returned kits.

Kits are returned through Enter, Change & Ship Orders (MENU OEMAIN). When a kit is returned to inventory as a negative ship quantity on an invoice, it is assumed the kit was returned in its assembled condition. This increases the quantity on-hand of the kit (it does not break the kit into its original components).

If you pre-assemble kits, you also have the option to enter receipts of kits through Receive Manufactured Parts into Inventory (MENU OBMAIN); if you enter a negative receipt quantity, this will break up a returned kit.

## How Kits Affect Inventory

When a kit is entered in O/E, it is stored as a single item on the order. The cost of the kit, and its availability, are calculated when it is entered. The kit and/or its components are allocated at this time.

When the shipment of the kit is confirmed in O/E (to prepare for Invoice printing), you must indicate the number of shipped kits that were assembled from component inventory (a **Build Qty** field is included for each kit item during the shipping confirmation). The number of components required is calculated by multiplying the number of parents to be assembled by the number of components required to assemble a single parent.

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NOTE: The Pick List printed for an order containing a kit includes a blank line for you to write in the quantity that was assembled (build quantity).

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You will not be allowed to complete a shipping confirmation until the build quantities have been reported for all of the kits on the order. The kit and/or its components will be depleted from inventory (subtracted from on-hand stock) during Day-End Processing (MENU XAMAST) after the Invoice has been printed.

Day-End transactions will be generated for any BOM kits with build quantities. These transactions will be receipts for the parent items and issues for the components. BOM transactions that affect the on-hand quantity of an item or cost will be stored, in detail, in the I/A Transaction History File.

## Availability

Unlike manufactured items and assortments, the quantity of kits available includes the number of parents that can be assembled, based on current component availability (this is called the kit's build quantity). This is expressed in the formula:

**Available = On Hand - Allocated + Build Quantity**

Returns of kits will increase the availability of the kit parent. Therefore, you should enter returns through Enter, Change & Ship Orders (MENU OEMAIN) only after the kits have been physically returned to the warehouse. The build quantity for returns (negative ship quantity) will always be zero. Therefore, returns (if allocated) will always increase parent availability and will not change component availability.

A Kit Exception Report will print during Day-End Processing to show kits with inventory balances. These quantities should be verified and corrected, if necessary. Be sure to thoroughly research the cause of any inventory problems and implement procedures to avoid further inventory adjustments.

## Allocation

When inventory is allocated for kits, BOM allocates assembled kits (parent items) for any quantity shipped in excess of the build quantity only. The remaining quantity will be allocated as components. The build quantity plus the backorder quantity equals the component allocation quantity.

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NOTE: Only backordered and built quantities will be allocated as components, the remaining will be parents.

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**Example:**

If a parent item had an availability of 3 and you ordered 10 and built 5, the allocation would be 3 allocated and committed for the parent, and 7 allocated and 5 committed for the components.

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## Cost Calculations

The accumulation of material and labor for a parent are rolled-up to determine the final cost of a kit. This is done at one of the following times:

- When a kit is received into inventory using Receive Manufactured Parts into Inventory (MENU OBMAIN) and Process Transactions (MENU OBMAIN)
- When a kit is entered on an order through Enter, Change & Ship Orders (MENU OEMAIN)
- When a kit that has been backordered is released through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) and the Order Entry Options Maintenance (MENU XAFILE) **Update Order Cost when Backorders are Released** is set to **Y**.
- During Day-End Processing (MENU XAMAST), if the **Re-cost Inventory at Day-end** has been defined as **Y** through Order Entry Options Maintenance (MENU XAFILE)

Refer to the next section for an explanation of how costs are rolled-up to determine the cost of the kit parent

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NOTE: Through Bill of Material Listing (MENU OBFIL), you may designate if costs associated with the parent item will be updated in the Item Balance File; this applies to manufactured and kit items only. Refer to Update Parent Costs (p. 1-4) for further details.

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## Calculating Costs of Kit and Manufactured Items

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### Important

If you have Value Added Services installed on your system, processing for manufactured items will be affected. Please refer to the Value Added Services manual for details regarding manufactured item processing.

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This section explains how parent costs are calculated for kits and manufactured items.

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NOTE: The term quantity built refers to kits and manufactured items that are built through Receive Manufactured Parts into Inventory (MENU OBMAIN) and Process Transactions (MENU OBMAIN), as well as kits that are built when entered on an order through Enter, Change & Ship Orders (MENU OEMAIN).

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The cost of kits and manufactured items are calculated in the following manner:

1. If the parent contains labor charges, the labor rate (based on the labor code used for the parent) is multiplied by the quantity of the item that is built. The result is multiplied by the number of labor hours (from the bill of material definition) to determine the final labor charge for the parent items built.
2. For manufactured items only, if you have defined setup costs and answered **Y** to **Include Set Up Charges** when receiving manufactured items into inventory, the setup cost is used to calculate the cost of the parent. Since the setup cost for a manufactured item parent is the same, regardless of the number of components included or the number of times a manufactured item parent is built, the setup cost is included in the total cost of each parent built.
3. Labor and material costs are calculated for each component:
  - Labor costs are calculated by multiplying the quantity of items built by the labor rate (based on the labor code used for the component). This result is multiplied by the number of labor hours required for the component to determine the total cost per component. The total cost per component is multiplied by the quantity of components used in the parent to arrive at the final component labor cost.
  - Material costs are calculated by multiplying the number of components required for each parent by the cost of the component [the component's cost is defined through Item Balance Maintenance (MENU IAFILE)].

These calculations are made for each component, and rolled-up to determine the final cost of the parent. Any price conversions that are defined for a component are automatically considered.

## Cost calculation summary

The following formulas summarize the calculation of a kit or manufactured item's cost:

- $\text{Component Cost} = (\text{Quantity built} * \text{Quantity per parent} * \text{Material cost}) + (\text{Quantity built} * \text{Labor hours} * \text{Labor rate})$
- $\text{Total Parent Cost} = \text{Setup Cost} + (\text{Quantity built} * \text{Labor hours} * \text{Labor rate}) + \text{Sum of all component costs}$
- $\text{Unit Parent Cost} = \text{Total Parent Cost} / \text{Quantity received}$

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NOTE: Through Bill of Material Listing (MENU OBFIL), you may designate if costs associated with the parent item will be updated in the Item Balance File; this applies to manufactured and kit items only. Refer to Update Parent Costs (p. 1-4) for further details.

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# Receiving Items Into Inventory

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## Important

If you have Value Added Services installed on your system, processing for manufactured items will be affected. Please refer to the Value Added Services manual for details regarding manufactured item processing.

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Receiving kits and manufactured items into inventory is necessary to make the available quantity of the parents accurate in the system. This is a three step process performed from the BOM Main Menu (MENU OBMAIN):

1. Enter receipts
2. Edit receipts
3. Post receipts

## Entering Item Receipts

Receipts for kits and manufactured items are entered in an item group through Receive Manufactured Parts into Inventory (MENU OBMAIN). After selecting this option from MENU OBMAIN, the Receive Manufactured Parts Group Selection Screen (p. 4-3) displays. On this screen you key the two character code of the group that will contain the inventory receipt transactions. This cannot be the number of a group that has been created through this option or through Enter/Update Transactions (MENU IAMAIN), and has not yet been posted. An item group may contain item receipts for several kits and/or manufactured items.

Next, on the Receive Manufactured Parts Company Selection Screen (p. 4-5), you select the company for which transactions are posted. On the Receive Manufactured Items Selection Screen (p. 4-6), you select the warehouse that is to store the kit parent or manufactured item parent, the item numbers of those parents, and the quantities of the parents that are received. If you wish to receive items for a unique bill of material, you may specify the customer number for the unique bill.

For manufactured items, you have the option to include setup costs (if setup costs are defined for the manufactured item parent). If you do include setup costs, they will be used in the calculation of the final cost of the parent item.

## Re-cost issue

If you make an error when entering kit or manufactured item receipts (for example, you enter a quantity received for the wrong item), you may correct the error by doing the following:

1. On the Receive Manufactured Items Selection Screen (p. 4-6), enter a negative receipt value in the **Qty Received** field, and press **ENTER**.



2. The Receive Manufactured Items Verification Screen (p. 4-9) will display. On this screen you can specify if the cost of the parent item should be recalculated. This is done in the **Re-Cost Issue** field.
3. Key **Y** in the **Re-cost Issue** field to reverse the quantity originally entered and to recalculate the cost of the parent item. Key **N** in this field to reverse the quantity originally entered without recalculating the cost of the item.

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NOTE: You will not need to key **Y** in the **Re-cost Issue** field if the components have not had any change in cost since the incorrect receipt was entered.

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## Completing an item group

Once you have exited from Receive Manufactured Parts into Inventory (MENU OBMAIN) and you have entered at least one item receipt, the item group is created. You may now proceed to edit and post the group.

## Editing Item Receipts

After the item group is created, you must edit the group through Edit Transactions (MENU OBMAIN) before it can be posted. The Inventory Transaction Edit Report for Group and Edit Recap Transaction Type Statistics for Group reports will print. If any errors are detected on these reports, you will not be able to post the item group.

This option calls the same procedure as Edit Transactions (MENU IMAIN). Refer to the Inventory Accounting manual for details about this option.

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NOTE: You can change a bill of material item group through Enter/Update Transactions (MENU IMAIN).

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## Posting Item Receipts

The final step of the receipt of kit or manufactured items is to post the inventory transactions through Process Transactions (MENU OBMAIN). This procedure, performed through the Transaction Processor, will update your inventory accordingly.

Two types of inventory transactions are created:

- The parent items are processed as type R (inventory receipts)
- The component items are processed as type I (quantity issues)



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If you order a kit item in Enter, Change & Ship Orders (MENU OEMAIN), you can review the kit item and add additional components, special features, and substitute options using the Order Bill of Material Component Information Screen. Making changes on the Order Bill of Material Component Information Screen changes the kit for a particular order. Many of the screens accessed while altering a bill of material are similar to those found when creating or maintaining a bill of material; however, you are changing the kit bill only for a particular order.

The functionality described in this section is only available for kit parent items. The changes you make to a kit for an order do not affect the original kit definition specified through Bill of Material Maintenance (MENU OBFIL). Changes to the kits result in order specific bills of material and exist only as long as the order does. Order specific bills of material are stored in the Bill of Material Master File until the order, and all generations of the order, have been shipped complete and invoiced. Day-End Processing (MENU XAMAST) will then remove the order specific bills of material from the Bill of Material Master File and post them to the history files.

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## Ordering Kit Bill of Material in Order Entry

To order a kit bill of material during order entry processing for a particular order, you must access the Enter, Change & Ship Orders option (MENU OEMAIN) and press the **F23=KIT** function key on the Item Review Screen to access the Order Bill of Material Component Information Screen. When ordering kit items, you may have the opportunity, depending on how the kit is defined, to include features or select options. You may also add comments, review rebates for kit components items, if they qualify for a rebate, or select features and options for the kit.

A feature in a kit bill of material is a component that can be added to an existing kit parent during Enter, Change & Ship Orders (MENU OEMAIN) for a particular order. Feature component items must be defined for the kit parent before they can be used to create an order specific bill of material. For example, you might sell a kit for a door assembly that includes a brass door knocker as a feature. The brass door knocker would not be part of the kit unless you selected to add the additional feature component item to the kit when entering the order. Feature component items are defined for a kit on the Features Maintenance Screen (p. 9-53) during Bill of Material Maintenance (MENU OBFIL).

An option in a kit bill of material is a component that can be used as a substitute for an existing component in the kit parent during Enter, Change & Ship Orders (MENU OEMAIN) for a particular

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order. An option component actually replaces the original kit component in the order specific bill of material. Option component items must be defined for the kit parent before they can be used to create an order specific bill of material. For example, you might sell a kit for a door assembly that includes a door made of pine. An option for the kit could be a door made of oak. In this example, the standard component for the kit would be the pine door and the option for the kit would be the oak door, which could be substituted into the kit when entering the order. Option component items are defined for a kit on the Options Maintenance Screen (p. 9-53) during Bill of Material Maintenance (MENU OBFIL).

This section describes the screens used to order bill of material kits. Some of these screens can be accessed from the following Order Entry inquiry options:

- Open Orders
- Open Orders by Item
- Shipped Orders
- Shipped Orders by Item

From options other than Enter, Change & Ship Orders, the screens described in this section are display-only; you can only change kit information when entering the order specific bill of material.

## Order Bill of Material Component Information Screen

Kit		<u>ORDER BILL OF MATERIAL</u> Component Information		
Customer No:	3 / 606	Boutique Rue De La France		
Parent Item:	A300	Desk Set Kit		
U/M:	EA			
Seq	Item Number/Description	U/M	Qty Per	Opt
1	10 A310 Full Strip Desk Stapler	1/2" st EA	1.000	Y
2	20 A330 Straight Trimmers Shears	9" scis EA	1.000	Y
3	30 A360 Waste Basket - Gray	24" tal EA	1.000	
4	40 A370 Tape Dispenser - Gray	EA	1.000	
				Last
Seq: .....	Item No: .....			
		Find: .....		
		Item No: .....	Class? .....	
F4=Cost      F5=Comments      F6=Features      F12=Return      F13-20 to Change				

## Order Bill of Material Component Information Screen Expanded Fields

Kit		<u>ORDER BILL OF MATERIAL</u> Component Information		
Customer No:	3 / 606	Boutique Rue De La France		
Parent Item:	A300	Desk Set Kit		
U/M:	EA			
Seq	Item Number/Description	U/M	Qty Per	Opt
1	10 A310 Full Strip Desk Stapler	1/2" st EA	1.000	Y
2	20 A330 Straight Trimmers Shears	9" scis EA	1.000	Y
3	30 A360 Waste Basket - Gray	24" tal EA	1.000	
4	40 A370 Tape Dispenser - Gray	EA	1.000	
				Last
Seq: .....	Item No: .....			
		Find: .....		
		Item No: .....	Class? .....	
F4=Cost      F5=Comments      F6=Features      F12=Return      F13-20 to Change				

This screen appears after you press **F23=Kit** on the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN). The top section of the screen displays information about the parent item, followed by one line for each component item or comment included in the bill of material for this parent. The bottom section of this screen is used to specify or search for a component item.

For the parent item, this screen displays the

- type of bill of material
- company/customer number
- number and description of the parent item
- unit of measure of the parent item

For each component item or comment, (if any), listed on this screen, this screen displays the

- sequence of this item on the bill of material
- number and description of the component item
- unit of measure of the component item
- quantity of this item that is required for the parent bill of material and the **Opt** column which displays a **Y** for components that have options set up, or the unit of measure cost (in the costing unit of measure) and the **Rbt** column which displays a **Y** for components that qualify for a rebate. This information can be toggled with the **F4=COST** function key.
- indicator for rebate, when applicable (**\*RBT** displays on this screen when any component item for a bill of material has a rebate applied to the item)

#### Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company and customer for the sales order. Display
Parent Item	The selected parent item number and its description. Display
U/M	The unit of measure being order for the parent item number. Display
(Reference Number)	The reference number of the components displayed on this screen. This number is <b>1</b> through <b>8</b> for the eight components that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13-F20 TO CHG</b> function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display

### Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
Qty Per	<p>The <b>Qty Per</b> column displays when the toggle key displays as <b>F4=COST</b>. The quantity of this item in the selected unit of measure that is required for the parent bill of material. With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent.</p> <hr/> <p>NOTE: When a work order is produced, the quantity needed is calculated by multiplying quantity times quantity per (5 decimal field). The result is rounded to 3 decimals. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one.</p> <hr/> <p>Display</p>
Opt	<p>The <b>Opt</b> column displays when the toggle key displays as <b>F4=COST</b>. <b>A Y</b> displays in the options column to indicate that the component has optional components available.</p> <p>Display</p>
U/M Cost	<p>The <b>U/M Cost</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. The <b>U/M Cost</b> based on the costing unit of measure, not the quantity unit of measure.</p> <p>Display</p>
Rbt	<p>The <b>Rbt</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. <b>A Y</b> displays in the rebate column to indicate that the component item is part of a vendor rebate.</p> <p>Display</p>
Seq	<p>The sequence number controls the order of the component items when they are printed or listed on a screen. Use this field to assign a sequence number to an item being added to this kit. Leave this field blank to let Distribution A+ assign the next sequence number, which will be the last sequence number assigned incremented by ten. The sequence number cannot be greater than 9980. (N 4,0) Optional</p>

### Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
Item No	<p>Use this field to specify the number of an item to include it as a component of this bill of material for this order.</p> <p>If you need to search for the item number, use the <b>Find / Item No / Class</b> fields.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) and different from the parent item number with which it is associated.</p> <p>(A 27) Optional</p>
Find (Item)	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>



### Order Bill of Material Component Information Screen Fields and Function Keys

Field/Function Key	Description
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F4=Cost/F4=Qty Per	Press the <b>F4=COST</b> / <b>F4=QTY PER</b> function key to toggle between displaying <b>Qty Per</b> and <b>Opt</b> columns and the <b>U/M Cost</b> and <b>Rbt</b> columns.
F5=Comments	Press the <b>F5=COMMENTS</b> function key to add a pre-defined comment to the bill of material for this order. The Order Bill of Material Component Comments Screen (p. 3-13) appears.
F6=Features	<p>The <b>F6=FEATURES</b> function key appears only if feature components have been defined for the kit parent through Bill of Material Maintenance (MENU OBFIL).</p> <p>Press the <b>F6=FEATURES</b> function key to select the feature components you want to include in the kit for this order. The Features/Options Selection Screen (p. 3-16) appears.</p>
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN).
F13 - F20 to Change	<p>Press the key that corresponds to the reference number of the component or comment, that you want maintain.</p> <p>If you select a</p> <ul style="list-style-type: none"> <li>• component item, the Order Bill of Material Change Component Information Screen (p. 3-8) appears</li> <li>• comment, the Order Bill of Material Component Comments Screen (p. 3-13) appears.</li> </ul>
Enter	Press the <b>ENTER</b> key to confirm your selections. If you keyed an <b>Item No</b> (and optional sequence number in the <b>Seq</b> field), the Order Bill of Material Change Component Information Screen (p. 3-8) appears. If you entered search criteria, the Item Description Search Screen appears. Refer to the Inventory Accounting User Guide for a description of this screen.

## Order Bill of Material Change Component Information Screen

Kit		ORDER BILL OF MATERIAL Component Information			
Customer No: 1 /		100	Financial Management Services		
Parent Item: A300			Desk Set Kit		
U/M: EA					
Seq	Item Number/Description	U/M	Qty Per	Opt	
1	10 A310 Full Strip Desk Stapler	1/2" st EA	1.000	Y	
2	20 A330 Straight Trimmers Shears	9" scis EA	1.000	Y	
3	30 A360 Waste Basket - Gray	24" tal EA	1.000		
4	40 A370 Tape Dispenser - Gray	EA	1.000		
					Last
Seq: 20	Component: A330	Straight Trimmers Shears			
Cost:	1.600000				
Qty Required:	1.0000	U/M: EA			
Labor Hours:	...	User Area: .....			
Rate Code?	...				
F6=Options		F12=Return	F24=Delete		

This screen appears after you select a component from the Order Bill of Material Component Information Screen (p. 3-3). Use this screen to change information for the component.

### Order Bill of Material Change Component Information Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company and customer for the sales order. Display
Parent Item	The selected parent item number and its description. Display
U/M	The unit of measure being order for the parent item number. Display
(Reference Number)	The reference number of the components displayed on this screen. This number is 1 through 8 for the eight components that may display. the selected reference number is displayed in reverse image.. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display

### Order Bill of Material Change Component Information Screen Fields and Function Keys

Field/Function Key	Description
U/M	<p>The unit of measure of the component item needed for this parent item.</p> <p>Display</p>
Qty Per	<p>The <b>Qty Per</b> column displays when the toggle key displays as <b>F4=COST</b>. The quantity of this item in the selected unit of measure that is required for the parent bill of material.</p> <p>With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent.</p> <hr/> <p>NOTE: When a work order is produced, the quantity needed is calculated by multiplying quantity times quantity per (5 decimal field). The result is rounded to 3 decimals. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one.</p> <hr/> <p>Display</p>
Opt	<p>The <b>Opt</b> column displays when the toggle key displays as <b>F4=COST</b>. A <b>Y</b> displays in the options column to indicate that the component has optional components available.</p> <p>Display</p>
U/M Cost	<p>The <b>U/M Cost</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. The <b>U/M Cost</b> based on the costing unit of measure, not the quantity unit of measure.</p> <p>Display</p>
Rbt	<p>The <b>Rbt</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. A <b>Y</b> displays in the rebate column to indicate that the component item is part of a vendor rebate.</p> <p>Display</p>
Seq	<p>The component sequence number displays in this field.</p> <p>Display</p>
Component	<p>The item number and description of the component item display in this field.</p> <p>Display</p>

### Order Bill of Material Change Component Information Screen Fields and Function Keys

Field/Function Key	Description
Cost	<p>The cost (OE cost or GL cost) that displays in this field depends on the value entered in the <b>Default Cost to see</b> field in Authority Profile Maintenance (MENU XASCTY).</p> <p>If a user does not have authority to the <b>Default Cost to see</b>, as conditioned by the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> or <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen.</p> <p>Display</p>
Rebate	<p>If the component qualifies for a rebate, the rebate selected for the component displays in this field.</p> <p>Display</p>
Qty Required	<p>Use this field to specify the quantity of this component that is required for one parent item for this order.</p> <p>(N 9,3) Required</p>
U/M	<p>Use this field to specify the unit of measure to use with the <b>Qty Required</b> field. If you leave this field blank, the default unit of measure of the item is used.</p> <p><i>Valid Values:</i> A unit of measure available to this item as defined in Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Optional</p>
Labor Hours	<p>Use this field to specify the amount of time required to prepare this component line item and include it in the parent item. This is the time for this specific component line (regardless as to how many components are required for this line), not the overall labor to create the parent.</p> <p>If you key a value here, you must also key a value in the <b>Rate Code</b> field; if this field is blank, you must also leave the <b>Rate Code</b> field blank.</p> <p>(N 5,2) Optional/Blank</p>

### Order Bill of Material Change Component Information Screen Fields and Function Keys

Field/Function Key	Description
Rate Code	<p>Use this field to specify the rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the <b>Labor Hours</b> to calculate the labor costs for this component item.</p> <p>After entering a rate code, the description of the labor and labor rate will display to the right of this field. The labor rate will be extracted from one of the following:</p> <ul style="list-style-type: none"> <li>the Bill of Material Components History File (<b>BOMCOH</b>) for orders in history</li> <li>the Bill of Material Components File for returns/invoices created from Bill of Material Components History file records</li> <li>the current value of the labor rate in the Order Control File (<b>ORCTL</b>)</li> </ul> <p>Leave this field blank if the <b>Labor Hours</b> field is blank.</p> <p><i>Valid Values:</i> A valid rate code that has been defined through Labor Rates Maintenance (MENU OBFIL).</p> <p>(A 2) Optional</p>
User Area	<p>Use this field to enter additional information about this component item.</p> <p>(A 20) Optional</p>
F6=Options	<p>The <b>F6=OPTIONS</b> function key appears only if the component item has one or more options defined for it through Bill of Material Maintenance (MENU OBFIL).</p> <p>Press the <b>F6=OPTIONS</b> function key to select the option component items you want to select as a substitute for the standard component item included in the kit for this order. The Features/Options Selection Screen (p. 3-16) appears.</p>
F8=Rebate	<p>The <b>F8=REBATE</b> function key appears only if the component item qualifies for a rebate and you are authorized to display rebate information through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the <b>F8=REBATE</b> function key to display the information for the rebate associated with the component item. The Rebate Display Screen appears. Refer to the Order Entry User Guide for a description of that screen.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the previous screen without saving any changes to the component item.</p>
F24=Delete	<p>Press the <b>F24=DELETE</b> function key to delete the component from the bill of material parent kit item for this order.</p>
Enter	<p>Press the <b>ENTER</b> key to confirm your changes and return to the previous screen.</p>



## Order Bill of Material Component Comments Screen

Kit		<u>ORDER BILL OF MATERIAL</u> Component Information	
Customer No:	3 / 606	Boutique Rue De La France	
Parent Item:	A300	Desk Set Kit	
U/M:	EA		
Seq	Item Number/Description	U/M	Qty Per Opt
1	10 A310 Full Strip Desk Stapler	1/2" st EA	1.000 Y
2	20 A330 Straight Trimmers Shears	9" scis EA	1.000 Y
3	30 A360 Waste Basket - Gray	24" tal EA	1.000
4	40 A370 Tape Dispenser - Gray	EA	1.000
Seq: 50			Last
<u>COMMENTS</u>			
Type: _ (O,L)      Msg Cd? ...			
F12=Return			

This screen appears after you press **F5=COMMENTS** on the Order Bill of Material Component Information Screen (p. 3-3). Use this screen to add standard order (the comment is for the entire order) or line comments (the comment is for only one line on the order) to the kit parent item for the order. Order comments print on the bottom of the order's pick list and invoice; line comments print in the body of the pick list or invoice based on their sequence number.

### Comments Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company and customer for the sales order. Display
Parent Item	The selected parent item number and its description. Display
U/M	The unit of measure being order for the parent item number. Display
(Reference Number)	The reference number of the components displayed on this screen. This number is 1 through 8 for the eight components that may display. the selected reference number is displayed in reverse image.. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display

### Comments Screen Fields and Function Keys

Field/Function Key	Description
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	<p>The <b>Qty Per</b> column displays when the toggle key displays as <b>F4=COST</b>. The quantity of this item in the selected unit of measure that is required for the parent bill of material. With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent.</p> <hr/> <p>NOTE: When a work order is produced, the quantity needed is calculated by multiplying quantity times quantity per (5 decimal field). The result is rounded to 3 decimals. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one.</p> <hr/> <p>Display</p>
Opt	<p>The <b>Opt</b> column displays when the toggle key displays as <b>F4=COST</b>. <b>A Y</b> displays in the options column to indicate that the component has optional components available.</p> <p>Display</p>
U/M Cost	<p>The <b>U/M Cost</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. The <b>U/M Cost</b> based on the costing unit of measure, not the quantity unit of measure.</p> <p>Display</p>
Rbt	<p>The <b>Rbt</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. <b>A Y</b> displays in the rebate column to indicate that the component item is part of a vendor rebate.</p> <p>Display</p>
Seq	<p>The component sequence number displays in this field.</p> <p>Display</p>
Component	<p>The item number and description of the component item display in this field.</p> <p>Display</p>



### Comments Screen Fields and Function Keys

Field/Function Key	Description
Cost	<p>The cost (OE cost or GL cost) that displays in this field depends on the value entered in the <b>Default Cost to see</b> field in Authority Profile Maintenance (MENU XASCTY).</p> <p>If a user does not have authority to the <b>Default Cost to see</b>, as conditioned by the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> or <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen.</p> <p>Display</p>
Rebate	<p>If the component qualifies for a rebate, the rebate selected for the component displays in this field.</p> <p>Display</p>
Type	<p>Use this field to specify the type of comment (order or line) you want to include on the pick list or invoice for this order.</p> <p>Key <b>O</b> to add an order comment.</p> <p>Key <b>L</b> to add a line comment.</p> <p>(A 1) Required</p>
Msg Cd	<p>Use this field to specify the message code associated with a pre-defined message you want to add to the kit bill of material for this order.</p> <p><i>Valid Values:</i> A message code defined through Order Messages Maintenance (MENU OEFILE) for company associated with the order.</p> <p>(A 2) Required</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Order Bill of Material Component Information Screen (p. 3-3) without adding a comment to this bill of material.</p>
F24=Delete	<p>The <b>F24=DELETE</b> function key appears only if you selected a comment previously added to the bill of material.</p> <p>Press this key to delete the message. Press <b>F24=DELETE</b> a second time to confirm deletion.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The message text will display for confirmation; press <b>ENTER</b> a second time to confirm the comment. You will be returned to the Order Bill of Material Component Information Screen (p. 3-3) and the message will display in the list of components.</p>

## Features/Options Selection Screen

FEATURES SELECTION						
Customer No: 1 /		10		Bon Secour School Department		
Parent Item: A300		Desk Set Kit				
U/M: EA						
Seg	Item No/Description		U/M	Qty	Per	
1	10 A380 Stacking Desk Trays	set of 3 - g	EA	1.000		
2	20 A390 Desk Organizer/Calendar	8 1/2 x 11	EA	1.000		
						_____ Last
Selection: _						
F12=Return						

This screen appears after you press **F6=FEATURES** on the Order Bill of Material Change Component Information Screen (p. 3-8) to review option component items for a component of the kit or after you press **F6=FEATURES** on the Order Bill of Material Component Information Screen (p. 3-3) to review feature component items for the kit. Use this screen to select an option component item to replace the standard component item in the kit parent for this order or a feature component item to include in addition to the standard component items in the kit parent. The screen title indicates whether you are selecting a feature or an option.

### Features/Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company and customer for the sales order. Display
Parent Item	The selected parent item number and its description. Display
U/M	The unit of measure being order for the parent item number. Display
(Reference Number)	The reference number of the components displayed on this screen. This number is 1 through 8 for the eight components that may display. the selected reference number is displayed in reverse image.. Display

## Features/Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	<p>The <b>Qty Per</b> column displays when the toggle key displays as <b>F4=COST</b>. The quantity of this item in the selected unit of measure that is required for the parent bill of material. With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent.</p> <hr/> <p>NOTE: When a work order is produced, the quantity needed is calculated by multiplying quantity times quantity per (5 decimal field). The result is rounded to 3 decimals. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one.</p> <hr/> <p>Display</p>
Opt	<p>The <b>Opt</b> column displays when the toggle key displays as <b>F4=COST</b>. A <b>Y</b> displays in the options column to indicate that the component has optional components available.</p> <p>Display</p>
U/M Cost	<p>The <b>U/M Cost</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. The <b>U/M Cost</b> based on the costing unit of measure, not the quantity unit of measure.</p> <p>Display</p>
Rbt	<p>The <b>Rbt</b> column displays when the toggle key displays as <b>F4=QTY PER</b>. A <b>Y</b> displays in the rebate column to indicate that the component item is part of a vendor rebate.</p> <p>Display</p>
Seq	The component sequence number displays in this field. Display

**Features/Options Selection Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Component	The item number and description of the component item display in this field. Display
Cost	<p>The cost (OE cost or GL cost) that displays in this field depends on the value entered in the <b>Default Cost to see</b> field in Authority Profile Maintenance (MENU XASCTY).</p> <p>If a user does not have authority to the <b>Default Cost to see</b>, as conditioned by the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> or <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen.</p> <p>Display</p>
Rebate	<p>If the component qualifies for a rebate, the rebate selected for the component displays in this field.</p> <p>Display</p>
Selection	<p>Key the reference number associated with the component item in the displayed list to select the component for the kit.</p> <p>(N 1,0) Optional</p>
F12=Return	Press the <b>F12=RETURN</b> function key to return to the previous screen without making a selection.
Enter	<p>Press this <b>ENTER</b> key to confirm your selection. Detailed information for the selected option component item appears. Press <b>ENTER</b> to confirm the addition of the option, or press <b>F12=RETURN</b> to cancel the selection. You will be returned to the previous screen and the component you selected will be included in the kit parent for the order.</p> <p>If you are displaying and selecting features and there are multiple features, pressing <b>ENTER</b> will add the item, but you will not be returned to the previous screen. You will remain on this screen so that you can make additional selections. Press <b>F12=RETURN</b> when you have finished adding features.</p>

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## Important

If you have Value Added Services installed on your system, processing for manufactured items will be affected. Please refer to the Value Added Services manual for details regarding manufactured item processing.

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Manufactured parts are received into inventory through Receive Manufactured Parts Into Inventory on the Bill of Material Main Menu (MENU OBMAIN). Use this option to enter manufactured item and kit receipt transactions. Only those items that have been defined with a bill of material type of manufactured item or kit may be processed through this option. For each item specified through this option, the corresponding quantities of component items are also received into inventory. Receiving manufactured items and kits into inventory is performed to build manufactured items and kit parent items that you will store. Manufactured items and their components are defined through Bill of Material Maintenance (MENU OBFIL).

After being entered, the group must be edited through Edit Transactions (MENU OBMAIN). If no errors are detected during the edit, you may proceed to update the inventory files through Process Transactions (MENU OBMAIN).

The transactions entered through this option are processed through Process Transactions (MENU OBMAIN) in the following manner:

- Parent items are processed as receipt transactions (type R). Receipt transactions adjust the quantity on hand, quantity of unposted inventory, receipts month-to-date, and receipts year-to-date.
- Component items are processed as quantity issue transactions (type I). Quantity Issues adjust the quantity on hand, quantity of unposted inventory, receipts month-to-date, and receipts year-to-date. Quantity issue transactions imply that the item was taken out of inventory without actually being sold.

Transactions are entered through this option in an item group, which is created through this option. After entering a group, to update your inventory counts, the group must be edited through Edit Transactions (MENU OBMAIN), and posted through Process Transactions (MENU OBMAIN).

If Customer Consignment is installed, this option cannot be used for consignment warehouses.

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## Receive Manufactured Parts Into Inventory

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Receive Manufactured Parts Group Selection Screen	Used to specify the name of the item group that will be processed through this option.
Receive Manufactured Parts Company Selection Screen	Used to specify the company for which the manufactured items in the identified group will be received into inventory.
Receive Manufactured Items Selection Screen	Used to select the manufactured item, and the quantity of that item received into inventory.
Receive Manufactured Items Verification Screen	Used to verify the manufactured item receipt information, and to enter or maintain available fields (quantity received, country of origin, re-cost issue), if necessary.

If the Warehouse Management module is installed, the Location Receipts Screen will display. Refer to Warehouse Management (MENU WMMAIN), as described in the Warehouse Management manual for an explanation of this screen.

## Receive Manufactured Parts Group Selection Screen

RECEIVE MANUFACTURED ITEMS INTO INVENTORY

Group Number: AS

F3=Cancel

This screen displays after selecting option **1** - Receive Manufactured Parts Into Inventory (MENU OBMAIN). Use it to specify the name of the item group that will be processed through this option. Each item group contains the item numbers of the manufactured items, and the quantity of each item that has been received. You may enter receipts for several manufactured items in one item group, but you must enter at least one item to further use the group.

Once you key a new group number and press ENTER, the group number is added. To delete the group number, you must do so through the Inventory Accounting module (MENU IAMAIN). Refer to the Inventory Accounting manual for detailed information about deleting a group or editing (adding items to or deleting items from) an existing group.

### Receive Manufactured Parts Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Group Number	<p>This two-character code is used to identify the item group that you are creating through this option. You must use this group number when running the group through Edit Transactions (MENU OBMAIN), and when posting the group through Process Transactions (MENU OBMAIN).</p> <p><i>Default Value:</i> The internal device ID of the current workstation maintained through Display Internal Device IDs (MENU XAMAST).</p> <p><i>Valid Values:</i> Cannot be an existing item group number. Do not use special characters (i.e. /, \$, &amp;, etc.); use letters and numbers only.</p> <p>(A 2) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option. MENU OBMAIN will display.

### Receive Manufactured Parts Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selection. The Receive Manufactured Parts Company Selection Screen (p. 4-5) will display to allow you to identify the company for which the items are being received into inventory.

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## Receive Manufactured Parts Company Selection Screen

RECEIVE MANUFACTURED ITEMS INTO INVENTORY

Company No? 01

F3=Exit

This screen displays after specifying the number of the item group to create, and pressing **ENTER**, on the Receive Manufactured Parts Group Selection Screen (p. 4-3). It is used to specify the company for which the manufactured items in the identified group will be received into inventory.

### Receive Manufactured Parts Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	<p>Key the valid company number for which the selected group of manufactured items being created will be received.</p> <hr/> <p><b>NOTE:</b> If you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE), this field is Required; otherwise it is Display.</p> <hr/> <p><i>Default Value:</i> The default company set up for Distribution A+.</p> <p><i>Valid Values:</i> A company created through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required/Display</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this option. MENU OBMAIN will display.
Enter	Press <b>ENTER</b> to confirm your selection. The Receive Manufactured Items Selection Screen (p. 4-6) will display.

## Receive Manufactured Items Selection Screen

RECEIVE MANUFACTURED ITEMS INTO INVENTORY

Company No:

.1 A & C Office Supply

Customer No:

.....

Warehouse ID?

1.

Parent Item:

- .....

Qty Received:

.....000.

Include Set Up Charges:

.. (Y,N)

F3=Exit

F12=Return

This screen displays after pressing [ENTER](#) on the Receive Manufactured Parts Company Selection Screen (p. 4-5). It is used to select the manufactured item, and the quantity of that item received into inventory. Additional receipt specifications are also defined on this screen.

### Receive Manufactured Items Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the Receive Manufactured Parts Company Selection Screen (p. 4-5) Display

### Receive Manufactured Items Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>This field displays if either of the following BOM options have been defined as <b>Y</b> through Bill of Material Options Maintenance (MENU XAFILE)</p> <ul style="list-style-type: none"> <li>• <b>Unique Kits By Customer</b></li> <li>• <b>Unique Manufactured Items By Customer</b></li> </ul> <p>Additionally, although this field displays, the BOM option for this specific type of bill of material (kit, assortment, or manufactured item) must be defined as <b>Y</b> to define a specific customer for a bill of material using this field. If you are entering receipts for a unique bill of material that has been created for a specific customer, key the customer's number in this field. Otherwise, leave this field blank.</p> <hr/> <p>NOTE: If you key a customer number in this field that has not been defined for a unique bill of material, the error message 367: This item is not a valid BOM Parent will display. This message displays regardless as to whether or not the item number is a valid manufactured item or kit.</p> <hr/> <p><i>Valid Values:</i> Must be a customer that has been defined for the parent item keyed in the <i>Parent Item</i> field on this screen. Customers are defined for parent items for unique bills of material through Bill of Material Maintenance (MENU OBFIL)</p> <p>(N 10,0) Optional</p>
Warehouse ID	<p>This is the warehouse into which the manufactured item or kit is received.</p> <p><i>Default Value:</i> The default warehouse that has been defined for the selected company through Company Name Maintenance (MENU XAFIL).</p> <p><i>Valid Values:</i> Must be a non-consignment warehouse that contains the item in the <b>Parent Item</b> field, as defined through Item Balance Maintenance (MENU IAFIL).</p> <p>(A 2) Required</p>
Parent Item	<p>This is the parent item that is being received into inventory. This may be any kit or manufactured item stored in the warehouse keyed in the <b>Warehouse ID</b> field. For each parent received, the corresponding components are also received into inventory.</p> <p>Key the item number of the kit or manufactured item that you are receiving into the specified warehouse.</p> <p><i>Valid Values:</i> Must be an item that has been defined as a bill of material parent for a kit or manufactured item through Bill of Material Maintenance (MENU OBFIL).</p> <p>(A 27) Required</p>

### Receive Manufactured Items Selection Screen Fields and Function Keys

Field/Function Key	Description
Qty Received	<p>This is the quantity of the parent item that is received into the specified warehouse.</p> <hr/> <p>NOTE: Key a negative receipt quantity in this field to reverse a receipt quantity that was previously entered in error. If you do this, the <b>Re-Cost Issue</b> field will display on the Receive Manufactured Items Verification Screen (p. 4-9). This allows you to determine if the cost of the item in error should be recalculated.</p> <hr/> <p>(N 9,3) Optional</p>
Include Set Up Charges	<p>This field is used to determine if setup charges for a manufactured parent item should be used when determining the total cost of that manufactured parent item. Setup charges are optional and are defined for a manufactured parent item when the bill of material itself is defined through Bill of Material Maintenance (MENU OBFIL).</p> <p>Setup charges are those incurred in “setting up” or preparing to build a manufactured parent item.</p> <p>Key <b>Y</b> if the setup charges that have been specified for this manufactured item should be used in determining the cost of the manufactured parent item.</p> <p>Key <b>N</b> if setup charges for a manufactured item should not be used in calculating the cost of the parent item, or if the <b>Parent Item No</b> is a kit item.</p> <p>(A 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this option. MENU OBMAIN will display.
F12=Return	Press <b>F12=RETURN</b> to return to the Receive Manufactured Parts Company Selection Screen (p. 4-5).
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Receive Manufactured Items Verification Screen (p. 4-9) will display.</p> <hr/> <p>NOTE: If Work Order Processing is installed, you will not receive the Receive Manufactured Items Verification Screen (p. 4-9) and must use Work Orders to complete this process.</p> <hr/>

## Receive Manufactured Items Verification Screen

RECEIVE MANUFACTURED ITEMS INTO INVENTORY

Company No:      1 A & C Office Supply  
 Customer No:

Warehouse ID:    1 Hartford, CT  
 Parent Item:     A400  
                      Office Tool Set

Qty Received:    ... 10,000, EA  
 Inc Set Up Chg: Y

F12=Return

This screen displays after pressing **ENTER** from the Receive Manufactured Items Selection Screen (p. 4-6). If Work Order Processing is installed, you will not receive this screen and must use Work Orders to complete this process.

Use this screen to verify the manufactured item receipt information keyed on that screen, and to enter or maintain available fields on this screen (quantity received, country of origin, and re-cost issue), if necessary.

### Receive Manufactured Items Verification Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the Receive Manufactured Parts Company Selection Screen (p. 4-5) Display
Customer No	The customer selected for the unique kit or unique manufactured item; Else the field is blank. Display
Warehouse ID	This is the warehouse into which the manufactured item or kit is received. Display
Parent Item	This is the parent item that is being received into inventory. Display

**Receive Manufactured Items Verification Screen Fields and Function Keys**

Field/Function Key	Description
Qty Received	<p>Key the quantity parent items received if it is different than that originally specified.</p> <p><i>Default Value:</i> The quantity received for this parent item that was keyed on the Receive Manufactured Items Selection Screen (p. 4-6).</p> <p>(N 9,3) Optional</p>
COO	<p>This field displays only if the indicated item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE), and the quantity received is greater than zero.</p> <p>Use this field to specify the country of origin of the item.</p> <hr/> <p>NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check if the item tracks country of origin.</p> <hr/> <p><i>Default Value:</i> the primary country of origin from Item Balance Maintenance (MENU IAFILE)</p> <p><i>Valid Values:</i> a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)</p> <p>(A 3) Required</p>

### Receive Manufactured Items Verification Screen Fields and Function Keys

Field/Function Key	Description
Re-Cost Issue	<p>This field displays only if you entered a negative receipt value in the <b>Qty Received</b> field on the Receive Manufactured Items Selection Screen (p. 4-6). You would enter a negative receipt quantity in that field to correct a mistake that may have caused inventory receipts to be posted incorrectly. For example, if you entered a positive receipt value for the wrong item, you will need to reverse that entry by keying a negative receipt quantity.</p> <p>This field will be protected and default to <b>Y</b> if a costing method (FIFO/LIFO) is being used, as determined through Inventory Accounting Options Maintenance (MENU XAFIL). </p> <p>Use this field to determine if the cost of the parent item for which a negative receipt quantity has been entered, should be recalculated. The inventory quantity of the item in error will be returned to its previous value, regardless of your response in this field.</p> <p>Key <b>Y</b> to reverse the quantity originally entered, and recalculate the cost of the parent item. This may change the average cost of the item, and will update your general ledger. You should not key a <b>Y</b> in this field if the components that make up this parent item have had no change in cost since the incorrect receipt was entered.</p> <p>Key <b>N</b> to reverse the quantity originally entered. The cost will not be recalculated for the item in error.</p> <p><i>Default Value:</i> <b>Y</b> and protected, if a costing method (FIFO/LIFO) is being used, as determined through Inventory Accounting Options Maintenance (MENU XAFIL). Otherwise, this field will be blank and you will be required to key <b>Y</b> or <b>N</b>.</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Receive Manufactured Items Selection Screen (p. 4-6).
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Receive Manufactured Items Selection Screen (p. 4-6) will display.</p> <p>If the Warehouse Management module is installed, the Location Receipts Screen will display. On this screen you select the location in the warehouse where the parent item will be stored. Refer to Warehouse Management (MENU WMMAIN), as described in the Warehouse Management manual for detailed information about this screen and screens accessed through this screen.</p>





Bill of Material item transactions can either be edited through Edit Transactions on the Bill of Material Main Menu (MENU OBMAIN) or Inventory Accounting Main Menu (MENU IAMAIN). Use either option to edit the bill of material item transactions that were entered in an item group through Receive Manufactured Parts into Inventory (MENU OBMAIN). A group must successfully pass this edit before it can be posted through Process Transactions (MENU OBMAIN/MENU IAMAIN).

When processing a bill of material item group that has been created through Receive Manufactured Parts Into Inventory (MENU OBMAIN), consider the following:

- You must run this option after creating an item group through Receive Manufactured Parts Into Inventory (MENU OBMAIN), and before posting the group through Process Transactions (MENU OBMAIN).
- You can search for an existing item group by pressing **F9=GROUP SEARCH** from the Group Selection for Edit Process Screen. If you use this search however, be aware that the item groups displayed may also include inventory groups that have been created in the Inventory Accounting module through Enter/Update Transactions (MENU IAMAIN).
- If any errors are detected on the Inventory Transaction Edit Report for Group and Edit Recap Transaction Type Statistics For Group reports (which print after running this option), the errors must be corrected before the group may be posted through Process Transactions (MENU OBMAIN/MENU IAMAIN). If you need to make any changes to a bill of material item group, use Enter/Update Transactions (MENU IAMAIN) in the Inventory Accounting module.

## Edit Transactions

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Group Selection for Edit Process Screen	Used to specify the ID of the group you want to edit.

Title	Purpose
Group Selection for Edit Process Status Screen	Lists unposted transaction groups. You can select a group from the list.
Group Statistics Screen	Summarizes the types of transactions included in the selected transaction group.
Inventory Transaction Edit Report	Prints all transactions entered for the group. Transactions with errors are flagged.
Edit Recap Transaction Type Statistics Report	Prints a list of all possible transaction types and the total number of times each type was in error in the group.
Edit Recap Error Statistics Report	Prints a summary list of the types of error flags which can appear and the number of times each was used during the edit.

## Group Selection for Edit Process Screen

```

GROUP SELECTION FOR EDIT PROCESS

Group Number:  AC
-or- All:      ....

F3=Exit                      F9=Group Search
  
```

This screen displays after selecting option **2** - Edit Transactions (MENU OBMAIN/MENU IAMAIN). Use this screen to select the group for which you would like to run an edit of inventory transactions.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IA102FM\_START.

### Group Selection for Edit Process Screen Fields and Function Keys

Field/Function Key	Description
Group Number	<p>Use this field to specify the ID of the inventory transaction group you want to edit or post. If the group is currently being used at another workstation, you cannot select the group. If you do not recall the group ID, use the <b>F9=GROUP SEARCH</b> to search for the group.</p> <p><i>Default Value:</i> The internal Device ID of the current workstation maintained through Display Internal Device IDs (MENU XAMAST)</p> <p><i>Valid Values:</i> For editing groups, any inventory transaction group created through Receive Manufactured Parts into Inventory (MENU OBMAIN), Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST).</p> <p>(A 2) Required</p>

### Group Selection for Edit Process Screen Fields and Function Keys

Field/Function Key	Description
-or- ALL	<p>Use this field if you wish to process all existing groups that have your ID as the last user to maintain the group.</p> <p>Key <b>ALL</b> or leave this field blank if you keyed a value in the <b>Group Number</b> field.</p> <hr/> <p>NOTE: This field displays only if Warehouse Management is <i>not</i> installed on your system.</p> <hr/> <p><i>Valid Values:</i> ALL, or blank if you keyed a value in the Group Number field (A 3) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F9=Group Search	Press <b>F9=GROUP SEARCH</b> to search for a group. The Group Selection for Edit Process Status Screen (p. 5-5) appears.
Enter	<p>Press <b>ENTER</b> to confirm your group selection.</p> <p>If you are editing a group and selected a group from the Group Selection for Edit Process Status Screen (p. 5-5), the Group Statistics Screen (p. 5-8) appears.</p> <p>If you are editing a group and did not select a group from the Group Selection for Edit Process Status Screen (p. 5-5), the Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.</p>

## Group Selection for Edit Process Status Screen

GROUP SELECTION FOR EDIT PROCESS								
Ref	Group Number	Status	*--- Original ---*			*----- Last -----*		
			User	WS	Date	User	WS	Date
01	AC	A	QPGMR	AC	04/30/14			
02	AD	E	QPGMR	AD	12/30/10	QPGMR	AD	12/30/10
03	AG	E	QPGMR	AG	07/15/11	QPGMR	AG	01/31/13
04	T1	A	QPGMR	AK	05/05/14	QPGMR	AK	05/05/14

Last

Select Ref No: ,00,

F3=Exit      F12=Return

This screen displays after pressing **F9=GROUP SEARCH** on the Group Selection for Edit Process Status Screen (p. 5-5).

Use this screen to select an existing inventory transaction group to change, or to determine a group's current status. Any unposted group [a group that has not been posted through Process Transactions (MENU OBMAIN/MENU IAMAIN)] is displayed on this screen.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IA102FM\_SHOW10.

### Group Selection for Edit Process Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	This is a reference number assigned to each inventory transaction group displayed on this screen. Key this number in the <b>Select Ref No</b> field to select an inventory transaction group. Display
Group Number	The two character group code assigned to each inventory transaction group. Inventory transaction groups are displayed in sequence on this screen by this group code. Display

### Group Selection for Edit Process Status Screen Fields and Function Keys

Field/Function Key	Description
Status	<p>The current status of each inventory transaction group. The group status may be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> Active - The group has been entered or updated through this option, and has not been edited through Edit Transactions (MENU OBMAIN/MENU IAMAIN).</li> <li>• <b>E:</b> Edited - The group has been edited through Edit Transactions (MENU OBMAIN/MENU IAMAIN).</li> <li>• <b>U:</b> In Use - The group is in use at another work station.</li> </ul> <p>NOTE: If a group is in the process of being posted through Process Transactions (MENU OBMAIN/MENU IAMAIN) it will display as status <b>E</b> (Edited) until posting is complete. Once posted, the group is deleted.</p> <p>Display</p>
Original	<p>The following information regarding the original creation of each inventory transaction group is displayed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the user who added the group. When Warehouse Management is installed, if the group was created automatically through Adjust Inventory in Unknown Location (MENU WMMAST), this field will contain the entry *ADJ-XX, where XX is the number of the warehouse for which the group was created.</li> <li>• <b>WS:</b> The internal Device ID of the workstation used when the group was added.</li> <li>• <b>Date:</b> The date that the group was added (system date).</li> </ul> <p>Display</p>
Last	<p>Information regarding the previous time that each inventory transaction group was changed is displayed. If no changes have been made to an inventory transaction group, each of these columns are blank:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the last user to change the group through this option.</li> <li>• <b>WS:</b> The internal Device ID of the last workstation used to change the group.</li> <li>• <b>Date:</b> The last date that the group was changed (system date).</li> </ul> <p>Display</p>
F3=Exit	After viewing the available groups, press <b>F3=EXIT</b> to exit the option and return to the menu.
F12=Return	After viewing the available groups, press <b>F12=RETURN</b> to return to the Group Selection for Edit Process Screen (p. 5-3).

**Group Selection for Edit Process Status Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to continue. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

---

## Group Statistics Screen

GROUP STATISTICS - GROUP NO: AH				
Transaction Type	Number of	Quantity	Cost	Extension Amount
A = QTY ADJUSTMENT				
C = COST ADJUSTMENT				
F = USER COST MAINT				
G = AVERAGE COST MNT				
I = ISSUE				
L = LAST COST MAINT				
M = MOVE DOWN				
O = QTY ON ORDER				
P = PHYSICAL INV ADJ				
R = RECEIPT	3	165.000	17.80583	997.50105
S = STD COST MAINT				
T = WHS TRANSFER				
U = MOVE UP				
Y = RECOUNT				
	3*			
F3=Exit F12=Return				

This screen displays after making a selection and pressing **ENTER** on the Group Selection for Edit Process Status Screen (p. 5-5). This screen displays the types of transactions included in the transaction group.

All the fields on this screen are display only and cannot be changed.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IA102FM\_STATIS.

### Group Statistics Screen Fields and Function Keys

Field/Function Key	Description
Transaction Type	This column displays each type of transaction code and its description. A bill of material item group generates only two types of inventory transactions. Parent items are inventory receipts ( <b>Type R</b> ), and component items are quantity issues ( <b>Type I</b> ).
Number of	This is the total number of transactions entered for each type of transaction code. The grand total for all transaction codes prints at the bottom of the column.
Quantity	This is the total quantity affected for each transaction code.
Cost	The total costs entered, whether they be unit costs ( <b>U</b> ), or extended costs ( <b>X</b> ), for each transaction type.
Extension Amount	The total extended cost amount for each transaction type.



**Group Statistics Screen Fields and Function Keys**

Field/Function Key	Description
F3=Exit	After viewing the groups statistics, press <b>F3=EXIT</b> to exit the option and return to the menu.
F12=Return	After viewing the groups statistics, press <b>F12=RETURN</b> to return to the Group Selection for Edit Process Screen (p. 5-3).
Enter	Press <b>ENTER</b> to continue. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

## Inventory Transaction Edit Report

IA410 12/01/14 8.57.01		INVENTORY TRANSACTION EDIT REPORT FOR GROUP NO. AW					AW/APDEMO	PAGE	1
T	FR TO					Record			
R	Date	WH	WH	Item/Description	Quantity	U/M	Cost/Extension	Number	Edit Flags
I	12/01/14	1		A310	1.000	EA	.00000	U	00001
				Full Strip Desk Stapler			.00000		
I	12/01/14	1		A330	1.000	EA	.00000	U	00002
				Straight Trimmers Shears			.00000		
I	12/01/14	1		A360	1.000	EA	.00000	U	00003
				Waste Basket - Gray			.00000		
I	12/01/14	1		A370	1.000	EA	.00000	U	00004
				Tape Dispenser - Gray			.00000		
R	12/01/14	1		A300	1.000	EA	30.68884	X	00005
				Desk Set Kit			30.68884		

This is the first of the three reports that print following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The Report Options Screen displays after pressing **ENTER** on the Group Selection for Edit Process Screen (p. 5-3), or the Group Selection for Edit Process Status Screen (p. 5-5).

Use this report to verify that transactions entered for an inventory group through Enter/Update Transactions (MENU IMAIN) are correct when compared to the original source document(s).

For an explanation of the fields on this report, refer to the Receive Manufactured Items Selection Screen (p. 4-6). For a description of the edit flags, refer to Edit Recap Error Statistics Report (p. 5-12). Edit flags are helpful in determining where errors have been made in transactions entered for an inventory transaction group. If one or more edit flags print on this report, make the necessary corrections to the inventory transactions for which an error exists. The corrections are made through Enter/Update Transactions (MENU IMAIN). Once you have fixed the errors, select this option again to ensure that the inventory transaction group contains no errors. Repeat this process until no edit flags print on this report. If you do not correct all errors, the posting of the inventory transaction group through Process Transactions (MENU OBMAIN/MENU IMAIN) will not be allowed.

## Edit Recap Transaction Type Statistics Report

IA410 12/01/14 8.57.01	EDIT RECAP TRANSACTION TYPE STATISTICS FOR GROUP NO. AW				AW/APDEMO	PAGE 2
Transaction Type	Number Of	Number In Error	Quantity	Cost	Extension	
A = Quantity Adjustment	0	0	.000	.00000	.00000	
C = Cost Adjustment	0	0	.000	.00000	.00000	
F = User Cost Maint.	0	0	.000	.00000	.00000	
G = Average Cost Maint.	0	0	.000	.00000	.00000	
I = Quantity Issue	4	0	4.000	.00000	.00000	
L = Last Cost Maint.	0	0	.000	.00000	.00000	
M = Qty Move/Cnvr Down	0	0	.000	.00000	.00000	
O = Qty On Order (P.O.)	0	0	.000	.00000	.00000	
P = Phys Inv Adjustment	0	0	.000	.00000	.00000	
R = Inventory Receipt	1	0	1.000	.00000	.00000	
S = Standard Cost Maint.	0	0	.000	.00000	.00000	
T = Warehouse Transfer	0	0	.000	.00000	.00000	
U = Quantity Move Up	0	0	.000	.00000	.00000	
Y = Inventory Recount	0	0	.000	.00000	.00000	
	5	0	5.000	.00000	.00000	

This report prints following the Inventory Transaction Edit Report (p. 5-10). This report summarizes the types of transactions made for an inventory transaction group and which types of transactions may have errors.

### Edit Recap Transaction Type Statistics Report Fields

Report/Listing Fields	Description
Number Of	This is the total number of transactions entered for each type of transaction code. The grand total for all transaction codes prints at the bottom of the column.
Number In Error	The number of times transactions for the inventory transaction type was flagged in error on the Inventory Transaction Edit Report (p. 5-10).
Description	The description of the transaction type.
Quantity	This is the total quantity affected for each transaction code.
Cost	The total costs entered, whether they be unit costs (U), or extended costs (X), for each transaction type.
Extension Amount	The total extended cost amount for each transaction type.

## Edit Recap Error Statistics Report

IA410	12/01/14	8.57.01	EDIT RECAP ERROR STATISTICS FOR GROUP NO. AW		AW/APDEMO	PAGE	3
	Edit Flag	Number Of	Description				
	A	0	Invalid Transaction Code				
	B	0	Invalid/Missing Warehouse Code				
	C	0	Item Master Record Not Found				
	D	0	Item Balance Record Not Found				
	E	0	Invalid/Missing Unit Of Measure				
	F	0	Quantity Not Entered				
	G	0	Invalid Quantity Entered				
	H	0	Cost Not Entered				
	I	0	Invalid Cost Entered				
	J	0	Invalid Transaction Date				
	K	0	Invalid Move Transaction				
	L	0	WM Locations Not Assigned				
	M	0	Customer/ShipTo Not Assigned				
	N	0	Quantity Greater than Available Quantity				
	O	0	Override GL Account is Not Valid				

This report prints following the Edit Recap Transaction Type Statistics Report (p. 5-11). This report summarizes the types of error flags which may appear on the Inventory Transaction Edit Report (p. 5-10). The edit flag, its description, and the number of times it occurred on the Inventory Transaction Edit Report (p. 5-10) is printed.

### Edit Recap Error Statistics Report Fields

Report/Listing Fields	Description
Edit Flag	If errors have been detected during Edit Transactions (MENU OBMAIN/MENU IMAIN), this is the edit flag codes which print for an inventory transaction on the Inventory Transaction Edit Report (p. 5-10).
Number Of	This column provides the number of times each edit flag appeared on the Inventory Transaction Edit Report (p. 5-10). The total for all errors is provided at the bottom of the column.
Description	The description of the error associated with the edit flag.

---

Bill of Material item transactions are processed through Process Transactions on the Bill of Material Main Menu (MENU OBMAIN) or Inventory Accounting Main Menu (MENU IAMAIN). Use this option to update inventory counts for those item transactions that were entered in an item group through Receive Manufactured Parts into Inventory (MENU OBMAIN), and edited through Edit Transactions (MENU OBMAIN/MENU IAMAIN).

---

## Process Transactions

The sequence of screens that display through this option are the same as those displayed through Process Transactions (MENU OBMAIN/MENU IAMAIN).

When processing a bill of material item group that has been created through Receive Manufactured Parts into Inventory (MENU OBMAIN), consider the following:

- If any errors were detected on the Inventory Transaction Edit Report for Group and Edit Recap Transaction Type Statistics For Group reports [which print after selecting Edit Transactions (MENU OBMAIN/MENU IAMAIN)], the errors must be corrected before the group may be posted through this option. If you need to make any changes to a bill of material item group, use Enter/Update Transactions (MENU IAMAIN) in the Inventory Accounting module.
  - You can search for an existing item group by pressing **F9=GROUP SEARCH** from the Group Selection for Update Process Screen. If you use this search however, be aware that the item groups displayed may also include inventory groups that have been created in the Inventory Accounting module through Enter/Update Transactions (MENU IAMAIN).
  - A bill of material item group generates only two types of inventory transactions: Parent items are inventory receipts (type R), and component items are quantity issues (type I).
  - The inventory post that occurs via Process Transactions (MENU OBMAIN/MENU IAMAIN), updates the Item Balance File with the proper inventory changes. At the same time, the inventory post will create general ledger transactions in a work file. This work file can then be posted automatically during Day-End Processing, or manually, at any time through Post I/A Transactions to G/L (MENU IAMAST). The use of this work file provides the following benefits:
    - Less Transaction Processor usage, saving more space and time for other vital functions
    - Easier to audit your general ledger because the number of entries is reduced and the transactions are summarized for you
-

## Process Transactions

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Group Selection for Update Process Screen	Used to specify the ID of the group you want to post. You also have the option to select the job template to be used for the IA Transaction Post job.
Group Selection for Update Process Status Screen	Lists unposted transaction groups. You can select a group from the list.
G/L Posting Date Selection Screen	Used to specify the posting date for the General Ledger Transaction Post Journal.
Receive Mfg Parts Tran Post Screen	Confirms that the job has been submitted to the Transaction Processor.
Inventory Transaction Update Process Edit Report	Prints a list of transactions that were bypassed by the post process.
Inventory Transaction Update Edit Recap Report	Prints a list of all possible edit flags and the total number of times each flag was used in the group.
Inventory Transaction Update Register Report	Prints item information to show the affect of the inventory transactions.
Inventory Transaction Update Register Recap Report	Prints a summary of the number of transactions that were posted.

## Group Selection for Update Process Screen

```
GROUP SELECTION FOR UPDATE PROCESS

Job Template: ..... Modify Selections: N

Group Number: AC
-or- All: ....

F3=Exit      F4=Job Template List      F9=Group Search
```

This screen displays after selecting option **3** - Process Transactions (MENU OBMAIN/MENU IAMAIN). Use this screen to select the group for which you would like to post inventory transactions.

You also have the option to select the job template to be used for the Inventory Transactions Post job.

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NOTE: This posting will not update General Ledger. General Ledger will be updated with the inventory transaction information during Day-End Processing (MENU XAMAST) or after you run Post Inventory Accounting Transactions to G/L (MENU IAMAST).

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TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IA102FM\_START.

---

**Group Selection for Update Process Screen Fields and Function Keys**

Field/Function Key	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p> <hr/> <p>NOTE: To review a list of existing job templates that have been created for the IA Transaction Post job, press <b>F4=JOB TEMPLATE LIST</b>.</p> <hr/> <p><i>Valid Values:</i> A job template defined for IA Transaction Post jobs (that is, OB_IA601P) through Job Template Maintenance (MENU XAFILE).</p> <p>(A 10) Optional</p>

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### Group Selection for Update Process Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFIELD) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> Y or N; cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
Group Number	<p>Key the number of the group for which you would like transactions to be posted.</p> <hr/> <p>NOTE: This posting does not include the updating of General Ledger. General Ledger will be updated with the inventory transaction information at Day-End (MENU XAMAST), or after selecting Post IA Transactions to G/L (MENU IAMAST).</p> <hr/> <p>If the group is currently being used at another workstation, you cannot post the group. Press F9=GROUP SEARCH to access the group search if you do not recall the group number you want to edit.</p> <p><i>Default Value:</i> The internal Device ID of the current workstation maintained through Display Internal Device IDs (MENU XAMAST).</p> <p><i>Valid Values:</i> For processing groups, any inventory transaction group created through Receive Manufactured Parts into Inventory (MENU OBMAIN), Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST) that has successfully passed Edit Transactions (MENU OBMAIN/MENU IAMAIN).</p> <p>(A 2) Required</p>
or -All-	<p>Use this field if you wish to process all existing groups that have your User ID as the last user to maintain the group. Key ALL or leave this field blank if you keyed a value in the <b>Group Number</b> field.</p> <hr/> <p>NOTE: This field displays only if Warehouse Management is <i>not</i> installed on your system.</p> <hr/> <p><i>Valid Values:</i> ALL, or blank if you keyed a value in the <b>Group Number</b> field.</p> <p>(A 3) Optional</p>

**Group Selection for Update Process Screen Fields and Function Keys**

Field/Function Key	Description
F3=Exit	Press <b>F3=EXIT</b> to exit from this option and return to the menu.
F4=Job Template List	<p>Press <b>F4=JOB TEMPLATE LIST</b> to display the Job Template List Screen, where you can review a list of existing job templates that have been created for IA Transaction Posts.</p> <p>Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.</p>
F9=Group Search	Press <b>F9=GROUP SEARCH</b> to search for the unposted group for which you would like transactions to be posted. The Group Selection for Edit Process Status Screen (p. 5-5) will display.
Enter	<p>Press <b>ENTER</b> to confirm the selection of the group for posting. The job will be submitted immediately to the Transaction Processor.</p> <p>Additionally, depending on your selections in the <b>Job Template and Modify Selections</b> fields on this screen, various job template screens may or may not display once you press <b>ENTER</b>. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.</p> <p>If you are posting a group and the interface between General Ledger and Inventory Accounting is active, the G/L Posting Date Selection Screen (p. 6-10) appears. Otherwise, the job is submitted immediately to the Transaction Processor to update inventory and item files (but not General Ledger.) The G/L Posting Date Selection Screen (p. 6-10) appears for confirmation that the job was properly submitted.</p>

---

## Group Selection for Update Process Status Screen

GROUP SELECTION FOR UPDATE PROCESS									
Ref	Group Number	Status	*---- Original ----*			*----- Last -----*			Errors
			User	WS	Date	User	WS	Date	
01	AD	E	QPGMR	AD	06/27/13	QPGMR	AD	07/28/15	N
02	AG	E	QPGMR	AG	01/10/14				N
03	B1	E	QPGMR	AC	10/28/14				
04	DF	E	QPGMR	AB	09/05/14				

  

Last

---

Select Ref No: 00,

F3=Exit      F12=Return

This screen displays after pressing **F9=GROUP SEARCH** on the Group Selection for Update Process Screen (p. 6-3).

Use this screen to select an existing inventory transaction group to be posted, or to determine a group's current status. Any unposted group [a group that has not been posted through Process Transactions (MENU OBMAIN/MENU IAMAIN)] is displayed on this screen.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IA102FM\_SHOW10.

### Group Selection for Edit Process Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	<p>This is a reference number assigned to each inventory transaction group displayed on this screen. Key this number in the <b>Select Ref No</b> field to select an inventory transaction group.</p> <p>Display</p>
Group Number	<p>The two character group code assigned to each inventory transaction group. Inventory transaction groups are displayed in sequence on this screen by this group code.</p> <p>Display</p>

### Group Selection for Edit Process Status Screen Fields and Function Keys

Field/Function Key	Description
Status	<p>The current status of each inventory transaction group. The group status may be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> Active - The group has been entered or updated through this option, and has not been edited through Edit Transactions (MENU OBMAIN/MENU IAMAIN).</li> <li>• <b>E:</b> Edited - The group has been edited through Edit Transactions (MENU OBMAIN/MENU IAMAIN).</li> <li>• <b>U:</b> In Use - The group is in use at another work station.</li> </ul> <p>NOTE: If a group is in the process of being posted through Process Transactions (MENU OBMAIN/MENU IAMAIN) it will display as status <b>E</b> (Edited) until posting is complete. Once posted, the group is deleted.</p> <p>Display</p>
Original	<p>The following information regarding the original creation of each inventory transaction group is displayed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the user who added the group. When Warehouse Management is installed, if the group was created automatically through Adjust Inventory in Unknown Location (MENU WMMAST), this field will contain the entry *ADJ-XX, where XX is the number of the warehouse for which the group was created.</li> <li>• <b>WS:</b> The internal Device ID of the workstation used when the group was added.</li> <li>• <b>Date:</b> The date that the group was added (system date).</li> </ul> <p>Display</p>
Last	<p>Information regarding the previous time that each inventory transaction group was changed is displayed. If no changes have been made to an inventory transaction group, each of these columns are blank:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the last user to change the group through this option.</li> <li>• <b>WS:</b> The internal Device ID of the last workstation used to change the group.</li> <li>• <b>Date:</b> The last date that the group was changed (system date).</li> </ul> <p>Display</p>
F3=Exit	After viewing the available groups, press <b>F3=EXIT</b> to exit the option and return to the menu.
F12=Return	After viewing the available groups, press <b>F12=RETURN</b> to return to the Group Selection for Update Process Screen (p. 6-3).

**Group Selection for Edit Process Status Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to continue. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

---

## G/L Posting Date Selection Screen



This screen appears after pressing **ENTER** on the Group Selection for Update Process Screen (p. 6-3), or the Group Statistics Screen (p. 5-8). Use this screen to select a G/L posting date to be associated with the creation of a G/L Transaction Post Journal containing the inventory journal entries.

NOTE: This screen only displays if the interface between General Ledger and Inventory is active.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is XA650FM\_PROMPT.

G/L Posting Date Selection Screen Fields and Function Keys	
Field/Function Key	Description
Receive Mfg Parts Tran Post	This header information indicates the function being performed. Display
G/L Posting Date	Key the date under which the inventory transactions will be posted to General Ledger. This date will be used instead of the current system date. <i>Default Value:</i> The current system date. <i>Valid Values:</i> Any valid date. Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIELD) (N 6,0) Required

**G/L Posting Date Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm the selection of the G/L Posting Date. The job is submitted immediately to the Transaction Processor and the G/L Posting Date Selection Screen (p. 6-10) appears for confirmation.

---

## Receive Mfg Parts Tran Post Screen



This screen displays after pressing **ENTER** on the Group Selection for Update Process Screen (p. 6-3), the Group Selection for Update Process Status Screen (p. 6-7) or the G/L Posting Date Selection Screen (p. 6-10).

This screen will only display if the System Options Maintenance (Menu XAFILE) choice to **Suppress Job Submitted to TP message** is set to **N**.

This is a confirmation screen informing you that the job has been submitted to the Transaction Processor. Press **ENTER** to continue and return to the menu.



## Inventory Transaction Update Process Edit Report

IA602	07/21/09	12.29.16	INVENTORY TRANSACTION UPDATE PROCESS EDIT					AH/APDEMO	PAGE	1
T	FR TO							Record		
R	Date	WH WH	Item/Description	Quantity	U/M	Cost	Group	Number	Edit	Flags
R	07/21/09	1	A200	120.000	EAC	5.48373	U	AH 00001	E	
			Sharp Copier Toner							

This is the first of four reports that may print after pressing [ENTER](#) on the Group Selection for Update Process Screen (p. 6-3), the G/L Posting Date Selection Screen (p. 6-10), or the Receive Mfg Parts Tran Post Screen (p. 6-12).

NOTE: Whether or not this report prints is determined by the **Always Print Transaction Update Process Edit Report** field in Inventory Accounting Options Maintenance (MENU XAFILE). Refer to the I/A Company Options Screen in Inventory Accounting Options Maintenance (MENU XAFILE) for details about this tailoring option.

Use this report to determine if any transactions were bypassed during the update process. A transaction may be bypassed if Edit Transactions (MENU OBMAIN/MENU IAMAIN) did not pick up an error that could not be processed (i.e., if changes were made to an item involved in a transaction between the time when the transaction successfully passed the edit and the time of posting). If no errors were encountered during the posting, the message ["No transactions were found to be in error"](#) prints on this report.

For an explanation of the fields on this report, refer to the Receive Manufactured Items Selection Screen (p. 4-6). For a description of the Edit Flags, refer to Inventory Transaction Update Edit Recap Report (p. 6-14) which lists all of the flags and the errors associated with them. Edit flags are helpful in determining why errors occurred during the posting of the inventory transaction group causing inventory transactions to be bypassed.

Any inventory transaction that prints on this report is bypassed during the posting of the inventory transaction group through this option. The inventory transaction group, however, will still be deleted when posting is complete.

## Inventory Transaction Update Edit Recap Report

IA602 07/21/09 12.29.16	INVENTORY TRANSACTION UPDATE EDIT RECAP		AH/AP/DEMO	PAGE 2
Edit Flag	Number Of	Description		
A	0	Invalid Transaction Code		
B	0	Invalid/Missing Warehouse Code		
C	0	Item Master Record Not Found		
D	0	Item Balance Record Not Found		
E	1	Invalid/Missing Unit Of Measure		
F	0	Quantity Not Entered		
G	0	Invalid Quantity Entered		
H	0	Cost Not Entered		
I	0	Invalid Cost Entered		
J	0	Invalid Transaction Date		
K	0	Invalid Move Transaction		
L	0	Could not Move or Transfer the Inventory		
-----		-----		
	1*	Record(s) Were Bypassed		

This is the second of four reports that may print in the posting process.

NOTE: Whether or not this report prints is determined by the **Always Print Transaction Update Process Edit Report** field in Inventory Accounting Options Maintenance (MENU XAFIELD). Refer to the I/A Company Options Screen in Inventory Accounting Options Maintenance (MENU XAFIELD) for details about this tailoring option.

This report summarizes the types of error flags which may appear on the Inventory Transaction Update Process Edit Report (p. 6-13). The edit flag, its description, and the number of times it occurred on the Inventory Transaction Update Process Edit Report (p. 6-13) is printed.

### Inventory Transaction Update Edit Recap Report Fields

Report/Listing Fields	Description
Edit Flag	The edit flag codes which may print on the Inventory Transaction Update Process Edit Report (p. 6-13). Edit flags print for inventory transaction(s) if errors have been detected during this option.
Number Of	This column provides the number of times each edit flag appeared on the Inventory Transaction Update Process Edit Report (p. 6-13). The total for all errors is provided at the bottom of the column, preceding an asterisk (*).
Description	The description of the error associated with the edit flag.

## Inventory Transaction Update Register Report

[A602 07/20/09 15.33.04				INVENTORY TRANSACTION UPDATE REGISTER				AH/APDEMO	PAGE 1
Item Number/ Description	Tran Date	WH	UM1 On Hand	UM2 On Hand	UM3 On Hand	Average Cost Standard Cost	Last Cost User Cost		
A200		1	EA			5.40506	5.67433	Before	
Sharp Copier Toner			12285.000			4.99000	.00000		
	07/20/09		120.000			5.48373 U		Receipt	
			12405.000			5.40582	5.48373	After	
						4.99000	.00000		
A310		1	EA			7.98000	7.98000	Before	
Full Strip Desk Stapler			379.000			7.98000	.00000		
	07/20/09		40.000			7.93837 U		Receipt	
			419.000			7.97603	7.93837	After	
						7.98000	.00000		
A500		1	CAS	EA		4.39000	4.39000	Before	
File Folders - Manilla			30.000	.000		4.39000	.00000		
	07/20/09			5.000		4.38373 U		Receipt	
			30.000	5.000		4.38980	4.38373	After	
						4.39000	.00000		

This is the third report to print in the posting process.

This report shows the affect of inventory transactions entered through Receive Manufactured Parts into Inventory (MENU OBMAIN), Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST)] on inventory items. Item information is affected differently depending on the type of transaction being posted. The report will print item information before the inventory transaction is posted, the type of transaction adjustment made to the item during posting, and the item information after the inventory transaction was posted. Use this report to verify that the inventory transactions entered are affecting the item information the way that you intended.

## Inventory Transaction Update Register Report Fields

Report/Listing Fields	Description
Item Number/Description	The item number and its description that was involved with the inventory transaction.
Tran Date	The entry date of the inventory transaction.
WH	The warehouse that was involved in the inventory transaction.
UM1 On-Hand	The quantity of the first stocking unit of measure that is on-hand for the item involved in the inventory transaction; meaning, the quantity of the first stocking unit of measure before considering it ordered by your customers, or ordered from your vendors.

**Inventory Transaction Update Register Report Fields**

<b>Report/Listing Fields</b>	<b>Description</b>
UM2 On-Hand	<p>The quantity of the second stocking unit of measure, if one has been assigned, that is on-hand for the item involved in the inventory transaction; meaning, the quantity of the second stocking unit of measure before considering it ordered by your customers, or ordered from your vendors.</p> <hr/> <p>NOTE: These fields are blank if a second stocking unit of measure has not been assigned for the item through Item Master Maintenance (MENU IAFILE).</p> <hr/>
UM3 On-Hand	<p>The quantity of the third stocking unit of measure, if one has been assigned, that is on-hand for the item involved in the inventory transaction; meaning, the quantity of the third stocking unit of measure before considering it ordered by your customers, or ordered from your vendors.</p> <hr/> <p>NOTE: These fields are blank if a third stocking unit of measure has not been assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <hr/>
Average Cost	The average cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
Standard Cost	The standard cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
Last Cost	The last cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
User Cost	The user cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
Before	The quantities and costs print once for the item to which inventory transactions were applied. The on-hand quantity for the item's first, second, and third units of measure and the average, standard, last, and user costs for the item print for the item before the inventory transactions are posted.

## Inventory Transaction Update Register Report Fields

Report/Listing Fields	Description
Adjustment	<p>The adjustment values for the item to which inventory transactions were applied. Inventory transaction adjustment values applied to an item are printed (under the appropriate column headings) below the Before values. Item information is affected differently depending on the type of transaction posted, therefore some columns will be blank. Refer to the report to see which quantity/cost fields are affected and/or left blank.</p> <p>A bill of material item group generates only two types of inventory transactions. Parent items are inventory receipts (<b>Type R</b>), and component items are quantity issues (<b>Type I</b>).</p> <p>The different transaction types that may print on this report are:</p> <ul style="list-style-type: none"> <li>• <b>QtyAdj</b> (Transaction Code <b>A</b> - Quantity Adjustment)</li> <li>• <b>CstAdj</b> (Transaction Code <b>C</b> - Cost Adjustment)</li> <li>• <b>UsrCst</b> (Transaction Code <b>F</b> - User Cost Maintenance)</li> <li>• <b>AveCst</b> (Transaction Code <b>G</b> - Average Cost Maintenance)</li> <li>• <b>Issue</b> (Transaction Code <b>I</b> - Quantity Issue)</li> <li>• <b>LstCst</b> (Transaction Code <b>L</b> - Last Cost) Maintenance)</li> <li>• <b>MoveDn</b> (Transaction Code <b>M</b> - Quantity Move Down)</li> <li>• <b>PO-Qty</b> (Transaction Code <b>O</b> - Quantity On Purchase Order)</li> <li>• <b>Receipt</b> (Transaction Code <b>R</b> - Inventory Receipt)</li> <li>• <b>StdCst</b> (Transaction Code <b>S</b> - Standard Cost Maintenance)</li> <li>• <b>WhsTrn</b> (Transaction Code <b>T</b> - Warehouse Transfer)</li> <li>• <b>MoveUp</b> (Transaction Code <b>U</b> - Quantity Move Up)</li> <li>• <b>Recnt</b> (Transaction Code <b>Y</b> - Inventory Recount)</li> </ul> <p>Refer to Enter/Update Transactions (MENU IAMAIN) for a more detailed explanation of these transactions types.</p>
After	<p>This value prints once for the item to which inventory transactions were posted. The on-hand quantity for the item's first, second, and third units of measure and the average, standard, last, and user costs for the item print under the appropriate column headings for the item after the inventory transactions are printed.</p>

## Inventory Transaction Update Register Recap Report

IA602 07/20/09 15.33.05		INVENTORY TRANSACTION UPDATE REGISTER RECAP		AH/APDEMO	PAGE 2
Number Of	Transaction Type	Quantity	Cost	Extension	
0	Quantity Adjustment	.000	.00000	.00000	
0	Cost Adjustment	.000	.00000	.00000	
0	User Cost Maint.	.000	.00000	.00000	
0	Average Cost Maint.	.000	.00000	.00000	
0	Quantity Issue	.000	.00000	.00000	
0	Last Cost Maint.	.000	.00000	.00000	
0	Qty Move/Cnvt Down	.000	.00000	.00000	
0	Qty On Order (P.O.)	.000	.00000	.00000	
0	Phys Inv Adjustment	.000	.00000	.00000	
3	Inventory Receipt	165.000	17.80583	997.50105	
0	Standard Cost Maint.	.000	.00000	.00000	
0	Warehouse Transfer	.000	.00000	.00000	
0	Quantity Move Up	.000	.00000	.00000	
0	Inventory Recount	.000	.00000	.00000	
0	Sales Issue	.000	.00000	.00000	
		165.000	17.80583	997.50105	
3* Transaction(s) were successfully Processed.					

This is the last report to print in the posting process.

This report is a summary of the number of inventory transactions that were successfully posted. A total number for each transaction type posted will be printed.

## Inventory Transaction Update Register Recap Report Fields

Report/Listing Fields	Description
Number Of	The number of times transactions for each transaction type were posted. The total number of transactions (all types) posted is provided at the bottom of the column, preceding an asterisk (*).
Transaction Type	The description of all the available transaction types.
Quantity	This is the total quantity affected for each transaction code.
Cost	The total costs entered, whether they be unit costs (U) for each transaction type.  NOTE: Transactions such as those generated through the Receive Manufactured Parts into Inventory (MENU OBMAIN) only have extended costs retrieved and therefore will have a zero value in the unit cost column.
Extension Amount	The total extended cost amount for each transaction type.

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Bill of Material allows you to inquire about items through Item Inquiry on the Bill of Material Main Menu (MENU OBMAIN). Use this option to gain access into the Item Inquiry. After selecting option 10, the initial screen of the Item Inquiry will display.

For an explanation of the Item Inquiry, refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide.

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You can perform a Bill of Material inquiry through Bill of Material Inquiry on the Bill of Material Main Menu (MENU OBMAIN / MENU WOMAIN). Use this option to do the following:

- Select a parent item and display all components that are required to build that parent.
- For each component required to build a specific parent, you can display the current availability in any warehouse. The quantity of each component to build the parent, and the number of parents that can be built based on the component availability, are also displayed.
- Display all of the parents that are built using a specified component.
- Inquire into the routing of each parent; sequence, operation, work center department, setup and run time, and all detail routing information can be displayed. (Value Added Services only).
- Access the item search to select an item to use in the inquiry.
- Access parent features and component options for a kit parent item.

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## Bill of Material Inquiry

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Bill of Material Inquiry Selection Screen	Used to select the number of the parent item to work with in the bill of material inquiry.
Where Used Inquiry Selection Screen	Used to select a component item to inquire on.
Where Used Inquiry Screen	Displays the parent items that contain a selected component item.

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Title	Purpose
Bill of Material Inquiry - Manufactured Items Screen Bill of Material Inquiry Screen - Manufactured Items, Value Added Services Bill of Material Inquiry Screen - Kits Bill of Material Inquiry Screen - Assortments	Displays the components that make up a parent item.
Features Inquiry Screen	Displays the parent features for the indicated kit parent item.
Availability Screen	Displays the available quantity of each component item that comprises a selected parent item.
Options Inquiry Screen	Displays the component options available in the Bill Of Materials Features & Options File (BOMFO).
Bill of Material Detail Screen	This screen is for Value Added Services only. Used to review detail information for the component and its associated parent.
Routing Inquiry Screen	This screen is for Value Added Services only. Displays routing information detailing the method of manufacture for components making up the parent item.
Outside Service Information Screen	This screen is for Value Added Services only. Used to review outside service header information associated with the operation you selected.
Outside Service Shipment Detail Screen	This screen is for Value Added Services only. Used review outside service detail information associated with the operation you selected.
Bill of Material Comment Inquiry Screen	This screen is for Value Added Services only. Displays comments applicable to the parent item or selected operation within the routing process.
Routing Detail Screen	This screen is for Value Added Services only. Displays detail information for the routing step selected.

## Bill of Material Inquiry Selection Screen

```

                                BILL OF MATERIAL INQUIRY

Company Number?      ...
Customer Number:     .....
Parent Item Number:  - .....
Revision Level:      .....
Effective Date:      . 11211

                        -or-

Find:
Item No: .....      Class: .....

                                F4=Parent List    F3=Exit    F5=Where Used

```

This screen appears after selecting option **11** - Bill of Material Inquiry from the Bill of Material Main Menu (MENU OBMAIN) or, if Value Added Services is installed, from the Value Added Services Main Menu (MENU WOMAIN). Use it to select the number of the parent item to work with in the bill of material inquiry.

When Value Added Services is installed, you can use either a revision level or effective date to retrieve a multi-level bill of material. For the parent item selected, you can display the components and their availability on subsequent screens. You may also utilize the **F5=WHERE USED** function key to display the Where Used Inquiry Selection Screen (p. 8-9). Also, for each parent item selected, you can display items for all levels of that bill. By using multi-levels and level depths on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22), each component can be broken down and displayed for inquiry and informational purposes. You can view the availability of items, the routing steps associated with the current parent item, outside service shipment information, as well as Bill of Material comments.

### Bill of Material Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	<p>If you have defined a unique bill of material for a parent item, company, and customer, inquire on that unique bill by keying the number of the company in this field. If you do, however, you must key the number of the customer in the <b>Customer Number</b> field.</p> <hr/> <p>NOTE: If you key a company number in this field that has not been defined for a unique bill of material, the error message <b>406: Invalid Parent Number</b> will display.</p> <hr/> <p><i>Valid Values:</i> Must be a company for which a unique bill of material has been defined through Bill of Material Maintenance (MENU OBFIL). (N 2,0) Optional</p>
Customer Number	<p>If you are inquiring on a unique bill of material that has been created for a specific customer, key the customer's number in this field. If you do this, make sure that you also key the appropriate <b>Company Number</b>. If you do not wish to inquire on a unique bill of material, leave this field blank.</p> <hr/> <p>NOTE: If you key a customer number in this field that has not been defined for a unique bill of material, the error message <b>406: Invalid Parent Number</b> will display. This message displays regardless if the item number is a valid manufactured item or kit.</p> <hr/> <p><i>Valid Values:</i> Must be a customer that has been defined for the parent item keyed in the <b>Parent Item Number</b> field on this screen. Customers are defined for parent items for unique bills of material through Bill of Material Maintenance (MENU OBFIL). (N 10,0) Optional</p>
Parent Item Number	<p>This is the parent item to inquire upon through this option. The following screens will display component items and quantities for this parent. If you do not recall the exact item number, you may use the item search by keying criteria in any or all of the item search fields on this screen.</p> <p><i>Valid Values:</i> Must be an item that has been defined as a bill of material parent through Bill of Material Maintenance (MENU OBFIL). (A 27) Required</p>

**Bill of Material Inquiry Selection Screen Fields and Function Keys**

Field/Function Key	Description
Revision Level	<p>This field appears only if Value Added Services is installed.</p> <p>You can key either a revision level in this field or an effective date in the <b>Effective Date</b> field, if it appears as determined through tailoring options. Both fields can be blank and at least one must be blank.</p> <p>This field reflects the revision level or latest release of the parent item and can be used to retrieve the bill corresponding to this revision level.</p> <p>Key the appropriate revision level of the bill that you want to display in the inquiry.</p> <hr/> <p>NOTE: If the item you request is a kit or an assortment, both the effective date and the revision level are ignored since work orders apply only to manufactured items. Additionally, you can use <b>F4=PARENT LIST</b> after you key a manufactured parent item to review revision levels and effective dates for bills of the selected parent.</p> <hr/> <p>(A 1) Optional</p>

### Bill of Material Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	<p>This field appears only if Value Added Services is installed and the <b>Use Effective Dates</b> field is <b>Y</b> in Work Order Options Maintenance (MENU WOFILE). If this field appears, you can key either a revision level in the <b>Revision Level</b> field or an effective date in this field. Both fields can be blank and at least one must be blank.</p> <p>Use this field to retrieve the most recent bill with an effective date prior to or equal to the date keyed in this field.</p> <p>For example, if you key October 15 in this field and 3 bills exist in the file for this item (one with an effective date of September 1, one with an effective date of October 1, and one with an effective date of November 1) the bill of material inquiry will retrieve the bill dated October 1, since it is the most recent bill prior to or equal to the effective date for this item.</p> <p>Key the appropriate effective date of the bill that you want to display in the inquiry, or accept the default to retrieve the bill closest to today's date.</p> <hr/> <p>NOTE: If the item you request is a kit or an assortment, both the effective date and the revision level are ignored since work orders apply only to manufactured items. Additionally, you can use <b>F4=PARENT LIST</b> after you key a manufactured parent item to review revision levels and effective dates for bills of the selected parent.</p> <hr/> <p><i>Default Value:</i> Today's date</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG) or, if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>If you key a revision level in the <b>Revision Level</b> field, you must blank out this field since both fields cannot contain a value.</p> <p>(N 6,0) Optional</p>

### Bill of Material Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this inquiry and return to the menu.
F4=Parent List	<p>This key appears only if Value Added Services is installed.</p> <p>Press <b>F4=PARENT LIST</b> to select a specific bill of material. The Parent Revision List Screen (p. 9-14).</p>

**Bill of Material Inquiry Selection Screen Fields and Function Keys**

Field/Function Key	Description
F5=Where Used	Press <b>F5=WHERE USED</b> to display the Where Used Inquiry Selection Screen (p. 8-9), where you may select to display all of the parent items for which a specific component item has been defined.
Enter	<p>Press <b>ENTER</b> to confirm your selections. If you did not key any search criteria, the bill of material screen appears for the selected parent item: Bill of Material Inquiry - Manufactured Items Screen (p. 8-15), Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22), Bill of Material Inquiry Screen - Kits (p. 8-15), or Bill of Material Inquiry Screen - Assortments (p. 8-16).</p> <p>If you did enter search criteria, the Item Description Search Screen will display. This screen is described in the Inventory Accounting User Guide.</p>



## Where Used Inquiry Selection Screen

"WHERE USED" INQUIRY

Component Item Number: .....

-or-

Find: .....

Item No: ..... Class: .....

F3=Exit

F10=BOM Inquiry

This screen displays after pressing **F5=WHERE USED** from the Bill of Material Inquiry Selection Screen (p. 8-3). Use it to select a component item to inquire on. The Where Used Inquiry Screen (p. 8-12) will display all parent items for which this component item has been defined.

### Where Used Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Component Item Number	<p>This is the component item to inquire upon through this option. The Where Used Inquiry Screen (p. 8-12) will display the parent items for which this component has been defined.</p> <p>If you do not recall the exact item number, you may use the item search by keying search criteria in the <b>Find</b>, <b>Item No</b>, or <b>Class</b> fields. Be advised that the items that display as a result of the item search are those that match the search word criteria entered. They are not necessarily component items that have been defined for a parent item.</p> <p><i>Valid Values:</i> Must be an item that has been defined as a component for a bill of material parent through Bill of Material Maintenance (MENU OBFIL). (A 27) Required</p>

## Where Used Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this inquiry. MENU OBMAIN will display.
F10=BOM Inquiry	Press <b>F10=BOM INQUIRY</b> to display the Bill of Material Inquiry Selection Screen (p. 8-3), where you may select a parent item to inquire on.

**Where Used Inquiry Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections. If you did not key search criteria, the Where Used Inquiry Screen (p. 8-12) will display.</p> <p>If you did key search criteria, the Item Description Search Screen will display. This screen is described in the Inventory Accounting User Guide.</p>

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## Where Used Inquiry Screen

"WHERE USED" INQUIRY					
Component: A100					
Desc: All-in-One Printer Model V515W    Print, Copy, Fax, Scan					
Co/Customer					
Ref	Description	Parent Item Number	Type	Qty/Par	Qty Avail
1	Promotion Assortment	PROMO	A	1.000	

WH? 1,    Selection: ...    F5=Incl Suspnd    F10=BOM Inquiry    Last  
F12=Return

This screen displays after pressing **ENTER** from the Where Used Inquiry Selection Screen (p. 8-9), or after selecting an item on the Availability Screen (p. 8-29). It shows the parent items that contain the selected component item.

Use the **F5=INCL SUSPND** / **F5=EXCL SUSPND** key to refresh the screen and exclude suspended items or include suspended items. The suspend flag is checked for both the Item Master and Item Balance files; Item Balance uses the warehouse specified at the bottom of the screen.

### Where Used Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Component	The selected component item number and its description.
Desc	
Ref	Used to reference an item. Key this number in the <b>Selection</b> field to choose the item you wish to display in detail on the Bill of Material Inquiry Screen - Kits (p. 8-15), Bill of Material Inquiry Screen - Assortments, Bill of Material Inquiry - Manufactured Items Screen (p. 8-15), or Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22). Display
Co/Customer	If a parent bill of material has been defined as a unique bill of material through Bill of Material Maintenance (MENU OBFIL), the company and customer for which the unique bill has been defined will display in the top line of this column for each item. Otherwise, this field is blank. Display

## Where Used Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Parent Item Number	<p>This column displays the parent item numbers to which this component has been assigned.</p> <p>Display</p>
Type	<p>This field displays the bill of material type for each parent item. The bill of material type may be one of the following:</p> <ul style="list-style-type: none"> <li>• A: Assortment</li> <li>• K: Kit</li> <li>• M: Manufactured item</li> </ul> <p>Display</p>
Qty/Par	<p>This column displays the quantity of the specified component item that is required by the corresponding parent item bill of material.</p> <p>Display</p>
Description	<p>The bottom line of this column for each item will display the description of the parent item that contains this component in its bill of material.</p> <p>Display</p>
Qty Avail	<p>This column displays the quantity of the parent item that is available in the specified warehouse. If the parent item is not stored in the selected warehouse, N/A displays in this column.</p> <p>Display</p>
WH	<p>To display the quantity available of the parent items for a different warehouse, key the two character warehouse ID in this field. If a parent item is not stocked in the selected warehouse, <b>N/A</b> displays in the <b>Qty Avail</b> column for that item.</p> <p><i>Default Value:</i> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the <b>Default Warehouse</b> defined through Company Name Maintenance (MENU XAFIL)</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>
Selection	<p>Use this field to select one of the parent items from this screen to display all component items that have been defined for the selected parent.</p> <p><i>Valid Values:</i> One of the reference numbers displayed in the <b>Ref</b> column on this screen.</p> <p>(N 2,0) Optional</p>

### Where Used Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F5=Incl Suspnd / F5=Excl Suspnd	<p>Press the <b>F5=INCL SUSPND</b>/<b>F5=EXCL SUSPND</b> function key to toggle between displaying the results of the parent items that are or are not suspended.</p> <hr/> <p>NOTE: The default value of the <b>F5=INCL SUSPND</b> / <b>F5=EXCL SUSPND</b> function key is defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items <b>BOM Inquiry / Component Where Used Inquiry</b> field.</p> <hr/>
F10=BOM Inquiry	Press <b>F10=BOM INQUIRY</b> to display the Bill of Material Inquiry Selection Screen (p. 8-3), where you may select a parent item for this inquiry.
F12=Return	Press <b>F12=RETURN</b> to return to the Where Used Inquiry Selection Screen (p. 8-9), where you may select a different component item for the inquiry.
Enter	Press <b>ENTER</b> after keying a <b>Ref</b> number in the <b>Selection</b> field. If you keyed a different warehouse in the <b>WH</b> field this screen will re-display this screen with the available quantities for the selected warehouse. Else the Bill of Material Inquiry - Manufactured Items Screen (p. 8-15), Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22), Bill of Material Inquiry Screen - Assortments (p. 8-16) or the Bill of Material Inquiry Screen - Kits (p. 8-15) will display for the selected item.

## Bill of Material Inquiry - Manufactured Items Screen

BILL OF MATERIAL INQUIRY				Type: Manufactured Item	
Co/Cust: 0 / 0		Parent: A400		Desc: Office Tool Set	
Component			Qty/	----- Labor -----	
<u>Item Number/Description</u>		<u>U/M</u>	<u>Parent</u>	<u>Type</u>	<u>Hrs.</u> <u>Wh</u>
A401	Hammer	EA	1.000		
A402	Phillips Head Screwdriver	EA	1.000		
A403	Standard Screw Driver	EA	1.000		
A404	Slip-joint Pliers	EA	1.000		
A405	Adjustable Wrench	EA	1.000		
A406	Vinyl Pouch	EA	1.000		
				Last	
F3=Exit				F5=Availability	F10=BOM Inquiry

## Bill of Material Inquiry Screen - Kits

BILL OF MATERIAL INQUIRY				Type: Kit	
Co/Cust: 1 / 1984		Parent: A300		Desc: Desk Set Kit	
Component			Qty/	----- Labor -----	
<u>Item Number/Description</u>		<u>U/M</u>	<u>Parent</u>	<u>Type</u>	<u>Hrs.</u> <u>Wh</u>
A310	Full Strip Desk Stapler	1/2" s EA	1.000		
A330	Straight Trimmers Shears	EA	1.000		
A360	Waste Basket - Gray	24" ta EA	1.000		
A370	Tape Dispenser - Gray	EA	1.000		
				Last	
F3=Exit				F5=Availability	F9=Features F10=BOM Inquiry

## Bill of Material Inquiry Screen - Assortments

BILL OF MATERIAL INQUIRY				Type: Assortment
Co/Cust: 0 / 0		Parent: PROMO		
		Desc: Promotion Assortment		
Component		Qty/	----- Override--	
Item Number/Description	U/M	Parent	Price	Desc.
A250 Underdesk Printer / Fax Stand	13.5 x EA	1.000	12.99000	D
A120 Color Copy / Photo Paper 28#	Hammer BOX	1.000		
A100 All-in-One Printer Model V515W	Print, EA	1.000		
Special Handling			23.99000	
F3=Exit F5=Availability F10=BOM Inquiry				Last

The Bill of Material Inquiry - Manufactured Items Screen (p. 8-15) displays the components that make up the Manufactured parent item selected from the Bill of Material Inquiry Selection Screen (p. 8-3), the Where Used Inquiry Screen (p. 8-12).

The Bill of Material Inquiry Screen - Assortments (p. 8-16) screen displays the components that make up the assortment parent item selected from the Bill of Material Inquiry Selection Screen (p. 8-3), the Where Used Inquiry Screen (p. 8-12).

The Bill of Material Inquiry Screen - Kits (p. 8-15) screen displays the components that make up the kit or assortment parent item selected from the Bill of Material Inquiry Selection Screen (p. 8-3), the Where Used Inquiry Screen (p. 8-12), or a component is selected from the Open Kit by Component Item Screen in Open Order by Item (MENU OEMAIN).

NOTE: If you accessed this screen from the Open Kit by Component Item Screen and the company and customer number are displayed, the bill you selected to review is either customer-specific or altered.

Each component is printed on a single line. In addition to the component items that have been defined for the selected bill of material parent item, messages and special charges will display if they have been defined for the bill of material.

If labor charges have been assigned to a component item, or to the parent item, the labor information is displayed in the 3 right-most columns. Labor information may be defined for manufactured items and kit bills of material through Bill of Material Maintenance (MENU OBFIL).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:



\* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen

\* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

### Bill of Material Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Type	<p>The type of parent item selected:</p> <ul style="list-style-type: none"> <li>• <b>Assortment</b></li> <li>• <b>Kit</b></li> <li>• <b>Manufactured Item</b></li> </ul> <p>Display</p>
Co/Cust	<p>For customer specific bills of material, the company and customer for the customer specific bill will display.</p> <p>Display</p>
Parent Desc	<p>The selected parent item number and its description.</p> <p>Display</p>
Component Item Number/ Description	<p>The item number and description of the components that comprise the selected parent item's bill of material. If any messages or special charges have been defined for a bill of material, they are displayed in this column.</p> <p>If labor charges are included in a bill of material for a parent item, the message <b>Parent Labor</b> —— will display in this column.</p> <p>Display</p>
U/M	<p>This column displays the unit of measure for each component item defined for this bill of material. This is the unit of measure associated with the quantity of components displayed in the <b>Qty/Parent</b> column.</p> <p>Display</p>
Qty/Parent	<p>This column displays the quantity of each component item that is required for the current parent item. This quantity is expressed in the unit of measure displayed in the <b>U/M</b> field.</p> <p>Display</p>
Labor Type	<p>This field appears only for kits and non-Value Added Services manufactured items.</p> <p>The description of the labor rate code that has been assigned to the item. Labor rate codes are defined through Labor Rates Maintenance (MENU OBFIL).</p> <p>Display</p>

**Bill of Material Inquiry Screen Fields and Function Keys**

Field/Function Key	Description
Labor Hrs	<p>This field appears only for kits and non-Value Added Services manufactured items.</p> <p>The number of labor hours required for the parent or component item in the preparation of this bill of material.</p> <p>Display</p>
Labor WH	<p>This field appears only for kits and non-Value Added Services manufactured items.</p> <p>If the parent is a manufactured item, and components are defined for a specific warehouse, the two character warehouse code is displayed in this column.</p> <p>Display</p>
Override Price	<p>This field displays for components of parent assortment items only.</p> <p>This field changes the price of this component for this assortment. This price change is reflected in the price of the assortment when it is ordered through Order Entry.</p> <p>Display</p>
Override Desc	<p>This field displays for components of parent assortment items only.</p> <p>Identifies the code is used to determine what the value in the <b>Override Price</b> field is.</p> <ul style="list-style-type: none"> <li>• <b>D</b> indicates that the <b>Override Price</b> is a discount amount that will reduce the <b>Price Override</b> by the displayed discount amount.</li> <li>• <b>F</b> indicates <b>Override Price</b> is the final price. It will not be discounted, even if discounts apply, or decimal-formatted in any way.</li> </ul> <p>Display</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this inquiry and return to the menu.
F5=Availability	Press <b>F5=AVAILABILITY</b> to access the Availability Screen (p. 8-29), which displays the availability of each of the component items for the current parent item.
F7=Page Down / F8=Page Up	<p>More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>

### Bill of Material Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F9=Features	<p>The <b>F9=FEATURES</b> function key appears only if a kit parent item is entered on the Bill of Material Inquiry Selection Screen (p. 8-3) and features exist for that kit parent item.</p> <p>Press <b>F9=FEATURES</b> to access parent features for the indicated kit parent item. The Features Inquiry Screen (p. 8-20) will appear.</p>
F10=BOM Inquiry	<p>Press <b>F10=BOM INQUIRY</b> to access the Bill of Material Inquiry Selection Screen (p. 8-3), where you can select a different parent item for the inquiry.</p> <p>When Value Added Services is installed, press <b>F10=BOM INQUIRY</b> after keying the reference number of the corresponding manufactured item in the <b>Selection</b> field to select that item for display in this inquiry. That item will then appear in the <b>Parent</b> field on the top portion of this screen and the different levels of the components that make up that parent item will appear in the lower portion of the screen.</p>
F12=Return	<p>The <b>F12=RETURN</b> appears only for manufactured items when Value Added Services is installed. Press <b>F12=RETURN</b> to exit this inquiry. and return to the menu.</p>
Enter	<p>When Value Added Services is installed, press <b>ENTER</b> after keying the reference number of the corresponding item in the <b>Selection</b> field to access the Bill of Material Detail Screen (p. 8-35). Or, press <b>ENTER</b> after keying a level number in the <b>Level Indent</b> field or the <b>Level Depth</b> field to display level indents and/or multi-levels.</p>

## Features Inquiry Screen

FEATURES INQUIRY				
Customer No: 0 /		0		
Parent Item: A300		Desk Set Kit		
U/M: EA				
Seq	Item No/Description		U/M	Qty Per
10	A380	Stacking Desk Trays	se EA	1.000
20	A390	Desk Organizer/Calendar	8 EA	1.000
				Last
F10=BOM Inquiry		F12=Return		

This screen appears after you press **F9=FEATURES** from the Bill of Material Inquiry Screen - Kits (p. 8-15).

Use this screen to view parent features for the indicated kit parent item. Features are additional component items that may be added to a parent kit bill of material through Order Entry via Enter, Change & Ship Orders (MENU OEMAIN).

### Features Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company number and customer number, followed by the customer description. Display
Parent Item	The parent kit bill of material item number and description. Display
U/M	The default stocking unit of measure of the parent item. Display
Seq	The sequence of this item on the bill of material. Display
Item No/Description	The item number and description of the additional component item that may be added to the kit item when the kit item is being ordered by the customer. Display

**Features Inquiry Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
F10=BOM Inquiry	Press <b>F10=BOM INQUIRY</b> to display the Bill of Material Inquiry Selection Screen (p. 8-3), where you may select a different parent item for this inquiry.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.

## Bill of Material Inquiry Screen - Manufactured Items, Value Added Services

BILL OF MATERIAL INQUIRY				Type: Manufactured Item
Co/Cust:	0 / 0	Rev Level:	ORIG	Eff Date: 5/10/13
Parent:	W1000	Drawing:	DRAWING NO FOR W1000	
Desc:	Overhead Projector	U/M:	EA	
Level	Item Number/ Description	U/M	Qty/Parent	
1 1	W1010 Overhead Lens Unit	EA	1.00000	
2 .2	W1111 Lens Overhead Lens Unit	EA	1.00000	
3 .2	W1112 Aluminum Alloy Casing Overhead Lens U+	EA	1.00000	
4 .2	W1113 Screws 1/8" Overhead Lens Unit	EA	8.00000	
5 .2	W1114 Mirror Overhead Lens Unit	EA	1.00000	
6 1	W1020 Overhead Lens Arm Unit	EA	1.00000	
7 .2	W1120 Overhead Arm Base Attachment Overhead+	EA	1.00000	
8 .2	W1121 Overhead Arm Lens Attachment Overhead+	EA	1.00000	
9 .2	W1030 Overhead Connector Unit	EA	1.00000	
10 .3	W1131 Casing Overhead Connector Unit	EA	1.00000	
11 .3	W1132 Screws 3mm Overhead Connector Unit	EA	6.00000	
12 .3	W1133 Focus Knob Overhead Connector Unit	EA	1.00000	
More...				
Selection: _ . Level Indent: .1 Level Depth: . . . F12=Return				
F2=Desc Left F4=Show Mfg No F5=Availability F9=Routing F10=BOM Inquiry				

The Bill of Material Inquiry Screen - Manufactured Items, Value Added Services displays the components that make up the Manufactured parent item selected from the Bill of Material Inquiry Selection Screen (p. 8-3), the Where Used Inquiry Screen (p. 8-12).

Each component is printed on a single line. In addition to the component items that have been defined for the selected bill of material parent item, messages and special charges will display if they have been defined for the bill of material.

If labor charges have been assigned to a component item, or to the parent item, the labor information is displayed in the 3 right-most columns. Labor information may be defined for manufactured items and kit bills of material through Bill of Material Maintenance (MENU OBFIL).

When Value Added Services is installed, a component is a sub-assembly, blend, intermediate, etc., all of its components can be displayed, and all of their components, down to purchased parts and materials, can be displayed. Item levels can display to show lower levels or can be restricted to display only the higher levels you want to see. The **Eff Date** field on the top portion of this screen appears only if the **Use Effective Dates** is **Y** in Work Order Options Maintenance (MENU WOFIL).

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

# Value Added Services Manufactured Item Component Levels

The following example illustrates Value Added Services manufactured item component levels.

Parent Item = Wheel Barrow - designated as Level 0. To make a wheel barrow, you need the following three components (designated as Level 1's):

- Level 1 = Tray
- Level 1 = Parts Box
- Level 1 = Handles

Assume that each of these components has to be manufactured, including their own bills required to make them. The components of the Level 1 items are at Level 2, and so on, as indicated below:

With this example, this screen would display the bill as follows:

## Example: Multi=Level Bill of Material

L e v e l		Item Number/Description
1		Tray
. 2		Sheet of Metal
. 2		Paint
1		Parts Box
. 2		Wheel Assembly
. . 3		Rubber Tire
. . 3		Valve
. . 3		Rim
. .2		Package of Nuts and Bolts
. .2		Metal Leg Assembly
. . 3		Left Leg
. . . 4		Metal Blank
. . . . 5		Roll of Metal
. . 3		Right Leg

**Example:** Multi=Level Bill of Material

L e v e l		Item Number/Description
.	.	4 Metal Blank
.	.	. 5 Roll of Metal
.	.	3 Leg Support
.	.	. 4 Metal Blank
.	.	. . 5 Roll of Metal
1		Handle
.	2	Cut Board

**Bill of Material Inquiry Screen - Manufactured Items, Value Added Services Screen Fields & Function Keys**

Field/Function Key	Description
Type	The type of parent item selected: <ul style="list-style-type: none"> <li>• <b>Manufactured Item</b></li> </ul> Display
Co/Cust	For customer specific bills of material, the company and customer for the customer specific bill will display. Display
Parent Desc	The selected parent item number and its description. Display
Revision Level	This field appears only for manufactured items when Value Added Services is installed. This field displays the revision level, if any, of this version of the bill of material for the parent item. Display
Effective Date	This field appears only for manufactured items when Value Added Services is installed. This field displays the effective date, if any, of this version of the bill of material for the parent item. Display



### Bill of Material Inquiry Screen - Manufactured Items, Value Added Services Screen Fields & Function Keys

Field/Function Key	Description
Drawing No	<p>This field appears only for manufactured items when Value Added Services is installed.</p> <p>This field displays the engineering drawing number used for informational purposes. The drawing number is the designation assigned to each engineering drawing for identification purposes.</p> <p>Display</p>
U/M	<p>The parent item's primary unit of measure.</p> <p>Display</p>
(Reference Number)	<p>This field appears only for manufactured items when Value Added Services is installed.</p> <p>This field represents the reference number associated with an item. Key this number in the <b>Selection</b> field on this screen to select an item for further inquiry.</p> <p>Display</p>
Level	<p>This field appears only for manufactured items when Value Added Services is installed.</p> <p>This field is 5 sub-fields which display the level of the components as they relate to the parent item. Up to 100 levels can appear; if more than 10 levels exist, all subsequent levels will no longer be indented. To see deeper levels, key the level in the <b>Level Indent</b> field.</p> <p>A parent item is always designated as level zero. Components used directly by the parent will have a designation of level 1 (like a parent/child relationship). If any of these same components are also manufactured items, then the components of that manufactured item will be designated a level of 2 (like a parent/grandchild relationship).</p> <p>You can use this field in the <b>Level Depth</b> field to manipulate the display of level information on this screen; refer to the <b>Level Indent</b> and <b>Level Depth</b> fields for details.</p> <p>Refer to Value Added Services Manufactured Item Component Levels (p. 8-23) for information about component levels.</p> <p>Display</p>
Component Item Number/ Description	<p>The item number and description of the components that comprise the selected parent item's bill of material. If any messages or special charges have been defined for a bill of material, they are displayed in this column.</p> <p>If labor charges are included in a bill of material for a parent item, the message <b>Parent Labor</b> — will display in this column.</p> <p>Display</p>

## Bill of Material Inquiry Screen - Manufactured Items, Value Added Services Screen Fields & Function Keys

Field/Function Key	Description
U/M	<p>This column displays the unit of measure for each component item defined for this bill of material. This is the unit of measure associated with the quantity of components displayed in the <b>Qty/Parent</b> column.</p> <p>Display</p>
Qty/Parent	<p>This column displays the quantity of each component item that is required for the current parent item. This quantity is expressed in the unit of measure displayed in the <b>U/M</b> field.</p> <p>Display</p>
Selection	<p>This field appears only for manufactured items when Value Added Services is installed.</p> <p>Use this field to select a component to display in detail on the Bill of Material Detail Screen (p. 8-35). All component and parent item information that has been defined for the selected parent will appear.</p> <p>Key the reference number of the item you want to display detail for and press <b>ENTER</b>.</p> <p><i>Valid Values:</i> One of the reference numbers displayed in the <b>Reference Number</b> column on this screen.</p> <p>(N 2,0) Optional</p>
Level Indent	<p>This field appears only for manufactured items when Value Added Services is installed.</p> <p>Use this field to determine which level you want to display in the first sub-column of the <b>Level</b> field on this screen. The default display of this screen shows all levels.</p> <p>Level numbers on this screen can display at a maximum of 100 levels at a time, providing you with the option to shift the level numbers on this screen to display actual level numbers of lower level components.</p> <p>Key a valid level number (as identified in the <b>Level</b> field) for the selected item and press <b>ENTER</b>. That level will appear in the first sub-column of the <b>Level</b> field on this screen and the subsequent levels will be indented from that point on.</p> <p>For example, if you key 1 in this field, then levels 1 through 12 will display in the <b>Level</b> column on this screen and the indent will begin at level 1. If you key 4, then levels 4 through 15 will display and the indent will begin at level 4.</p> <p>Components in levels lower than the first level number you select will still display but will be left justified in the <b>Level</b> column, indicating that this component is at a higher level.</p> <p><i>Default Value:</i> Level 1</p> <p>(N 3,0) Optional</p>

### Bill of Material Inquiry Screen - Manufactured Items, Value Added Services Screen Fields & Function Keys

Field/Function Key	Description
Level Depth	<p>This field appears only for manufactured items when Value Added Services is installed.</p> <p>Use this field to determine which levels of components you want to view on this screen. The default display of this screen shows all levels.</p> <p>Key a valid level number (identified in the <b>Level</b> field) associated with the selected item and press <b>ENTER</b>. Only levels that are equal to or lower than the level you key in this field will display on this screen.</p> <p>For example, if you key a level number of 3 in this field, then only levels 1 through 3 will display on this screen. If you key 4, then only levels 1 through 4 will display, and so on.</p> <p>If a component is also a manufactured parent, and has components that are not displaying, a plus (+) sign will display before the <b>Item Number/Description</b> column.</p> <p>(N 3,0) Optional</p>
F2=Desc Left/Desc Right/Item & Desc	<p>The <b>F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM &amp; DESC</b> is function key appears only for manufactured items when Value Added Services is installed.</p> <p>Press the <b>F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM &amp; DESC</b> key to shift the <b>Item Number/Description</b> field either to the right-most character of the description or to the left-most character of the description. This toggle key can also be used to redisplay both the item number and description together.</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this inquiry and return to the menu.
F4=Show Mfg No/Hide Mfg No	<p>The <b>F4=SHOW MFG NO / F4=HIDE MFG NO</b> function key appears only for manufactured items when Value Added Services is installed and if both the item number and description are displayed on this screen (the key appears as <b>F2=DESC LEFT</b>).</p> <p>Press <b>F4=SHOW MFG NO / F4=HIDE MFG NO</b> to either show or hide the manufacturing number in the <b>Item Number/Description</b> field. You can optionally key a manufacturing number for an item through Item Master Maintenance (MENU IAFILE).</p>
F5=Availability	Press <b>F5=AVAILABILITY</b> to access the Availability Screen (p. 8-29), which displays the availability of each of the component items for the current parent item.

### Bill of Material Inquiry Screen - Manufactured Items, Value Added Services Screen Fields & Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	<p>More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display.</p> <p>Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task.</p> <p>Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.</p>
F9=Routing	<p>The F9=ROUTING key appears only for manufactured items when Value Added Services is installed.</p> <p>Press F9=ROUTING to access the Routing Inquiry Screen (p. 8-37), which displays routing information about the method of manufacture for components making up the parent item.</p>
F10=BOM Inquiry	<p>Press F10=BOM INQUIRY to access the Bill of Material Inquiry Selection Screen (p. 8-3), where you can select a different parent item for the inquiry.</p> <p>When Value Added Services is installed, press F10=BOM INQUIRY after keying the reference number of the corresponding manufactured item in the <b>Selection</b> field to select that item for display in this inquiry. That item will then appear in the <b>Parent</b> field on the top portion of this screen and the different levels of the components that make up that parent item will appear in the lower portion of the screen.</p>
F12=Return	<p>The F12=RETURN appears only for manufactured items when Value Added Services is installed. Press F12=RETURN to exit this inquiry. and return to the menu.</p>
Enter	<p>When Value Added Services is installed, press ENTER after keying the reference number of the corresponding item in the <b>Selection</b> field to access the Bill of Material Detail Screen (p. 8-35). Or, press ENTER after keying a level number in the <b>Level Indent</b> field or the <b>Level Depth</b> field to display level indents and/or multi-levels.</p>

Availability Screen

Co/Cus: 1 / 1984		AVAILABILITY		Type: Kit		
Parent: A300				Available: Built	Total	
Desc: Desk Set Kit				504.000	504.000	
		Eff Date:		Rev Level:		
Ref	Component	U/M	Qty Avail	Qty/Par	No. Parents	Q
1	A330 Straight Trimmers Shears	EA	1212.000-	1.00000		Y
2	A360 Waste Basket - Gray 24" tall, 2 gallon	EA	1016.000-	1.00000		
3	A370 Tape Dispenser - Gray	EA	921.000-	1.00000		
4	A310 Full Strip Desk Stapler 1/2" staples soa	EA	1353.000	1.00000	1353.000	Y
Last						
WH? 1, Selection: ...		F9=Options		F10=BOM Inquiry		F12=Return

This screen appears after you press **F5=AVAILABILITY** from the Bill of Material Inquiry - Manufactured Items Screen (p. 8-15), the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22), Bill of Material Inquiry Screen - Kits (p. 8-15), or Bill of Material Inquiry Screen - Assortments (p. 8-16). This single level screen displays the available quantity of each component item that comprises the current parent item [the parent selected on the Bill of Material Inquiry Selection Screen (p. 8-3)] in the **Parent** field. The number of parents that may be built based on the availability of each component is calculated and displayed in the **No. Parents** field. Components that display on this screen are in descending order, from the least available to the most available.

If Value Added Services is installed and components listed on this screen are also manufactured items, the **Ref** field is displayed in reverse image. To see availability of that parent's component, you must select that item and press **F6=NXT LEVEL**. The availability of its first level components appear below.

If you key an item in the **Selection** field and press **ENTER**, that item will then display on the Where Used Inquiry Screen (p. 8-12) in the **Component** field, and all parent items that contain the selected component item will be displayed.

Availability Screen Fields and Function Keys

Field/Function Key	Description
Type	The type of parent item selected: <ul style="list-style-type: none"><li>• Assortment</li><li>• Kit</li><li>• Manufactured Item</li></ul>
	Display

**Availability Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Co/Cus	For customer specific bills of material, the company and customer for the customer specific bill will display. Display
Parent Desc	The selected parent item number and its description. Display
Available: Built	This field displays the quantity assembled or built parents that are available in stock for this item. Display
Available: Total	This field displays the total quantity of both available parent items in stock and available component items in stock needed to build that same parent. Display
Level	This field appears only for manufactured items when Value Added Services is installed. This field displays the level of the component as it relates to the parent item. Display
Eff Date	This field appears only for manufactured items when Value Added Services is installed. This field displays the effective date, if any, of this version of the bill of material for the parent item. Display
Rev Level	This field appears only for manufactured items when Value Added Services is installed. This field displays the revision level, if any, of this version of the bill of material for the parent item. Display
Ref	This field is used to reference an item. Key this number in the <b>Selection</b> field to select the desired item to display on the Where Used Inquiry Screen (p. 8-12). Display
Component	The item number and description of the components that comprise the selected parent item's bill of material. For each component item, the first line displays the item number, and the second line displays the related description. Display

**Availability Screen Fields and Function Keys**

Field/Function Key	Description
U/M	<p>This column displays the unit of measure for each component item defined for this bill of material. This is the unit of measure associated with the quantity of components displayed in the <b>Qty Avail</b> and <b>Qty/Parent</b> columns.</p> <p>Display</p>
Qty Avail	<p>This column displays the quantity of the component item that is available in the specified warehouse. If the component item is not stored in the selected warehouse, this field is blank for that component. This quantity is expressed in the unit of measure displayed in the <b>U/M</b> field.</p> <p>Display</p>
Qty/Par	<p>This column displays the quantity of each component item that is required for the current parent item. This quantity is expressed in the unit of measure displayed in the <b>U/M</b> field.</p> <p>Display</p>
No. Parents	<p>This column displays the number of parent items that can be built based on the availability of the component. This is calculated as the <b>Qty Avail</b> divided by the <b>Qty/Par</b>, and is displayed to three decimal positions. If the availability of a component is not sufficient enough to build at least one parent item, this column is blank.</p> <p>Display</p>
WH	<p>If the parent is a manufactured item, and one of its components is defined as being stocked in a different warehouse, that different warehouse ID is displayed in this column. If the parent is a kit or assortment, no data for this field is displayed since all components for a kit or assortment must come from the same warehouse.</p> <p>Display</p>
O	<p>A <b>Y</b> displays in this column if the corresponding component has component options available in the Bill Of Materials Features &amp; Options File (<b>BOMFO</b>). Note that you will still be allowed to select a component in the <b>Selection</b> field even if that component does not have any available options.</p>
WH	<p>To display the available quantity of the component items for a different warehouse, key the two character warehouse ID in this field and press <b>ENTER</b>, the screen will re-display with the new available quantities.</p> <p><i>Default Value:</i> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the <b>Default Warehouse</b> defined through Company Name Maintenance (MENU XAFIL)</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>

### Availability Screen Fields and Function Keys

Field/Function Key	Description
Selection	<p>Use this field to select a component item.</p> <p>After selecting a component item, press <b>ENTER</b> to display the Where Used Inquiry Screen (p. 8-12) where all of the parent items for which this component item has been assigned will display.</p> <p>After selecting a component item, press <b>F9=OPTIONS</b> to display the Options Inquiry Screen (p. 8-33) where you can access component options available in the Bill Of Materials Features &amp; Options File (<b>BOMFO</b>).</p> <p><i>Valid Values:</i> One of the reference numbers displayed in the <b>Ref</b> column on this screen.</p> <p>(N 2,0) Optional</p>
F4=Prev Level	<p>The <b>F4=PREV LEVEL</b> function key appears only for manufactured items when Value Added Services is installed.</p> <p>Press <b>F4=PREV LEVEL</b>, if applicable, to display the previous level for that component.</p>
F6=Next Level	<p>The <b>F6=NEXT LEVEL</b> function key appears only for manufactured items when Value Added Services is installed.</p> <p>Press <b>F6=NEXT LEVEL</b> after keying the reference number of a manufactured item in the <b>Selection</b> field to display the next level of the selected component item. The item you selected in the <b>Selection</b> field will display in the <b>Parent</b> field on the top portion of this screen and the next level associated with that item will appear in the middle portion. To display the previous level for that item, press <b>F4=PREV LEVEL</b>.</p>
F9=Options	<p>The <b>F9=OPTIONS</b> function key appears only if a kit parent item is entered on the Bill of Material Inquiry Selection Screen (p. 8-3) and features exist for that kit parent item.</p> <p>After entering a value in the <b>Selection</b> field, press <b>F9=OPTIONS</b> to access component options, if any, on the Options Inquiry Screen (p. 8-33). A <b>Y</b> displays in the <b>O</b> column if the corresponding component has component options available in the Bill Of Materials Features &amp; Options File (<b>BOMFO</b>).</p>
F10=BOM Inquiry	Press <b>F10=BOM INQUIRY</b> to display the Bill of Material Inquiry Selection Screen (p. 8-3), where you may select a different parent item for this inquiry.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
Enter	Press <b>ENTER</b> after keying a reference number in the <b>Selection</b> field to display the Where Used Inquiry Screen (p. 8-12). Or, press <b>ENTER</b> after keying a different warehouse in the <b>WH</b> field to re-display this screen with the available quantities for the selected warehouse.



## Options Inquiry Screen

OPTIONS INQUIRY						
Customer No: 0 /		0				
Compnt Item: A330		Straight Trimmers Shears				
U/M: EA		9" scissors				
Seq	Substitute	Item No/Description		U/M	Qty	Per
10	A340	Deluxe Straight Trimmers Shears	10	EA	1.000	
20	A350	Bankers' Shears	12	EA	1.000	
						Last
F10=BOM Inquiry			F12=Return			

This screen appears after you press **F9=OPTIONS** from the Availability Screen (p. 8-29).

Use this screen to view component options available in the Bill Of Materials Features & Options File (BOMFO). Options are substitute items that may be used to replace original component items in a parent kit (e.g., different colors, materials, etc.). Once defined through Bill of Material Maintenance (MENU OBFIL), an option may be selected for a kit through Enter, Change & Ship Orders (MENU OEMAIN).

### Options Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The company number and customer number, followed by the customer description. Display
Compnt Item	The component item number and its description. Display
U/M	The default stocking unit of measure of the parent item. Display
Seq	The sequence of the item on the bill of material. Display

**Options Inquiry Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Substitute Item No/ Description	The item number and description of the substitute component item that may be selected in place of the standard component item when the kit item is being ordered by the customer. Display
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
F10=BOM Inquiry	Press <b>F10=BOM INQUIRY</b> to display the Bill of Material Inquiry Selection Screen (p. 8-3), where you may select a different parent item for this inquiry.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.

## Bill of Material Detail Screen

BILL OF MATERIAL DETAIL	
Co/Customer: 0 / 0	Effective Date: 5/11/11
Parent Item: W1040	Revision Level: ORIG
Description: Overhead Base Unit	Drawing No: DRAWING NO FOR W1040
	U/M: EA
<u>Component Detail:</u>	
Component Item: W1145	U/M: EA
Description: Screws 1/4"	
	Base Unit Screws
Qty Required: 20.00000	
Scrap Factor:	
Routing Step: 10	
F12=Return	

This screen appears only for manufactured items when Value Added Services is installed.

This screen appears after you enter a **Reference Number** number in the **Selection** field on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) and press **ENTER**. Use this screen to review detail information for the component and its associated parent. All the fields on this screen are display only and cannot be changed.

### Bill of Material Detail Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number, for customer specific bills only. Display
Parent Item Description	The parent item associated with the item selected on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) displays with the parent item's description.
Effective Date	The effective date, if any, of this version of the bill of material for the parent item.
Revision Level	The revision level, if any, of this version of the bill of material for the parent item.
Drawing Number	The engineering drawing number, if any, of this version of the bill of material for the parent item.

**Bill of Material Detail Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
U/M	The parent item's primary unit of measure.
Component Item Description U/M	These fields displays the selected component item associated with the parent item. The component's description and unit of measure also appear.
Qty Required	The quantity of the selected component item that is required by the parent item.
Scrap Factor	The planned percentage of quantity scrapped in making the finished product. This is used to account for the anticipated loss of items within the manufacture of this particular product.
Routing Step	This field displays where in the order of the routing that this component item is to be assembled.
Revision Level	The revision level (or version) associated with this item, if applicable.
F12=Return	After reviewing the information, press <b>F12=RETURN</b> to return to the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22).

## Routing Inquiry Screen

ROUTING INQUIRY									
Co/Cust: 0 / 0				Rev Level: ORIG Eff Date: 5/11/11					
Parent: W1000				Drawing: DRAWING NO FOR W1000					
Desc: Overhead Projector				U/M: EA					
Seg	Oper	Operation Desc	Dept	W/C	Setup Hrs	Run/Units	Run/Hrs	QC	
1	10	ASSEM Assemble	ASBLY	ASBL		1.000	.50		
2	20	INSP Inspect	ASBLY	ASBL		1.000	.25		
									Last
Selection: - F4=0/S Info F5=Comments F12=Return									

This screen appears only for manufactured items when Value Added Services is installed.

This screen appears after you press **F9=ROUTING** on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22). This screen displays routing information detailing the method of manufacture for components making up the parent item. This information includes the sequence and operations to be performed, the department and work center to be involved, and the standards for setup and run time. This information was defined for a work order on the Routing Information Screen through Bill of Material Maintenance (MENU WOFILE).

### Routing Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	This field displays the company and customer number, for customer specific bills only. Display
Parent Description	The parent item associated with the item selected on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) displays with the parent item's description.
Rev Level	This field displays the revision level, if any, of this version of the bill of material for the parent item.
Eff Date	This field displays the effective date, if any, of this version of the bill of material for the parent item.

### Routing Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Drawing Number	This field displays the engineering drawing number, if any, of this version of the bill of material for the parent item.
U/M	The parent item's primary unit of measure.
(Reference Number)	This field represents the reference number associated with the operation included in the routing process. Key this number in the <b>Selection</b> field on this screen to display either routing detail or outside service information. Display
Seq	The sequence number for each operation performed within the routing for the selected item. This code is used to indicate the order or the sequence in which operations are to be performed within the routing of each item. Display
Oper	The operation code assigned for each operation within the routing of the selected item. This code is used to describe the routing. Display
Operation Desc	The description of each operation associated with the corresponding operation code. Display
Dept	The department code associated with the work center, as defined through Work Center Maintenance (MENU WOFIL). This is the department where a particular operation is to be performed. Display
W/C	The work center code where a particular operation is to be performed. Work centers are defined through Work Center Maintenance (MENU WOFIL). Display
Setup Hrs	The time needed in the setup of each operation before run time work can began at that location within the routing. Display
Run/Units	The number of units produced in the number of hours shown in the <b>Run/Hrs</b> field. Display
Run/Hrs	The actual time needed to perform the operation on the selected item. Display

### Routing Inquiry Screen Fields and Function Keys

Field/Function Key	Description
OC	<p>This field identifies if the item is an outside service shipment and/or if comments are associated with the particular routing step.</p> <p><b>S</b> appears in the first position of this field if the item is an outside service shipment. <b>R</b> appears in the first position of this field if the item is an outside service receipt. <b>Y</b> appears in the second position of this field if a comment exists for the routing step.</p> <p>Display</p>
Selection	<p>Use this field to select an operation for which you want to display outside service information or routing detail.</p> <p>Key the reference number corresponding to the operation you want to select.</p> <p><i>Valid Values:</i> One of the reference numbers displayed in the <b>Reference Number</b> column.</p> <p>(N 2,0) Optional</p>
F4=O/S Info	<p>To use this function key, <b>S</b> must appear in the <b>OC</b> field for the selected operation.</p> <p>Press the <b>F4=O/S INFO</b> key to review outside service information for an operation. After keying the reference number of an operation in the <b>Selection</b> field, press <b>F4=O/S INFO</b> to access the Outside Service Information Screen (p. 8-40).</p>
F5=Comments	<p>Press the <b>F5=COMMENTS</b> key to review comments associated with either a selected operation or the parent item. To review comments associated with an operation, press <b>F5=COMMENTS</b> after keying the reference number of an operation in the <b>Selection</b> field. To review comments associated with the parent item, press <b>F5=COMMENTS</b>. The Bill of Material Comment Inquiry Screen (p. 8-44) appears.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> key to return to the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22).</p>
Enter	<p>After keying the reference number of an operation in the <b>Selection</b> field, press <b>ENTER</b> to access the Routing Detail Screen (p. 8-46), where you can review detailed routing information.</p>

## Outside Service Information Screen

OUTSIDE SERVICE INFORMATION	
Co/Customer: 0 / 0	Rev Level: Eff Date:
Parent Item: A700	Customer Three Ring Binder
U/M: CAS	with customer supplied graphics
Vendor: 500	Drawing:
Vendor Name: MANUFACTURING	
	USA
Return Shipment Vendor:	Default Code: F (W=Warehouse, C=Sppl Ord Cust)
F5=Items	F12=Return

This screen appears only for manufactured items when Value Added Services is installed.

This screen appears after you press **F4=O/S INFO** on the Routing Inquiry Screen (p. 8-37). Use this screen to review outside service header information associated with the operation you selected. The information on this screen defaults from Bill of Material Maintenance (MENU WOFIL) and is for display purposes only. To review outside service detail information, refer to the **F5=ITEMS** function key.

All the fields on this screen are display only and cannot be changed.

### Outside Service Information Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number, for customer specific bills only.
Rev Level	This field displays the revision level, if any, of this version of the bill of material for the parent item.
Eff Date	This field displays the effective date, if any, of this version of the bill of material for the parent item.
Parent Item and Description	The parent item associated with the item selected on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) displays with the parent item's description.
U/M	The parent item's primary unit of measure.



### Outside Service Information Screen Fields and Function Keys

Field/Function Key	Description
Drawing Number	This field displays the engineering drawing number, if any, of this version of the bill of material for the parent item.
Vendor	This field displays the vendor number of the vendor performing outside production of the selected item.
Vendor Name (Information)	This field displays the name and address of the vendor performing the outside service production of the selected parent item. The country code associated with the vendor also displays following the vendor's address.
Return Shipment Vendor	If a default code has not been selected in the <b>Default Code</b> field, this field displays the number of the vendor who will receive the shipment of goods after the vendor identified in the <b>Vendor Name</b> field is done with the goods. The name and address associated with this vendor, as well as the country code, if any, appears below this field.
Default Code	<p>If a return shipment vendor has not been selected in the <b>Return Shipment Vendor</b> field, this field displays the default return shipping code.</p> <p>If <b>W</b> appears in this field, the parent item will be shipped back to your warehouse (the warehouse that is making the bill of material item).</p> <p>If <b>C</b> appears in this field, the parent item is special ordered by a customer and the shipping address of the customer will be included on the outside service purchase order.</p>
F5=Items	To review detailed outside service information, press <b>F5=ITEMS</b> to access the Outside Service Shipment Detail Screen (p. 8-42).
F12=Return	Press <b>F12=RETURN</b> to return to the Routing Inquiry Screen (p. 8-37).

## Outside Service Shipment Detail Screen

OUTSIDE SERVICE SHIPMENT DETAIL			
Co/Customer: 0 / 0		Rev Lvl:	Eff Dte: 4/27/10
Parent Item: P24X12		White Bond 24 X 12 Sheets	
U/M: SHT		Drawing: DRAWING FOR P24X12	
<u>Item Number/ Description</u>	<u>U/M</u>	<u>Unit Cost</u>	<u>C</u>
P12X12 White Bond 24 X 12 Sheets	SHT	10000	U
			_____ Last
F2=Desc Left		F4=Show Mfg No	F12=Return

This screen appears only for manufactured items when Value Added Services is installed.

This screen appears after you press **F5=ITEMS** on the Outside Service Information Screen (p. 8-40). Use this screen to review outside service detail information associated with the operation you selected. All components sent to a vendor for outside service appear on this screen for display purposes only.

All the fields on this screen are display only and cannot be changed.

### Outside Service Shipment Detail Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number, for customer specific bills only.
Rev Level	This field displays the revision level, if any, of this version of the bill of material for the parent item.
Eff Date	This field displays the effective date, if any, of this version of the bill of material for the parent item.
Parent Item and Description	The parent item associated with the item selected on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) displays with the parent item's description.
U/M	The parent item's primary unit of measure.

### Outside Service Shipment Detail Screen Fields and Function Keys

Field/Function Key	Description
Drawing Number	This field displays the engineering drawing number, if any, of this version of the bill of material for the parent item.
Item Number/ Description	This field displays the item number and description of the components that are expected to be shipped to the outside service vendor.
U/M	This column displays the stocking unit of measure for each component item.
Unit Cost	This field displays, if applicable, the unit cost associated with the service performed for each component item. For example, if you are selling a frame for \$10.00 and are having words engraved on each frame, it is the price of the engraved letters (assume \$1.00 per frame) that would be the unit cost.
C	<p>This field displays, if applicable, the charge basis code.</p> <p><b>U</b> displays in this field if the cost is calculated based on cost per unit.</p> <p><b>L</b> displays in this field if the cost is calculated based on cost per lot (work order)</p> <p><b>W</b> displays in this field if the cost is calculated based on cost per unit of weight.</p>
F2=Desc Left/Desc Right/Item & Desc	Press the <b>F2=DESC LEFT</b> / <b>F2=DESC RIGHT</b> / <b>F2=ITEM &amp; DESC</b> key to shift the <b>Item Number/Description</b> field either to the right-most character of the description or to the left-most character of the description. This toggle key can also be used to redisplay both the item number and description together.
F4=Show Mfg No/ Hide Mfg No	<p>The <b>F4=SHOW MFG NO</b> / <b>F4=HIDE MFG NO</b> function key appears only if both the item number and description appear on this screen (<b>F2</b> appears as <b>F2=DESC LEFT</b>).</p> <p>Press the <b>F4=SHOW MFG NO</b> / <b>F4=HIDE MFG NO</b> key to either show or hide the manufacturing number in the <b>Item Number/Description</b> field. You can key a manufacturing number for an item through Item Master Maintenance (MENU IAFILE).</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Routing Inquiry Screen (p. 8-37).

## Bill of Material Comment Inquiry Screen

BILL OF MATERIAL COMMENT INQUIRY	
Co/Customer: 0 / 0	Rev Level: Eff Date: 4/27/10
Parent Item: P24X12	White Bond 24 X 12 Sheets
U/M: SHT	
Operation: WRAP Wrap Item into Packa	
<u>Print Comments/Instructions</u>	<u>Line</u>
T WRAP 500 SHEETS TO A REAM OF PAPER	1
_____ Last	
F12=Return	

This screen appears only for manufactured items when Value Added Services is installed.

This screen appears after you press **F5=COMMENTS** on the Routing Inquiry Screen (p. 8-37) to review comments associated with the parent item, or after you enter the reference number of an operation in the **Selection** field on the Routing Inquiry Screen (p. 8-37) and press **F5=COMMENTS** to review comments associated with an operation. Comments applicable to the parent item or selected operation within the routing process appear on this screen.

NOTE: Comments on this screen are those entered through Bill of Material Maintenance (MENU WOFILE/MENU OBFIL) via the **F9=ROUTING** and **F5=COMMENTS** function keys.

All the fields on this screen are display only and cannot be changed.

### Bill of Material Comment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number, for customer specific bills only.
Rev Level	This field displays the revision level, if any, of this version of the bill of material for the parent item.
Eff Date	This field displays the effective date, if any, of this version of the bill of material for the parent item.

**Bill of Material Comment Inquiry Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Parent Item and Description	The parent item associated with the item selected on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) displays with the parent item's description.
U/M	The parent item's primary unit of measure.
Operation	<p>This field appears only if you selected to review comments associated with a particular operation in the routing process. That is, on the Routing Inquiry Screen (p. 8-37), you keyed a reference number in the <b>Selection</b> field and pressed <b>F5=COMMENTS</b>.</p> <p>This field displays the operation code and description of the line you selected on the Routing Inquiry Screen (p. 8-37).</p>
Print	<p>This field displays the print code, if applicable, associated with the comment.</p> <p><b>X</b> indicates that the comment will not print on the Work Order Traveler, PO Pick List, or the Outside Service Receiving List.</p> <p><b>T</b> indicates that the comment will print on the Work Order Traveler only.</p> <p><b>P</b> indicates that the comment will print on the PO Pick List only.</p> <p><b>R</b> indicates that the comment will print on the Outside Service Receiving List only.</p> <p><b>Blank</b> indicates that the comment will print on all of the above documents.</p>
Comments/Instructions	This field displays the text of the line comment. Up to 998 lines of text can appear.
Line	This field displays the line number of the comment.
F12=Return	Press <b>F12=RETURN</b> to return to the Routing Inquiry Screen (p. 8-37).

## Routing Detail Screen

ROUTING DETAIL	
Co/Cust: 0 / 0	Rev Level: ORIG Eff Date: 5/11/11
Parent: W1000	Drawing: DRAWING NO FOR W1000
Desc: Overhead Projector	U/M: EA
Routing Seq: 10	Operation: ASSEM Assemble
	Department: ASBLY Assembly Department
	Work Center: ASBL Assemble Product
Activity:	
Report Oper Act: Y	
Report Actual Labor: Y	
Setup:	
Labor Hours:	
Labor Amount:	
Rate Code:	
Run:	
Labor Units: 1.000	
Labor Hours: .50	
Rate Code: 10 GR 1 Straight Time	
F12=Return	

This screen appears only for manufactured items when Value Added Services is installed.

This screen appears after you enter a reference number of an operation in the **Selection** field on the Routing Inquiry Screen (p. 8-37) and press **ENTER**. Detail information for the routing step selected appears. Fields on this screen are for display purposes only.

All the fields on this screen are display only and cannot be changed.

### Routing Detail Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number, for customer specific bills only.
Rev Level	This field displays the revision level, if any, of this version of the bill of material for the parent item.
Eff Date	This field displays the effective date, if any, of this version of the bill of material for the parent item.
Parent Item Description	The parent item associated with the item selected on the Bill of Material Inquiry Screen - Manufactured Items, Value Added Services (p. 8-22) displays with the parent item's description.
Drawing Number	This field displays the engineering drawing number, if any, of this version of the bill of material for the parent item.

### Routing Detail Screen Fields and Function Keys

Field/Function Key	Description
U/M	The parent item's primary unit of measure.
Routing Seq	This field displays the sequence number associated with the operation selected on the Routing Inquiry Screen (p. 8-37).
Operation/Department/ Work Center	These fields display the code and description of the operation selected on the Routing Inquiry Screen (p. 8-37) and the department and work center where particular operations will be performed.
Report Oper Act	This field displays <b>Y</b> or <b>N</b> indicating whether or not you are required to maintain production activity in Value Added Services, as designated through Operations Maintenance (MENU WOFIELD).
Report Actual Labor	This field displays <b>Y</b> or <b>N</b> indicating whether or not you are required to report actual labor in Value Added Services, as designated through Operations Maintenance (MENU WOFIELD).
Routing Type	This field displays only if the operation you selected is an outside service shipment. <b>S</b> appears in this field designating outside service shipment.
Setup Labor Hours	The amount of time required to set up the necessary equipment or tooling before the operation can be run. This is the time specifically for setup, it does not reflect the overall labor to create the parent.
Setup Labor Amount	The fixed setup cost associated with the labor that is required to make the product.
Setup Rate Code	The rate code associated with the labor (activity) to complete this item. Rate codes are assigned an hourly rate, which is used with the <b>Labor Hours</b> to calculate the labor costs for this item.
Run Labor Units	The number of units produced in the number of hours entered in the Labor Hours field.
Run Labor Hours	The number of hours required to produce the number of units entered in the <b>Labor Units</b> field.
Run Rate Code	The rate code and its description associated with the labor (activity) in the <b>Labor Hours</b> field to complete the item.
F12=Return	Press <b>F12=RETURN</b> to return to the Routing Inquiry Screen (p. 8-37).





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Bill of material parent and component information is maintained through Bill of Material Maintenance on the Bill of Material File Maintenance Menu (MENU OBFIL / MENU WOFILE). Use this option to add, change, or delete bill of material parent or component information. For each bill of material, you must specify the parent item number and the type of bill of material: manufactured item, assortment, or kit.

---

NOTE: Only manufactured items apply to work orders; assortments and kits are not affected by the Value Added Services module.

---

Different parent item information is entered depending on the type of bill you are creating. For the parent, you must specify the component items that comprise the parent. Within a kit, you may specify additional component items (features), or substitute items for existing components (options). Unique bills for customers, if used, are also created through this option.

---

### Important

This menu option duplicates Bill of Material Maintenance on MENU WOFILE in the Value Added Services module. However, if Value Added Services is installed on your system, the Bill of Material Maintenance menu option will display additional screens, fields, and/or function keys.

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NOTE: Item activity changes can be tracked based on the value entered in the **Days to Keep Item Master Audit Activity** system option field in Inventory Accounting Options Maintenance (MENU XAFIL). If item activity is being tracked, any changes made to the Item Master File (ITMST) through this menu option will be tracked and available for review through the Item Audit Activity Inquiry, accessed through the Item Inquiry (MENU IAMAIN).

---

To accommodate Value Added Services, this menu option provides for the following for manufactured items:

- Sub-assembly support

Manufactured parents may have components that are manufactured items as well; this feature is applicable to the Bill of Material module and will continue to be provided and enhanced in the Value Added Services module.

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- Date sensitive bills

You will be able to modify a bill of material on an on-going basis due to engineering changes, customer demand, component availability, and so on. An effective date and revision level at the parent level is provided through this menu option to accommodate this feature.

- Routing support

A list of operations/steps is supported so that you may create a product.

- Co-product support

Additional items beside the parent item that are produced (received into inventory) as part of the manufacturing process are supported.

- Quantity field length change

Five decimal places are provided for the quantity field to accommodate small amounts of a component to be used to make a single parent.

- Allow for the pick of a component to be assigned to a routing step

Components can optionally be assigned a routing step for picking purposes.

- Provide copy bill feature

You may copy a previously existing bill when adding a new bill of material. Both routing and components are copied as well.

- Provide a scrap factor for each component

This is a percentage field and reflects the additional quantity that should be picked in order to make enough of the finished product.

- Provide 20 character engineering drawing number for the parent item

This is an informational field only that displays and prints on various reports and inquiries.

- Allow the use of lot tracked items or serial numbered items as parents or components

You may indicate if lot tracked items or serial numbered items will be allowed to be used as parents or components.

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## **WARNING!**

Database support and job-costing support is provided for co-products. Industry-specific requirements for co-product use are not supported. Calculations that determine how a sheet, roll, length, etc. should be cut, the item numbers and quantities yielded, scrap quantities, etc. are not provided.

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## Bill of Material Maintenance

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Bill of Material File Maintenance Selection Screen	Used to select the type of bill of material, and parent item for the bill of material, to add, change, or delete.
Parent Revision List Screen	Used to select a manufactured item based on the revisions code for maintenance.
Parent Information Screen	Used to specify information for the parent item in the bill of material.
Component Information Screen	Used to specify the component items for the parent that is being created or changed.
Component Change Manufactured Item Screen Component Change Kit Item Screen	Used to change or delete a component from a bill of material or edit the existing detail information of the component in a bill of material.
Component Change Assortment Item Screen	Used to change or delete a component from an assortment bill of material or edit the existing assortment detail information of the component in a bill of material.
Special Charges Screen	Used to assign a special charge to the assortment bill of material.
Comments Screen	Used to include a message on the bill of material.
Features Maintenance Screen Options Maintenance Screen	Used to define features for an original kit or options for the components of the kit.
Features Maintenance Change Screen Options Maintenance Change Screen	Used to change or delete the features for a kit or to change or delete the component options for a kit bill of material item.
Routing Information Screen	Used to provide a list of operations or steps for assembly.
Routing Information Detail Screen	Used to provide detailed information about each step in the routing sequence.
O/S Service Header Information Screen	Used to maintain default outside service shipment information for the parent item.
Outside Service Shipment Detail Screen	Displays detailed information about outside service shipments.
Outside Service Shipment Detail Cost Screen	Used to maintain cost information for the selected item.

Title	Purpose
General Routing Comments Screen Routing Comments Screen	Used to provide comments for a parent item or a routing sequence.

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## Bill of Material File Maintenance Selection Screen

BILL OF MATERIAL FILE MAINTENANCE	
Function:	- (A,C,D)
Type of Bill:	.. M = Manufactured A = Assortment K = Kit
Parent Item No:	.....
Find:	.....
Item No:	..... Class? .....
Co/Customer No?	... / .....
F3=Exit	

## Bill of Material File Maintenance Selection Screen with Value Added Services

BILL OF MATERIAL FILE MAINTENANCE	
Function:	- (A,C,D)
Type of Bill:	.. M = Manufactured A = Assortment K = Kit
Parent Item No:	.....
Find:	.....
Item No:	..... Class? .....
Revision Level:	..... Effective Date: .10512
Co/Customer No?	... / .....
Copy Item No:	.....
Revision Level:	..... Effective Date: .....
Co/Customer No?	... / .....
Copy Comments:	Y, Copy O/S Info: Y,
F4=Parent List F3=Exit	

This screen displays after selecting option **1** - Bill of Material Maintenance from the Bill of Material File Maintenance Menu (MENU OBFIL) or after selecting option **6** - Bill of Material Maintenance from the Value Added Services File Maintenance Menu (MENU WOFILE).

It is used to select the type of bill of material and parent item for the bill of material, to add, change, or delete. You may also specify the customer number if creating a parent item that is for a specific customer, or you may create a record by copying an existing parent item.

---

NOTE: You cannot add a company/customer unique bill for a parent until you first add a generic bill for that same parent.

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With Value Added Services, the work orders only use type **M** for Manufactured parent items.

### Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>This is the function that you wish to perform for a bill of material.</p> <p>Key <b>A</b> to add a new bill of material that will be used in BOM.</p> <p>Key <b>C</b> to change the information for an existing bill of material and parent item.</p> <hr/> <p>NOTE: You cannot change a bill of material for a kit if any open orders exist for the item keyed in the <b>Parent Item No</b> field (an open order is an order that has been created, but has not yet had an Invoice printed for it in Order Entry). You can change a bill of material for a manufactured item or an assortment if there are open orders for the parent item.</p> <hr/> <p>Key <b>D</b> to delete an existing bill of material. You must delete unique customer specific bills, if any, that have been defined for a generic bill of material (see <b>Co/Customer No</b> field).</p> <hr/> <p>NOTE: You cannot delete a bill of material if there are open sales orders or open work orders for the exact bill of material (such as <b>Item Number</b>, <b>Revision Level</b>, <b>Effective Date</b>, and <b>Co/Customer</b>).</p> <hr/> <p>(A 1) Required</p>

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**Bill of Material File Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Type of Bill	<p>This is the type of bill of material that you are adding, changing, or deleting. A bill may be a manufactured item (M), assortment (A), or kit (K).</p> <p>You are required to enter a selection in this field if you are performing an Add function.</p> <p>Key <b>M</b> if the bill of material that you are adding, changing, or deleting is a manufactured bill. A manufactured item must be received into stock before there will be a quantity available for sale. Sales analysis information is maintained for parent manufactured items.</p> <p>Key <b>A</b> if the bill of material that you are adding, changing, or deleting is for an assortment. An assortment is a control item (a non-inventory item) that can be used in order entry to automatically add multiple items to an order.</p> <p>Key <b>K</b> if the bill of material that you are adding, changing, or deleting is for a kit. A kit is a product that requires assembly or special packaging before it can be shipped to your customers. Within a kit, you may specify additional component items (features), or substitute items for existing components (options).</p> <p>(A 1) Required/Optional</p>
Parent Item No	<p>This is the number of the parent item for the bill of material that you are creating or changing through this option.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be an item that has been defined in the Item Master File through Item Master Maintenance (MENU IAFILE).</li> <li>• For kits and manufactured items: the item must be a stocked item [i.e., <b>Update Inventory</b> code is <b>Y</b> through Item Master Maintenance (MENU IAFILE)].</li> <li>• For assortments and kits: the item must have only one unit of measure defined for it.</li> <li>• An item that has already been defined as a component of a kit or an assortment cannot be selected as a parent.</li> </ul> <p>NOTE: For assortments, this should be a non-stock item to prevent quantities from being received against assortments. A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an <b>N</b> keyed in the <b>Update Inventory</b> field indicating that the item is a non-stock item. An item balance record must be created through Item Balance Maintenance (MENU IAFILE) for each warehouse from which the item will be sold.</p> <p>(A 27) Required</p>

### Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>



**Bill of Material File Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Revision Level	<p>This field only displays when Value Added Services is installed.</p> <hr/> <p>NOTE: In <b>Add</b> mode, you may key a revision level in this field and/or an effective date in the <b>Effective Date</b> field, if it is displayed as determined through tailoring options. In the change mode, you may key only a revision level or an effective date, if they have been previously defined for the manufactured item. Both fields cannot contain a value. In the delete mode, you will be required to enter all relevant information in order to ensure the location of the correct manufactured item for deletion.</p> <hr/> <p>This field reflects the revision level or latest release of the parent item. This field is provided for those who have a requirement to modify a bill of material on an on-going basis due to engineering changes, customer demand, component availability, and so on.</p> <p>Key the appropriate revision level to be associated with this bill. You may use this revision level in Maintain Work Orders (MENU WOMAIN) to retrieve the bill corresponding to this level. If, however, during Maintain Work Orders (MENU WOMAIN) you select not to key a revision level or an effective date, Distribution A+ will retrieve the bill with the most recent effective date. If you select not to key an effective date, then the bill with the highest release level will be retrieved.</p> <p>Leave this field blank if you do not want to use revision levels in Value Added Services.</p> <hr/> <p>NOTE: For kits and assortments, this field will be ignored.</p> <hr/> <p>(A 5) Optional</p>

### Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	<p>This field only displays when Value Added Services is installed and only if <b>Use Effective Dates</b> is <b>Y</b> in Work Order Options Maintenance (MENU WOFILE).</p> <p>This field is provided for those who have a requirement to modify a bill of material on an on-going basis due to engineering changes, customer demand, component availability, and so on. This field determines the bill which will be retrieved when entering a work order; it is the date that the bill goes into effect. For example, on the date you key in this field the new bill of material item with an effective date prior to or equal to this date will be retrieved.</p> <hr/> <p>NOTE: In the add mode, you may key a revision level in the <b>Revision Level</b> field and/or an effective date in this field. In the change mode, you may key only a revision level or an effective date, if they have been previously defined for the manufactured item. Both fields cannot contain a value. In the delete mode, you will be required to enter all relevant information in order to ensure the location of the correct manufactured item for deletion.</p> <hr/> <p>Key the appropriate date to be associated with this bill or accept the default date displayed. You may use this effective date in Maintain Work Orders (MENU WOMAIN) to retrieve the bill corresponding to this effective date. If, however, during Maintain Work Orders (MENU WOMAIN) you select not to key a revision level or an effective date, Distribution A+ will retrieve the bill with the most recent effective date. If you select not to key an effective date, then the bill with the highest release level will be retrieved.</p> <p>Leave this field blank if you do not want to use effective dates in Value Added Services.</p> <hr/> <p>NOTE: For kits and assortments, this field will be ignored.</p> <hr/> <p><i>Default Value:</i> Today's date.</p> <p><i>Valid Values:</i> A date keyed in the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p>(N 6,0) Required</p>

**Bill of Material File Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Co/Customer No	<p>This field is used to define a bill of material for a specific customer. You must key <b>C</b> in the <b>Function</b> field and select an existing Type of Bill and Parent Item No before you select the customer for whom the parent item is specifically defined.</p> <p>Key the company/customer number of the customer for whom a unique bill of material is being changed through this option.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a customer that has been defined through Customer/Ship to Master Maintenance (MENU ARFILE) for the corresponding company defined through Company Name Maintenance (MENU XAFILE).</li> <li>• You cannot create a bill of material for a specific customer unless a generic bill of material has previously been created (a generic bill of material is one of the same type and for the same parent item, that has not been defined for a specific customer).</li> </ul> <hr/> <p>NOTE: This field displays if any of the following BOM options have been defined as <b>Y</b> through Bill of Material Options Maintenance: (MENU XAFILE)</p> <p><b>Unique Kits By Customer</b>  <b>Unique Assortments By Customer</b>  <b>Unique Manufactured Items By Customer</b></p> <p>Additionally, although this field displays, the BOM option for this specific type of bill of material (kit, assortment, or manufactured item) must be defined as <b>Y</b> to define a specific customer for a bill of material using this field.</p> <hr/> <p>(N 2,0 /N 10,0) Optional</p>

**Bill of Material File Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Copy Item No	<p>This field only displays when Value Added Services is installed.</p> <p>When adding a new bill of material item, use this field to copy all of the information for an existing bill to the new bill. Copy fields include this field and the <b>Parent Item No</b>, <b>Revision Level</b>, <b>Effective Date</b>, <b>Copy Comments</b>, and the <b>Copy O/S</b> Info field. Item balance information will also be brought in from the copy item for the first new item balance record to be added. If a copy item is specified when additional warehouses are being added, then the information will be copied in from the first warehouse of the new item number being added. Additionally, both the routing (operations) and components will be copied.</p> <p>When changing a bill, you also may use this field if you are modifying an existing bill with a new revision level, effective date, or customer number. In this situation, the original bill remains the same and a new copy of the bill is created. If you leave the revision level, effective date and customer number fields blank, then the new bill is copied from the bill with the most recent effective date or highest revision level.</p> <hr/> <p>NOTE: Use <b>F4=PARENT LIST</b> to access the Parent Item Detail Screen in Maintain Work Orders (MENU WOMAIN) to copy an existing bill of material for the parent and their associated revision levels/effective dates. The return values will automatically be filled in the copy section of this screen when you select a bill.</p> <hr/> <p><i>Valid Values:</i> A valid item for which a bill exists. (A 27) Optional</p>
Revision Level	<p>This field only displays when Value Added Services is installed.</p> <p>Use this field in conjunction with the <b>Copy Item No</b> field to select which bill you wish to use to copy to the new bill.</p> <p>Key the appropriate revision level.</p> <p><i>Valid Values:</i> A revision level associated with an existing bill (A 1) Optional</p>
Effective Date	<p>This field only displays when Value Added Services is installed.</p> <p>Use this field in conjunction with the <b>Copy Item No</b> field to select which bill you wish to use to copy to the new bill.</p> <p>Key the appropriate effective date.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p>(N 6,0) Optional</p>

**Bill of Material File Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Co/Customer No	<p>This field only displays when Value Added Services is installed.</p> <p>Use this field to define a bill of material for a specific customer.</p> <p>Key the company/customer number of the customer for whom a unique bill of material is being changed through this option.</p> <p>(N 2,0/N 10,0) Optional</p>
Copy Comments	<p>This field only displays when Value Added Services is installed.</p> <p>Use this field in conjunction with the <b>Copy Item No</b> field to copy routing comments associated with the bill being copied.</p> <p>Key <b>Y</b> to copy the routing comments associated with the bill being copied.</p> <p>Key <b>N</b> to omit the copying of routing comments.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Copy O/S Info	<p>This field only displays when Value Added Services is installed.</p> <p>Use this field in conjunction with the <b>Copy Item No</b> field to copy outside service information related to the bill being copied.</p> <p>Key <b>Y</b> to copy the outside service information associated with the bill being copied.</p> <p>Key <b>N</b> to omit the copying of outside service information.</p> <p><i>Default Value:</i> Y</p> <p>(A 2) Required</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to cancel this option and return to the menu. MENU OBFIL / MENU WOFIL will display.</p>
F4=Parent List	<p>The <b>F4=PARENT LIST</b> function key appears only when Value Added Services is installed.</p> <p>After entering a parent in the <b>Parent Item No</b> field or the <b>Copy Item No</b> field, press <b>F4=PARENT LIST</b> to display a list of bills for the parent item and their associated revision levels/effective dates. You can then select which version of the bill you want to retrieve for maintenance or deletion. The Parent Revision List Screen (p. 9-14) will appear.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. If you keyed search criteria, the Item Description Search Screen will appear; refer to the Inventory Accounting User Guide for details about this screen. Otherwise, the Parent Information Screen (p. 9-16) will display.</p>

## Parent Revision List Screen

PARENT REVISION LIST					
Parent Item: W1000		Desc: Overhead Projector			
U/M: EA					
Sel	Eff Date	Rv Level	Drawing Number	Co	Customer
1	5/11/11	ORIG	DRAWING NO FOR W1000		
					Last
Selection: _ .					F12=Return

When Value Added Services is installed, this screen displays after you press **F4=PARENT LIST** from the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5). Use this screen to select the version of the bill of material of the parent item you want to retrieve, based on an effective date and/or revision level. Information displayed on this screen for the parent item defaults from Bill of Material Parent File (BOMPR).

NOTE: You can also access this screen from Maintain Work Orders (MENU WOMAIN) and from the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN).

### Parent Revision List Screen Fields and Function Keys

Field/Function Key	Description
Parent Item	The parent item you have selected for this work order. Display
Desc	The description of the parent item you have selected. Display
U/M	The default stocking unit of measure for this parent item. Display

### Parent Revision List Screen Fields and Function Keys

Field/Function Key	Description
Sel	<p>This field displays the selection number of the corresponding bill of material displayed on this screen for the selected parent item. Use this field to determine which bill of material you want to retrieve for the work order, by keying this number in the <b>Selection</b> field.</p> <hr/> <p>NOTE: Items that display with a value in the <b>Selection</b> column are valid generic bills with no effective date or revision.</p> <hr/> <p>Display</p>
Eff Date	<p>This field displays the effective date, if any, of this version of the bill of material for the parent item.</p> <p>Display</p>
Rv Level	<p>This field displays the revision level, if any, of this version of the bill of material for the parent item.</p> <p>Display</p>
Drawing Number	<p>This field displays the engineering drawing number, if any, of this version of the bill of material for the parent item.</p> <p>Display</p>
Co	<p>This field displays the company number, for customer specific bills only.</p> <p>Display</p>
Customer	<p>This field displays the customer number, for customer specific bills only.</p> <p>Display</p>
Selection	<p>Use this field to select one of the bills of material displayed on this screen for which you want to create a work order.</p> <p>Key the number from the <b>Sel</b> column that corresponds to the bill you want to select, and press <b>ENTER</b>.</p> <p>(N 2,0) Optional</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Bill of Material File Maintenance Selection Screen (p. 9-5).</p>
Enter	<p>After keying a reference number in the <b>Selection</b> field corresponding to the bill you want to retrieve, press the <b>ENTER</b> key to confirm your selection. You will be returned to the Bill of Material File Maintenance Selection Screen (p. 9-5), and the selected bill of material will appear.</p>

## Parent Information Screen

Kit		BILL OF MATERIAL FILE MAINTENANCE		Add
Parent Information				
Co/Customer No:	01/0000000010	Bon Secour School Department		
Parent Item No:	A300	Desk Set Kit		
U/M:	EA			
Labor Hours:	-.00.	Rate Code?	...	
Allow Decimal Qtys:	N (Y/N)	Allow Roll-Up Price:	N (Y/N)	
Explode on Pick Slip:	Y (Y/N)	Allow Roll-Up OE Cost:	Y (Y/N)	
Explode on Invoice:	N (Y/N)	Allow Roll-Up Commission Cost:	Y (Y/N)	
User Area:	.....			
F12=Return				

## Parent Information Screen with Value Added Services

Manufactured Item		BILL OF MATERIAL FILE MAINTENANCE		Change
Parent Information				
Co/Customer No:	00/0000000000	Office Tool Set		
Parent Item No:	A400			
U/M:	EA			
Revision Level:		Effective Date:		
Allow Overreceipt:	Y (Y/N)	Overreceipt Allowable Variance:	....%	
Allow Decimal Qtys:	N (Y/N)			
User Area:	.....			
Drawing No:	.....	Parent Cost %:	100.000 %	
F12=Return				

This screen displays after selecting a function, type of bill of material, and parent item number on the Bill of Material File Maintenance Selection Screen (p. 9-5). Use this screen to specify information for the parent item in the bill of material.



Depending on the type of bill of material (manufactured item, assortment, or kit) you selected in the **Type of Bill** field on the Bill of Material File Maintenance Selection Screen (p. 9-5), different fields will display on this screen.

### Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Type of Bill	<p>This field displays the type of bill for which parent information is defined on this screen. This may be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Manufactured Item</b></li> <li>• <b>Assortment</b></li> <li>• <b>Kit</b></li> </ul> <p>Display</p>
(Mode)	<p>This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b>.</p> <p>Display</p>
Co/Customer No	<p>The company/customer number and the customer name of the customer for whom a unique bill of material is being added or maintained through this option.</p> <p>Display</p>
Parent Item No	<p>The item number of the parent item for the bill of material that you are creating or changing through this option. Parent item numbers must be an item that has been defined in the Item Master File through Item Master Maintenance (MENU IAFI).</p> <p>To the right of the parent item number is the item description from the Item Master File.</p> <p>Display</p>
U/M	<p>The default unit of measure for the item that has been defined in the Item Master File through Item Master Maintenance (MENU IAFI).</p> <p>Display</p>
Revision Level	<p>This field displays for a manufactured parent item when Value Added Services is installed.</p> <p>This field displays the revision level you selected, if any, on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5).</p> <p>Display</p>

## Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Effective Date	<p>This field displays for a manufactured parent item when Value Added Services is installed.</p> <p>When adding a new parent item, this is the <b>Effective Date</b> keyed on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5)</p> <p>Else, this field displays the effective date that was found for the bill of material item based on the <b>Effective Date</b> keyed on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5). For example, if you keyed today's date to find the bill of material that is active as of today, this field will display the <b>Effective Date</b> found in the Bill of Material Parent File (BOMPR) that is closest to today's date but not later than today's date.</p> <p>Display</p>
Labor Hours	<p>This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items if you have Value Added Services installed.</p> <p>This is the amount of time required to build this parent item. Do not attribute this time for a specific component, but to the overall labor to create the parent.</p> <p><i>Valid Values:</i> Must be blank if you do not key a value in the <b>Rate Code</b> field. (N 5,2) Optional/Blank</p>
Rate Code	<p>This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items if you have Value Added Services installed.</p> <p>Key the rate code associated with the labor to complete this parent item. Rate codes are assigned an hourly rate, which is used with the <b>Labor Hours</b> to calculate the labor costs for this parent item.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFIL).</li> <li>• You must key a rate code in this field if you keyed a value in the <b>Labor Hours</b> field.</li> <li>• You must leave this field blank if you did not key a value in the <b>Labor Hours</b> field.</li> </ul> <p>(A 2) Optional</p>

### Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Allow Overreceipt	<p>This field displays for a manufactured parent item when Value Added Services is installed.</p> <p>Use this field to allow manufactured parent items to be over received providing the over-receipt is not greater than the variance percentage allowed.</p> <p>Key <b>Y</b> to allow an overreceipt of inventory. If a work order produces more inventory than expected, you will be able to overreceive the parent item by the percentage specified in the <b>Overreceipt Allowable Variance</b> field.</p> <p>Key <b>N</b> to prohibit overreceipt of the parent item.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Overreceipt Allowable Variance	<p>This field displays for a manufactured parent item when Value Added Services is installed.</p> <p>Use this field to specify the allowable variance for overreceiving inventory of manufactured parent items. If a work order produces more inventory than expected, you will be able to overreceive the parent item by the percentage specified. For example, if you define the variance as 2% and you have a work order to produce 100 parent items, you will be able to receive up to 102 parent items without changing the number of components required for the work order.</p> <p>If the <b>Allow Overreceipt</b> field is set to <b>N</b>, you must enter <b>0</b> (zero).</p> <p><i>Default Value:</i> 0</p> <p><i>Valid Values:</i> Any number between zero and 100</p> <p>(N 3.0) Required</p>

## Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Allow Decimal Qtys	<p>Use this field to specify if you will be allowed to enter whole or decimal quantities for this parent item when it is received into inventory through Receive Manufactured Parts Into Inventory (MENU OBMAIN) or Receipt Entry (MENU WOMAIN).</p> <p>Key <b>Y</b> if decimal quantities may be entered for this parent item when it is received.</p> <hr/> <p>NOTE: With Value Added Services and maintaining a manufactured parent item, when this value is <b>Y</b>, the 5-decimal component <b>Qty Required</b> field will be brought into the work order as the 5-decimal <b>Qty Per</b> field where it will be used to calculate the 3-decimal <b>Order Qty</b> field. This same logic applies when entering receipts for a work order through Receipt Entry (MENU WOMAIN)</p> <hr/> <p>Key <b>N</b> if decimal quantities cannot be entered for this parent item when it is received. An error message will display if you attempt to key a decimal value for the quantity received on the Receive Manufactured Items Selection Screen (p. 4-6) or the Work Order Receipt End Screen of Receipt Entry (MENU WOMAIN).</p> <hr/> <p>NOTE: With Value Added Services and maintaining a manufactured parent item, when this value is <b>N</b>, the 5-decimal component <b>Qty Required</b> field will be brought into the work order as the 5-decimal <b>Qty Per</b> field where it will be used to calculate the <b>Order Qty</b> field that is then rounded to the nearest whole number (0 decimal).</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

### Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Allow Roll-Up Price	<p>This field appears only for kit items and will only be used if this BOM's parent is not using Mark-Up pricing (since Mark-Up pricing will always use the rolled up component costs to calculate a price, regardless of this option).</p> <p>Use this field to specify if you want to roll-up component prices to determine the parent price, or if you want to just use the parent price, regardless of component prices.</p> <p>Key <b>Y</b> if you want to allow the Order Entry Pricing program to determine the price of each component in this bill of material, and to then roll up those determined component prices to calculate the parent price. Discounts, mark-ups, gross margin, and contracts will be considered to determine each component price. Also, if this is a customer specific bill of material, customer-specific pricing will be considered.</p> <p>If this field is <b>Y</b>, the prices will be calculated for each component item and will be stored in the <b>Price Override</b> field in the Bill of Material Components File (BOMCO); then those stored prices will be rolled up to determine the parent price.</p> <p>Key <b>N</b> if you do not want to allow roll-up pricing; the parent's price will be used regardless of any component prices.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Allow Roll-Up OE Cost	<p>This field appears only for kit items. Use this field to specify if you want to allow roll-up Order Entry (OE) costing on the component item level.</p> <p>Key <b>Y</b> if you want the OE cost to be derived from the component items individual costs instead of the parent OE cost. If <b>Y</b>, the cost will be calculated for this component item and will be stored in the <b>OE Cost - Actual</b> field in the Bill of Material Components File (BOMCO).</p> <p>Key <b>N</b> if you do not want to allow roll-up OE costing on the component item level. Instead, the OE cost will be derived from the parent OE cost, and not from the individual costs of the component items.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

## Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Explode on Pick Slip (List)	<p>This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items when Value Added Services installed.</p> <p>Use this field to indicate if the component items for this kit or manufactured item should show on Pick Lists printed for this parent item. Pick Lists are printed through Print Pick Lists (MENU OEMAIN).</p> <p>Key <b>Y</b> if the component items and their quantities for this kit or manufactured item will print on Pick Lists for this parent.</p> <p>Key <b>N</b> if component items for this kit or manufactured item will not print on Pick Lists for this parent. Only the parent item will print on Pick Lists.</p> <p><i>Default Value:</i></p> <ul style="list-style-type: none"> <li>For manufactured items: Data that was keyed in the <b>Explode Manufactured Items on Pick Slip</b> field in Bill of Material Options Maintenance (MENU XAFILE)</li> <li>For kits: Data that was keyed in the <b>Explode Kits on Pick Slip</b> field in Bill of Material Options Maintenance.</li> </ul> <p>(A 1) Required</p>
Allow Roll-Up Commission Cost	<p>This field appears only for kit items. Use this field to specify if you want to allow roll-up commission cost on the component item level.</p> <p>Key <b>Y</b> if you want the commission cost to be derived from the component items individual commission costs instead of the parent commission cost. If <b>Y</b>, the cost will be calculated for this component item and will be stored in the <b>Commission Cost</b> field in the Bill of Material Components File (BOMCO).</p> <p>Key <b>N</b> if you do not want to allow roll-up commission costing on the component item level. Instead, the commission cost will be derived from the parent commission cost, and not from the individual commission costs of the component items.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

### Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Explode on Invoice	<p>This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items if you have Value Added Services installed.</p> <p>Use this field to indicate if the component items for this kit or manufactured item should show on Invoices printed for this parent item. Invoices are printed through Print Invoices (MENU OEMAIN).</p> <p>Key <b>Y</b> if the component items and their quantities for this kit or manufactured item will print on Invoices for this parent.</p> <p>Key <b>N</b> if component items for this kit or manufactured item will not print on Invoices for this parent. Only the parent item will print on Invoices.</p> <p><i>Default Value:</i></p> <ul style="list-style-type: none"> <li>For manufactured items: Data that was keyed in the <b>Explode Manufactured Items on Invoice</b> field in Bill of Material Options Maintenance (MENU XAFILE)</li> <li>For kits: Data that was keyed in the <b>Explode Kits on Invoice</b> field in Bill of Material Options Maintenance</li> </ul> <p>(A 1) Required</p>
User Area	<p>Use this field to enter any additional information about this parent item.</p> <p>(A 20) Optional</p>
Setup Hours	<p>This field displays only for manufactured items, and only if Value Added Services is not installed.</p> <p>This is the amount of time used to prepare to build a manufactured item.</p> <p>This field and the <b>Setup Labor Code</b> field (or the <b>Setup Amount</b> field), are used to calculate the setup cost for a parent manufactured item. Setup costs may be optionally used to calculate the total cost of the parent manufactured item, calculated when the item is received into stock through Receive Manufactured Parts into Inventory (MENU OBMAIN).</p> <hr/> <p>NOTE: You have the option to exclude setup costs when you Receive Manufactured Parts into Inventory</p> <hr/> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>Must be blank if you do not key a <b>Setup Labor Code</b>.</li> <li>Must be blank if you are using the <b>Setup Amount</b> field for setup costs.</li> </ul> <p>(N 5,2) Optional</p>

## Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Setup Labor Code	<p>This field displays only for manufactured items, and only if Value Added Services is not installed.</p> <p>Key the labor rate code associated with the setup cost for this parent manufactured item. Rate codes are assigned an hourly rate, which is used with the <b>Setup Hours</b> to calculate the setup costs for this parent item.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a valid labor rate code that has been defined through Labor Rates Maintenance (MENU OBFIL).</li> <li>• You must key a value in this field if you keyed a value in the <b>Setup Hours</b> field.</li> <li>• Must be blank if <b>Setup Hours</b> is blank.</li> <li>• Must be blank if you are using the <b>Setup Amount</b> field for setup costs.</li> </ul> <p>(A 2) Optional</p>
Setup Amount	<p>This field displays only for manufactured items, and only if Value Added Services is not installed.</p> <p>This is a fixed setup cost that is required for this parent manufactured item. You may choose to use this field in place of the <b>Setup Hours</b> and corresponding <b>Labor Code</b> fields.</p> <p>Key the currency amount required to setup this parent manufactured item. This setup cost is optionally used to calculate the total cost of the parent manufactured item. The total cost of the manufactured item is calculated when the item is received into stock through Receive Manufactured Parts into Inventory (MENU OBMAIN).</p> <hr/> <p>NOTE: You have the option to exclude setup costs when you Receive Manufactured Parts into Inventory (MENU OBMAIN).</p> <hr/> <p><i>Valid Values:</i> This field must be blank if you are made an entry in the <b>Setup Hours</b> and <b>Setup Labor Code</b> fields.</p> <p>(N 13,2) Optional</p>



### Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Lot/Srl Tracking Lvl	<p>This field appears when Warehouse Management and Value Added Services are installed and you selected to work with a lot/serial parent item.</p> <p>This field determines at what level lot/serial tracking will occur in Receipt Entry (MENU WOMAIN).</p> <p>Key <b>P</b> if lot/serial tracking will occur at the parent level. If you select <b>P</b>, pressing <b>F14=LOT/SER</b> will display on the <i>Work Order Receipt End Screen</i> [Receipt Entry (MENU WOMAIN)], and you will be able to manually assign lot/serial numbers at the parent/component level. This will allow you to identify what specific components are used in what individual parent. Select <b>P</b> if you want to link different lot/serial component numbers to each of the individual parent lot/serial items that make up the total parent item quantity on the work order.</p> <p>Key <b>W</b> if lot/serial tracking will occur at the work order level. If you select <b>W</b>, <b>F14=LOT/SER</b> will not display on the <i>Work Order Receipt End Screen</i> [Receipt Entry (MENU WOMAIN)], and you will not be able to manually assign lot/serial numbers at the parent/component level. Instead, Distribution A+ will automatically establish lot/serial assignments at the work order level. Select <b>W</b> if you want all components that make up the parent item on the work order linked to the work order instead of the individual parent item.</p> <p>(A 1) Required</p>
Drawing No	<p>This field displays only for manufactured items, and only if Value Added Services is not installed.</p> <p>This field reflects the engineering drawing number for the parent item. It is used for informational purposes only, and will display in inquiries and print on various Value Added Services reports.</p> <p>Key the drawing number for this parent item. Note that this number is not validated.</p> <p>(N 20,0) Optional</p>

### Parent Information Screen Field and Function Keys

Field/Function Keys	Description
Parent Cost %	<p>This field displays only for manufactured items, and only if Value Added Services is not installed.</p> <p>This field reflects the percentage of the total work order cost (components, labor, outside service, special charges, overhead and material) that is associated with the parent item. A cost percentage may be assigned when a parent item produces co-products that can be received into inventory.</p> <p>Key the appropriate parent cost percentage. The percentage you key in this field is displayed during Maintain Work Orders (MENU WOMAIN) and Work Order Inquiry (MENU WOMAIN), and is used by the Receipt Entry (MENU WOMAIN) and Receipt Post (MENU WOMAIN) programs.</p> <p>For example, assume that you have a parent item that costs \$20.00 and one co-product (worth \$10.00) is produced each time the parent is manufactured. The actual cost of the parent item is then really \$10.00, so 50% would be keyed in this field to reflect the parent cost percentage.</p> <hr/> <p>NOTE: If you are not using co-products, assign 100% as the parent cost percentage.</p> <hr/> <p>(N 6,3) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Bill of Material File Maintenance Selection Screen (p. 9-5) without saving any of the changes made on this screen.
F24=Delete	<p><b>F24=DELETE</b> appears in the delete mode only.</p> <p>Press <b>F24=DELETE</b> to delete the manufactured item. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. You will be returned to the Bill of Material File Maintenance Selection Screen (p. 9-5).</p>
Enter	Press <b>ENTER</b> to confirm your selections. The Component Information Screen (p. 9-27) will display.

## Component Information Screen

BILL OF MATERIAL FILE MAINTENANCE					
Manufactured Item			Component Information		Change
Customer No: / 0			Office Tool Set		
Parent Item: A400			U/M: EA		
Revision Lvl:			Eff. Date:		
Seq	Item	Number/Description	U/M	Qty	Per
1	10	A401 Hammer	EA	1.00000	
2	20	A402 Phillips Head Screwdriver	EA	1.00000	
3	30	A403 Standard Screw Driver	EA	1.00000	
4	40	A404 Slip-joint Pliers	EA	1.00000	
5	50	A405 Adjustable Wrench	EA	1.00000	
6	60	A406 Vinyl Pouch	EA	1.00000	
Last					
Seq: _ ... Item No: .....					
Find: .....					
Item No: ..... Class? .....					
F9=Routing F12=Return F13=20 to Change					

This screen displays after pressing **ENTER** on the Parent Information Screen (p. 9-16). It is used to specify the component items for the parent that is currently being created or changed.

The top section of the screen displays information about the parent item, followed by one line for each component item, comment, or special charges which comprise the bill of material for this parent. The bottom section of this screen is used to specify or search for component items.

### Component Information Screen Fields and Function Keys

Field/Function Keys	Description
Type of Bill	The type of bill of material: <b>Assortment</b> , <b>Kit</b> , or <b>Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add</b> , <b>Change</b> , <b>Delete</b> . Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number is displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and item description of the parent item. Display

### Component Information Screen Fields and Function Keys

Field/Function Keys	Description
U/M	<p>The default unit of measure of the parent item.</p> <p>Display</p>
Revision Lvl	<p>This field displays only for manufactured items, and only if Value Added Services is installed.</p> <p>The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level.</p> <p>Display</p>
Eff Date	<p>This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b>.</p> <p>The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date.</p> <p>Display</p>
(Reference Number)	<p>The reference number of the item, comment, or special charge displayed on this screen. This number is 1 through 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13 - F20</b> function keys.</p> <p>Display</p>
Seq	<p>The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen).</p> <p>Display</p>
Item Number/ Description	<p>The item number and description of the component item.</p> <p>Display</p>
U/M	<p>The unit of measure of the component item needed for this parent item.</p> <p>Display</p>

**Component Information Screen Fields and Function Keys**

Field/Function Keys	Description
Qty Per	<p>The quantity of this item in the selected unit of measure that is required for the parent bill of material.</p> <p>With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent.</p> <hr/> <p>NOTE: When a work order is produced, the quantity needed is calculated by multiplying quantity times quantity per (5 decimal field). The result is rounded to 3 decimals. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one.</p> <hr/> <p>Display</p>
Wh	<p>For assortment items only, the warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item.</p> <p>Display</p>
Seq	<p>This is the sequence number of the component item when exploded on Pick Lists or Invoices, or displayed on BOM screens. Key the sequence number for the item to add to this bill of material.</p> <p>Leave this field blank to use the next sequence number, which is automatically assigned an increment of ten plus the current sequence number.</p> <hr/> <p>NOTE: This sequence number may also be used when this screen is accessed to define feature or option components for kits [see Features Maintenance Screen (p. 9-53) and Options Maintenance Screen (p. 9-53)].</p> <hr/> <p>You may also use this field to assign a sequence number to a special charge or comment to include in the bill of material. First key the sequence number in this field, and press the desired function key. You may need to do this to insert a special charge or message in an existing list of component items.</p> <p>(N 4,0) Optional</p>

## Component Information Screen Fields and Function Keys

Field/Function Keys	Description
Item No	<p>This is the item number of a component for this bill of material. Key the item number to be added as a component to this parent item.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a valid item that has been defined through Item Master Maintenance (MENU IAFILE).</li> <li>• This cannot be the same item number as the parent defined in this bill of material (it may, however, be a manufactured parent item that was defined in another bill of material).</li> </ul> <p>(A 27) Optional</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>

**Component Information Screen Fields and Function Keys**

Field/Function Keys	Description
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F4=Charges	<p><b>F4=CHARGES</b> displays for use only if the selected bill of material is an assortment.</p> <p>Press <b>F4=CHARGES</b> to display the Special Charges Screen (p. 9-47), used to add special charges required for this assortment.</p>
F5=Comments	<p>Press <b>F5=COMMENTS</b> to display the Comments Screen (p. 9-50), which is used to add pre-defined comments to this bill of material.</p> <p>When Value Added Services is installed, the <b>F5=COMMENTS</b> function key will not display for manufactured items. See <b>F9=ROUTING</b> for comment entry with Value Added Services.</p>
F6=Features	<p><b>F6=FEATURES</b> displays only if the bill of material is a kit.</p> <p>Press <b>F6=FEATURES</b> to display the Features Maintenance Screen (p. 9-53), which is used to define additional feature components for the kit bill of material.</p>
F9=Routing	<p><b>F9=ROUTING</b> displays only for manufactured parent items when Value Added Services is installed.</p> <p>Press <b>F9=ROUTING</b> to add and/or review a list of operations, steps, or comments needed to create a finished product. The Routing Information Screen (p. 9-62) will appear.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Bill of Material File Maintenance Selection Screen (p. 9-5).</p>

**Component Information Screen Fields and Function Keys**

Field/Function Keys	Description
F13-F20 To Change	<p>Press the key that corresponds to the reference number of the component, special charge, or comment, that you wish to change or delete for this bill of material.</p> <p>If you select a component item for change or deletion, the Component Change Manufactured Item Screen (p. 9-33), the Component Change Kit Item Screen (p. 9-34), or the Component Change Assortment Item Screen (p. 9-43) will display; if you select a special charge for change, the Special Charges Screen (p. 9-47) will display; if you select a comment for change or deletion, the Comments Screen (p. 9-50) will display.</p> <hr/> <p>NOTE: When changing a component item, you cannot change the item number.</p> <hr/>
Enter	<p>Press <b>ENTER</b> to confirm your selections. If you keyed an item number in the <b>Item No</b> field (and optional sequence number in the <b>Seq</b> field), the Component Change Manufactured Item Screen (p. 9-33), the Component Change Kit Item Screen (p. 9-34) or Component Change Assortment Item Screen (p. 9-43) will display.</p> <p>If you entered search criteria, the Item Description Search Screen will display. Refer to Item Master Maintenance in the Inventory Accounting User Guide for information regarding this screen.</p> <hr/>



## Component Change Manufactured Item Screen

BILL OF MATERIAL FILE MAINTENANCE					
Manufactured Item		Component Information		Change	
Customer No: /		0			
Parent Item: A400		Office Tool Set			
U/M: EA					
Seq	Item Number/Description	U/M	Qty Per	Wh	
1	10 A401 Hammer	EA	1.000		
2	20 A402 Phillips Head Screwdriver	EA	1.000		
3	30 A403 Standard Screw Driver	EA	1.000		
4	40 A404 Slip-joint Pliers	EA	1.000		
5	50 A405 Adjustable Wrench	EA	1.000		
6	60 A406 Vinyl Pouch	EA	1.000		
Last					
Seq:	10	Component:	A401	Hammer	
Qty Required: - ... 1.000 .		U/M:	EA .	Warehouse?	...
Labor Hours: ... .00 .		User Area:		.....	
Rate Code? ...		F12=Return		F24=Delete	

## Component Change Manufactured Item Screen with Value Added Services

BILL OF MATERIAL FILE MAINTENANCE					
Manufactured Item		Component Information		Change	
Customer No: /		0			
Parent Item: A400		Office Tool Set			
U/M: EA					
Revision Lvl:		Eff. Date:			
Seq	Item Number/Description	U/M	Qty Per		
1	10 A401 Hammer	EA	1.00000		
2	20 A402 Phillips Head Screwdriver	EA	1.00000		
3	30 A403 Standard Screw Driver	EA	1.00000		
4	40 A404 Slip-joint Pliers	EA	1.00000		
5	50 A405 Adjustable Wrench	EA	1.00000		
6	60 A406 Vinyl Pouch	EA	1.00000		
Last					
Seq:	20	Component:	A402	Phillips Head Screwdriver	
Qty Required: - ... 1.00000 .		U/M:	EA .	Routing Step:	.....
Scrap Factor: ..... %		Cst Dst %	.....	User Area:	.....
Code:		Cost:	.....	F12=Return	F24=Delete

## Component Change Kit Item Screen

BILL OF MATERIAL FILE MAINTENANCE					
Kit				Component Information	
Change					
Customer No: 1 /		200		Manufacturing Solutions	
Parent Item: A600				Personal Computer System	
U/M: EA				Customer Design Components	
Seq	Item Number/Description	U/M	Qty Per		
1	10 A610 Monitor 18.5" HD w/LED	Max Resoluti EA	1.000		
2	20 A630 104-Key Multimedia Pro Keyboard	Wired, USB C EA	1.000		
3	30 A660 Inspiron 620 Desktop Intel	Pentium G620 EA	1.000		
Last					
Seq: 20	Component: A630		104-Key Multimedia Pro Keyb		
Qty Required: -...1.000.		U/M: EA.			
Labor Hours: ...00.					
Rate Code? ...		User Area: .....			
		F6=Options		F12=Return F24=Delete	

These screens display after selecting a component item for change using the F13 through F20 function keys from the Component Information Screen (p. 9-27). The Component Change Manufactured Item Screen displays when selecting to change a manufactured items, the Component Change Manufactured Item Screen with Value Added Services displays when selecting to change a manufactured items when the Value Added Services module is installed, Component Change Kit Item Screen displays when selecting to change a kit item, and the Component Change Assortment Item Screen displays when selecting to change an assortment item.

Use this screen to maintain detail information about the selected component. You also may use this screen to set up “co-products” for use within Value Added Services via the **Qty Required** field. A co-product is the term used for the temporary state of the reusable-leftover portion of an item that has been customized for a particular order. Typical uses of co-products are cutting sheets of material into multiple pieces, or slitting or cutting rolls or lengths of material into multiple lengths or rolls. The co-product is separate from the parent item and its components. After an item has been assembled or customized, the reusable-leftover, or co-product, may be put back into inventory as the original item or, if it has changed, as a whole new separate item.

### WARNING!

Database support and job-costing support is provided for co-products. However, industry-specific requirements for co-product use are not supported. Calculations that determine how a sheet, roll, length, etc. should be cut, the item numbers and quantities yielded, scrap quantities, etc. are not provided.

### Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Kit</b> or <b>Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add</b> , <b>Change</b> , <b>Delete</b> . Display
Customer No	If a parent bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	This field displays only for manufactured items when Value Added Services is installed. The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b> . The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 through 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13 - F20</b> function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display

### Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Item Number/ Description	<p>The item number and description of the component item, the description of the special charge added for an assortment parent, or the description for the comment message code added for a kit parent.</p> <p>Display</p>
U/M	<p>The unit of measure of the component item needed for this parent item.</p> <p>Display</p>
Qty Per	<p>The quantity of this component item that is required for the parent bill of material.</p> <p>With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent.</p> <hr/> <p>NOTE: When a work order is produced, the 3-decimal <b>Quantity Needed</b> field is calculated by multiplying <b>Quantity</b> times 5-decimal <b>Quantity Per</b> field. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one.</p> <hr/> <p>Display</p>
Wh	<p>The <b>Wh</b> field displays for assortment items, and for manufactured items only when Value Added Services is not installed.</p> <p>The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item.</p> <p>Display</p>
Seq	<p>The sequence of the selected component item on the bill of material.</p> <p>Display</p>
Component	<p>The item number and description of the selected component item.</p> <p>Display</p>

### Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Qty Required	<p>Key the quantity of this component that is required for the parent item.</p> <p>When the quantity needed is calculated within Value Added Services, this five decimal field is used for the multiplication of order quantity times quantity per. Distribution A+ then rounds this quantity needed to three decimal places. This quantity is taken out of (reduces) inventory.</p> <p>To set up a component/co-product relationship, use this field to enter a negative amount for the manufactured item. By keying a negative value instead of a positive value you are indicating that you are setting up a “co-product.” A negative value represents how many items will be produced from the parent item. For example, every time you produce one parent item, this quantity of co-products will be produced. This quantity goes back into (increases) inventory.</p> <hr/> <p>NOTE: For manufactured items, with Value Added Services, this field allows for five decimal places. For kit and assortments, this field remains at three decimal places.</p> <hr/> <p>(N 9,3) or (N 11,5 for Manufactured Items with VAS) Required</p>
U/M	<p>This is the unit of measure for the component item that corresponds with the quantity keyed in the <b>Qty Required</b> field. If you leave this field blank, the default unit of measure of the item is used.</p> <p>Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item’s default unit of measure.</p> <p><i>Valid Values:</i> Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Optional</p>
Warehouse	<p>The <b>Warehouse</b> field displays for components of parent manufactured items without Value Added Services installed and for assortment items.</p> <p>This is the warehouse where this component item is stocked when used for this parent manufactured item. Leave this field blank if this item is stocked in the same warehouse as the parent.</p> <p>Key the warehouse number where this component is stocked if it is not stocked in the same warehouse as the parent item.</p> <p><i>Valid Values:</i> A warehouse in which this component item is stocked, as defined through Item Balance Maintenance (MENU IAFILE). If you leave this field blank, the component item must be stocked in the same warehouse as the parent manufactured item, as defined through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>

### Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Labor Hours	<p>This field displays for components of parent kit items and parent manufactured items without Value Added Services installed.</p> <p>This is the amount of time required to prepare the component item and include it in the parent item. This is the time for a specific component, not the overall labor to create the parent.</p> <p><i>Valid Values:</i> Must be blank if you do not key a <b>Rate Code</b>.</p> <p>(N 5,2) Optional/Blank</p>
Routing Step	<p>This field displays for components of parent manufactured items when Value Added Services is installed.</p> <p>This field represents where in the order of the routing process this component item is to be assembled. It is used for picking purposes, if you wish to defer picking of an item until a certain routing step.</p> <p>Key the desired routing step sequence number. This routing step designates a later point in time when the item will be picked. The item will be picked under certain circumstances described in the Print Traveler program.</p> <p>If the Print Traveler program has <b>*ALL</b> keyed in its <b>Routing Step</b> field, this item will be included in the routing step process, regardless if a Pick List has already been printed for the item.</p> <p>If the Print Traveler program has <b>*NEXT</b> keyed in its <b>Routing Step</b> field, this item will only be included in the routing step process if a Pick List has not yet been printed for the item. Distribution A+ will locate the next routing step and print up to and including that routing step on the list.</p> <p>If the Print Traveler program has <b>*SAME</b> keyed in its <b>Routing Step</b> field, this item will only be included in the routing step process if a Pick List has been printed for that item. Distribution A+ will locate the same routing step and include only that routing step on the list.</p> <p>Leave this field blank if you want the item to be picked when the original Pick List is produced.</p> <p><i>Default Value:</i> 0</p> <p>(N 4,0) Optional</p>

### Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Rate Code	<p>This field displays for components of parent kit and parent manufactured items without Value Added Services installed.</p> <p>Key the rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the <b>Labor Hours</b> to calculate the labor costs for this component item.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFIL).</li> <li>• You must key a rate code in this field if you keyed a value in the <b>Labor Hours</b> field.</li> <li>• You must leave this field blank if you did not key a value in the <b>Labor Hours</b> field.</li> </ul> <p>(A 2) Optional</p>
User Area	<p>Use this field to enter any additional information about this component item.</p> <p>(A 10) Optional</p>
Scrap Factor	<p>This field only displays for components of parent manufactured items with Value Added Services installed.</p> <p>This field represents the percentage of the total quantity needed that is projected to be scrapped when making the finished product. This is used to account for the anticipated loss of items within the manufacture of this particular product. That is, the value you key in this field is used in Maintain Work Orders (MENU WOMAIN) when calculating the quantity needed for a component.</p> <p>Key the appropriate scrap factor percentage. This field must be zero for co-products.</p> <hr/> <p>NOTE: The percentage keyed in this field is converted into an actual number that will be required to pick in addition to the order quantity. This percentage is also used to calculate the <b>Scrap Qty</b> field.</p> <hr/> <p>For example, if when picking items you need 10 items but you know from experience that 1 out of every 10 items is irregular, you would pick 11 (you would enter a scrap factor of 10%). All 11 would then be rolled into the cost of that “parent” item.</p> <p>(N 5,3) Optional</p>

**Component Change Manufactured Item Screen and Component Change Kit Item Screen  
Fields and Function Keys**

Field/Function Key	Description
Cst Dst %	<p>This field only displays for components of parent manufactured items with Value Added Services installed.</p> <p>Use this field only if this item in this bill of material will be a co-product and not a component.</p> <p>Costs can be applied to this co-product based on either this field OR the <b>Cde</b> and <b>Cost</b> fields. Use this field to enter the percentage of the total cost of the work order to be assigned to the selected co-product.</p> <p>This field reflects the percentage of the total work order cost that is associated with the co-product. A cost percentage may be assigned when a parent item produces co-products that can be returned into inventory for future use. The true cost of the parent and co-product can then be tracked using this field.</p> <p>Key the appropriate percentage to be assigned to this co-product only, based on the total cost of the work order. The percentage you key in this field is displayed during the Work Order Inquiry (MENU WOMAIN).</p> <p>For example, assume that you have a parent item that costs \$20.00 and one co-product (worth \$10.00) is produced each time the parent is manufactured. The actual cost of the co-product is then really \$10.00, so 50% would be keyed in this field to reflect the co-product cost percentage.</p> <p>This field must be left blank if you instead wish to use the <b>Cde</b> field and the <b>Cost</b> field on this screen.</p> <p>(N 7,3) Optional/Blank</p>

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### Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Code	<p>This field only displays for components of parent manufactured items with Value Added Services installed.</p> <p>You can select to apply cost to this co-product based on either this field and the <b>Cost</b> field (if this field is <b>U</b> or <b>X</b>), OR the <b>Cst Dst %</b> field. Use this field to enter an override cost percentage code if you rather apply cost based on this code instead of a cost distribution percentage.</p> <p>Key <b>C</b> if you want the current average cost assigned to this co-product in the Item Balance File used for this item when it is received into inventory. If you key <b>C</b>, the <b>Cost</b> field must be left blank, since the current average cost will be used.</p> <p>Key <b>U</b> if you want the unit cost of the co-product used when it is received into inventory. If you key <b>U</b>, the <b>Cost</b> field must contain the current average cost or a unit cost value that you determine. You can select <b>U</b> if you do not have this item in stock and no current average cost exists in the Item Balance File (ITBAL), so you instead determine the cost and input that value in the <b>Cost</b> field.</p> <p>Key <b>X</b> if you want the extended cost of the co-product used when it is received into inventory. If you key <b>X</b>, the <b>Cost</b> field must contain the cost that you determine. For example, if you disassemble five computers and each disk drive within each computer costs \$100.00, then if you key <b>X</b> in this field it indicates that the value of \$100.00 is for all five of the disk drives.</p> <p>This field must be left blank if you instead want to apply a cost percentage to this co-product in the <b>Cst Dst %</b> field.</p> <p><i>Valid Values:</i> C, U, X, or blank</p> <p>(A 1) Optional/Blank</p>
Cost	<p>This field only displays for components of parent manufactured items with Value Added Services installed.</p> <p>You can select to apply cost to this co-product based on either this field and the <b>Cde</b> field (if the <b>Cde</b> field is <b>U</b> or <b>X</b>), OR the <b>Cst Dst %</b> field. Use this field to enter an actual cost that you want to apply to this co-product instead of a cost distribution percentage.</p> <p>If the <b>Cde</b> field is <b>U</b>, key the current average cost or a unit cost value that you determine that will be used to return this item to inventory.</p> <p>If the <b>Cde</b> field is <b>X</b>, key the extended cost of the co-product that will be used when it is returned to inventory.</p> <p>This field must be left blank if the <b>Cde</b> field is <b>C</b>, since the cost will be extracted from the Item Balance File (ITBAL). This field must also be left blank if the <b>Cst Dst %</b> field contains a value.</p> <p>(N 15,5) Optional/Blank</p>

**Component Change Manufactured Item Screen and Component Change Kit Item Screen  
Fields and Function Keys**

Field/Function Key	Description
F6=Options	<p>F6=OPTIONS displays only if the bill of material is a kit.</p> <p>Press F6=OPTIONS to display the Options Maintenance Screen (p. 9-53), which is used to define optional components for the bill of material kit.</p>
F12=Return	<p>Press F12=RETURN to return to the Component Information Screen (p. 9-27) without saving any of the changes made on this screen.</p>
F24=Delete	<p>Press F24=DELETE to delete the component displayed. You will be required to press the F24=DELETE key a second time to confirm deletion.</p>
Enter	<p>Press ENTER to confirm your selections. The new component item will be added or the changes to an existing component item will be updated and the Component Information Screen (p. 9-27) will display.</p>

## Component Change Assortment Item Screen

BILL OF MATERIAL FILE MAINTENANCE						
Assortment		Component Information			Change	
Customer No: /		0				
Parent Item: PROMO		Promotion Assortment				
U/M: EA						
Seq	Item Number/Description	U/M	Qty Per	Wh		
1	10 A250 Underdesk Printer / Fax Stand	13.5 x 19 x EA	1.000			
2	20 A120 Color Copy / Photo Paper 28#	Hammermill 5 BOX	1.000			
3	30 A100 All-in-One Printer Model V515W	Print, Copy, EA	1.000			
Seq: 20 Component: A120 Color Copy / Photo Paper 28						
Qty Required: ...1.000.		U/M: BOX	User Area: .....			
Price Override: ...(.D,F) .00000.						
Override Code: ..(.D,F)						
		F12=Return	F24=Delete			

These screens display after selecting an assortment component item for change on the Component Information Screen (p. 9-27). Use this screen to maintain the detail information about the selected component.

### Component Change Assortment Item Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of parent bill of material: <b>Assortment</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b> . Display
Customer No	If a parent bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display

**Component Change Assortment Item Screen Fields and Function Keys**

Field/Function Key	Description
(Reference Number)	<p>The reference number of the item, comment, or special charge displayed on this screen. This number is 1 through 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13 - F20</b> function keys.</p> <p>Display</p>
Seq	<p>The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen).</p> <p>Display</p>
Item Number/ Description	<p>The item number and description of the component item, the description of the special charge added for an assortment parent, or the description for the comment message code added for a kit parent.</p> <p>Display</p>
U/M	<p>The unit of measure of the component item needed for this parent item.</p> <p>Display</p>
Qty Per	<p>The quantity of this component item that is required for the parent bill of material.</p> <p>Display</p>
Wh	<p>The <b>Wh</b> field displays for assortment items, and for manufactured items only when Value Added Services is not installed.</p> <p>The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item.</p> <p>Display</p>
Seq	<p>The sequence of the selected component item on the bill of material.</p> <p>Display</p>
Component	<p>The item number and description of the selected component item.</p> <p>Display</p>
Qty Required	<p>Key the quantity of this component that is required for the parent item.</p> <p>(N 9,3) Required</p>

### Component Change Assortment Item Screen Fields and Function Keys

Field/Function Key	Description
U/M	<p>This is the unit of measure for the component item that corresponds with the quantity keyed in the <b>Qty Required</b> field. If you leave this field blank, the default unit of measure of the item is used.</p> <p>Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item's default unit of measure.</p> <p><i>Valid Values:</i> Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Optional</p>
User Area	<p>Use this field to enter any additional information about this component item.</p> <p>(A 10) Optional</p>
Price Override	<p>Use this field to change the price of this component for an assortment. This price change is reflected in the price of the assortment when it is ordered through Order Entry.</p> <p>When entering a <b>Final Price</b> amount, the Order Entry Options (MENU XAFILE) prompt <b>Round Prices to Two Decimals</b> is not applied to this field, therefore the value should be keyed in the appropriate decimal format.</p> <p><i>Valid Values:</i> Must be blank if you do not key an <b>Override Code</b>.</p> <p>(N 15,5) Optional/Blank</p>
Override Code	<p>This code is used to determine how the price defined in the <b>Price Override</b> field, if any, is used when this assortment is ordered.</p> <p>Key <b>D</b> if discounts will be calculated, reducing the <b>Price Override</b> by the applicable discount amounts.</p> <p>Key <b>F</b> if the <b>Price Override</b> is the final price. It will not be discounted, even if discounts apply. Additionally, the Order Entry Options (MENU XAFILE) prompt <b>Round Prices to Two Decimals</b> is not applied to this field, therefore the value should be keyed in the appropriate decimal format.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>You must key an override code in this field if you keyed a value in the <b>Price Override</b> field.</li> <li>You must leave this field blank if you did not key a value in the <b>Price Override</b> field.</li> </ul> <p>(A 2) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Component Information Screen (p. 9-27), without saving any of the changes made on this screen.</p>

**Component Change Assortment Item Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>Press <b>F24=DELETE</b> to delete the component displayed. You will be required to press the <b>F24=DELETE</b> key a second time to confirm deletion.</p> <hr/> <p>NOTE: If you try to delete a component that has been set up as a default choice item for a promotion, a warning message will display. You should change the default choice components (Promotions Maintenance - MENU OEPRCE) before deleting this component from the assortment.</p> <hr/>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The new component item will be added or the changes to an existing component item will be updated and the Component Information Screen (p. 9-27) will display</p> <hr/>

## Special Charges Screen

BILL OF MATERIAL FILE MAINTENANCE							
Assortment				Component Information		Change	
Customer No:		/ 0		Promotion Assortment			
Parent Item:		PROMO		U/M: EA			
Seq	Item Number/Description	U/M	Qty Per	Wh			
1	10 A250 Fax Stand - Walnut	36 x 13 x 5. EA	1.000				
2	20 A120 Sharp Super Sensitive Fax Paper	6/Box BOX	1.000				
3	30 A100 Sharp Fax Machine	Model SX-765 EA	1.000				
Seq: 40 Last							
SPECIAL CHARGE							
Charge Cd: _		Type: .. (0,L)		Charge Amount: .....000000.			
F12=Return F24=Delete							

This screen displays after pressing **F4=CHARGES** from the Component Information Screen (p. 9-27) for assortment bills of material only. Use this screen to assign a special charge to the assortment bill of material. The special charges defined here will be used when the parent assortment item is ordered through Order Entry.

The name and description of each special charge selected on this screen will display as a separate line on the Component Information Screen (p. 9-27).

### Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Assortment</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b> . Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display

**Special Charges Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
U/M	The default stocking unit of measure of the parent item. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 through 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Wh	The <b>Wh</b> field displays for assortment items, and for manufactured items only when Value Added Services is not installed.  The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	The sequence of the selected component item on the bill of material. Display



## Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Charge Cd	<p>This is the code for the special charge to include with this assortment bill of material. If this is a generic bill of material (i.e., it is not defined for a specific customer), the special charges defined for company 01 will be used. If this bill of material is unique for a specific company/customer, the special charge for the corresponding company number is used.</p> <p>Key the special charge code of the special charge to include with this assortment bill of material. In the <b>Type</b> field, specify if this is an order charge or a line charge.</p> <p><i>Valid Values:</i> Must be a valid charge code (combined with the <b>Type</b> field) that has been defined through Special Charge Definitions Maintenance (MENU OEFILE). Valid values include 1 through 9 or A through Z (I and O are intentionally excluded since they can be misinterpreted as numbers). In the actual files, order charges begin with the character / and line charges begin with the character &amp;.</p> <p>(A 1) Required</p>
Type	<p>This is the type of special charge. It may be an order charge or a line charge. Both types of special charges may be used on an order which contains a parent assortment item.</p> <p><i>Valid Values:</i> <b>O</b> if the special charge is an order charge (the charge is applied to the entire order); <b>L</b> if the special charge is a line charge (the charge is applied to the item that is immediately before this line charge)</p> <p>(A 1) Required</p>
Charge Amount	<p>Key the amount of the order or line special charge assigned to this assortment bill of material. This special charge amount will be carried over to any orders that contain this assortment item.</p> <p><i>Valid Values:</i> Cannot be zero.</p> <p>(N 15,5) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Component Information Screen (p. 9-27) without adding a special charge to this assortment bill of material.
F24=Delete	Press <b>F24=DELETE</b> to delete the special charge displayed. You will be required to press <b>F24=DELETE</b> a second time to confirm deletion.
Enter	Press <b>ENTER</b> to confirm your selections. New special charges will appear on the Component Information Screen (p. 9-27), which displays after you press <b>ENTER</b> .

## Comments Screen

BILL OF MATERIAL FILE MAINTENANCE							
Assortment		Component Information				Change	
Customer No: / 0		Promotion Assortment					
Parent Item: PROMO		U/M: EA					
Seq	Item Number/Description		U/M	Qty	Per	Wh	
1	10 A250 Fax Stand - Walnut	36 x 13 x 5.	EA	1.000			
2	20 A120 Sharp Super Sensitive Fax Paper	6/Box	BOX	1.000			
3	30 A100 Sharp Fax Machine	Model SX-765	EA	1.000			
Seq: 40 Last							
Type: _ (0,L) Msg Cd? ...							
F12=Return F24=Delete							

This screen displays after pressing **F5=COMMENTS** from the Component Information Screen (p. 9-27). Use this screen to include a message on this bill of material. The messages selected on this screen will be used when the parent item is ordered through Order Entry.

The text of the message selected on this screen will display as a separate line on the Component Information Screen (p. 9-27).

NOTE: These comments are not used for manufactured items when Value Added Services is installed. Refer to the General Routing Comments Screen and the Routing Comments Screen to enter your comment information.

### Comments Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Assortment, Kit, Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b> . Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display

**Comments Screen Fields and Function Keys**

Field/Function Key	Description
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 through 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13 - F20</b> function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Wh	The <b>Wh</b> field displays for assortment items, and for manufactured items only when Value Added Services is not installed.  The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	The sequence of the selected component item on the bill of material. Display
Type	This is the type of message/comment to be included on a Pick List or Invoice. Order comments will print on the bottom of Pick List and Invoices; line comments will print based on their sequence number in the body of the Pick List or Invoice.  <i>Valid Values:</i> <b>O</b> if the message is an order comment (the comment is for the entire order); <b>L</b> if the message is a line comment (specific to only one line on the order).  (A 1) Required

### Comments Screen Fields and Function Keys

Field/Function Key	Description
Msg Cd	<p>This is the message code used to reference a predefined message that has been created through Order Messages Maintenance (MENU OEFILE).</p> <p>Key the message code of a message that has previously been created and press <b>ENTER</b>. The predefined message will display on the screen for viewing. This message will then be included in this bill of material, and copied to orders that contain the parent item for this bill of material.</p> <hr/> <p><b>NOTE:</b> The message codes that are valid in this field must have been defined in Order Entry [via Order Messages Maintenance (MENU OEFILE)] for company 01. This is true even if you are creating a customer specific unique bill of material for a customer defined in a different company.</p> <hr/> <p><i>Valid Values:</i> Any message code that has been defined for company 01 through Order Messages Maintenance (MENU OEFILE).</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Component Information Screen (p. 9-27) without adding a message to this bill of material.
F24=Delete	Press <b>F24=DELETE</b> to delete the message selected. You will be required to press <b>F24=DELETE</b> a second time to confirm deletion.
Enter	Press <b>ENTER</b> to confirm your selections. New messages will appear on the Component Information Screen (p. 9-27), which displays after you press <b>ENTER</b> .

## Features Maintenance Screen

FEATURES MAINTENANCE						
Customer No:		/ 0		Desk Set Kit		
Parent Item:		A300				
U/M:		EA				
Seq	Item No/Description		U/M	Qty Per		
1	10 A380 Stacking Desk Trays	set of 3 - g	EA	1.000		
2	20 A390 Desk Organizer/Calendar	8 1/2 x 11	EA	1.000		
Last						
Seq: .....		Item No: - .....				
		Find: .....				
		Item No: .....			Class: .....	
F12=Return F13=20 to Change						

## Options Maintenance Screen

OPTIONS MAINTENANCE						
Customer No:		/ 0		Full Strip Desk Stapler		
Compnt Item:		A310		1/2" staples		
U/M:		EA				
Seq	Substitute Item No/Description		U/M	Qty Per		
1	10 A320 Deluxe Full Strip Desk Stapler	1/2" staples	EA	1.000		
Last						
Seq: .....		Item No: - .....				
		Find: .....				
		Item No: .....			Class: .....	
F12=Return F13=20 to Change						

The Features Maintenance Screen displays after pressing **F6=FEATURES** from the Component Information Screen (p. 9-27) for kit bills of material only. Use this screen to define features for an original kit. Features are additional component items that may be added to a parent kit bill of material through Order Entry via Enter, Change & Ship Orders (MENU OEMAIN).

The Options Maintenance Screen displays after pressing **F6=OPTIONS** from the Component Information Screen (p. 9-27) for kit bills of material only. Use this screen to define options for a kit bill of material item. Options are substitute items that may be used to replace original component items in a parent kit (e.g., different colors, materials, etc.). Once defined here, an option may be selected for a kit through Enter, Change & Ship Orders (MENU OEMAIN).

The top section of the screen displays information about the parent item, followed by one line for each feature component item [this is actually another type of components entry, but is specific for additional (feature) components]. The bottom section of this screen is used to specify or search for a feature components. It is also in this bottom section where you define detailed information for the feature component.

#### Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item or Compnt Item	<b>Features:</b> Parent Item This field is the parent kit bill of material item number and description. <b>Options:</b> Compnt Item This field is the selected component item number and description. Display
U/M	The default stocking unit of measure of the parent item. Display
(Reference Number)	The reference number of the item displayed on this screen. This number is 1 through 8 for the eight items that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13 - F20</b> function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display

**Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Item Number/ Description Substitute Item Number/Description	<p><b>Features:</b> Item Number/Description The item number and description of the additional component item that may be added to the kit item when the kit item is being ordered by the customer.</p> <p><b>Options:</b> Substitute Item Number/Description The item number and description of the substitute component item that may be selected in place of the standard component item when the kit item is being ordered by the customer.</p> <p>Display</p>
U/M	<p>The unit of measure of the component item required for this parent item.</p> <p>Display</p>
Qty Per	<p>The quantity of this item that is required for the parent bill of material.</p> <p>Display</p>
Seq	<p>This is the sequence number of the component item when exploded on Pick Lists or Invoices, or displayed on BOM screens. Key the sequence number for the item to add to this bill of material.</p> <p>Leave this field blank to use the next sequence number, which is automatically assigned an increment of ten plus the current sequence number.</p> <hr/> <p>NOTE: This sequence number may also be used when this screen is accessed to define feature or option components for kits [see Features Maintenance Screen (p. 9-53) and Options Maintenance Screen (p. 9-53)].</p> <hr/> <p>You may also use this field to assign a sequence number to a special charge or comment to include in the bill of material. First key the sequence number in this field, and press the desired function key. You may need to do this to insert a special charge or message in an existing list of component items.</p> <p>(N 4,0) Optional</p>
Item No	<p>This is the item number of a component for this bill of material. Key the item number to be added as a component to this parent item.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a valid item that has been defined through Item Master Maintenance (MENU IAFIELD).</li> <li>• This cannot be the same item number as the parent defined in this bill of material (it may, however, be a parent that was defined in another bill of material).</li> </ul> <p>(A 27) Optional</p>

## Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (<b>VNITM</b>) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (<b>IAXRF</b>) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (<b>ITUPC</b>) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (<b>ITGTIN</b>) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Component Information Screen (p. 9-27) when you are satisfied with the features that you have added or modified for this kit.</p>



**Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
F13-F20 To Change	Press the key that corresponds to the <b>Reference Number</b> of the feature component item that you wish to change or delete for this kit. After you select a feature component item for change, the Features Maintenance Change Screen (p. 9-58) will display. The component information that displays on that screen applies to the selected feature component.
Enter	<p>Press <b>ENTER</b> to confirm your selections. If you keyed an <b>Item No</b> (and optional sequence number in the <b>Seq</b> field), the Features Maintenance Change Screen (p. 9-58) will display. The component information that you maintain on that screen applies to the selected feature component.</p> <p>If you entered search criteria, the Item Description Search Screen will display. Refer to the Inventory Accounting User Guide for more information.</p>

## Features Maintenance Change Screen

FEATURES MAINTENANCE					
Customer No: /		0			
Parent Item: A300		Desk Set Kit			
U/M: EA					
Seq	Item No/Description	U/M	Qty Per		
1	10 A380 Stacking Desk Trays	set of 3 - g EA	1.000		
2	20 A390 Desk Organizer/Calendar	8 1/2 x 11 EA	1.000		
Seq: 10 Component: A380 Stacking Desk Trays					
Qty Required: _...1.000_ U/M: EA,					
Labor Hours: _...00_ User Area: _..._					
Rate Code? _..._ F12=Return F24=Delete					

## Options Maintenance Change Screen

OPTIONS MAINTENANCE					
Customer No: /		0			
Compnt Item: A310		Full Strip Desk Stapler			
U/M: EA		1/2" staples			
Seq	Substitute Item No/Description	U/M	Qty Per		
1	10 A320 Deluxe Full Strip Desk Stapler 1/2" staples	EA	1.000		
Seq: 10 Component: A320 Deluxe Full Strip Desk Stap					
Qty Required: _...1.000_ U/M: EA,					
Labor Hours: _...00_ User Area: _..._					
Rate Code? _..._ F12=Return F24=Delete					

The Features Maintenance Change Screen displays after keying an item number and pressing **ENTER** or selecting an item for change on the Features Maintenance Screen (p. 9-53) for kit bills of material only. Use this screen to define the feature item detail information.

The Options Maintenance Change Screen displays after keying an item number and pressing **ENTER** or selecting an item for change on the Options Maintenance Screen (p. 9-53) for kit bills of material only. Use this screen to define the option item detail information.

### Features Maintenance Change Screen and Options Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0).</p> <p>Display</p>
Parent Item or Compnt Item	<p><b>Features:</b> Parent Item</p> <p>The Features Maintenance Change Screen displays the item number and description of the parent kit item for which this feature option is being added or changed.</p> <p><b>Options:</b> Compnt Item</p> <p>The Options Maintenance Change Screen displays the component item for which this option item is being added or changed.</p> <p>Display</p>
U/M	<p>The default stocking unit of measure of the parent item or the selected component item's unit of measure for this parent item.</p> <p>Display</p>
(Reference Number)	<p>The reference number of the item displayed on this screen. This number is 1 through 8 for the eight items that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the <b>F13 - F20</b> function keys.</p> <p>Display</p>
Seq	<p>The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen).</p> <p>Display</p>
Item No/Description or Substitute Item No/ Description	<p><b>Features:</b> Item No/Description</p> <p>The Features Maintenance Change Screen displays the item number and description of the feature component item being added or changed for this parent item.</p> <p><b>Options:</b> Substitute Item No/Description</p> <p>The Options Maintenance Change Screen displays the number and description of the optional component item being added or changed for this component item.</p> <p>Display</p>

### Features Maintenance Change Screen and Options Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
U/M	The unit of measure of the component item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Seq	The sequence of the selected component item on the bill of material. Display
Component	The item number and description of the selected component item. Display
Qty Required	Key the quantity of this feature component that is required for the parent item. (N 9,3) Required
U/M	This is the unit of measure for the component item that corresponds with the quantity keyed in the <b>Qty Required</b> field. If you leave this field blank, the default unit of measure of the item is used.  Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item's default unit of measure.  <i>Valid Values:</i> Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE). (A 3) Optional
Labor Hours	This is the amount of time required to prepare the component item and include it in the parent item. This is the time for a specific component, not the overall labor to create the parent.  <i>Valid Values:</i> Must be blank if you do not key a <b>Rate Code</b> . (N 5,2) Optional/Blank
User Area	Use this field to enter any additional information about this component item. (A 10) Optional

## Features Maintenance Change Screen and Options Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Rate Code	<p>Key the rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the <b>Labor Hours</b> to calculate the labor costs for this component item.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFIL/MENU WOFIL).</li> <li>• You must key a rate code in this field if you keyed a value in the <b>Labor Hours</b> field.</li> <li>• You must leave this field blank if you did not key a value in the <b>Labor Hours</b> field.</li> </ul> <p>(A 2) Optional</p>
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Features Maintenance Screen (p. 9-53) or the Options Maintenance Screen (p. 9-53) and not add or change the selected feature component.
F24=Delete	Press <b>F24=DELETE</b> to delete the component displayed. You will be required to press <b>F24=DELETE</b> a second time to confirm deletion.
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p><b>Features</b></p> <p>The new feature item will be added or the changes to an existing feature item will be updated and the Features Maintenance Screen (p. 9-53) will display.</p> <p><b>Options</b></p> <p>The new option item will be added or the changes to an existing feature item will be updated and the Options Maintenance Screen (p. 9-53) will display.</p>

## Routing Information Screen

BILL OF MATERIAL FILE MAINTENANCE									
Manufactured Item				Routing Information				Change	
Customer No:		/ 0		Overhead Projector					
Parent Item:		W1000							
U/M:		EA							
Revision		Lvl: ORIG		Eff. Date:		5/11/09			
1	10	ASSEM	Assemble	ASBLY	ASBL	1.000	.50		
2	20	INSP	Inspect	ASBLY	ASBL	1.000	.25		
								Last	
Seq: _... Operation? .....									
F5=Comments F12=Return F13=20 to Change									

This screen appears after you press **F9=ROUTING** on the Component Information Screen (p. 9-27). It is used to add and/or review a list of operations or steps needed to create a finished product or sub-assembly. In Make-to-Order environments this process may vary based on your requirements. You may setup a “generic” routing through the use of this screen and the Routing Information Detail Screen (p. 9-66) and then change it or add to it for any particular work order through Maintain Work Orders (MENU WOMAIN).

The top portion of this screen lists the existing operations in the routing. The lower portion of this screen is where you may add/maintain the routing information. General comments may also be entered for the parent item via the **F5=COMMENTS** function key.

NOTE: For a description of additional routing features, refer to the Routings topic in the Value Added Services Overview section of the Value Added Services User Guide.

### Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b> . Display

**Routing Information Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Customer No	<p>If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0).</p> <p>Display</p>
Parent Item	<p>The item number and description of the parent item.</p> <p>Display</p>
U/M	<p>The default stocking unit of measure of the parent item.</p> <p>Display</p>
Revision Lvl	<p>The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level.</p> <p>Display</p>
Effective Date	<p>This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b>.</p> <p>The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date.</p> <p>Display</p>
(Reference Number)	<p>This number represents the reference number associated with the operation included in the routing process.</p> <p>Display</p>
Seq	<p>The sequence number of the operation performed within the routing for the selected item.</p> <p>Display</p>
St	<p>The status of the routing sequence (if this routing sequence process is active or suspended). An <b>S</b> displays in this field if this operation is suspended; otherwise, this field is blank identifying the routing process as active.</p> <p>When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of statuses will be available for the work order. You may then, if desired, alter the associated routing process by modifying it, deleting it, suspending it, and so on.</p> <p>Display</p>
Oper	<p>The operation code assigned for each operation within the routing of the selected item. This code is used to indicate which operations are to be performed for the selected item at a particular point in the routing.</p> <p>Display</p>

### Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Operation Desc	Description of the operation associated with the corresponding operation code. Display
Dept	Department code associated with the selected work center, as defined through Work Center Maintenance (MENU WOFIELD). This is the department where a particular operation is to be performed within the routing for the selected item. Display
W/C	Work center code where a particular operation is to be performed within the routing for the selected item. Work centers are defined through Work Center Maintenance (MENU WOFIELD). Display
Setup Hrs	The time needed in the setup of each operation for the selected item before actual work can begin at that location within the routing. Display
Run Units	Number of units produced in the number of hours shown in the <b>Run Hrs</b> field. Display
Run Hrs	The actual time needed to perform the actual operation on the selected item. Display
OC	<b>OC</b> is two single position fields. The <b>O</b> indicates if the item is an outside service shipment. An <b>"S"</b> will display in this column if the item is an outside service shipment. The <b>C</b> indicates if comments are associated with the particular routing step. A <b>"Y"</b> will display in this column if a comment exists for the routing step. Display
Seq	Use this field to add a new routing sequence. The sequence number that you key reflects the order in which the operation (steps) that you are adding will be implemented to finish a product. Key the desired sequence number to be associated with a particular operation, and press <b>ENTER</b> . Next, in the <b>Operation</b> field, define the operation that you are performing for this sequence number. <i>Valid Values:</i> A routing sequence number that does not currently exist on this screen. (N 2,0) Optional



### Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Operation	<p>This field reflects the operation code that describes the particular process or customization that will occur in this routing process in the sequence selected in the <b>Seq</b> field. For example, paint, stamp, stain, and so on.</p> <p>Key a desired operation code, and press <b>ENTER</b>.</p> <p><i>Valid Values:</i> A valid operation defined through Operations Maintenance (MENU WOFIL).</p> <p>(A 5) Optional</p>
F5=Comments	<p>Press <b>F5=COMMENTS</b> to enter/review general comments associated with the parent item. The General Routing Comments Screen (p. 9-88) will appear.</p> <p>To enter/review comments associated with a particular routing sequence, refer to <b>F5=COMMENTS</b> on the Routing Information Detail Screen (p. 9-66).</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Component Information Screen (p. 9-27).
F13-F20 To Change	<p>Press the key that corresponds to the reference number of the operation that you wish to change or delete for this bill of material.</p> <p>After you enter the desired function key, the selected operation will display on the Routing Information Detail Screen (p. 9-66). You may then make the required changes to the operation or delete the operation.</p>
Enter	<p>Press <b>ENTER</b> after keying a sequence number in the <b>Seq</b> field and an associated operation in the <b>Operation</b> field to define a particular process. The Routing Information Detail Screen (p. 9-66) will appear, where you may setup additional information to define the operation to be performed in the routing process. Once you define information on that screen, you will be returned to this screen and the operation that you added will be displayed in the middle portion of this screen.</p>

## Routing Information Detail Screen

BILL OF MATERIAL FILE MAINTENANCE									
Manufactured Item				Routing Information				Change	
Customer No:		/ 0		Overhead Projector					
Parent Item:		W1000							
U/M:		EA							
Revision Lvl:		ORIG		Eff. Date:		5/11/09			
Seq	St	Oper	Operation Desc	Dept	W/C	Setup Hrs	Run Units	Run Hrs	OC
1	10	ASSEM	Assemble	ASBLY	ASBL		1.000	.50	
2	20	INSP	Inspect	ASBLY	ASBL		1.000	.25	
Last									
Seq: 10 Oper? ASSEM Assemble.....									
W/C? ASBL, Assemble Product Dept: ASBLY Assembly Department									
Run Lbr Hrs: .....50 Run Lbr Units: .....1.000 Run Lbr Rate? 10									
Setup Lbr Hrs: ..... Setup Lbr Amt: ..... Setup Rate? ..									
O/S Shp/Rec: .. Report Actl Lbr: Y Rpt Prod Act: Y									
Routing Status: .. Ship Sequence: ..									
F4=O/S Info F5=Comments F12=Return F24=Delete									

This screen appears after you key a sequence number in the **Seq** field and an associated operation in the **Operation** field, and then press **ENTER** on the Routing Information Screen (p. 9-62). Use this screen to set up additional information to define the operation to be performed in the routing process. Once you define information on this screen, you will be returned to the Routing Information Screen (p. 9-62) and the operation that you added will be displayed in the middle portion of that screen.

**NOTE:** The information you enter on this screen will be used as default routing process information when entering a work order in Value Added Services through Maintain Work Orders (MENU WOMAIN). You will, however, be able to alter the work order's routing process when entering the work order without affecting the routing process you setup on this screen.

### Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b> . Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display

**Routing Information Detail Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level. Display
Effective Date	This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b> . The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date. Display
(Reference Number)	This number represents the reference number associated with the operation included in the routing process. Display
Seq	The sequence number of the operation performed within the routing for the selected item. Display
St	The status of the routing sequence (if this routing sequence process is active or suspended). An <b>S</b> displays in this field if this operation is suspended; otherwise, this field is blank identifying the routing process as active. When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of statuses will be available for the work order. You may then, if desired, alter the associated routing process by modifying it, deleting it, suspending it, and so on. Display
Oper	The operation code assigned for each operation within the routing of the selected item. This code is used to indicate which operations are to be performed for the selected item at a particular point in the routing. Display
Operation Desc	Description of the operation, default or overridden, associated with the corresponding operation code. Display

### Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Dept	<p>Department code associated with the selected work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where a particular operation is to be performed within the routing for the selected item.</p> <p>Display</p>
W/C	<p>Work center code where a particular operation is to be performed within the routing for the selected item. Work centers are defined through Work Center Maintenance (MENU WOFILE).</p> <p>Display</p>
Setup Hrs	<p>The time needed in the setup of each operation for the selected item before actual work can begin at that location within the routing.</p> <p>Display</p>
Run Units	<p>Number of units produced in the number of hours shown in the <b>Run Hrs</b> field.</p> <p>Display</p>
Run Hrs	<p>The actual time needed to perform the actual operation on the selected item.</p> <p>Display</p>
OC	<p><b>OC</b> is two single position fields.</p> <p>The <b>O</b> indicates if the item is an outside service shipment. An <b>"S"</b> will display in this column if the item is an outside service shipment.</p> <p>The <b>C</b> indicates if comments are associated with the particular routing step. A <b>"Y"</b> will display in this column if a comment exists for the routing step.</p> <p>Display</p>
Seq	<p>This field displays the sequence number you selected to add on the Routing Information Screen (p. 9-62). Information on this screen will be associated with this sequence.</p> <p>Display</p>
Oper	<p>This field displays the operation you selected to add on the Routing Information Screen (p. 9-62). Information on this screen will be associated with this operation.</p> <p>If desired, you may change the operation code in this field and define routing information for a different code. The description assigned to the code you enter will also display after you press <b>ENTER</b>.</p> <p><i>Valid Values:</i> A valid operation defined through Operations Maintenance (MENU WOFILE).</p> <p>(A 5) Optional</p>

## Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
(Operation Description)	<p>This field displays the description of the operation you selected on the Routing Information Screen (p. 9-62). This description will display from the first match of the operation code found based on the lowest warehouse number using the operation code.</p> <p>If desired, you may override the operation code's description for this bill of material. This does not override the description originally defined for the code through Operations Maintenance (MENU WOFILE).</p> <p><i>Default Value:</i> The description for the selected Operation Code defined through Operations Maintenance (MENU WOFILE).</p> <p>(A 30) Optional</p>
W/C	<p>Use this field to select the work center where production or customization that will occur in this routing process for the selected item in the sequence selected in the <b>Seq</b> field. For example, paint, stamp, stain, and so on.</p> <p>The work center description will display from the first match of the work center code found based on the lowest warehouse number using the work center code.</p> <p>Key the desired work center code.</p> <p><i>Valid Values:</i> A valid work center defined through Work Center Maintenance (MENU WOFILE).</p> <p>(A 5) Required</p>
Dept	<p>This field displays the department code and description associated with the corresponding work center displayed in the <b>W/C</b> field. This reflects the department where a particular operation is to be performed within the routing for the selected item.</p> <p>Display</p>
Run Lbr Hrs	<p>This field reflects the number of hours required to produce the number of units entered in the <b>Run Lbr Units</b> field. This value is used in the calculation to determine the cost of this step for this parent item. For example, if you entered .5 Run Lbr Hrs, 5 Run Lbr Units, and \$10.00 Run Lbr Rate, the calculation would be as follows:</p> <p><math>.5 * \\$10.00 / 5 = \text{Cost per this routing step for the parent.}</math></p> <p>This cost is then multiplied by the order quantity of the work order.</p> <p>Key the appropriate run labor hours in hours and tenths of an hour format.</p> <p>This field is required if you enter a value in the <b>Run Lbr Units</b> field, otherwise, this field is optional.</p> <p>(N 5,2) Optional/Required</p>

### Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Run Lbr Units	<p>This field reflects the number of parents produced in the number of hours entered in the <b>Run Lbr Hrs</b> field.</p> <p>Key the appropriate run labor units.</p> <p>This field is required if you enter a value in the <b>Run Lbr Hrs</b> field, otherwise, this field is optional.</p> <p>(N 11,3) Optional/Required</p>
Run Lbr Rate	<p>This field reflects the rate code associated with the labor (activity) in the <b>Run Lbr Hrs</b> field to complete the parent item.</p> <p>Key the appropriate labor rate.</p> <p>This field is required if you enter a value in the <b>Run Lbr Hrs</b> field, otherwise, this field is optional.</p> <p><i>Valid Values:</i> A valid rate code defined through Labor Rates Maintenance (MENU WOFILE).</p> <p>(A 2) Optional/Required</p>
Setup Lbr Hrs	<p>This field reflects the amount of time required to set up the necessary equipment or tooling before the operation can be run regardless of the order quantity of the work order. This is the time specifically for setup, it does not reflect the overall labor to create the parent.</p> <p>Key the desired setup labor hours in hours and tenths of an hour format. This field (or the <b>Setup Lbr Amt</b> field if you key a value in that field instead of this one) is used to calculate the setup cost for a parent manufactured item. Setup costs may be optionally used to calculate the cost of the parent manufactured item, calculated when the item is received into stock.</p> <p>This field is required if you enter a value in the <b>Setup Rate</b> field, otherwise, this field is optional. Also, if you select to key a value in this field and the <b>Setup Rate</b> field, the <b>Setup Lbr Amt</b> field must be left blank. If you instead select to enter a value in the <b>Setup Lbr Amt</b> field for setup costs, this field must be left blank.</p> <p>(N 5,2) Optional/Required/Blank</p>
Setup Lbr Amt	<p>This field represents the fixed setup cost that is required for this parent manufactured item. You may choose to use this field in place of the <b>Setup Lbr Hrs</b> and <b>Setup Rate</b> fields to calculate the setup cost for a parent manufactured item.</p> <p>Key the monetary amount required to set up this parent manufactured item. This amount is optionally used to calculate the total cost of the parent manufactured item. The total cost of the manufactured item is calculated when the item is received into stock.</p> <p>This field is required if you keyed a value in the <b>Setup Lbr Time</b> field and the <b>Setup Rate</b> field for setup costs, otherwise this field must be left blank.</p> <p>(N 13,2) Optional/Blank</p>

**Routing Information Detail Screen Fields and Function Keys**

Field/Function Key	Description
Setup Rate	<p>This field reflects the rate code associated with the setup hours needed to prepare to make the parent item. Rate codes are assigned an hourly rate, which is used with the <b>Setup Lbr Hrs</b> to calculate the setup costs for this item.</p> <p>Key the desired rate code.</p> <p>This field is required if you keyed a value in the <b>Setup Lbr Hrs</b> field, otherwise this field is optional. Also, if you select to key a value in this field and the <b>Setup Lbr Hrs</b> field, the <b>Setup Lbr Amt</b> field must be left blank. If you instead select to enter a value in the <b>Setup Lbr Amt</b> field for setup costs, this field must be left blank.</p> <p><i>Valid Values:</i> A valid rate code defined through Labor Rates Maintenance (MENU OBFIL/MENU WOFIL).</p> <p>(A 2) Optional/Required/Blank</p>

## Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
O/S Shp/Rec	<p>This field represents the manufacturing operation that will occur in the routing process.</p> <p>Key <b>S</b> if this operation represents a shipment to an outside vendor. If you key <b>S</b>, some or all the following functionality will be required when shipping items to an outside service function (Distribution A+ will provide for this additional functionality at various points in the work order processing cycle):</p> <ul style="list-style-type: none"> <li>• The ability to create a PO for an outside service, and to link the PO to a work order.</li> <li>• The ability to use a PO to track a service charge and charge basis code for services provided.</li> <li>• The ability to indicate which items and quantities on the work order are to be shipped to the vendor.</li> <li>• The ability to print one or more PO Packing Lists to be used by warehouse personnel to actually ship the needed items to the vendor.</li> <li>• The ability to confirm that the requested items have been shipped to the vendor (activity reporting).</li> </ul> <p>Key <b>R</b> if this operation represents a receipt from an outside vendor. If you key <b>R</b>, the following functionality will be required when receiving items from an outside service vendor:</p> <ul style="list-style-type: none"> <li>• The ability to print a Receiving List for the expected receipts from the vendor.</li> <li>• The ability to confirm the receipt of items from the vendor (activity reporting).</li> </ul> <hr/> <p>NOTE: Outside shipment and receiving transactions are different from order shipments and PO / IA receiving transactions. Shipments to an outside service vendor is not a sale, since revenue is not being generated and inventory is not being reduced. Inventory that is already owned is simply being “moved” to another location, but the inventory remains in your warehouse. The on-hand quantity therefore remains the same, as well as the Inventory Asset Account in General Ledger. Likewise, a receipt simply moves inventory back to your warehouse and acknowledges that the vendor performed some work. It does not increase your on-hand quantity since it was never decreased on the shipment.</p> <hr/> <p>Leave this field blank if this operation is performed in-house and no special processing is used for shipping or receiving items to/from a service vendor.</p> <p><i>Default Value:</i> The <b>Outside Service Code</b> assigned to the <b>Operation Code</b> in Operations Maintenance (MENU WOFIELD).</p> <p><i>Valid Values:</i> S, R, or Blank.</p> <p>(A 1) Optional/Blank</p>



### Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Report Actl Lbr	<p>Use this field to indicate if you will have a need to report actual labor in Value Added Services.</p> <p>Key <b>Y</b> if you will be reporting actual labor. If you key <b>Y</b>, you will be required, where applicable, to enter various labor information when reporting production activity (the <b>Rpt Prod Act</b> field must be <b>Y</b> if this field is <b>Y</b>). This information could be used when calculating work order costs, if your work order tailoring options are set accordingly. Selecting <b>Y</b> in this field also allows you to access activity report information for an employee through Maintain Production Activity (MENU WOMAIN).</p> <p>Key <b>N</b> if you do not want to report actual labor. You will not be required to key labor information in Value Added Services, and will not be able to access activity report information for an employee.</p> <p><i>Default Value:</i> The <b>Report Actual Labor Code</b> assigned to the <b>Operation Code</b> in Operations Maintenance (MENU WOFILE).</p> <p>(A 1) Required</p>
Rpt Prod Act	<p>Use this field to indicate if you will have a need to maintain production activity in Value Added Services.</p> <p>Key <b>Y</b> if you will be maintaining production activity. If you key <b>Y</b>, you will be required, where applicable, to report such information as date, time, quantity completed and quantity scrapped. This field must be <b>Y</b> if <b>O/S Shp/Rec</b> is <b>S</b> or <b>R</b>.</p> <p>Key <b>N</b> if you do not want to maintain production activity. You will not be required to key production activity information in Value Added Services.</p> <hr/> <p>NOTE: When entering work order receipts for an item, you will not be allowed to receive more than has been reported through any operation that maintains production activity.</p> <hr/> <p><i>Default Value:</i> The <b>Maintain Production Activity Code</b> assigned to the <b>Operation Code</b> in Operations Maintenance (MENU WOFILE).</p> <p>(A 1) Required</p>

### Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Routing Status	<p>Use this field to enter the status of the routing sequence for this operation (if this routing sequence process is active or suspended). When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of status types will be available for the work order. You may then, if desired, alter the associated routing process by modifying it, deleting it, suspending it, and so on. If you key an "S" in this field it will suspend this operation for this routing sequence. If you leave this field blank, this operation for this routing sequence will be marked as active.</p> <p>Key <b>S</b> if you wish to suspend this operation for this routing sequence.</p> <p>Leave this field blank if you wish this operation for this routing sequence to be marked as active.</p> <p>(A 1) Optional/Blank</p>
Ship Sequence	<p>This field provides a link between the outside service shipment and its corresponding outside service receipt, ensuring that duplicate receipts for a singular shipment do not exist.</p> <p>Key the ship sequence. The sequence number keyed in this field is the same number that represents the routing sequence of the outside service shipment.</p> <hr/> <p>NOTE: You will receive an error message if an outside service shipment does not have a corresponding outside service receipt.</p> <hr/> <p>This field must be blank for routings that are designated as outside service shipments, or if the routing operation is performed in-house and no special processing is performed. That is, the <b>O/S Shp/Rec</b> field is either <b>S</b> or blank. If the <b>O/S Shp/Rec</b> field is <b>R</b>, for outside service receipts, you must key a ship sequence in this field.</p> <p><i>Valid Values:</i> A valid routing sequence associated with an outside service shipment</p> <p>(N 4,0) Required/Blank</p>
F4=O/S Info	<p><b>F4=O/S INFO</b> is valid for outside service shipment routings only. That is, <b>S</b> displays in the <b>O/S Shp/Rec</b> field indicating that the operation represents a shipment to an outside vendor.</p> <p>Press <b>F4=O/S INFO</b> to review outside service information. The O/S Service Header Information Screen (p. 9-76) will appear.</p>
F5=Comments	<p>Press <b>F5=COMMENTS</b> to enter/review comments associated with this specific routing sequence. The Routing Comments Screen (p. 9-88) will appear.</p> <p>To enter/review general comments associated with a particular parent item, refer to <b>F5=COMMENTS</b> on the Routing Information Screen (p. 9-62).</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Routing Information Screen (p. 9-62).</p>

**Routing Information Detail Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p data-bbox="529 310 1308 342">F24=DELETE appears only if you are changing an existing operation.</p> <p data-bbox="529 357 1422 489">Press F24=DELETE to delete the selected operation. You will be required to press this key again to confirm deletion. The Routing Information Screen (p. 9-62) will appear and the operation will be deleted from the list of operations on the screen.</p> <p data-bbox="529 504 1349 604">Additionally, routing specific comments associated with the particular routing sequence will be deleted along with the operation. General comments, however, will not be deleted.</p>

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## O/S Service Header Information Screen

Manufactured Item		BILL OF MATERIAL FILE MAINTENANCE		ADD
O/S Service Header Information				
Parent Item No:	W1000	Overhead Projector		
U/M:	EA			
Revision Level:	ORIG	Eff. Date:	5/11/09	
Operation:	OASB	Outside Assembly Service		
Vendor?	.....			
Name:				
Return				
Shipment Vendor?	..... or Default Code: .. (F=Finish Goods WH, C=Component WH, S=Spl Ord Cust)			
Name:				
Addr1:				
Addr2:				
Addr3:				
Addr4:				
City:			St/Prov?	.....
Cntry?	....	Zip/Pstl:	.....	
		F5=Items	F12=Return	

This screen appears after you press **F4=O/S INFO** on the Routing Information Detail Screen (p. 9-66). Use this screen to maintain default outside service shipment information for the parent item. You may maintain this information as follows:

- Leave all fields on this screen blank; note that if you do not key any information on this screen, you will be required to key vendor information when entering a work order through Maintain Work Orders (MENU WOMAIN)
- Key a vendor number in the **Vendor** field on this screen
- Key a vendor number in the **Return Shipment Vendor** field on this screen
- Key a (return shipment) vendor's address in the address area on the lower portion of this screen
- Key a vendor number in both the **Vendor** and **Return Shipment Vendor** fields on this screen
- Key a default code of **F** for finished goods warehouse
- Key a default code of **C** for component warehouse
- Key a default code of **S** for special order customer

You would set up default outside service shipment information on this screen if you know which vendor to send the parent item to and if you know which vendor will receive the parent item following the first vendor (you could key a return shipment vendor code or key in a return address in the address location provided at the bottom of this screen). This is useful for contract relationships. Value Added Services will use this information when entering a work order through Maintain Work Orders (MENU WOMAIN). You will, however, have the option to override any information you key on this screen when entering the particular work order.

**O/S Service Header Information Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Type of Bill	The type of bill of material: <b>Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>Add, Change, Delete</b> . Display
Parent Item No	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Level	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b> . The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date. Display
Operation	This operation code and description of the operation you selected on the Routing Information Screen (p. 9-62). Display
(Ship-to) Vendor / Vendor Name	This field reflects the vendor to whom you will send the shipment. Key the appropriate vendor number. If you do not recall the number of the vendor, key a <b>?</b> in this field and press <b>ENTER</b> to access the Vendor Search Screen. Refer to Vendors Maintenance (MENU POFILE / MENU APFILE) for information on the Vendor Search Screen. After you key the vendor number and press <b>ENTER</b> , the name and address of the vendor will display in the <b>Vendor Name</b> fields. <i>Valid Values:</i> A valid vendor defined in the Vendor Master File. (A 6) Optional

**O/S Service Header Information Screen Fields and Function Keys**

Field/Function Key	Description
Return Shipment Vendor	<p>This field reflects the next vendor to whom you want the ship-to vendor to send the shipment to once they have completed their work on the product. You may select to use this field or the <b>Default Code</b> field.</p> <p>Key the appropriate vendor number. If you do not recall the number of the vendor, key a <b>?</b> in this field and press <b>ENTER</b> to access the Vendor Search Screen. Refer to Vendors Maintenance (MENU POFILE / MENU APFILE) for information on the Vendor Search Screen.</p> <p>After you key the vendor number and press <b>ENTER</b>, the name and address of the vendor will display in the <b>Return Shipment Vendor Address</b> fields.</p> <p><i>Valid Values:</i> A valid vendor defined in the Vendor Master File and designated as your work order vendor.</p> <p>(A 6) Optional</p>
Default Code	<p>This field reflects the default return shipping code. You may select to use this field or the <b>Return Shipment Vendor</b> field.</p> <p>Key <b>F</b> to specify to have items shipped back to the finished goods warehouse.</p> <p>Key <b>C</b> to specify to have items shipped back to the component warehouse.</p> <p>Key <b>S</b> to specify that the parent item was special ordered by a customer and the shipping address is from the customer included on the sales order.</p> <p>(A 1) Optional</p>
(Return Shipment Vendor Address)	<p>This field reflects the name and address of the vendor you selected in the <b>Return Shipment Vendor</b> field.</p> <p>If desired, you have the option of keying a new next new address information for the return shipping instructions. The address fields provided are:</p> <ul style="list-style-type: none"> <li>• <b>Name</b></li> <li>• <b>Addr1, Addr2, Addr3, Addr4</b></li> <li>• <b>City</b></li> <li>• <b>St/Prov</b></li> <li>• <b>Zip/Pstl</b></li> <li>• <b>Cntry</b></li> </ul> <p>(A 30, A30, A30, A30, A30, A20, A30, A10, A3) Optional</p>
F5=Items	Press <b>F5=ITEMS</b> to display the Outside Service Shipment Detail Screen (p. 9-80), where you select which items you want to ship to a vendor.
F12=Return	Press <b>F12=RETURN</b> to return to the Routing Information Screen (p. 9-62), without updating this screen.

**O/S Service Header Information Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>F24=DELETE appears only if you are changing an existing operation.</p> <p>Press F24=DELETE to delete the outside service vendor information associated with the operation. You are not deleting the operation itself, only the vendor information setup for the operation. You will be required to press F24=DELETE again to confirm deletion. The Routing Information Screen (p. 9-62) will display and the outside service vendor information will be deleted.</p>
Enter	<p>Press ENTER to confirm your selections and return to the Routing Information Screen (p. 9-62).</p>

## Outside Service Shipment Detail Screen

BILL OF MATERIAL FILE MAINTENANCE					
Manufactured Item Outside Service Shipment Detail					ALL
Customer No:		/ 0		Overhead Projector	
Parent Item:		W1000		U/M: EA	
Revision Lvl:		ORIG		Eff. Date: 5/11/09	
SL	Seg	S	Item Number	U/M	Unit Cost C
1	1		W1000 Overhead Projector	EA	
2	10		W1010 Overhead Lens Unit	EA	
3	20		W1020 Overhead Lens Arm Unit	EA	
4	30		W1040 Overhead Base Unit	EA	
5	40		W1160 3M 2800 Lumen Lamp (2)	EA	

Last

Select: F2=Desc Left F4=Add/Remove F5=Show Mfg No F9=Selected F10=Update F12=Return

This screen displays after pressing **F5=ITEMS** on the O/S Service Header Information Screen (p. 9-76). Use this screen to review outside service shipment detail information associated with the parent item, and select which items you want to ship to a vendor. This screen displays all parent items, co-products, and components associated with the parent.

Use **F4=ADD/REMOVE** to add items to or remove items from the Outside Service Purchase Order. Only those parent items, co-products, and/or components marked with an **S** will be included on a PO and sent to the appropriate vendor.

### Outside Service Shipment Details Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>All</b> , <b>Selected</b> , <b>Not Selected</b> . Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display



**Outside Service Shipment Details Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b> . The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date. Display
SL	This number represents the selection number associated with the corresponding parent item, co-product, or component. Key this number in the <b>Select</b> field to select the item for which you want to maintain cost information, or for which you want to add to or remove from shipment. Display
Seq	The sequence number associated with the corresponding parent item, co-product, or component. Display
S	The corresponding parent item, co-product, or component is marked for shipment. An <b>S</b> displays in the <b>S</b> column if the corresponding item is marked for shipment and will be included on the PO. This field is blank if the item is not marked for shipment and will not be included on the PO. You may mark or unmark an item for shipment with the <b>F4=ADD/REMOVE</b> key. Display
Item Number	The item number of the parent item, co-product, or component with the description displayed to the right. Display
U/M	Unit of measure associated with the corresponding parent item, co-product, or component. Display

### Outside Service Shipment Details Fields and Function Keys

Field/Function Key	Description
Unit Cost	<p>Unit cost associated with the service performed.</p> <p>The <b>Unit Cost</b> is used with the <b>Charge Basis Code</b> to determine what this value represents. If the Charge Basis Code is unit cost, then the value in this field is multiplied times the quantity to calculate the cost. If the Charge Basis Code is lot, the value in the field is the cost for the entire quantity.</p> <p>For example, you are selling an item and are having words engraved on each item, if the price of the engraved letters is \$1.00 per frame, that would be the unit cost.</p> <p>Display</p>
C	<p>The charge basis code. A <b>U</b> displays in this column if the cost is calculated based on cost per unit; an <b>L</b> displays if the cost is calculated based on cost per lot (work order); a <b>W</b> displays if the cost is calculated based on cost per unit of weight.</p> <p>Display</p>
Select	<p>Use this field to select an item displayed on this screen for which you wish to maintain cost information, or for which you want to add to or remove from shipment.</p> <p>Key the selection number corresponding to the item you wish to select and press <b>ENTER</b> or <b>F4=ADD/REMOVE</b>.</p> <p><i>Valid Values:</i> A number displayed in the <b>SL</b> field.</p> <p>(N 2,0) Optional</p>
F2=Desc Left / F2=Desc Right / F2=Item & Desc	<p><b>F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM &amp; DESC</b> is a 3-way toggle allowing you to display a combination of the item number and description. Press:</p> <ul style="list-style-type: none"> <li>• <b>F2=DESC LEFT</b> to display the item description only, starting at the left-most character;</li> <li>• <b>F2=DESC RIGHT</b> to display the item description only, starting at the right-most character; or,</li> <li>• <b>F2=ITEM &amp; DESC</b> to display the item number and item description.</li> </ul>
F4=Add/Remove	<p>After keying an item's reference number in the <b>Select</b> field, press <b>F4=ADD/REMOVE</b> to add or remove the item from the Outside Service Purchase Order. Only those items marked with an <b>S</b> for shipment in the <b>S</b> field on the top portion of this screen will be included on a PO and sent to the appropriate vendor.</p>
F5=Show Mfg No / F5=Hide Mfg No	<p><b>F5=SHOW MFG NO / F5=HIDE MFG NO</b> is a 2-way toggle allowing you to show, if applicable, or hide the manufacturer number in the <b>Item Number</b> field on this screen. You may optionally key a manufacturing number for an item through Item Master Maintenance (MENU IAFI).</p>

**Outside Service Shipment Details Fields and Function Keys**

Field/Function Key	Description
F9=Selected / F9=Not Selected / F9=All	F9=SELECTED / F9=NOT SELECTED / F9=ALL is a 3-way toggle allowing you to display on this screen all parent items, co-products, and components that have been marked for shipment ( <b>Selected</b> displays in the <b>Mode</b> field), not marked for shipment ( <b>Not Selected</b> displays in the <b>Mode</b> field), or all parent items, co-products, and components regardless if they have been marked for shipment ( <b>All</b> displays in the <b>Mode</b> field).
F10=Update	After marking the appropriate items for shipment, press F10=UPDATE to confirm your selections and update the files. You will be returned to the Routing Information Detail Screen (p. 9-66).
F12=Return	Press F12=RETURN to return to the O/S Service Header Information Screen (p. 9-76), without updating the files.
Enter	After keying an item's reference number in the <b>Select</b> field, press ENTER to display the Outside Service Shipment Detail Cost Screen (p. 9-84) where you maintain cost information for the selected item.

## Outside Service Shipment Detail Cost Screen

BILL OF MATERIAL FILE MAINTENANCE					
Manufactured Item Outside Service Shipment Detail					ALL
Customer No:		/ 0		Overhead Projector	
Parent Item:		W1000		U/M: EA	
Revision Lvl:		ORIG		Eff. Date: 5/11/09	
SL	Seg	S	Item Number	U/M	Unit Cost C
1	1		W1000 Overhead Projector	EA	
2	10		W1010 Overhead Lens Unit	EA	
3	20		W1020 Overhead Lens Arm Unit	EA	
4	30		W1040 Overhead Base Unit	EA	
5	40 S		W1160 3M 2800 Lumen Lamp (2)	EA	18.57400 U

  

Seq: 40		Item: W1160		EA		Last	
Unit Cost: -		18.57400		Unit Wgt: -		.0000	
				Charge Basis: U (U,L,W)		F4=Remove F12=Return	

This screen appears after you select an item number in the **Select** field and press **ENTER** on the Outside Service Shipment Detail Screen (p. 9-80). Use this screen to maintain cost information for the item you selected. You also may select to unmark an item for shipment with **F4=REMOVE**.

### Outside Service Shipment Detail Cost Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: <b>Assortment, Kit, Manufactured Item</b> . Display
(Mode)	This field displays the type of function being performed for the selected bill of material: <b>All, Selected, Not Selected</b> . Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display

**Outside Service Shipment Detail Cost Screen Fields and Function Keys**

Field/Function Key	Description
Revision Lvl	<p>The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level.</p> <p>Display</p>
Eff Date	<p>This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b>.</p> <p>The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date.</p> <p>Display</p>
SL	<p>This number represents the selection number associated with the corresponding parent item, co-product, or component. Key this number in the <b>Select</b> field to select the item for which you want to maintain cost information, or for which you want to add to or remove from shipment.</p> <p>Display</p>
Seq	<p>The sequence number associated with the corresponding parent item, co-product, or component.</p> <p>Display</p>
S	<p>The corresponding parent item, co-product, or component is marked for shipment. An <b>S</b> displays in the <b>S</b> column if the corresponding item is marked for shipment and will be included on the PO. This field is blank if the item is not marked for shipment and will not be included on the PO.</p> <p>Display</p>
Item Number	<p>The item number of the parent item, co-product, or component with the description displayed to the right.</p> <p>Display</p>
U/M	<p>Unit of measure associated with the corresponding parent item, co-product, or component.</p> <p>Display</p>
Unit Cost	<p>Unit cost associated with the service performed based on the <b>Charge Basis Code</b>.</p> <p>Display</p>
C	<p>The charge basis code. A <b>U</b> displays in the <b>C</b> column if the cost is calculated based on cost per unit; an <b>L</b> displays if the cost is calculated based on cost per lot (work order); a <b>W</b> displays if the cost is calculated based on cost per unit of weight.</p> <p>Display</p>

### Outside Service Shipment Detail Cost Screen Fields and Function Keys

Field/Function Key	Description
Seq	<p>The selected sequence number, associated with the corresponding parent item, co-product, or component.</p> <p>Display</p>
Item	<p>The item number of the parent item, co-product, or component selected to have cost details added.</p> <p>Display</p>
(U/M)	<p>Unit of measure associated with the corresponding selected parent item, co-product, or component.</p> <p>Display</p>
Unit Cost	<p>This field represents the unit cost associated with the service performed.</p> <p>The <b>Unit Cost</b> is used with the <b>Charge Basis Code</b> to determine what this value represents. If the Charge Basis Code is unit cost, then the value in this field is multiplied times the quantity to calculate the cost. If the Charge Basis Code is lot, the value in the field is the cost for the entire quantity.</p> <p>For example, you are selling an item and are having words engraved on each item, if the price of the engraved letters is \$1.00 per frame, that would be the unit cost.</p> <p>Key the appropriate unit cost to be associated with the particular service. You must key a cost in this field if you key a charge basis code in the <b>Charge Basis</b> field.</p> <p>(N 15,5) Optional/Required</p>
Unit Wgt	<p>This field represents the unit weight associated with the service performed. This value and the value in the <b>Charge Basis</b> field determines how the accumulated costs will be calculated.</p> <p>Key the appropriate unit weight. You must key a weight in this field if you key a <b>W</b> charge basis code in the <b>Charge Basis</b> field.</p> <p><i>Default Value:</i> the unit weight from the Item Master File (ITMST) defaults when the <b>Charge Basis Code</b> is <b>W</b> and the user presses the <b>ENTER</b> key.</p> <p>(N 9,4) Optional/Required</p>
Charge Basis	<p>This field (and the <b>Unit Wgt</b> field) identifies how the cost keyed in the <b>Unit Cost</b> field will be utilized. You must key a charge basis code in this field if you key a cost in the <b>Unit Cost</b> field or a weight in the <b>Unit Wgt</b> field.</p> <p>Key <b>U</b> to base the cost per unit.</p> <p>Key <b>L</b> to base the cost per lot (work order).</p> <p>Key <b>W</b> to base the cost per unit of weight.</p> <p>(A 1) Required</p>

**Outside Service Shipment Detail Cost Screen Fields and Function Keys**

Field/Function Key	Description
F4=Remove	Press <b>F4=REMOVE</b> to unmark an item for shipment if you no longer wish to include that item on the Outside Service Purchase Order. The <b>S</b> will disappear in the <b>S</b> field corresponding to the selected item.
F12=Return	Press <b>F12=RETURN</b> to return to the Outside Service Shipment Detail Screen (p. 9-80), without updating this screen.
Enter	After keying in cost information, press <b>ENTER</b> to confirm your selections. You will be returned to the Outside Service Shipment Detail Screen (p. 9-80) and the item will automatically be marked with an <b>S</b> for shipment.

## General Routing Comments Screen

BILL OF MATERIAL FILE MAINTENANCE	
General Routing Comments	
Customer No: /	0
Parent Item: W1000	Overhead Projector
U/M: EA	
Revision Lvl: ORIG	Eff. Date: 5/10/15
<u>Print Comments/Instructions</u>	<u>Line</u>
.....	001
.....	002
.....	003
.....	004
.....	005
.....	006
.....	007
.....	008
.....	009
.....	010
.....	011
.....	012 More...
Ins/Del: .. Line: .... (F5)	
F2=Change Print Codes F5=Ins/Del F10=Update F12=Return	

## Routing Comments Screen

BILL OF MATERIAL FILE MAINTENANCE	
Routing Comments	
Customer No: /	0
Parent Item: W1000	Overhead Projector
U/M: EA	
Revision Lvl: ORIG	Eff. Date: 5/11/09
Operation: OASB Outside Assembly Service	
<u>Print Comments/Instructions</u>	<u>Line</u>
.....	001
.....	002
.....	003
.....	004
.....	005
.....	006
.....	007
.....	008
.....	009
.....	010
.....	011
.....	012 More...
Ins/Del: .. Line: .... (F5)	
F2=Change Print Codes F5=Ins/Del F10=Update F12=Return	

The General Routing Comments Screen appears after you press **F5=COMMENTS** from the Routing Information Screen (p. 9-62) to enter/review general comments associated with the parent item. The Routing Comments Screen appears after you press **F5=COMMENTS** from the Routing Information Detail Screen (p. 9-66) to enter/review comments associated with a particular routing sequence; in which case the operation performed within the routing will then display in the **Operation** field in the header



portion of this screen. Use this screen to review the applicable comments and/or enter up to 998 lines of free form comments to be associated with the selected parent item or routing sequence.

Use **F2=CHANGE PRINT CODES** to key a 1-character print code in the **Print** field, or comment text in the **Comments/Instructions** field.

NOTE: If you are entering general comments (i.e., you accessed this screen from Routing Information Screen (p. 9-62)), they will print on the top portion of the Work Order Traveler document, if the **Print** code is defined to allow them to print. If you are entering comments specific to a routing sequence (i.e., you accessed this screen from Routing Information Detail Screen (p. 9-66)), they will print below each routing sequence on the Work Order Traveler document, if the **Print** code is defined to allow them to print.

### General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option <b>Use Effective Date</b> is set to <b>Y</b> . The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 9-5); this field is blank if you chose not to select an effective date. Display
Operation	The operation code assigned for each operation within the routing of the selected item. This code is used to indicate which operations are to be performed for the selected item at a particular point in the routing. Display

## General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
Print	<p>You may access this field via the F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key. This field represents the print code, if applicable, to be assigned to each line of comment text.</p> <p>Key <b>X</b> if you do not want the associated comment text to print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List.</p> <p>Key <b>T</b> if you want the associated comment text to print on the Work Order Traveler document only.</p> <p>Key <b>P</b> if you want the associated comment text to print on the PO Pick List only.</p> <p>Key <b>R</b> if you want the associated comment text to print on the Outside Service Receiving List only.</p> <p>Leave this field <b>blank</b> if you want the associated comment text to print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List.</p> <p><i>Valid Values:</i> X, T, P, R or Blank</p> <p>(A 1) Optional</p>
Comments/Instructions	<p>Use these fields to enter up to 998 lines of free form comments/instructions to be associated with the parent item or selected operation.</p> <p>To change comment text, refer to the F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key.</p> <p>(998 @ A 62) Optional</p>
Line	<p>The line number, up to 998 lines, assigned to the comment/instruction text. Refer to this value when inserting other comment/instruction lines.</p> <p>Display</p>
Ins/Del	<p>Use this field in conjunction with the <b>Line (F5)</b> field and F5=INS/DEL to either insert a new line or to delete an existing line.</p> <p>Key <b>I</b> to insert a line.</p> <p>Key <b>D</b> to delete a line.</p> <p>(A 1) Optional</p>
Line (F5)	<p>Use this field in conjunction with the <b>Ins/Del</b> field and F5=INS/DEL to select a line you either wish to insert a line after or delete.</p> <p>Key the line number of the line you wish to insert a new line after or you wish to delete.</p> <p>(N 2,0) Optional</p>
F2=Change Print Codes / F2=Change Cmt Text	<p>The F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key is toggle allowing you to add or change print codes displayed in the <b>Print</b> field, or add or change comment text displayed in the <b>Comments/Instructions</b> field.</p>

**General Routing Comments Screen Fields and Function Keys**

Field/Function Key	Description
F5=Ins/Del	Use <b>F5=INS/DEL</b> in conjunction with the <b>Ins/Del</b> field and the <b>Line (F5)</b> field in order to either insert a new line or to delete an existing line.
F10=Update	Press <b>F10=UPDATE</b> to update these changes and return to the Routing Information Screen (p. 9-62) or the Routing Information Detail Screen (p. 9-66).
F12=Return	Press <b>F12=RETURN</b> to return to the Routing Information Screen (p. 9-62) or the Routing Information Detail Screen (p. 9-66).

## Bill of Material Listing

Once you have set up your bills of material, you can print a listing of those bills through the Bill of Material Listing option on the Bill of Material File Maintenance Menu (MENU OBFIL). This option also determines if the parent cost will be updated when the cost of a component changes.

The Bill of Material Listing option is explained in this section. The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Bill of Materials Listing Selection Screen	Used to select the items to print on the Bill of Materials Listing (p. 9-96).
Bill of Material Cost Adjustments Screen	Informs you that inventory accounting cost adjustment transactions will be created for all parent items that match your selection criteria entered on the Bill of Materials Listing Selection Screen (p. 9-92).
Report Options Screen	Refer to the Cross Applications User Guide.
Bill of Materials Listing	Prints the bill of material information specified through Bill of Material Maintenance (MENU OBFIL/MENU WOFIL).

## Bill of Materials Listing Selection Screen

```

      BILL OF MATERIALS LISTING

CO?/Customer:  _./ .....      to?  .../ .....

Parent Number: ..... to .....

      Warehouse?                      (**-All Warehouses)
      Include Manufactured Bills: N   (Y/N)
      Include Kits:                  .. (Y/N)
      Include Assortments:           .. (Y/N)

Cost to be used: ..      A - Average Cost      U - User Cost
                      S - Standard Cost      L - Last Cost

Rollup Mfg/Kit
Parent Costs: ..      N - No
                      Z - Only zero cost (new) items *
                      A - All items *

                        * Only available with standard or user cost

                                           F3=Cancel
  
```

This screen displays after selecting option 11 from MENU OBFIL or option 16. Use this screen to select the items to print on the Bill of Materials Listing (p. 9-96), and to determine if the parent cost will be updated if the cost (standard or user) of a component item changes.

### Bill of Materials Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	Use these From/To ranges to select the customer specific customer information that will print on the listing. Key the company/customer numbers of those customers for whom unique bills of material (created for specific customers) will print. 2 @ (N2,0/N10,0) Optional
Parent Number	Use these From/To ranges to select the items that will print on the listing. Key the range of parent item numbers to print on the listing. (2 @ A27) Optional
Warehouse	Use this field to select the items that will print on the listing. Only items associated with this warehouse that match other criteria entered on this screen will be included.  Key the warehouse associated with those customers and items for which unique bills of material will print. (A 2) Required

**Bill of Materials Listing Selection Screen Fields and Function Keys**

Field/Function Key	Description
Include Manufactured Bills	<p>Use this field to indicate if you want to print manufactured item bills of material on the listing.</p> <p>You are required to enter a selection in this field if Value Added Services is not installed. If Value Added Services is installed this field will display only and its value will be <b>N</b>. Refer to BOM &amp; Routing Listing (WOREPT -Option 1) and BOM Cost Rollup Report/Update (WOMAST -Option 1) for information about listing and cost roll up for manufactured item bills of material.</p> <p>Key <b>Y</b> to include manufactured item bills of material on the listing.</p> <p>Key <b>N</b> if you do not want to print manufactured item bills of material.</p> <p>(A 1) Required/Display</p>
Include Kits	<p>Use this field to indicate if you want to print kits on the listing.</p> <p>Key <b>Y</b> to include kit type bills of material on the listing.</p> <p>Key <b>N</b> if you do not want to print kit type bills of material.</p> <p>(A 1) Required</p>
Include Assortments	<p>Use this field to indicate if you want to print assortments on the listing.</p> <p>Key <b>Y</b> to include assortment type bills of material on the listing. If you key <b>Y</b>, you will not be allowed to update parent cost if the cost of a component item changes; see the <b>Rollup Mfg/Kit Parent Cost</b> field for details.</p> <p>Key <b>N</b> if you do not want to print assortment type bills of material.</p> <p>(A 1) Required</p>
Cost to be used	<p>Use this field to specify which cost is used as the material costs on the listing: average, standard, user, or last.</p> <p>Key <b>A</b> to use the average cost.</p> <p>Key <b>S</b> to use the standard cost.</p> <p>Key <b>U</b> to use the user cost.</p> <p>Key <b>L</b> to use the last cost.</p> <p>NOTE: If you key <b>A</b> or <b>L</b>, you will not be allowed to update parent cost if the cost of a component item changes; see the <b>Rollup Mfg/Kit Parent Cost</b> field for details.</p> <p>(A 1) Required</p>

### Bill of Materials Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Rollup Mfg/Kit Parent Costs	<p>Use this field to specify if the parent cost will be updated if the cost (standard or user) of a component item changes. This is useful if the cost change of a component item needs to be updated in multiple parent items throughout the system. The costs will be updated in the Item Balance File for all parent items that contain the affected component item. Also, Distribution A+ will create inventory accounting cost adjustment transactions for all parent items that require a cost change.</p> <p>Key <b>N</b> if you do not want the parent cost updated. When the cost (standard or user) of a component item changes, a roll-up of cost into the parent cost will not occur.</p> <p>Key <b>Z</b> if you want the parent cost updated, but only for new parent items with a zero cost.</p> <p>Key <b>A</b> if you want the parent cost updated for all items that are applicable when the cost of a component item changes.</p> <hr/> <p>NOTE: If you select to have parent costs updated for new items or all items, after pressing <b>ENTER</b> on this screen, the Bill of Material Cost Adjustments Screen (p. 9-95) will display following the Report Options Screen. A Group ID is generated from that screen, which you use to edit the I/A transaction group (MENU IAMAIN), and then post the transactions (MENU IAMAIN). It is after posting occurs that the item balance records are updated in the Item Balance File to reflect the appropriate costs.</p> <hr/> <p>Additionally, selecting to update the parent costs for new items or all items is available only with standard or user costs.</p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> <li>• Must be <b>N</b> if the <b>Cost to be used</b> field = <b>A</b> or <b>L</b></li> <li>• Must be <b>N</b> if the <b>Include Assortments</b> field = <b>Y</b></li> <li>• May be <b>Z</b> only if the <b>Cost to be used</b> field = <b>S</b> or <b>U</b></li> <li>• May be <b>A</b> only if the <b>Cost to be used</b> field = <b>S</b> or <b>U</b></li> </ul> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option. MENU OBFIL will display.
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After pressing <b>ENTER</b> on the Report Options Screen, the Bill of Material Cost Adjustments Screen (p. 9-95) will display, if you keyed either <b>Z</b> or <b>A</b> in the <b>Rollup Mfg/Kit Parent Costs</b> field on this screen. Otherwise, MENU OBFIL displays.</p> <p>The Bill of Materials Listing (p. 9-96) will print after you press <b>ENTER</b> on the Report Options Screen or, if applicable, Bill of Material Cost Adjustments Screen (p. 9-95).</p>

## Bill of Material Cost Adjustments Screen

BILL OF MATERIAL COST ADJUSTMENTS

The system will create Inventory Accounting cost adjustment transactions for all parent items that meet your selection criteria. These items will be marked **\*CHANGED\*** on the Bill of Material File Listing.

The cost adjustments will be placed in an IA transaction group and the system will send you a message providing the group ID. After you receive the message do the following:

1. Edit the IA transaction group and review the edit list (IAMAIN - Option 2).
2. Use Enter/Update Transactions (IAMAIN - Option 1) to make any necessary changes. This step is usually not required.
3. Use Process Transactions (IAMAIN - Option 3) to post the cost adjustment transactions

Press Enter to Continue

This screen displays after pressing **ENTER** on the Report Options Screen, only if you selected to update parent cost by keying either **Z** or **A** in the **Rollup Mfg/Kit Parent Costs** field on the Bill of Materials Listing Selection Screen (p. 9-92). It is an informational screen that informs you that inventory accounting cost adjustment transactions will be created for all parent items that match your selection criteria entered on the Bill of Materials Listing Selection Screen (p. 9-92). These items will further be identified by being marked with **\*CHANGED\*** on the Bill of Materials Listing (p. 9-96).

Additionally, this screen informs you that cost adjustments will be placed in an inventory accounting transaction group, identified by the Group ID sent to you via a message after you press **ENTER** on this screen. After you receive the message, be sure to perform the three steps listed on this screen.

### Bill of Material Cost Adjustments Screen Function Keys

Field/Function Key	Description
Press Enter to Continue	Press <b>ENTER</b> to continue. You will return to the menu and, within a few seconds, a message will display similar to the following: <b>IA Transaction Group XX</b> , where XX = the Group ID, <b>contains BOM parent cost adjustment transactions that are ready to be edited, reviewed, and posted</b> . Following the display of this message, you are returned to the menu upon exiting the message screen, and the listing will print. Be sure to perform the steps listed on this screen, and review the Bill of Materials Listing (p. 9-96).
NOTE: After pressing <b>ENTER</b> on this screen, if no BOM parent items qualified for cost changes, a message displays informing you of this.	

## Bill of Materials Listing

08807 02/19/14 17.56.06		BILL OF MATERIAL FILE LISTING				WH: ALL	AG	/APDEMO	PAGE 1
Customers From: 01/0000000010		Parents From: A300		User Cost		Kits			
01/0000000010		To: A300							
		KITS							
Co/Cust	Parent	Desc 1		Desc 2				U/M	
Allow Decimals	User Area								
Explode on Pick Slip		Labor Hours Cd	Labor Rate Desc	Rate	Extension	Mat & Lab			
Explode on Invoice		Setup Hours Cd	Setup Rate Desc	Rate	Extension	Mat & Lab			
Revision Level	Effective Date	Roll-Up Pricing	Roll-Up OE Cost	Roll-Up Comm Cost	Setup Amount	Setup G/L No.			
-----									
01/0000000010 A300		Desk Set Kit						EA	
N									
Y									
N									
00/00/00		N	Y	Y					
Seq	Component Number								
-----									
10	A310	EA	1.00000	.00000					
20	A330	EA	1.00000	13.16789	13.17				
30	A360	EA	1.00000	16.16789	16.17				
40	A370	EA	1.00000	.00000					
				29.33578			29.34		

This listing prints after your responses on the screens that display after you select option [11](#) - Bill of Material Listing (MENU OBFIL/MEU WOFIL). If all three types of bill of materials are selected, each will print as a major section of the report and each will start on a new page. Within each of these sections, and for each parent bill of material, one line is printed for each component item, message, or special charge and total amounts of the parent item for the Material Cost, Extension, and Material & Labor are printed.

NOTE: Inventory accounting cost adjustment transactions are created for all parent items that match your selection criteria entered on the Bill of Materials Listing Selection Screen (p. 9-92), if you selected to update the parent cost if the cost of a component item changes. These items will further be identified by being marked with **\*CHANGED\*** on this listing.



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Labor rate information is maintained through Labor Rates on the Bill of Material File Maintenance Menu (MENU OBFIL). Use this option to define the labor rates that may be optionally used in BOM. Labor rates may be used in the definition of a kit or manufactured item. For each labor rate code, you assign a description and hourly dollar amount.

---

## Labor Rates Maintenance

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Labor Rates File Maintenance Selection Screen	Used to select the labor rate code to add or change.
Labor Rates File Maintenance Screen	Used to enter the description and hourly rate for the labor rate code you are adding or changing.

---

## Labor Rates File Maintenance Selection Screen

LABOR RATES FILE MAINTENANCE

Function:

-

(A,C)

Labor Rate Code?

...

F3=Exit

This screen displays after selecting option **2** - Labor Rates Maintenance (MENU OBFIL) or after selecting option **5** - Labor Rates Maintenance (MENU WOFIL). Use this screen to select the labor rate code to add or change.

### Labor Rates File Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key <b>A</b> to add a labor rate code to be used in BOM. Key <b>C</b> to change the information for an existing labor rate code. (A 1) Required
Labor Rate Code	Key the two character code that represents the labor rate code that you are adding or changing. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to exit this option. MENU OBFIL will display.
Enter	Press <b>ENTER</b> to confirm your selections. The Labor Rates File Maintenance Screen (p. 10-3) will display.

## Labor Rates File Maintenance Screen

LABOR RATES FILE MAINTENANCE

Change

Labor Rate Code:

12

Description:

GR 1 Double Time....

Labor Rate:

.....19.480.

F12=Return

This screen displays after pressing **ENTER** on the Labor Rates File Maintenance Selection Screen (p. 10-2). Use this screen to enter the description and hourly rate for the labor rate code you are adding or changing.

### Labor Rates File Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Description	This is a description of the labor rate code you are adding or changing. (A 20) Required
Labor Rate	This is the hourly rate for this labor rate code. This rate is used when calculating the final cost of a kit or manufactured item if the current labor rate code is used. (N 11,3) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Labor Rates File Maintenance Selection Screen (p. 10-2) without saving any additions or changes made on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Labor Rates File Maintenance Selection Screen (p. 10-2) will display.

---

## Labor Rates Listing

Once you have set up your labor rates, you can print a listing of them through the Labor Rates Listing option on the Bill of Material File Maintenance Menu (MENU OBFIL).

## Labor Rates Code Listing

OB825	20/11/13	20.18.27	LABOR RATES CODE LIST		A7/APDEMO	PAGE	1
	Labor Rate Code	Description	Labor Rate				
	BI	Binder Assembly	5.820				
	CA	Computer Assembly	20.000				
	SW	Shrink Wrap	9.680				
	10	GR 1 Straight Time	9.740				
	12	GR 1 Double Time	19.480				
	15	GR 1 Overtime	14.610				
	20	GR 2 Straight Time	10.520				
	22	GR 2 Double Time	21.040				
	25	GR 2 Overtime	15.740				
	30	GR 3 Straight Time	11.360				
	32	GR 3 Doubletime	22.720				
	35	GR 3 Overtime	17.040				

This listing prints after keying your responses on the Report Options Screen which displays after selecting option **12** - Labor Rates Listing (MENU OBFIL) or after selecting option **15** - Labor Rates Listing (MENU WOFIL).

Refer to the Cross Applications User Guide for details about the Report Options Screen. For each labor rate code you defined through Labor Rates Maintenance (MENU OBFIL), the following are printed:

- Labor Rate Code
- Description
- Labor Rate

For an explanation of each of these fields, refer to the Labor Rates File Maintenance Screen (p. 10-3).



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## Glossary



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Alter BOM	In order entry, the ability to change a kit to remove/include not only options and features, but any items is available. This function is referred to as Altering BOM.
Assortments	An Assortment is a phantom item that is simply used as a way to order/ refer to a group of items by keying just one number. The Pen Set might be the assortment parent, while the blue ball point, the red ball point, and the black ball point are the components. Sales analysis information is maintained for components only. An assortment parent can only have one stocking unit of measure (as defined in the Item Master File).
Bill of Material (BOM)	A Bill of Material is a means by which a single item number can be used to refer to several different items. BOMs are either kits, manufactured, or assortments. A single item number used is considered the Parent while the remaining items are considered components. With Value Added Services, when completing the manufacturing process, items that are created and received into inventory as a result of the manufacturing process are called co-products. Both parents and components must have valid Item Master File (ITMST) and Item Balance File (ITBAL) records. An Order Entry Options (MENU XAFILE) choice lets you explode the parent item on the pick and invoice. Explode means to not only identify the parent item on these documents, but to also specify the component items; note however, that for assortment items that since the parent item is a phantom item, only the components will be printed. In a BOM, comments and special charges can be included so that when a parent is ordered, not only are the components included, but any comments/charges associated with creating/building/compiling the parent are also automatically included.
Build Quantity	Build Quantity is the quantity you need to build of an item for an order. For kits whose parent items may be built and stocked as well as having components stocked, you can determine when ordering the kit if you will take only already built BOMs (quantity to be built = 0) or if you will take BOMs that can be built (quantity to be built = x - based on quantity needed). When determining how many of the BOMs are available, OE will not only consider the already built BOMs, but will evaluate how many components are available that can be used to build the BOMs

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needed. For example, if you had two cars on hand, but had two doors, one engine, two headlights, etc., then OE would show you that availability of the parent was 3, and the build quantity would be 1 (because only 1 would need to be built).

**Kits** A Kit is a product that requires assembly or special packaging before it can be shipped to your customer. A kit allows features or options to be used. The Red Door might be a kit whose components consist of screws, gold plated brackets, and a gold plated door knob. A feature might be an additional kick plate which could be added to the kit, while an option might be a brass door knob which could be used to replace the gold plated one. Sales analysis information is maintained for the parent only.

**Labor** For manufactured items and kits, labor affiliated with building/creating the parent can be incorporated into the entire cost of the BOM by identifying labor codes. Labor codes are defined with specific labor rates per hour and hours to build/create identified in OBFIL.

**Manufactured Items** Manufactured Items are those items which must first be built before they can be received into inventory. A manufactured item must be both built and stocked before it can be ordered.

**Example:**

A car would be a manufactured parent, while its components would consist of the headlights, the engine, the doors, etc.

---

When processing manufactured items, you must take the components from stock (reduction in their on-hand) in order to complete/build the parent to have it available to sell (increase in its on-hand). Without the Value Added Services module, completing the build of a manufactured item is done by creating a group through Receive Manufactured Parts into Inventory (MENU OBMAIN) where you can receive manufactured items in which you would identify the number of parents built, and the system would automatically create not only the R - receipt type transaction to receive that quantity of the parent, but also would create the I - issue transactions to reduce the quantity of the components that was needed to build the parent. Sales analysis information is recorded for the parent item only for kits and manufactured items.

**Parent/Component** Kits, manufactured items, or assortment items, which are all made up of one or more items, have to be called by a single item. This item is referred to as the Parent item while all the remaining items which make up the kit, manufactured item, or assortment, are considered the Components. Comments and special charges added to a bill of material are also considered



components. It should be noted that special charges are only allowed for assortment bill of materials.

<b>Setup Charges</b>	Setup Charges are those charges incurred in the setup portion of manufacturing an item. For manufactured items, costs associated with preparing (set-up) to build/create the parent can be incorporated into the entire cost of the BOM by identifying setup labor codes which are defined with specific setup labor rates per hour and hours to setup in preparation to build/create the parent identified in Bill of Material Maintenance (MENU OBFIL).
<b>Unique BOMs</b>	Unique BOMs are unique bill of materials created specifically for a particular company/customer. You have the ability to create generic and unique bill of materials through Bill of Material Maintenance (MENU OBFIL).
<b>Where Used</b>	Where Used is a function where you may identify any Item Master File item and the system will present you a list of all bill of materials of which the selected item is a component.



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